

YEAR OF ESTABLISHMENT

The School was established on 26th February, 1996 with classes Nursery to I. Thereafter, with fast up-gradation, today the school is having classes upto Senior Secondary level, affiliated with **CENTRAL BOARD OF SECONDARY EDUCATION, DELHI** in the year 2001. The school building is situated on Raigarh-Kharsia National Highway 200, wherein all the ultra modern facilities are made available to the students to enable them to learn well and face the challenges of the modern competitive world.

SPECIAL FEATURES OF THE SCHOOL

1. The School prepares students for appearing in Secondary & Senior Secondary School Examinations.
2. The School inculcates in the students an awareness of their traditionally rich cultural heritage and infuses in them the habit of living in harmony with natural environment.
3. The School arranges outdoor training programmes to build the confidence and generate dynamism in the personality of the students to face the challenges of competitive life.
4. The School organizes morning Assembly and Prayer before conducting the regular classes, daily. Day to day News, Speech, Thought for the Day, Quiz and Moral teaching on ethical values are imparted in its morning assemblies.
5. The School organizes Inter House co-curricular activities by conducting competitions among the students in Elocution, Debate, Essay writing, Quiz, Drawing & Painting and Dance & Music. The School also organizes cultural programmes, Eco-Club and Consumer Club activities in addition to Games & Sports, NCC and Red Cross for the development of wholesome and integrated personality of every student.
6. The School facilitates intensive training inputs for improving reading, writing and speaking abilities of the students with regular Weekly Tests. Also, the School facilitates supervised study in its well-furnished Library.
7. The School allots assignments to the students regularly.
8. The School provides personalized guidance and counselling to all the students.
9. The School provides Computer Education including Internet facility.
10. The School conducts medical check-up of the students at regular intervals.
11. The School conducts various National Level Exams conducted by various external agencies.

GENERAL RULES OF THE SCHOOL

1. The students should arrive at the School only around five minutes before the call-bell is rung.
2. Clean and proper School uniform is to be worn on all the school days. A student who is slovenly dressed may be sent home.
3. The students must carry with them their School Diary while entering the Class, Laboratory, Library or attending the morning Assembly. The school diary must be carried to the yoga classes and other special assemblies, too.
4. **Any photograph to be attested by the authority of the school must be snapped in school uniform only.**
5. At the stroke of the first bell, all the students should assemble in their respective class-rooms for attendance after which they should file out for prayer. After the prayer they must return to their respective classes quietly in line.
6. All the students should be keen in keeping their classroom and the school premises clean and tidy.
7. The students are not allowed to bring any kind of valuable like cell phones, I-pods, MP3/4 players, cameras, transistors, precious coins, stones or any item of jewellery like chain, rings etc. to the school. The school will not be responsible for loss of any such article if brought by the students. Such items will be seized by the authorities of the school if found in the premises of the school.
8. The students are expected to be disciplined in their general behaviour.

9. Irregular attendance, habitual late-arrival, idleness, negligence of home work, disobedience and disrespect or any other reprehensible behaviour towards teachers and others may entail dismissal from the school. Students are accountable to the school authorities for their conduct both inside and outside the school.
10. Every student must take part in all the curricular and co-curricular activities unless declared unfit or exempted by the Organisers.
11. Parents and students are advised to park their vehicles only in the parking space on their own risk.
12. **Students are not allowed to bring any motor vehicle to the school.**
13. Students are neither allowed to use the school telephone without permission nor they be called to answer phone calls during class hours.
14. Extra books, newspapers or periodicals must not be brought to the school without prior permission of the school authorities.
15. No collection for any purpose, whatsoever, shall be made in the School without the prior permission of the Principal. Money should not be lent nor borrowed, nor articles be exchanged by the students among themselves.
16. The Institution does not hold responsibility for accidents and loss of items or valuables etc. although proper care is taken to prevent such occurrences.
17. All the students must extend co-operation in taking care of all the property of the school. The students should not scratch or spoil the desks, benches, chairs nor damage any school furniture nor write or draw anything on the walls nor damage the belongings of others. Damage done even by accident should be reported at once to the Class Teacher. Recovery against any such damage must be done up by the concerned student(s) together with a fine imposed on him/her/them for such a misdeed. Such misdeeds may entail expulsion from the school also.
18. Students who come to school in the care of escorts should never leave before the escort arrives. In case of delay, they should report to the school office for further information.
19. Those who commute on their own should not loiter about on the way. They should be prompt in reaching school/home in time.
20. Students are advised to avoid buying unhygienic eatables.
21. Students must not bring oily food and pickles to the school in their tiffin.
22. Those students who commute by the school buses, should wait at their respective bus stop in an orderly fashion and board the bus in a disciplined manner. They should not board or alight from moving buses. They should not hang or stand on the footboard of the bus, auto-rickshaw or cycle-rickshaw.
23. The school reserves the right to dismiss such students whose diligence of progress in studies is constantly unsatisfactory or whose conduct is harmful to the school environment or whose guardians show little interest in the progress of their wards. Immorality, grave insubordination, contempt of authority or wilful damages to school property is always sufficient reason for immediate dismissal.
24. Students found commuting by the school bus without bus-pass will have to face disciplinary action.
25. Students should behave in a gentle manner wherever they go. They should remember that the school is judged by their conduct. They should greet their seniors, teachers and elders whenever and wherever they meet them.
26. Firing crackers or splashing colours in school premises is strictly prohibited. Non-compliance to these instructions may result in expulsion from the school.
27. No child is permitted to leave the school premises without the permission of the Principal. Such permission will be granted only on the specific request of the parents in writing.
28. Every student must cover his/her note-books / text books properly in prescribed covers only, and label them positively.
29. Any girl student who wishes to apply *mehendi/Henna* can do so only within the palm, but not on fingers, nails etc.
30. **UNAUTHORISED PHOTOGRAPHY IS NOT ALLOWED IN THE SCHOOL.**

