



General Rules

1. Parents are requested to ensure that their ward attends the school regularly. Coming late to school is not permitted. Parents must understand that absence from organized activities detracts their child from opportunities for growth and disrupts the child's study rhythm. Therefore, it is in the best interest of the child to be regular to school.
2. As per CBSE norms 75% attendance is compulsory, failing which he/she shall not be considered for promotion to the next higher class. The child should attain 75% attendance every month. All medical leaves should be supported by suitable medical certificates.
3. Children will not be allowed to go home during the school hours. Parents are requested to avoid any social engagements or medical appointments during the working hours. Parents should not send children to school on the day they have any such appointment.
4. Parents must understand that the discretion of the management will not be questioned regarding the admission or detention/detainment of their children in the school.
5. If a student has been absent for a period of more than 3 calendar months and there is no intimation provided by the parents for the same or there are dues outstanding for three months or more, then the school shall be compelled to assume that you are no longer interested in continuing your ward in the school and your ward's name shall be struck off the rolls. In such instance, please contact the school office immediately if you wish to continue your ward in the school.
6. The school is not responsible for the loss of books, money, clothes etc. by the students. It is not advisable for them to have excess money or valuable articles with them, such as mobile phones / electronics gadgets / jewellery / expensive watches/shoes/clothes / camera etc.
7. Rs. 500/- will be charged for the change in the documents like admission form etc.



8. Students are not allowed to carry objectionable articles in the school campus.
9. Pupils suffering from any infectious disease will not be allowed to attend the school unless a Doctor's Certificate permits them to do so.
10. Parents / Guardians are not allowed to see their children or interact with their teachers during school hours, without the prior written permission of the Principal / Vice Principal. If necessary, teachers will be called to meet parents in their free periods only.
11. Students are not allowed to use the school telephone without the permission of the Principal/Vice-Principal. They will not be called to answer phone calls during class hours.
12. The school undertakes the responsibility of the safety (while travelling to & from school) of only those students who use the school bus transport.
13. The parents of children not using the school transport are responsible for the safety of their children.
14. The school assumes that notices & letters sent through children will be considered as received by parents.
15. Parents/Guardians who show little or no interest in the progress of their wards, or do not comply with the school rules, or if there are any other reasons, which in the opinion of the school are undesirable shall be asked to withdraw their ward. (Also refer to Rule No. 5)
16. Although the school takes all the necessary precautions, it will not be held responsible for the accidents that may happen in school.



Discipline Rules

1. Children returning from P.T./Computer Room / Labs should enter the class in silence.
2. Running, playing or shouting inside or outside the class room is prohibited at all times.
3. **Absence of a child for even one day must be entered in the student's school diary & duly signed by the parent.**
4. Children, who remain absent from the school for more than a week, without prior information or application, will have their names struck off the school rolls and will have to pay the admission fee once again in order to rejoin the school; if they are permitted to do so by the school management.
5. Children not returning to school on the first day after each vacation will be fined.
6. No magazines, papers or books other than text books may be brought to the school without the permission of the Principal or the Vice Principal. All books and magazines approved must bear the signature of the Vice Principal.
- 7 **All students should wear the prescribed school uniform. Children not found wearing proper uniform will be sent back home after the first written warning.**
8. (a) **Girls with shoulder length hair must wear their hair in plaits. Boys must have short neatly trimmed hair. Wearing black ribbons/ hair bands is compulsory for girls.**



- (b) **After one warning, boys with long hair will be subjected to a hair-cut by the school hair dresser and will be asked to bear the expenses.**
- (c) **No ear rings are allowed for boys under any circumstances.**
9. Any student who notices any damage to the school property should report the matter at the earliest to the school authorities.
10. Any kind of damage whether to school property or its inmates carries a heavy penalty and may even result in a dismissal.
11. Any act of gross indiscipline (if the main responsible person is not detected) will result in the suspension of the whole group, class/ classes for a very long period. They will be excluded from important school activities, and loss in studies shall not be the responsibility of the school.
12. The school reserves the right to suspend students whose progress in studies is unsatisfactory or whose conduct is harmful to other students as well as to those who are intentionally discourteous & disrespectful to the teachers.
13. **The attendance of every child must be 75% to be eligible to sit for the final exams. Further children with sketchy attendance or irregular attendance during terms will be subjected to a warning and then a T.C. shall be issued even if it is the middle of the session.**
14. Students are not permitted to bring crackers or other dangerous or sharp pointed articles to school. Any student found in possession of these articles, whether used or unused, will be subjected to strict action and shall be suspended from school.



