

**BIRLA PUBLIC SCHOOL – DOHA, QATAR**  
**CIRCULAR FOR GRADE XII (2026 – '27)**

Dear Parent,

**Subject: - Appointment for Prefect Board 2026-'27 (Grade XII)**

**Election and Selection Procedure:**

1. The school invites nominations from interested students of XII, 2026-'27.
2. Filled in nomination form, along with a copy of Grade XI Annual Report Card, Parent's consent letter, and copies of certificates, are to be submitted online by the prospective candidate using the Google Form Link provided below on or before Monday, 16 March 2026.  
**Google Form Link:-** <https://forms.gle/dTwX8RmJydDFkHRr5>
3. Hard copies of the nomination form and certificates should be submitted to the class teachers as soon as the school reopens.
4. **Any document falsification of the above copies will invite severe consequences.**
5. Based on the eligibility criteria, the Election Committee will scrutinize the nomination form and will publish the list of qualified candidates on Wednesday, 25 March 2026. The Committee's decision will be final.
6. A student can file nominations only for **TWO** positions.
7. An Electronic Election (Phase II) will be held for the qualified candidates on Wednesday 1st April 2026. 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.
8. 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.
9. A personal interview of the candidates will be conducted in phase IV.
10. The names and positions of elected members of the Prefectorial Board will be announced after phase IV.
11. 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 candidate: (Phase - I)**

1. The candidate must have scored at least 61% aggregate marks in grade XI Annual Examination in the 1<sup>st</sup> attempt, and declared as passed and promoted to Grade XII. **(without any re-test/compartement or Promoted remark)**. Students booked under UFM case are not eligible.
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 can 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 contribution 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)

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

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



**Dr. Anand R. Nair**  
**Principal**