

**DAV PUBLIC SCHOOL, MADHEPUR, MADHUBANI**  
**OFFICE OF THE CO-CURRICULAR ACTIVITIES (CCA) INCHARGE**  
**SUGGESTIVE INSTRUCTIONS & EVALUATION RUBRICS FOR**  
**ACTIVITY TEACHERS**

**Date of Circular:** 13/07/2026 | **Date of Event:** 18/07/2026 | **Maximum Marks:** 05 Marks  
per Activity

**PART A: GENERAL INSTRUCTIONS FOR ASSIGNED TEACHERS**

- Ensure timely preparation and smooth, uninterrupted conduction of the respective activities.
- Guide all participating students effectively and encourage maximum, fair participation across houses.
- Maintain strict discipline, decorum, and ensure the safety of all students during the event.
- Keep systematic and transparent records of results, marks, and participant details.
- Submit the finalized result sheets immediately to the CCA Incharge upon completion.
- Promote healthy teamwork, creativity, and positive competition among the houses.
- Ensure to sign in the signature column of the official activity chart to acknowledge completion of duty.

**PART B: ACTIVITY-SPECIFIC INSTRUCTIONS & EVALUATION CRITERIA**

| Class & Activity                                       | Assigned Teacher(s)                                                       | Evaluation Rubric (Max 5 Marks)                                                                                                                                                                                                                                                                       | Specific In-Charge Instructions                                                             |
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| <b>Class I</b><br><b>Activity: Making Birthday Cap</b> | Mrs. Sangeeta Kumari (Hansraj vs ND Grover & Dayanand vs Lala Lajpat Rai) | <ul style="list-style-type: none"><li>• Neatness &amp; Alignment (2 Marks): Clean cutting, folding, and gluing.</li><li>• Creativity &amp; Decoration (2 Marks): Use of colors, stickers, or unique patterns.</li><li>• Time Management (1 Mark): Completion within the specified duration.</li></ul> | Ensure safe use of child-friendly scissors and materials. Help young learners stay focused. |
| <b>Class II</b><br><b>Activity: Crafting with Clay</b> | Mrs. Rekha Mishra (Hansraj vs ND Grover & Dayanand vs Lala Lajpat Rai)    | <ul style="list-style-type: none"><li>• Creativity &amp; Originality (2 Marks): Unique choice of objects or figures made.</li><li>• Technical Skill &amp; Detail (2 Marks): Definition, texture,</li></ul>                                                                                            | Provide clean working surfaces. Ensure students bring non-toxic clay.                       |

and stability of the model.

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Presentation/Cleanliness (1 Mark):

Maintaining a clean workspace and clear final presentation.

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| <b>Class III</b><br><b>Activity: Draw Map of Indian State</b>    | Mr. Aman (Hansraj vs ND Grover & Dayanand vs Lala Lajpat Rai) | <ul style="list-style-type: none"><li>• Geographical Accuracy (2 Marks): Correct shape/boundary approximation of the chosen state.</li><li>• Labeling &amp; Key Details (2 Marks): Identification of capital, major cities, or neighboring regions.</li><li>• Neatness &amp; Coloring (1 Mark): Clean margins, uniform shading, and presentation.</li></ul> | Ensure children do not trace directly. Maps should be drawn freehand on the provided sheet.             |
| <b>Class IV (Group 1)</b><br><b>Activity: Draw Weather Chart</b> | Mr. Nitish Giri (Hansraj vs ND Grover)                        | <ul style="list-style-type: none"><li>• Informational Content (2 Marks): Clarity of weather symbols, descriptions, and data layout.</li><li>• Visual Clarity &amp; Neatness (2 Marks): Good contrast, clear fonts, and tidy drawings.</li><li>• Creative Layout (1 Mark): Layout novelty and use of color coding.</li></ul>                                 | Guide students to represent standard weather parameters (temperature, wind, precipitation symbols).     |
| <b>Class IV (Group 2)</b><br><b>Activity: Water Cycle Model</b>  | Mrs. Poonam Ray (Dayanand vs Lala Lajpat Rai)                 | <ul style="list-style-type: none"><li>• Scientific Accuracy (2 Marks): Correct representation of Evaporation, Condensation, Precipitation, and Collection.</li><li>• Labeling &amp; Explanation (2</li></ul>                                                                                                                                                | Ensure the model is assembled during the given period; pre-assembled ready-made models are not allowed. |

