

SCHOOL RULE & REGULATIONS

We remind our students to adhere to our school rules and regulations, which are essential for a safe, respectful and productive learning environment. Parents along with student's cooperation ensure a positive experience for everyone.

SUGGESTIONS TO PARENTS

1. Please check the hair, nails, uniform and punctuality of your ward in the morning before s/he comes to school.
2. It is always advisable to write to the school about the problems of your child. Your letters will be replied to, after discussion with the concerned teachers/staff.
3. Check your child's Almanac daily. Do sign the remarks, if any, and take necessary action.
4. If you observe, that your child is not assigned home work for sometime or is unable to follow the lesson, the principal or the concerned Class teacher should be contacted.
5. See that your child carries books/exercise books etc according to the time table for that day. No extra books are allowed.
6. Encourage your child to take balanced interest in studies, co-curricular activities and sports.
7. Children should not bring crackers, colors to the school, burning of crackers and playing with colors is liable to lead to expulsion of a student from the school.
8. Your child should be instructed to be careful about her/his things. There should be a name tag on blazers and pullovers. Children are not allowed to bring expensive articles like calculators, mobile phones etc, to school. They are not allowed to wear jewellery in school. The school bears no responsibility for articles lost in school.
9. If your child is absent from school, she/he must make up all the work missed by her/him.
10. The school reserves the right to suspend or to take disciplinary action against a child whose progress in studies is constantly unsatisfactory or whose conduct is harmful to other students.
11. As far as possible, once a child has come to school, she/he should not be asked to leave for home on half leave or leave for any period.
12. Giving presents or gifts to staff or others, demonstration of gratitude or goodwill in their honor is not allowed except with the prior permission of principal.
13. Parents are expected to co-operate with the school authorities in enforcing regularity and discipline. They should take an active and helpful interest in the activities of the school.
14. Parents hiring private vans for the transportation of their wards are requested to ensure the safety of their wards in the van. Parents are requested to kindly ensure that their wards do not drive any vehicle to the school as underage driving is against the law.
15. Both father and mother should visit school from time to time.

CODE OF CONDUCT

1. Students are expected to conduct themselves in a dignified and responsible manner.
2. Students are forbidden to bring objectionable literature/material, in the school premises, or to make the purchases from hawkers (outside the school gates)
3. Any damage done to school property/premises will enforce punitive measures of imposing fine.
4. Bringing mobile phone is strictly not allowed. If a student is caught with the mobile phone the same will be confiscated and not returned till the end of the session,
5. Students are accountable to the school authorities for their behavior both inside and outside the school, particularly when they are in the school uniform.
6. Students must keep the school and class room clean.
7. Students should keep their bicycles locked, further, they, should not ride them on the school campus.
8. Students should arrive at school at least 5 minutes before the Warning bell for the Assembly.
9. No student shall indulge in any of the following :
 - Skipping/bunking classes, or reporting late to class/school, Non-submission of Assignments and note books, and usage of abusive language, rude behavior and open defiance.

- Spitting in the school premises or any other form of disruptive or violent behavior.
10. The violation of the school rules will be viewed very seriously.
 11. Students should participate in the co-curricular activities.
 12. Students found using unfair means during the examinations will be marked zero in that subject. These students will not be eligible for any academic awards or school appointments.

ATTENDANCE

1. As per the C.B.S.E Examination bylaws 75% attendance is mandatory to be eligible or appearing in Annual Examination, failing which no relaxation will be given in this regard.
2. Leave must be taken with prior written sanction. Strict action will be taken against those students who remain absent for more than 3 days without any formal intimation to the school.
3. Medical Fitness Certificate is necessary in case of illness for 3 or more than 3 days.
4. Absence from the school for social function should be discouraged. There is no provision for short/half day leave for students.
5. A student suffering from any infectious disease can rejoin school only after the completion of the quarantine period, certified by a registered Medical practitioner.

