

# RULES & REGULATIONS

## ACADEMIC YEAR

The School Academic Year is divided into 2 terms: 1<sup>st</sup> term - April to September.

2<sup>nd</sup> term - October to March.

## ACADEMIC SESSION

1<sup>st</sup> April to 31<sup>st</sup> March of the following year.

## SCHOOL TIMINGS

Morning – 6:55 am to 10.40 am

Noon -10.55 am to 4.20 pm

## VISITING HOURS OF THE PRINCIPAL

12 Noon to 1 pm (Weekly 3 days i.e. Monday, Wednesday, Friday)

## VISITING HOURS OF THE HEAD MASTER ( Morning )

9.00 am to 9.30 am (Weekly 3 days i.e. Monday, Wednesday, Friday)

## ADMISSION REGULATIONS

a) Information relating to admission to any class can be obtained from the Principal's Office during office hours on all working days.

b) The Nursery course (Nursery, KG.-I, KG.-II) is for 3 years. The entry age of Nursery is 2 years 6 months to 3 years 6 months.

c) **Eligibility age for admission to Class -I is (5yrs. 6 months to 6yrs. 6 months) as on 31<sup>st</sup> March during the year of admission.** In case of higher classes **from class -I** a Transfer Certificate should be submitted from the previous school which he/she attended is required and the same should be countersigned by the Head of the Institution.

d) An authenticated date of birth is to be submitted at the time of admission. No change in the date of birth will be entertained; The date of birth once registered cannot be altered.

e) Admission will be granted after a student qualifies himself/herself in the test and submits the T.C. (original) from the previous school along with the progress report of the last examination passed.

## ATTENDANCE

1.A student of class I to X -having 100% attendance during the academic session will be awarded.

2.A Student must be regular and punctual in the classes because irregular attendance is detrimental to the learner's progress. Minimum 80% attendance is needed for the progress of the Nursery Students.

3. It is a clear instruction for the students of class ix and x ( according to CBSE rules ) that students must have to attend in the school atleast 75 % of the working days upto 31<sup>st</sup> December . If any student fails in it and for this if CBSE imposes any ban in his / her exam then school authority will not be liable for this.

4. In case of serious illness an application along with medical certificate must be submitted during the examination period.

5. The promotion to the next higher class depends on his/her overall performance during the entire academic session. It is therefore, desirable that their wards are regular and appears in all the test and examination.

6. As per CBSE instructions, a student of class I to X must have minimum attendance of 80%, for being eligible to appear in the examination throughout the academic session (15% attendance may be relaxed on medical ground).

## KEY INSTRUCTIONS-I

- 1) English must be spoken compulsorily in the school premises. **Fine of Rs. 50/- will be imposed** for ignoring the instruction.
- 2) No students will be allowed to enter into the class room without proper uniform assigned to the particular day. **Fine of Rs. 50/- will be imposed** for ignoring the instruction.

- 3) Students are not allowed to take entry in the school carrying ornaments, mobile phone, i-pod, digital watch, pen drive or any other scientific gadget. **Disobedience to this instruction will invite serious punishment and a fine of Rs. 1000/-**. Further to be noted that the seized item/items will only be handed over to the guardians after he/she is intimated by the school office. The delay in receiving the seized item/items by the respective guardians **will invite a fine of Rs. 50/- per day in addition to Rs. 1000/- (Rupees one thousand only)**. So long the guardians fails to receive the seized item/items, the students concerned will be debarred from attending the classes. **The parents/guardians are requested to take note of the above matters very seriously.**
- 4) The same instruction must be followed during any occasion inside or outside the school campus.
- 5) Damage of school property is a serious offence which is punishable. Parents will be asked to pay the cost for its replacement.
- 6) Students are not allowed to take entry to other sections, except with valid permission from the concerning teachers.
- 7) **Fine of Rs. 50/- will be imposed on parents for ignoring the instruction given by class teacher or school authority through diary.**
- 8) If any student failed in same class for consecutive two academic sessions, he/she will be given T.C.
- 9) If students fight, with each other within the school premises and make injury any one or both, the injurer and injured Students will be punished by imposing a fine of may be Rs. 2000-5000/- (Two thousand to five thousand only.)