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|                                                                       |                                                          | <p>Marks): Clear tags for each stage and logical flow indicators.</p> <ul style="list-style-type: none"> <li>• Materials &amp; Neatness (1 Mark): Resourceful use of materials and model stability.</li> </ul>                                                                                                                                          |                                                                                                      |
| <b>Class V (Group 1)</b><br><b>Activity: Sudoku Solving</b>           | Mr. Ram Raghav (Hansraj vs ND Grover)                    | <ul style="list-style-type: none"> <li>• Accuracy of Solution (3 Marks): Complete correctness of rows, columns, and sub-grids without repetition.</li> <li>• Speed/Time Component (2 Marks): Awarded based on who completes the puzzle fastest correctly.</li> </ul>                                                                                    | Provide identical puzzles to all participants simultaneously. Maintain strict silence.               |
| <b>Class V (Group 2)</b><br><b>Activity: Magic Square</b>             | Mr. Ganesh Chaudhary (Dayanand vs Lala Lajpat Rai)       | <ul style="list-style-type: none"> <li>• Mathematical Accuracy (3 Marks): All rows, columns, and diagonals sum up to the target constant correctly.</li> <li>• Speed &amp; Execution (2 Marks): Timely completion with neat box-filling.</li> </ul>                                                                                                     | Distribute equal-difficulty grids. Ensure no external calculators or smart devices are used.         |
| <b>Class VI (Group 1)</b><br><b>Activity: Character Dramatization</b> | Mr. Prabhat Kr. Tulsi & Mr. Tulsi (Hansraj vs ND Grover) | <ul style="list-style-type: none"> <li>• Acting &amp; Dialogue Delivery (2 Marks): Voice modulation, confidence, and character portrayal.</li> <li>• Costume &amp; Appearance (2 Marks): Authenticity and adherence to the chosen character.</li> <li>• Stage Presence &amp; Impact (1 Mark): Overall engagement and impact on the audience.</li> </ul> | Ensure scripts/monologues are appropriate for school standards. Limit time to 3 minutes per student. |

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| <b>Class VI (Group 2)</b><br><b>Activity: Symposium</b>                         | Mr. Sheetkant Jha<br>(Dayanand vs Lala Lajpat Rai) | <ul style="list-style-type: none"> <li>• Content &amp; Subject Knowledge (2 Marks): Relevance, depth of information, and factual correctness.</li> <li>• Presentation &amp; Elocution (2 Marks): Fluency, tone, body language, and articulation.</li> <li>• Time Adherence (1 Mark): Adhering strictly to the allocated time limit.</li> </ul>                                  | Keep a stopwatch handy. Announce a warning bell 30 seconds before the final time limit.           |
| <b>Class VII (Group 1)</b><br><b>Activity: Poetry Making (Hindi/English)</b>    | Miss Juhi Kumari<br>(Hansraj vs ND Grover)         | <ul style="list-style-type: none"> <li>• Originality &amp; Theme Adherence (2 Marks): Relevance to the given prompt/topic and creative imagination.</li> <li>• Literary Devices &amp; Rhythm (2 Marks): Effective use of rhyming, metaphors, vocabulary, and flow.</li> <li>• Presentation &amp; Layout (1 Mark): Hand-written neatness and structural organization.</li> </ul> | Announce the broad theme at the commencement of the event to ensure 100% on-the-spot originality. |
| <b>Class VII (Group 2)</b><br><b>Activity: English Story Telling with Moral</b> | Mr. N.M. Das<br>(Dayanand vs Lala Lajpat Rai)      | <ul style="list-style-type: none"> <li>• Narrative Flow &amp; Expression (2 Marks): Plot sequencing, clarity of speech, and expression.</li> <li>• Moral Integration (2 Marks): The clarity and strength of the ethical message delivered.</li> <li>• Confidence &amp; Body Language (1 Mark): Engagement, eye contact, and posture.</li> </ul>                                 | Discourage pure reading from sheets; encourage natural expression and performance.                |