Absence from Examination:

If a child is absent without prior information and medical certificate then she/he will be marked absent. If the child has joined in midsession then the assessment of the child will be based on the tests she/he has appeared in.

SCHOOL CURRICULUM

Subjects offered at various levels

The school provides facility for the teaching of the following:

- (a) Nursery to Grade U.K.G: English, Hindi, Mathematics, Science, Art and Craft and various co-curricular activities and yoga.
- (b) Grade I to V: English, Hindi, Mathematics, Science, Social Studies, Moral Science, General Knowledge, Computer, Music, Art and Craft and Various co-curricular Activities and Yoga.
- (c) Grade VI to VIII: English, Hindi, Mathematics, Social Studies, Moral Science, General Knowledge, Computer, Music, Art and Craft and various co-curricular Activities and Yoga.

ADMISSIONS

1. REGISTRATION PROCEDURES AND RULES

- 1.1. Registration/Admission Forms are to be filled in and submitted to the school Office before the end of the Registration period.
- 1.2. Incomplete or illegible Registration /Admission forms, without photographs will not be processed/accepted.
- 1.3. Dates for test/interviews will be given at the time of registration. The school authorities reserve the right to change the date and time of the interview.
- 1.4. Mere issue of form or registration does not imply admission which is subject to Admission test/interview and also to the availability of seats.
- 1.5. Photography of Birth Certificate issued by Municipal Corporation or concerned civic authority must accompany the Registration/Admission Form for grades Nursery, L.K.G & U.K.G. An affidavit or any other evidence is not acceptable in support of birth certificate. T.C. from recognized school, countersigned by CBSE/State Education Officer and photography or report card of the last examination passed must be attached with the Registration Form of Grades 1 and above.

2. ADMISSION PROCEDURE

- 2.1. Entrance Tests/Interviews
 - (a) There will be written tests for students seeking admission to Grades 1 onwards.

(b) Results will be displayed on the Notice Board immediately for Grades Nursery to U.K.G.
Result for other grades will be displayed on the Notice Board/Website on the same day.

(c) Eligibility for Admission to : (Age as on 31st March)

- (i) Nursery Age 3+
- (ii) L.K.G Age 3 and half years +
- (iii) U.K.G Age 4 and half years

2.2. Admission Formalities:

- (a) Successful candidates, whose names are included in the list must pay the fees by the dates indicated on the list, displayed on the school notice board, otherwise admission will automatically stand cancelled.
- (b) Parents are requested to submit the Transport Form (where applicable) and Medical Form along with completely filled Registration/Admission form at the time of payment of fees.
- (c) The admission card will be issued to parents only after all the three forms are dully filled and the admission formalities are completed.

3. NON-REFUND OF FEES

Fee once paid is not refundable for any reason whatsoever.

4. The Instructions for the payment of Fees

“Payment of fees in cashless form (on line/cheque/DD) shall be preferred.”

- a) Fee-collection hours: from 8.00 a.m. to 12.00 noon, from Monday to Saturday.
- b) Fee of a particular month/months can be deposited from 1st to 15th of the month (without fine). However, if 15th happens to be a holiday the fee may be deposited on the next working day (without fine).
- c) For fee deposits made between the 16th and the last day of the month, one has to pay a fine Rs. 100.
- d) No collection of fees on the day/days of Bank holidays, Bandh or School holidays.
- e) The arrears of the fees of a month may be deposited together with the fees of the next month with a fine of Rs. 150.
- f) The defaulter's name shall be struck off the roll on non-payment of the fees for two consecutive months without any intimation.
- g) Re-enrollment may be accepted on payment of Rs. 500 along with the Principal's permission.

ADMISSION AND WITHDRAWAL

1. The following categories of children shall not remain in the school:

- Those who fail to show satisfactory progress and are unwilling or unable to profit from the educational programme
- Those who fees are in arrears
- Those whose behavior and conduct, in the principal's opinion, are harmful to the interest of the school
- Those who fail twice in the same class or are below average.