### **KEY INSTRUCTIONS - II**

1. Running through the corridor is strictly prohibited.
2. The students are expected to maintain their lines (boys and girls) and discipline at the time of entry and exit.
3. Any verbal and non-verbal exchange at the time of prayer shall invite punishment..

4. School is a temple of learning. Keep its sanctity inside and outside the classes.
5. Parents are requested not to send their ward to school if he/she is not well. Once he/she is in, request to the authority for early leave will not be entertained except on emergencies or special circumstances.

### **BE A GOOD & OBEDIENT STUDENT**

1. Nails to be trimmed weekly, Boys / Girls are not allowed to grow their nails.
3. Regular normal & simple haircut has to be done by boys. Odd & extra ordinary haircut is strictly restricted.
3. Shirt Buttons should not be kept open and the shirt to be tucked in properly, irrespective of the dress i.e. uniform or coloured dress. Belts to be worn tightly and visibly.
4. Personal hygiene& cleanliness to be maintained properly.
5. Dyeing of hair or using hair gel is not permitted.
6. Hairstyle should be according to the norms of the school.
7. Designs, lines, arts, writings, patching, paintings or pictures on pants or shirts are not allowed.
8. No pony tails nor loose hair is allowed in the school campus.
9. All the girls from classes I to X are strictly instructed to wear hair band (cotton hair band) regularly and properly with cliff. Fine of Rs. 50/- will be imposed for ignoring the instruction.
10. Children are not allowed to bring and use mobile phone, wallet in the campus.
11. No low waist pants are permitted in the campus.
12. Alteration in stitching uniforms will not be allowed,
13. Using coloured contact lens is strictly prohibited.

14. Bringing/taking of chewing gums, pan parag, alcohol, tobacco item, drugs, soft drinks & eatables etc. to the school campus is strictly prohibited.

15. Tattooing is strictly prohibited.

16. Only vegetable items as Tiffin are allowed. Otherwise penalty will imposed Rs.100 for one day.

17. Packet food is strictly prohibited. Any kind of intake of Gums inside the school premises is a punishable offence.

18. Every day the concerned class teachers will ensure that the above rules and regulations are strictly observed in the school.

We agree to abide by the above instructions.

**Dated:**

**Dated:**

**signature of the Student**

**signature of the Parent**

### PROGRESS REPORT

1. The Progress Report of students from classes Nursery to IX will be sent to the guardian/parent two times in an academic session i.e. after Term-I and Term-II .

### LEAVE RULES

- a) During examination no leave will be granted except on Medical Ground and a Medical Certificate (copy of prescription) from an authorized Medical Officer has to be submitted along with leave application.

b) Long leave will not be allowed ordinarily except under very special circumstances.

c) Leave of absence will be granted only on serious grounds on the basis of prior written application from parents/guardians.

d) In case of absence, the students, resuming the classes must produce the reasons for absence.

f) The class teachers are empowered to grant 3 days' leave. If any pupil has remained absent for more than 3 days he / she should first obtain permission of the Principal to resume the class.

e) A pupil resuming the classes after suffering from an infectious disease should produce a medical fitness certificate from a registered medical practitioner.

f) A student's name is liable to be struck off from the 'Enrolment Rolls' if he/she remains absent without intimation for 30 days continuously. Under such circumstance one can go for re-admission with a payment of re-admission fee of Rs. 200/- and monthly arrears if any.

g) Pupils must not absent themselves from school on the day prior to holidays or Examination.

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### SCHOOL UNIFORM

#### Class - Nursery to Class - V

Boys :- Red shirts, Black Pant, White shocks, Black shoe, red tie, monogram, Id card,

Girls:- Red Shirts, Black skirts, white shocks, Black shoe, red tie, Monogram, id card

Red Blazer for class -I to Class - V from October to February for Boys and Girls both.

