

BOOK SUPPLY POLICY (CAPSD, Department of School Education, Ministry of Education)

CATEGORY	EXPECTED BOOK LIFE		ISSUE CRITERIA	REMARKS
Textbook (TB)	2 years (PP-VI)	3 years (VII-XII)	<ul style="list-style-type: none"> 1 copy per student 	<p>... Not allowed to take home for classes PP-III (to be kept in the classroom or subject departments)</p> <p>... Allowed to take home for classes IV – XII</p> <p>... Students have to return at the end of the academic year</p>
Teacher's Guide (TG)	5 years or till further revisions		<ul style="list-style-type: none"> 1 copy per subject teacher 	<p>... Teachers do not have to return until change of subjects/classes or transferred</p>
Workbook (WB)	1 year		<ul style="list-style-type: none"> 1 copy per student 	<p>... Strictly for use in the classroom work</p> <p>... To be kept in the classroom</p> <p>... Students do not have to return</p>
Reader (R)	3 years		<ul style="list-style-type: none"> 1 copy between 2 students Big book (BB): 1 copy per section 	<p>... To be kept in the classroom or language departments</p> <p>... Not allowed to take home</p>
Supplementary Reader (SR)	3 years		<ul style="list-style-type: none"> 3 copies per school below 5 sections 5 copies per school above 5 sections 	<p>... To be kept in the classroom or language departments</p> <p>... Not allowed to take home</p>
Reference (RF)	5 years		<ul style="list-style-type: none"> 3 copies per school below 5 sections 5 copies per school above 5 sections 	<p>... To be kept in the library</p>
Dictionary (D)	5 years		<ul style="list-style-type: none"> 5 copies per section 	<p>... To be kept in the classroom or language departments</p>
Atlas (AT)	5 years		<ul style="list-style-type: none"> 5 copies per section 	<p>... To be kept in the classroom or Social Studies/Geography departments</p>
Topo Sheet (TS)	As per requirement		<ul style="list-style-type: none"> 5 sheets per section 	<p>... To be kept in the classroom or Geography department</p>
Syllabus (S)	5 years or till further revisions		<ul style="list-style-type: none"> 3 copies per school below 5 sections 5 copies per school above 5 sections 	<p>... To be kept in the library</p>

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Audio Material (A)	<i>As per requirement</i>	<ul style="list-style-type: none"> • CAPSD will provide complete recorded audio materials 	<i>... To be kept in the library</i>
Chart/ Poster (C)		<ul style="list-style-type: none"> • 1 set per section 	<i>... To be kept in the classroom</i>
Globe (G)	<i>As per requirement</i>	<ul style="list-style-type: none"> • 1 per school 	<i>... To be kept in the classroom or Social Studies/Geography departments</i>
Wall Map (WM)	<i>As per requirement</i>	<ul style="list-style-type: none"> • 1 per school 	<i>... To be kept in the classroom</i>
Outline Map (OM)	<i>1 year</i>	<ul style="list-style-type: none"> • 3 nos. per student IV - VIII (Others) • 5 nos. per student IV - VIII (Bhutan maps) 	
Prayer Book (PB)		<ul style="list-style-type: none"> • 1 copy per student (Classes V - XII) 	<i>... To be issued once only</i> <i>... Students do not have to return</i>
National Flag (NF)	<i>1 year</i>	<ul style="list-style-type: none"> • 2 sets per school 	<i>... To be hoisted during school hours and important national events only</i>
Student Progress Report (SPR)	<i>1 year</i>	<ul style="list-style-type: none"> • 1 per student (Classes PP - XII) 	<i>... Students receive at the end of the academic year</i>
School Leaving Certificate (SLC)	<i>1 year</i>	<ul style="list-style-type: none"> • 1 per student (Classes VI, VIII, X, XII) 	<i>... Students leaving schools</i>