2. The amount of security money deposited at the time of admission should be claimed within six months from the date of leaving the school, otherwise, it will stand forfeited.

3. Withdrawal or Transfer is not possible in March.

4. The transfer Certificate, the School Leaving Certificate and the Progress Report not be issued until all the dues are cleared.

Assessment and Evaluation for the Current Academic session

S.NO	GRADE	TEST/EXAMINATION/WEIGHTAGE
01	Grade Nursery to Grade U.K.G	Formative, Continuous and flow from the experiences planned in the Curriculum
02	Grade I to Grade VIII	a) Periodic Test (10) b) Subject enrichment Activities (5) c) Written work (5) d) Half Yearly/Annual Examination (80)
NOTE <ul style="list-style-type: none">• One Periodic Test (PT) to be conducted in each term• Pen Paper Test for Periodic Test is of 30 marks and of one hour duration.• Pen Paper for Half Yearly and Annual Examination is 80 marks and of 3.00 hours.		

UNIT COMPLETION TEST WILL BE CONDUCTED SOON AFTER THE COMPLETION OF THE PARTICULAR UNIT/CHAPTER BY THE CONCERNED SUBJECT TEACHER

BUS RULES

1. The students using the school bus are requested to be on the left side of the bus stop at least 5 minutes before the arrival time of the bus.
2. Unauthorized travelling by students in school buses will be viewed seriously. Such students are liable to be fined for this offence and will be charged a month's bus fee.
3. Bus facility once availed cannot be withdrawn before the end of the session. However, the Management can permit the withdrawal of Transport Facility on genuine grounds with a prior notice of one month.
4. The students must avail the bus allotted to them and carry the ID card with them without fail.

MORNING ASSEMBLY

In order to inculcate moral values in the students, each working day of the school starts with the morning assembly, with recitation of some devotional and patriotic songs and the thought for the day. The students get introduced to the rich spiritual heritage of Indian philosophy, which transcends the narrow limits of caste, colour, language and creed. The National Anthem marks the end of the day's proceedings.

SCHOOL DRESS CODE

FOR BOYS

SUMMER UNIFORM

Check Shirt with Pencil colour and Grey pant with Brown tie, brown and white bordered belt, black shoes with laces and white shocks.

WINTER UNIFORM

Check Shirt with Pencil colour and Grey Pant with Brown tie and brown and white bordered belt, black shoes with laces and white shocks. Grey blazer, with Brown tie and brown and white bordered belt, black shoes with laces and white shocks.

FOR GIRLS

SUMMER UNIFORM

Check Shirt with Pencil colour and Grey Skirt with Brown tie and brown and white bordered belt, black shoes with laces and white shocks.

WINTER UNIFORM

Check Shirt with Pencil colour and Grey skirt with white leggings, with Brown tie and brown and white bordered belt, black shoes with laces and white socks. Grey blazer, grey sweater and grey cap.

HOUSE SYSTEM

To encourage a healthy competitive spirit among the students we propose to have a house system starting from Nursery. The houses will be named as follows:

Red
Green
Yellow
Blue

The house system inculcates the qualities of Leadership, Cooperation, Mutual understanding, Tolerance and Self reliance. Various activities like elocution, dramatics, quiz, group singing, dance, sports etc organized to build Team Spirit.

HOUSE DAY (ON THURSDAYS and SATURDAYS) UNIFORM

- House T shirt (the house the student belongs to (Yellow/Blue/Red/Green)
- White pant
- White socks and white shoes

Co-Curricular Activity (CCA)

The school helps the child to develop his/her capacity and inborn talents to the fullest extent for which co-curricular activities are an indispensable part.

The physical Education Department helps the student to have physical fitness. Yoga has become an inseparable part of school curriculum.

Tiny tots of Nursery to Grade VIII have to participate in various games and activities. The students are divided among 4 houses and different activities are assigned for which one is allotted in a week.