

KANPUR SAHODAYA SCHOOLS

SOPs FOR HOSTING KSS ACTIVITIES (2026-27)

1. The invite including the information about the Date/Venue/Time/Rules etc. of the event should be emailed to the member schools at least 25 – 30 days in advance. The participation must be replied and confirmed by the Principal and none other.
2. The host school must share the rules and regulations for the events with the activity coordinators before circulation. Only after confirmation they must circulate and follow them strictly.
3. The information about events like Debates/ Elocution etc. in which the theme/topic is decided by the host school should be forwarded to member schools at least one month in advance.
4. For events which have two hosts, the host of Zone A must send the participants of his/her school to the school organizing the same event in Zone B and vice versa. Therefore the hosts must mail their invitations for participation to each other
5. The dress code for cocurricular events is full white uniform. The participants must not wear their ties and belts. The monogram should also be hidden so that the identity of their school does not get revealed.
6. The KSS certificates to be awarded for various KSS events can be collected from Shree Sanatan Dharm Education Centre, Kaushalpur.
7. For the co-curricular events, there should be a panel of three judges to adjudge the participants .
8. The final positions should be decided by adding the ranks awarded by the three judges to each participant. (Firstly, rank is given according to the points awarded by each judge. The ranks awarded by the three judges to each participant are then added. The participant with the lowest total is awarded the first position and so on.) For any clarity you may contact the Activity Coordinator or the Secretary.

Imp. Under no circumstances should final positions be decided by adding points awarded by the judges. Also, if two participants get the same final position, then the next position may be skipped.

9. At the time of calculation of results, teacher representatives of three participating schools should be called for verification. The final result should be duly signed by all the judges and the observers.
10. For Cocurricular events with one host for both the zones, if the Host school is the winner, the trophy should be ceded to the school at the second position. There is no such restriction for the second and third positions. If possible, the school may invite an Observer.
11. Participation certificates should be awarded to all the participants.
12. The results should declare positions of all the participating schools unless it is an event in which few teams reach the finals on knock out basis.
13. The list of judges/jury decided for the events should be forwarded along with the result to all the participating schools.
14. A report on the conduct of the competition / results/ judges/teachers who verified the results etc. should be sent to the Secretary and the respective Activity Co-ordinator by the Observer within 3 days of the conduct of the event in the prescribed format.

Zone A Activity Coordinators (Cocurricular)

Ms. Sadhna Pandey, Principal,
The Jain World School
(Sports)
Ms. Shaila Vali, Principal
Vinyaas Public School

Zone B Activity Coordinators (Cocurricular)

Ms. Manisha Soni, Principal
Archies Higher Secondary School
(Sports)
Ms. Priyanka Saigal, Principal
Karamdevi Memorial Academy