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| <b>Class VIII</b><br><b>Activity: Best Out of Waste</b>                    | Mr. Rambalak Mukhiya (Hansraj vs ND Grover) & Mr. Nitish Raj (Dayanand vs Lala Lajpat Rai) | <ul style="list-style-type: none"> <li>• Resource Utility (2 Marks): Effective transformation of genuinely waste materials into something useful.</li> <li>• Innovation &amp; Utility (2 Marks): How functional or highly creative the product is.</li> <li>• Aesthetics &amp; Finish (1 Mark): Visual appeal, cleanliness, and completeness.</li> </ul>                                   | Verify that raw materials brought are indeed scrap/waste items. Assembling must be done fully on-site.    |
| <b>Class IX (Group 1)</b><br><b>Activity: Digital Poster Making</b>        | Mr. Niranjan Kumar (Hansraj vs ND Grover)                                                  | <ul style="list-style-type: none"> <li>• Graphic Design &amp; Layout (2 Marks): Effective use of space, typography, color palettes, and balance.</li> <li>• Theme Relevance &amp; Impact (2 Marks): Clarity of message and social/educational impact.</li> <li>• Originality &amp; Skill (1 Mark): Technical proficiency in the software tools used without pre-made templates.</li> </ul> | Check students' canvas sizes. Ensure no internet sourcing of readymade graphics is done during the event. |
| <b>Class IX (Group 2)</b><br><b>Activity: News Presentation with Style</b> | Mr. Sanjay Kr. Jha (Dayanand vs Lala Lajpat Rai)                                           | <ul style="list-style-type: none"> <li>• Scripting &amp; Content (2 Marks): Choice of news items, syntax, objectivity, and layout.</li> <li>• Style &amp; Anchoring (2 Marks): Delivery, accent, confidence, and screen/stage presence.</li> <li>• Use of Props/Visual Aids (1 Mark): Creative integration of custom weather charts or head-lines.</li> </ul>                              | Assess performance based on a mock studio setup. Emphasize formal attire/uniform presentation.            |

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| <b>Class X (Group 1)</b><br><b>Activity: Mock Interview</b>                         | Mr. Raju Jha (Hansraj vs ND Grover)            | <ul style="list-style-type: none"> <li>• Professional Etiquette (2 Marks): Formal greetings, posture, confidence, and body language.</li> <li>• Communication &amp; Answers (2 Marks): Quick thinking, precision in articulation, and depth of replies.</li> <li>• Resume/Profile Quality (1 Mark): Structure and presentation of the basic bio-data profile submitted.</li> </ul>               | Conduct brief 3-4 minute interviews focusing on career choices, general awareness, and situational prompts.     |
| <b>Class X (Group 2)</b><br><b>Activity: Environmental Awareness Project Making</b> | Mr. Anupam Anand (Dayanand vs Lala Lajpat Rai) | <ul style="list-style-type: none"> <li>• Research &amp; Problem Statement (2 Marks): Depth of the environmental issue identified and factual basis.</li> <li>• Solution/Action Plan (2 Marks): Feasibility, innovation, and community impact of the proposed project.</li> <li>• Documentation &amp; Viva (1 Mark): Quality of report layout and confidence during cross-questioning.</li> </ul> | Focus heavily on the student's personal understanding and practical solutions to localized ecological concerns. |

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