RULES CONCERNING ABSENCE

1. Leave is granted only on a written request in the form of an application submitted by the Parent/Guardian, well in advance (except in cases of unforeseen circumstances), and that too, only on genuine grounds. More than one day's sick leave must be accompanied with a medical certificate. Not more than three days leave may be granted at a time in one month if the month has working days in full. But, if a particular month has less than 26 working days the number of leaves for which your ward is entitled may be reduced on pro rata basis for that particular month. A student will be marked absent if he/she does not report to his/her class teacher five minutes before the 'First Bell'.
2. Leave for half-day or only one day can be processed through the school diary, duly signed by the Parent/Guardian. Leave for more than one day must be processed in the form of an application submitted by the Parent/Guardian.
3. Half-Day Leave must not be opted on any ground other than medical, which need to be justified with relevant document on the date of resuming the class.
4. No student will be relieved even in the last period for going out of station on any ground other than medical which need to be justified with relevant document.
5. Wilful absence is dealt seriously. Absence for seven consecutive days without approval of the Principal would lead to cancellation of admission and the child will not be allowed to attend the classes. Re-admission in such cases will be the sole discretion of the Principal. Re-admission is granted on payment of Rs.1000/- (Rupees One thousand only) as re-admission fee.
6. If a student suffering from any infectious disease wishes to resume after recovery, he/she must obtain a certificate from a competent authority stating that he/she can attend the school without the risk of communicating the infection further, and submit the same before the Principal for permission. Students suffering from any of the following diseases must observe the prescribed period of quarantine before returning to class.
 - (a) Chicken Pox – Till complete falling of scabs
 - (b) Cholera – Till the child recovers completely
 - (c) Measles – Two weeks after the rash disappear
 - (d) Mumps – Until the swelling reduces (3 to 4 weeks)
 - (e) Whooping Cough – Six weeks
 - (f) Conjunctivitis – Till the child recovers completely

OTHER IMPORTANT INFORMATION

All the other functional aspects of the students and all the other rules & regulations and information will be published in the School Diary which will be available along with book set.

SCHOOL UNIFORM

Summer Uniform (April – October)

On Monday, Tuesday, Thursday and Friday

GIRLS : Dark steel grey, pleated tunics (for Nursery to class-VIII) and dark steel grey skirts (for class IX and above), half-sleeved prescribed check printed shirts, black shoes, steel grey socks, school tie, badge and belt. Hair must be fastened with black hair-band in two plaits.

BOYS : Dark steel grey half-pants (for Nursery to class-VIII), full-pants of the same colour for class IX and above, half-sleeved prescribed check printed shirts, school tie, badge, steel grey socks, plain black leather shoes and belt. The Sikh boys have to wear black Turban / Patka in addition to those mentioned above.

On Wednesday and Saturday:

GIRLS: White pleated tunic (upto class VIII), white half-sleeved shirts, white canvas shoes, white socks along with school tie, badge and belt. Hair should be fastened with white hair band in two plaits. For class IX and above, the girls have to wear white salwar-kameez, white chunni, white ribbon, white socks, white canvas shoes along with School badge.

BOYS: For Nursery & KG, white half-pants, white half-sleeved shirts, white socks, white canvas shoes along with School tie, badge and belt. For Classes IX to XII, white full-pants, white half-sleeved shirts, white socks, white canvas shoes along with School tie, badge and belt.

The Sikh boys have to wear white Turban / Patka in addition to those mentioned above.

Note : If any student(s) will be found anywhere out side the premises of the school beyond school hours in school uniform, it will be treated as breach of uniform decorum, and action deemed proper may be taken against the same.

