

GEMS UNITED INDIAN SCHOOL - ADEK POLICY TRAINING

POLICY INFORMATION SESSIONS SCHEDULE					
#	Policy	Registered Staff	Required Attendees	Date	Time
1	PE and School Sports Policy	KUNJUMOAN JOSEPH	SANYO, SONAM	01-May	9:00 am to 9:45 am
2	Cultural Consideration Policy	INDRAVATI RAJESH PANDEY	NEEMA, SUNITHA	02-May	9:00 am to 9:45 am
3	Curriculum Policy	SUNITHA PAVITHRAN NAMBIAR	NEEMA, CHITRA	06-May	9:00 am to 10:15 am
	Educational Risk Policy	KUNJUMOAN JOSEPH	SANYO		
	Student Performance Reports Policy	SUNITHA PAVITHRAN NAMBIAR	MOLLY, MAHESWARI		
4	Assessment Policy	NEEMA NARAYANAN	SLT	08-May	9:00 am to 9:45 am
5	Quality Assurance Policy	KUNJUMOAN JOSEPH	SLT	13-May	9:00 am to 10:00 am
	Coeducation Policy	SUNITHA PAVITHRAN NAMBIAR	SUNITHA, NEEMA		
6	Career and University Guidance Policy	ARIBA RAO	MURAD	15-May	9:00 am to 9:45 am
7	School Calendar and Public Holiday Policy	MARYAM SAEED BIN MAKAREM AL-KENDI	SUNITHA, LALITHA	16-May	9:00 am to 10:00 am
	Student Administrative Affairs Policy	KUNJUMOAN JOSEPH	MURAD		

8	Health and Safety Policy	SANYO THOMAS CHIRIYANKANDATH	KUNJUMOAN, MURAD	20-May	9:00 am to 10:15 am
	Safeguarding Policy	SANYO THOMAS CHIRIYANKANDATH	MURAD, REWATI		
	Transportation Policy	SANYO THOMAS CHIRIYANKANDATH	KALESH		
9	Student Protection Policy	KUNJUMOAN JOSEPH	MURAD	21-May	9:00 am to 10:00 am
	Student Behavior Policy	KUNJUMOAN JOSEPH	SLT		
10	Fees Policy	VASANTHA KUNDER KANARABETTU	SABUJI, SANYO, MURAD	23-May	9:00 am to 10:00 am
	Financial Audit and Reports Policy	VASANTHA KUNDER KANARABETTU	SABUJI, SANYO, MURAD		
11	Licensing Policy	SHERIN AMEER PUTHUVAYIL ABDUL KHADER	MUSTHAFA, VASANATHA	27-May	9:00 am to 10:00 am
	Compliance Policy	SANYO THOMAS CHIRIYANKANDATH	SLT		
12	Digital Policy	MOLLY RINSO	ANIL	29-May	9:00 am to 9:45 am
13	Wellbeing Policy	VINET EDNA RODRIGUES	SLT	30-May	9:00 am to 10:00 am
	Staff Wellbeing Policy	VINET EDNA RODRIGUES	SLT		
14	Staff Eligibility Policy	SHERIN AMEER PUTHUVAYIL ABDUL KHADER	MARYAM, SLT	03-Jun	9:00 am to 10:00 am
	Employment Policy	SHERIN AMEER PUTHUVAYIL ABDUL KHADER	MARYAM, MUSTHAFA, SLT		
15	Buildings and Facilities Policy	SANYO THOMAS CHIRIYANKANDATH	VASANTHA	06-Jun	9:00 am to 10:00 am
	Sustainability Policy	KUNJUMOAN JOSEPH	SUNITHA		
16	Extracurricular Activities and Events Policy	MADHU DHINGRA	SLT, SANYO	10-Jun	9:00 am to 9:45 am


17	Healthy Eating and Food Safety Policy	SANYO THOMAS CHIRIYANKANDATH		11-Jun	9:00 am to 10:00 am
	Student Mental Health Policy	KUNJUMOAN JOSEPH	SLT		
18	Governance Policy	MURAD SHAIKH SARFRAZ	GEORGE MATHEW	13-Jun	9:00 am to 10:00 am
	Professional Code of Ethics Policy	MURAD SHAIKH SARFRAZ	SLT		
19	Records Policy	PREETHI ANNA MATHEW	MARYAM	24-Jun	9:00 am to 10:15 am
	Reporting Policy	SUNITHA PAVITHRAN NAMBIAR	MOLLY, SLT		
	School Marketing Policy	MARINA SOPHIA	SANYO, MURAD		
20	Values and Ethics Policy	MURAD SHAIKH SARFRAZ	SLT	25-Jun	9:00 am to 10:00 am
	Parent Engagement Policy	MURAD SHAIKH SARFRAZ	SLT		



