

BIRLA PUBLIC SCHOOL – DOHA, QATAR
Circular for Grade XII (2025-'26)

Dear Parents and Students,

Subject: **Appointment of 2025-26 Prefect Board (Grade XII)**

Election and Selection Procedure:

1. The school invites nominations from interested students of XII, 2025-26.
2. Filled in the nomination form, along with a copy of XI Annual Examination Report Card, parent's consent letter, and copies of certificates, to be submitted by the candidate to the Class Teacher on or before Thursday, 20 March, 2025.
3. **Any document falsification of the above copies will invite severe consequences.**
4. Based on the eligibility criteria, the Election Committee will scrutinize the nomination form and will publish the list of qualified candidates on Sunday, 23 March, 2025. The Committee's decision will be final.
5. A student can apply only for **TWO** positions.
6. An Electronic Election (Phase II) will be held for qualified candidates on Wednesday, 26 March 2025. A list of eligible candidates will be published online. A student can cast his or her vote for each position mentioned in the list. Note that the election window will be open only for a specified time, and the vote can be exercised only once.
7. The candidates who are placed in the first two positions according to the votes received will proceed to the Meet the Candidate round in Phase III.
8. A personal interview of the candidates will be conducted in phase IV.
9. The names and positions of elected members of the Prefectorial Board will be announced after phase IV.
10. The elected candidates will constitute the Prefect Board.

Note: In case an office-bearer is found to be involved in any act of major/minor disciplinary issue, the badge will be confiscated on the spot and the Council membership will be forfeited.

Eligibility criteria for candidates: (Phase - I)

1. The candidate must have scored at least 61% aggregate marks in grade XI final exam at 1st attempt, full pass (**without any re-test or only Promoted remark**). Students with UFM cases will be disqualified.

2. Conduct & Character, to be endorsed by the grade XI class teacher and a subject teacher. In addition, any two teachers from XI to XII have to endorse the conduct and character of the candidate. (To be filled in the form by the selected teacher, the student should only suggest the teacher's name in the given column and MUST NOT approach the teacher personally, the CT will do the needful).
3. Participation and prizes in extracurricular activities, inter-school competitions, and contributions to any community outreach programs will be considered as an additional criterion which will be awarded points (Sport, Art, Cultural activities, club activities, Public Speaking skills, Leadership skills, Innovative ideas)

Academic Performance	Co-Scholastic (Co-curricular) Participation	Co-scholastic Awards /Trophies (In-house)	External Competition Prize (Outside)/ Represented the school	Community Service programs
60-70% (2 mark)	1 certificate (2 marks)	1 certificate (2 marks)	1 certificate (2 marks)	1 certificate/ letter (2 marks)
71-80% (4 marks)	2/3 certificates (4 marks)	2/3 certificates (4 marks)	2/3 certificates (4 marks)	2/3 certificates/ letter (4 marks)
81-90% (6 marks)	4/5 certificates (6 marks)	4/5 certificates (6 marks)	4/5 certificates (6 marks)	4/5 certificates/ letter (6 marks)
91-100% (10 marks)	More than 5 (10 marks)	More than 5 (10 marks)	More than 5 (10 marks)	More than 5 (10 marks)

NB- Certificates validating points 1-3 will be valued from VIII- XI grades ONLY

Dr. Anand R. Nair
Principal

BIRLA PUBLIC SCHOOL, DOHA, QATAR
SELF-NOMINATION FORM for Circular No: BPS/EC/2024-25/108

Details of the Candidate

1. Name of the Student: _____

2. Name of the Parent: _____

3. Admission number: _____ Class: _____ Division: _____

4. Position

Option -1: _____

Option -2: _____

Details of Academic Performance: Grade XI Annual Examination Mark Sheet- copy to be submitted to the class teacher.

Details of Co-scholastic merits:

S.No	Name of Activity	Position/ Participation	Remarks
1			
2			
3			
4			
5			

Note:- You can list any additional medals or honors you have received on the overleaf.

Instructions for point 5 are given below:

- a) Names of the teachers to be filled by students.
- b) Observations to be filled by teachers **ONLY**.

5. Name and Signature of Grade XI Class teacher and Subject teacher; any two teachers of XI/XII; their observations regarding character and conduct.

Note: - Unsatisfactory will lead to disqualification of the candidate.

Sl.No	Teacher's name	Observation about character and conduct			Signature
		Unsatisfactory	Good	Excellent	
1	<i>XI Class Teacher</i>				

2	<i>XI Subject Teacher</i>				
3					
4					

Note:

1. Nomination will be accepted only after the scrutiny by the election panel
2. The Final Student body will be elected & selected, based on the marks in phase -1, votes in Election (Phase II) and Marks Obtained from phases III and phase IV.

Nomination Accepted / Rejected: (to be filled by the CT)

Name and Signature of XII Class teacher:

Date:

List of Positions

1	Head Boy	Head Girl
2	Vice-Head Boy	Vice- Head Girl
3	President of Student Council (Boy / Girl)	Vice-President of Student Council (Boy / Girl)
4	Speaker - Boy	Speaker - Girl
5	Secretary - Student Council - Boy	Secretary - Student Council - Girl
6	Cultural Secretary - Boy	Cultural Secretary - Girl
7	Campus correspondent - Boy	Campus correspondent - Girl
8	Sports Captain - Boy	Sports Captain - Girl
9	Prefects	
10	Martinet	