15. Anyone not conforming to the school's ideals of truth, honesty and good manners may be asked to leave the school. Contempt of authority both by the parents or by the students or wilful damage to school property are always sufficient reasons for the dismissal of the child without the process of issuing prior notice.
16. A student found guilty of breach of discipline will be summarily expelled from the school without any liability on the part of the institution and the dues will not be refunded.
17. If during the academic session, the school authorities get involved in any litigation either by the student or by the parent /Guardian, the school authority reserves the right to cancel the admission of the pupil.
18. The school strongly feels that children must learn the value of discipline. Once parents entrust the child to our care, we expect them to help the student to follow the rules of the school.
19. Any act of misconduct will be dealt with strictly. Class Teacher will take necessary action against the same. After the follow up, if necessary, such cases will be looked after by the Discipline Committee. Extreme cases will further be referred to the Principal.

Admission Procedure

1. All new admissions are (subjected to the number of seats available) made only on issue of a Transfer Certificate from a recognized school, countersigned by the Regional Office of CBSE.
2. Candidates may have to appear for an entrance test at the time of seeking admission.
3. School reserves the right to change admission policy.
4. The decision of the Management in this regard will be final.



Procedure of Withdrawal :-

1. A Calendar month's notice is to be given before the withdrawal of pupil; or else the fee will be charged in lieu of the notice. Such notices must be given in writing by the parent or the guardian.
2. The school leaving Certificate is issued free of charge. However, a fee of Rs. 200/- will be charged for a duplicate copy. It will take 10 Days for issuing the same.
3. Caution money (interest free) is to be deposited by every pupil at the time of admission. Caution money is refundable only at the time of withdrawal or on passing the class XII exam.
4. No Transfer Certificate is issued until all the dues have been paid fully. Such a certificate will be given only during office hours, and three days after the application has been submitted.
5. Caution money should be claimed within 1 year of withdrawal from the School after which it will be regarded as having been lapsed.
6. In case of withdrawals, parents withdrawing their ward by the 31st of March (end of academic session) shall not be charged the annual charges or yearly dues. However, students being withdrawn from the School after 31st March of the current academic year, will be charged the annual charges. (Also refer to rule no. 5 of General Rules).



Fee Rules

1. Fees should be paid by the 15th of every month in Cash/Cheque/Card. All collections at the School Fee Office will be accepted between 8:00 a.m. and 1:00 p.m. on all working days.
2. If a pupil leaves the School at any time during the year, only the Caution money will be refunded.
3. Tuition fees and all other charges are to be paid by every pupil for 12 months beginning from April to March of every session.
4. Fees for the respective month / block should be paid by the 15th of every month failing which a fine of Rs. 50/- per day will be levied till the last working day of the month and a refund will not be made. (Also refer to rule no. 5 of General Rules)
5. Caution money will be refunded after the tenth day of applying for same. Parents are requested to share their IFSC Code & Bank Details for the same.
6. Fee Booklet is issued free by the school. If lost, a replacement card will be issued for Rs. 50/-
7. All fee dues should be cleared 10 days prior to the examinations.



SCHOOL UNIFORM

Class I to XII

I. SUMMER UNIFORM

(Formal)

(a) Monday

1. Navy blue Tunic/Trousers.
2. Navy blue and white striped full sleeve shirt with school monogram, single pocket and collar.
3. Plain black shoes of leather/synthetic material with black laces.
4. Navy blue socks with white bands.
5. Girls are allowed to wear blue slacks with blue uniform.
6. BLOOMERS (BLUE/ON NORMAL DAYS) ARE COMPULSORY FOR GIRLS.

(b) HOUSE DRESS ACTIVITY

House dresses to be worn on club activity day.