## SATURDAY

Only in Saturday white T-shirts, White Pant for boys and white skirts for girls, White shocks, White shoe, white tie, monogram, Id card for Boys and girls both respectively.

## Cultural Programme

In any cultural Programme Green T-shirts, White Pant, White shocks, White shoe, white tie, monogram, Id card for Boys and Blue T-shirts, White skirt, White shocks, White shoe, white tie, Monogram, Id card for Girls.

## Class - VI to Class - IX

Boys :- Maroon shirts, White Pant, White shocks, Black shoe, white tie, monogram, Id card,

Girls:- White shirts, Maroon skirt, White shocks, Black shoe, Maroon tie, monogram, Id card,

(Maroon) Blazer for class - VI to Class - X from October to February for Boys and Girls both.

## SATURDAY

Only on Saturday white T-shirts, White Pant for boys and white skirts for girls, White shocks, White shoe, white tie, monogram, Id card for Boys and girls both respectively.

## Cultural Programme

In any cultural Programme Orange T-shirts, White Pant, White shocks, White shoe, white tie, monogram, Id card for Boys and Yellow T-shirts, White skirt, White shocks, White shoe, white tie, monogram, Id card for Girls.

## SCHOOL FEES

1. Fees will be received from class Nursery to Std IV at Bandhan Bank, Bishalgarh Branch and Std-V to Std- X at Axis Bank, Bishalgarh Branch, on behalf of the Institution. Fees will be paid on or before the 10th of each month otherwise Rs. 30/- will be added with their monthly fees as fine.
2. The school fees cover 12 calendar months and may be paid in monthly instalments or one time through mobile apps, Internet Banking. Pupils will be charged full fees as long as their names are officially on the rolls. No reduction is made for holidays or broken periods.
3. No student will be allowed to sit for any terminal Examination unless all school dues have been cleared before the examination.
4. Fees will have to be paid against the pupil's name in the attendance register.
5. Fees will not be accepted in the School Office.
6. Please save the bank "Tuition fees book" up to the end of the session. If any dissimilarity appear regarding the school dues  
"Tuition fees book" will help to solve the matter.
7. The yearly sessionable fee will increased by 8% to 10% every year.
8. You can pay your tuition fee through online by scanning the Bar Code.

## Fees once paid are not refundable

9. The school fees and other dues may be revised at any time of the year under special circumstances.

10. Students who are admitted will have to pay the fees for the whole academic session at the time of leaving the school in the mid-session.
11. The names of the students failing to pay fees for three consecutive months will be struck off from the (attendance register ) they may be readmitted on clearing all arrears and fines including re-admission fee Rs. 500/-

### **Transfer Certificate Rules**

1. Application must be submitted for T.C within the month of March every year.
2. T.C will be given only after clearing all the dues from various departments.
3. T.C will be given only to student/ Parent / Authorised.
4. Kindly deposit an amount of Rs. 200/- with a request for T.C in the Cash Section.
5. After the month of March if any student comes for T.C , then he/She should have to pay the whole academic year Fee.

### **Essential Information for Students**

- 1) A student must be regular and punctual in the classes.
- 2) Students are expected to pay attention to their study and maintain hygiene, neatness, smartness and simplicity.
- 3) Students will not be allowed to go home during the school hours without any written permission from the Principal.
- 4) No students will be allowed into the classroom without proper uniform.
- 5) Students are expected to maintain order in the class room .Students must obey the class monitor, appointed to maintain proper order in the class.
- 6) Pupils must bring their pure veg tiffin without onion or garlic and water-bottle every day.
- 7) Participation in games, physical trainings, cultural activities and socially useful productive works, is compulsory for all students. Exemption may be considered on medical ground only.

