

BIRLA PUBLIC SCHOOL, DOHA, QATAR
CIRCULAR FOR GRADE XI

Dear Parent,

Subject: - Appointment of Assistant Prefects for 2026-'27

The school invites nominations from students of Grade XI for the post of Assistant Prefects for the academic year 2026-'27. Interested students are requested to submit the duly filled nomination form along with the required documents to their respective class teachers on or before Tuesday, 21 April 2026.

Selection Procedure:

1. The school invites nominations from interested students of Grade XI
2. Filled in nomination forms to be submitted by the student to the class teacher with the parent's consent letter, which should specifically mention and certify that the student satisfies all the criteria given below. (which will be further verified by the class teacher)

Last date of submission Tuesday, 21 April 2026.

3. Based on the eligibility criteria, the Class Teachers will scrutinize the nominations and award marks.
4. A list of qualified candidates will be published on Saturday, 25 April 2026
5. E-Election will be held on Monday, 27 April 2026 for the qualified candidates.

Each student of Grade XI can cast votes for 10 candidates.

According to the number of votes, the names of First 10 candidates will be announced. They will join the Prefect Board as Assistant Prefects, after the final approval of the Vice Principal and Principal.

Minimum Eligibility criteria for submitting Nomination:

1. The candidate must have scored at least 75 % aggregate marks in the CBSE Board Exam of his / her Grade X. Absentees will be given due consideration by the Class Teacher and marks of the First PB Exam will be considered. (10 marks)
2. Participation in any co-scholastic activity -Sport/Art/Cultural activities, Public Speaking, Debating etc. (10 Marks)
3. External competitions representing school / Exams like Olympiad/Asset/Acer exams or Quiz (like Math or G K etc.) (10 Marks)
4. Community outreach program/ Membership of Eco club, MUN, Gavels club or Scouts/Guide etc. (10 Marks)

Academic Performance	51-60% (2 mark)	61-70% (4 marks)	71-80% (6 marks)	81-91 % (8 marks)	91 - 100% (10 marks)
Co- scholastic Participation /Awards	1 certificate (2 marks)	2/3 certificates (4 marks)	4/5 certificates (6 marks)	More than 5 certificates (10 marks)	

5. Character to be endorsed by 3 teachers - class teacher of Grade X, a subject teacher from Grade X, and the class teacher of Grade XI.

Note:

1. Number of certificates in the same field will not earn more marks.
2. Copies of Documents to prove points 1 to 4 must be submitted to the Class Teacher, along with the Nomination Form and parent consent letter, on or before Tuesday, 21 April 2026.



Dr. Anand R. Nair
Principal

Birla Public School, Doha, Qatar

Appointment of Assistant Prefects 2026-27

Nomination Form

1. Name of the student: _____
2. Class: XI Division: _____
3. Admission Number: _____
4. Details of Scholastic / Co-scholastic Performance from the relevant Grade (Copies of certificates to be submitted to the class teacher)

S.No.	Name of Activity	Merits/ Performance	Marks/ Remarks
1.	Academic Performance		

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

5. Name and Signature of the X Class teacher & any ONE Subject teacher-(Mandatory) and their observation regarding character and conduct.

The student should only suggest the teacher's name in the given column and MUST NOT approach the teacher personally; the Class Teacher of Grade XI will do the needful.

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

Sl. No	Teacher's name	Observation about character and conduct			Signature
		Unsatisfactory	Good	Excellent	
1	(X Class Teacher)				
2	(X Subject Teacher)				
3	(XI Class Teacher)				

Note:

Nomination will be accepted only after scrutiny by the class teacher.

The following documents should be submitted to the class teacher together,

1. Nomination Form
2. Copies of the certificates
3. Parent Consent Form
4. Self-Declaration Form

Nomination Accepted / Rejected _____

Total Marks Awarded _____

Signature of the Class Teacher _____

Date _____

Birla Public School, Doha, Qatar
Appointment of Assistant Prefects 2026- 27
Self-Declaration Form

I _____ studying in class XI, Div ____, do express my wish to contest the election as an Assistant Prefect and promise that if elected, I shall carry out all duties and responsibilities incumbent upon the office to the best of my abilities during the period of my office. I promise to be present at school for all its important functions and whenever the school wants me too.

Signed by Student Candidate: Signature

Name _____

Admission No _____

Date _____

Parent Consent Form for the Circular No: BPS/EC/2026-'27/05

I _____, parent of _____, class _____ div _____ admission no _____ hereby provide my consent for my ward to contest in the election for the Assistant Prefects 2026-'27. I shall ensure that my child will abide by all the rules and regulations of the school.

Signature of the Parent _____

Name of the Parent _____

Date _____