1. House colour "T" Shirts with the school monogram.
2. Black lower with house colour stripes.
3. White Socks with house colour stripes.
4. Plain White Sports Shoes. (BUT NOT FANCY ONES)

(c) OTHER DAYS

1. Black Lower with house colour stripes
2. White Check T-Shirts.



III. Winter Uniform

Same as summer uniform with the following additions :

Grade - I to XII

Full sleeved grey colour pull over (Round Neck) with school monogram as per the house colour.

Full sleeved navy blue blazer with school monogram.



Rules of Examination

1. No student shall be eligible to take the examination unless he/she has completed 75% of the total required attendance.
2. Report Cards are to be signed by the parents or guardians after every exam as a proof of their having seen the report.
3. Pupils absent from any examination should not expect to be re-examined and those absent from an examination without prior permission will be considered as having failed.
4. Students will be required to submit to their Class Teachers, clearance slips before the exam. The Clearance Slips are issued by the Fee-office when all the dues have been cleared.
5. A pupil failing twice in the same class will have to discontinue his/her studies in this school.
6. A student who uses unfair means during the exams will find his paper cancelled in that subject and a warning letter will be issued. Repetition of this act will result in dismissal of the child from the school.
7. The decision of the Principal regarding the promotion of such a student will be final and binding in this respect.
8. Promotion to the next higher class will be given as per the CBSE rules.



NOTE FOR PARENTS

- ❖ Parents should ensure that their child comes properly dressed (i.e. in a clean uniform with polished shoes, hair properly trimmed, nails cut, no nail polish, proper elastic socks, proper shave, no hair colour or highlights, etc.).
- ❖ Two written warnings will be given to the defaulters and then they will be sent back home.
- ❖ Mehandi should be applied only on the palm. If a child applies it on any other area, it will be dealt with strictly. After the 1st warning the child will be sent back home.
- ❖ Students should not wear any kind of jewellery to school. It will be seized and its loss will not be the school's responsibility. Only a pair of simple studs are allowed for girls.
- ❖ Students should not carry any kind of electronic items to school. Students are strictly not allowed to carry mobile phone to school campus. If found it will be confiscated.
- ❖ Fancy/Smart watches of any kind should be avoided. Regular defaulters will be sent back home or suspended from school, or as it may be decided by the Principal.



Responsibilities of The Head Boy/Head Girl and the Prefects.

1. He/She should ensure that the duties are carried out in a responsible and impartial manner.
2. He/She should be able to maintain discipline during the morning assembly and at all school gatherings.
3. He/She should be constantly alert, observant and sensitive to the needs of the school and act promptly after consulting and getting orders from the Principal/Teachers-in-charge.
4. He/She should show exemplary behaviour and be the very epitome of love, goodness, trust and sincerity.
5. He/She should bring to the notice of the teacher-in-charge the minor day-to-day problems of the students like conflicts, injuries etc.



Subject Combination

Class : IVth & Vth

1. English
2. Hindi
3. Urdu / Sanskrit / Arabic / French (Any 1)
4. Social Science
5. Mathematics
6. Science
7. Computers
8. Arts

Class : VIth to VIIIth

1. English
2. Hindi
3. Urdu / Sanskrit / Arabic / French (Any 1)
4. Social Science
5. Mathematics
6. Science
7. Computers
8. Arts

Class : IXth Xth

1. English
2. Hindi / Urdu / Sanskrit / French / Arabic
3. Social Science
4. Mathematics
5. Science
6. Artificial Intelligence



Class : XIth XIIth

1. English - (Compulsory)

2. STREAMS (Any one combination)

- ❖ Physics, Chemistry, Mathematics
- ❖ Physics, Chemistry, Biology
- ❖ Accountancy, Business Studies, Economics
- ❖ Humanities (Psychology, Geography / History, Economics / Sociology)

3. Optional Subjects (Any one)

- ❖ Applied Mathematics (Only for commerce Students)
- ❖ Informatics Practices ❖ Commercial Arts ❖ Hindi
- ❖ Urdu ❖ Sanskrit ❖ Hindustani Vocal Music