- 8) Books, tiffin boxes, water-bottles etc., belonging to the students should bear the name of the owner. The school authority will not be held responsible for the articles lost in the school premises.
- 9) Any act of indiscipline, disrespect to any member of the staff, disrespect to any religion or community by the students shall be deemed as violation of the school code of conduct and the guardians of such students may be asked to withdraw their wards from the school.
- 10) Irregular attendance, disobedience, misconduct or any act of damaging the reputation of the school will be sufficient for a student to be dismissed at any time of the year.
- 11) Any misbehaviour of a student even outside the school premises may lead to the punishment to the extent of dismissal or suspension.
- 12) No magazines, comics, papers, books etc. other than school Text Books and school diary shall be brought to the school without the permission of the Principal. The school authority shall have the right to check the parcels and the letters brought by the students.
- 13) The school shall not be held responsible for minor or any serious accident while taking part in sports and Co-curricular activities within or outside the school premises.
- 14) All girls must know that white ribbon / hair band, Mehendi, Kajal, bindi, nail polish and bangles are not allowed. Costly ornaments and jewellery of any kind are strictly prohibited in the school.
- 15) Students shall pay due respect to all the teaching and non- teaching staff. They must maintain very good relation with fellow companions.
- 16) No books and big bags except water bottle, pencil box, big scale for use in the examination are allowed.
- 17) Every student from all classes onward has to take part in every co-curricular activity and observance days arranged by the school.
- 18) Every student should abide by the rules, regulations and order of the authority.

19) On ground of indiscipline maximum 10 marks will be deducted from the final assessment of the entire academic session.

### **Essential Information for Parents / Guardians**

- 1) Parents are requested to send their wards to the school neat and clean, properly ironed dress, pure veg tiffin without onion or garlic and water-bottles.
- 2) Parents / Guardians are requested to check their wards' School Diary every day and to go through the progress of the learner.
- 3) Irregular attendance hampers progress. So parents are requested to send their wards to school regularly.
- 4) Guardians / Parents may meet the teachers to solve anything about their wards with the permission of the Principal. But the appointment should be pre-fixed with the consultation of the principal.
- 5) Parents / Guardians are not allowed to enter into the class rooms. There is no provision for parents / Guardians or domestic staff for remaining in the school premises during school hours.
- 6) Guardians / Parents are not allowed to meet their wards and discuss with teachers during class hours.
- 7) Guardians and parents are liable to pay the breakage charges if any damage is done by the students.
- 8) Parents should ensure that their children bring their books, stationeries, art and craft materials, exercise copies etc. to the school according to the time table/routine. The school discourages handing over books, tiffin box etc. to the ayahs / attendants during school hours.
- 9) Parents should see that all belongings of the students are marked with name, class and section.
- 10) Parents are requested to intimate the school authorities in writing if there is any change of address and smart phone contact number.

11) Guardians / parents who want to take Transfer Certificate of their wards are required to pay Rs 200/- for taking the same.

12) The answer scripts of Unit test /PA-I/ PA-II / Half Yearly/ yearly Examination will be shown to the parents guardians only on the specified date in the school from classes I to X.

13) Enrolment in the school implies the willingness of both guardians and students' to comply with the rules and regulations of the institution.

14) Parents/ Guardians are also expected to co-operate with the school to build positive attitude among the learners for their prospective future. For all round development of the children parents should always speak well of the school about the teachers and administration in presence of the children.

15) If there is any legitimate grievance, guardians may meet the Principal at the earliest. We prefer that you should be the Part of the solution and not the part of the problem.

16) Parent-Teacher interaction is very much important for the overall performance of the child.

17) All guardians/Parents are earnestly requested to download the special apps of the school for all sorts of communication to the school. They are further requested to go through the message of the school regularly.