GEMS UNITED INDIAN SCHOOL-CPD -2025-2026

DAY/DATE	SESSION TITLE	LEARNING OBJECTIVES	TARGETTED AUDIENCE	RESOURCE PERSON	INTERNAL /EXTERNAL/ CENTRAL/ TELLAL	MODE OF TRAINING	DURATION	COST
4TH April	ASSESSMENT AND EVALUATION REFORMS (CBSE GRX&XII Wef 2024-25 BOARD)	1)Enhancing the assessment strategy by implementing competency based education to develop creative / critical thinking capacities in students to meet the challenges of 21st century skills. 2)Reforms in the composition of question paper for Board 2025.	Cycle 3 teachers	CBSE DIRECTOR DR.JOSEPH EMMANUEL	EXTERNAL	ONLINE	90MINS	NA
18TH April	IMPLEMENTATION OF NATIONAL CURRICULUM FRAMEWORK (NCF) IN CBSE SCHOOLS wef 2024 JUNE FOR GR 6,9,11	NCF FRAMEWORK(OUTSIDE)3 MAIN COMPONENTS OF NCF A) CREDIT EARNED AT EACH GRADE B)DIFF FORMAL &INFORMAL EDUCATION IN DIFF CYCLE C)MULTIPLE ENTRY /EXIT CRITERIA &CREDIT CALCULATION METHODS	DEPT specific	MR.R.P.SINGH JOINT SECRETARY CBSE	EXTERNAL	ONLINE	2HRS	NA
24th April	CAPACITY BUILDING PROGRAM FOR AI IN SCHOOLS (GR 9 -10)	A)Importance of AI in the field of technology.	Cycle 3	DR. BIS WAJIT SAFA DIRECTOR SKILL EDUCATION	EXTERNAL	ONLINE WEBINAR LIN	1.15 hrs	NA
26TH April	CAPACITY BUILDING PROGRAM FOR AI IN SCHOOLS (GR 9 -10)	B)Boot camp for students between May 6th - June 18th.	CYCLE 3	Ms. Pallavi Mishra Principal Oakridge International School,	EXTERNAL	ONLINE	1 hr	NA

2ND MAY	CAPACITY BUILDING PROGRAM FOR AI IN SCHOOLS (GR 9 -10)	Explore groundbreaking AI insights, engage in dynamic discussions, and uncover practical applications alongside educators worldwide.	cycle 3	Ms. Pallavi Mishra Principal Oakridge International School,	EXTERNAL	online	1hr	NA
LEADERSHIP TRAINING - MG CLUSTER CPD								
9TH November, 2023	BRIGHT SPARKS - SESSION 2	COGNITIVE DISTORTION	5 Middle Leaders	Mr. Michael Guzder Mrs. Asma Gilani	EXTERNAL (MG CLUSTER)	Face-To-Face	3 Hrs	NA
8TH February, 2024	BRIGHT SPARKS - SESSION 3	PREPARING TO BE A LEADER/ INTERVIEW	5 Middle Leaders	Mr. Michael Guzder Mrs. Lalitha Suresh	EXTERNAL (MG CLUSTER)	Face-To-Face	3 Hrs	NA
8TH May, 2024	BRIGHT SPARKS - SESSION 4	EFFECTIVE COMMUNICATION	5 Middle Leaders	Mr. Michael Guzder Mrs. Asha Alexander	EXTERNAL (MG CLUSTER)	Face-To-Face	3 Hrs	NA


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 GEMS JIMMADIAN INDIAN SCHOOL L.L.C.

K. GEORGE MATHEW
PRINCIPAL/CEO

GEMS UNITED INDIAN SCHOOL-CPD -2025-2026

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18TH April	NIM Awareness	To familiarize all staff with NIM domains and implementation	All Staff	SLT of each cycle	Internal	Live Session F2F	1.5 hrs	NA
23rd April	NIM Awareness	To align school curriculum with NIM Domains and Plan tasks &activities	DEPT specific	SLT of each cycle	Internal	Live Session F2F	1.5 hrs	NA
30th April	Socrative (Online Assessment Tool)	Features of socrative and its uses to measure progress in lessons	Cycle 3 teachers	Ms.Irfana (IT Teacher)	Internal	Live Session F2F	1.15 hrs	NA
7th May	CCP	Textbook review to adhere to CCP policy	Core Committee team	Mr.Murad (VP)	internal	Live Session F2F	1 hr	NA
14th May	Dept Imp Plant (SDP)Review	To measure progress and draw out the review comments on dept specific priorities / actions	Dept Meeting of core subject	SLT/HOD	internal	Live Session F2F	75 Mins	NA




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NEW TEACHERS INDUCTION -CPD's

DAY/DATE	LEARNING OBJECTIVES	RESOURCE PERSON	ATTENDEES	MODE OF TRAINING	NO.OF HRS
1 ST APRIL	Welcoming Address & School Ethos	Principal & SLT	New Joinees	Live Session F2F	1.5 hrs
9:15-10:30					
1 ST APRIL	HR Policies	HR Team	New Joinees	Live Session F2F	1.5 hrs
10:45-12:00 Noon					
	a) Lesson Planning	Ms.Indravathy			

2 ND APRIL		Ms.Vinet	New Joinees	Live Session F2F	90 Mins
	b) Differentiation in tasks	Ms.Brooke			
3 RD APRIL	a) Digital Tool Usage in T/L	Ms.Tina	New Joinees	Live Session F2F	1 hr
		Ms.Juby			
	b) Phoenix Classroom Portal & its Usage	Ms.Molly	New Joinees	Live Session F2F	1 hr
4 TH APRIL	a) Pulse & its importance	Ms.Deepa	New Joinees	Live Session F2F	1hr
	b) Attendance Modules	Ms.Surayya			
17 TH APRIL	Student Profile	Ms. Sujatha	New Joinees	online	1.5 hrs

DATE	Tracking	Ms.Vinet	New Joinees	online	1.5 hrs
30TH APRIL	Formative Assessment Pattern (AFL/AOL)(AAL)	Ms.Tina	New Joinees	online	1.5 hrs
30TH APRIL	Safe Gaurding	Mr. K JOSEPH	New Joinees	Live Session F2F	1hr



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