### **DUTIES OF A STUDENT**

1. Acquire knowledge persistently in order to become an educated and cultured citizen.
2. Be accurate in taking down notes, assignments for home work and schedules for the next lessons. Attempt homework unaided and keep parents well-informed about the School assignments.
3. Cherish the honour of the nation, School, family and one's own and defend it by one's deeds, work and training.
4. Desist from the use of coarse expressions, bad language and all such activities which may affect self-honour. & image.

5. Enter the classroom and take one's place immediately after the bell rings. During the lesson, enter or leave the class room only when it is urgent and that too, with the teacher's permission.
6. Feel happy by being well-groomed and neatly dressed.
7. Greet fellow students, teachers, Principal and elders with polite salutations. Be respectful to everyone.
8. Help the old, the weak, the sick and small children.
9. Inculcate the habit of keeping your Library Card, School Diary and Progress Report Card carefully and produce them whenever required.
10. Judge others not by their looks but by their work, manners and helpful nature.
11. Keep your surroundings neat and tidy.
12. Lay aside laziness, launch a campaign for punctuality.
13. Maintain order and cleanliness at home and in the classroom.
14. Note down your difficulties and be ready for the lesson before the teacher arrives.
15. Obey the instructions of the Principal and teachers of the School as well as of one's parents and seniors.
16. Protect School property, Personal belongings and belongings of the others.
17. Queue up while awaiting your turn or when moving in the corridors of the School.
18. Remember to stand up when a teacher, the Principal or a visitor enters or leaves the room.
19. Sit upright during the lesson. It helps to concentrate on the lesson. Do not lean on the elbows or slouch.
20. Toil hard today as the student life is the only period to shape your destiny.
21. Underscore your goals and set your priorities and channelize, all your energies towards their accomplishment.
22. Venerate respect those who deserve it, rich or poor, weak or strong. Never bend your knees before.
23. Watch your words, watch your actions and watch your thoughts so that no finger is pointed at you
24. Yield the best in the worst circumstances as every experience teaches you something good.

25. Zap all the negative emotions as they are your own enemies.

### **RULES AND GUIDE LINES OF THE SCHOOL**

1. All the Boys and girls will come to school with prescribed school 'Uniform; otherwise they will not be allowed to attend their classes.
2. Students will arrive at the school daily within the scheduled time; otherwise they will not be allowed to enter in the school campus.
3. All the students must attend the meditation class in time daily. They should also participate in the national Anthem.
4. Students must participate in all kinds of literary, scientific and cultural programmes which are generally held on Saturday or other days. They will also take part in any other school programmes. **Otherwise they will not get the co-curricular marks which are allotted for different occasion .**
- 6 Students will submit their application for leave of absence counter signed by the guardian. No student will be allowed to go home during school hours except the consent of the guardian.
7. Any kind of damage of the school-property done by the students will have to be compensated either individually or collectively.
8. The children are not allowed to wear costly ornaments in the school.
9. If any student is caught adopting unfair means in any exam/test, he/she will be awarded zero in the subject.
10. Parents are requested not to make their children too much dependent on private tutors. Let them try by themselves.
11. Parents are requested to note that defaults in payment of school dues will lead to the name of the child being struck off from the rolls.
12. Guardians are requested to make their wards to form the habit of Meditation, Asanas, and exercise etc. at home. It will help the children mentally and physically fit.
13. Too much TV. Viewing is harmful for the children, guardians are requested to take necessary steps for this.

14. No student will be allowed to sit for the 1st term or second term or annual examination unless all the school fees have been cleared.

15. If any guardian does not give his or her child's tuition fee for 3 months continuously

then the student's name will be omitted from the school register & he or she has to take re- admission again.

16. It is a clear declaration to all the guardians that any kind of junk food and Non-Veg Tiffin(Like meat, fish, onion, eggs etc.) are not allowed in the school complex.

17) If any student found guilty in any unsocial work like if tagging or sexual harassment then he/she would be terminated from the school .

18) install our new app and take all the benefits of it . through it you can submit your monthly fees . this year the submission date of monthly fees will not be extended because you can submit the fees anytime by this app .