Winter Uniform (November – March) (in addition to the summer uniform)

- (a) For classes Nursery to IV : The students have to wear sleeveless sweaters or pullovers of dark steel grey colour with V-neck shaped collar. It is essential that the sweaters / pullovers are labelled properly from inside with the name of the user.
- (b) For classes V to XII : The students have to wear sleeveless sweaters of dark steel grey colour with V-neck shaped collar or two buttoned blazers of navy blue colour or both, if required. It is essential that the sweaters / blazers are labelled properly from inside with the name of the user.
- (c) Boy students of Nursery to XII are supposed to wear full pants w.e.f. 1st November.
- (d) Girl students of Nursery to VIII are supposed to wear long winter cotton/woollen socks w.e.f. 1st November.
- (e) It is compulsory for all the students of classes V to XII to wear blazers and sweaters w.e.f. 1st December.

ALL THE STUDENTS (CLASSES V-XII) HAVE TO WEAR BLAZERS COMPULSORILY FROM 1st DECEMBER.

COLLECTION OF FEES

1. The Fees for each month must be deposited with the extension counter of **Axis Bank, Raigarh** or in the office of the school during the official transaction hours on or before 15th day of the month (applicable to Non-JSPL category only). Parents are requested to deposit the fees as per schedule to avoid extra payment of late fees which is charged @ Rs. 10/- (Rupees Ten only) per week, if the amount is not deposited on the due date(s) and in time. In case, the 15th day appears to be an off day, the fees will be collected on the next working day.
2. If a child's name remains on the Fee defaulters' list for two consecutive months, his/her name gets struck off the rolls. Re-admission of such a child is done only after the payment of outstanding dues, with fine and a re-admission fee Rs.1000/-.
Re-admission is granted subject to availability of seats.
3. The School Management reserves the right to revise the fees. In addition, as determined by the school authorities, students will be required to pay for Excursion, Educational Tours and Adventure sports as and when organized by the school.
4. Fees to be paid for issuance of duplicates :
 - (a) Fee receipt - Rs. 5.00
 - (b) Marksheet - Rs. 50.00
5. **FEES WILL BE COLLECTED ON ALL THE WORKING DAYS BETWEEN 7:30 A.M. & 1:00 P.M.**

BUS FACILITY

Bus facility is provided subject to the availability of seats and bus-pass on a first-come-first-serve basis.

The routes are subject to change and the school reserves all the rights in this regard. The students will be picked up and dropped at the approved bus stoppages only. The students possessing bus pass will only be allowed to avail the facility. In case, a student wishes to stop availing the School Bus facility, he/she has to give one month's notice or has to pay one month's bus fee in lieu, thereof. Adequate reasons, there of, should be made to such withdrawals. On such matters, the final decision of the Principal will be binding. Once a student withdraws the facility, the same cannot be revived in the same academic session. If any student is found availing bus facility without bus-pass and not making regular payment of bus fees, the same will be treated as a gross indiscipline and the concerned student(s) may be charged with bus fees for the entire session and strict disciplinary actions may be taken against them.

RULES CONCERNING COLLECTION OF WARD(S) DURING THE SCHOOL HOURS

1. First of all, it is **not at all desirable** to collect the ward from the school during the school hours for whatsoever the reason may be.
2. A child can be collected from the school during the school hours through an authorized escort only on a genuine medical emergency case. The application for such purpose must contain the details of the escort duly attested by the concerned parent/guardian.

ACADEMIC

1. Session : The academic session begins from 25th March and ends on 31st March of the next year.

2. Schedule for the Examination :

- A. The school conducts test in one subject on every Monday as per schedule published in the school diary. The MONDAY TESTS are also very important and compulsory. The school will not conduct test(s) separately for any student under any circumstance and no request for the same from the Parents/students will be entertained.
- B. The two Terminal examinations are conducted as per the schedule published in the school diary.
- C. The result of Annual Examination is declared in the third week of March. The dates for Final Examination & declaration of results for classes X & XII are as per the directives of the Board.

3. Promotion Criteria :

A. For classes Nursery – III :

The students will be assessed and promoted to the next higher class on the basis of the Continuous and Comprehensive Evaluation (CCE). The details of CCE are provided at the time of Orientation programme.

B. For classes IV – VIII & XI

i) Promotion to the next higher class is considered on the review of the whole year's performance of the students, as per the weight- age given below:

Monday Tests	:	20%
I-Terminal Examination (in Sept.-Oct.)	:	40%
II-Terminal Examination (in Feb.-March)	:	40%

ii) No academic rank will be awarded by the school upto class V.

iii) A minimum of 40% marks is required to be scored in all the subjects for being declared pass.

iv) Promotion to the next higher class is granted on review of the overall performance of the students in the whole academic year.

v) The examinations of classes IX, X & XII and their promotion to the next higher classes are conducted as per the directives of the Board (CBSE).

4. Attendance :

a) It is compulsory for every student to complete 85% of attendance in an academic year in order to make himself/herself eligible to appear in his/her final examination. Leave on account of illness etc. is also considered as absence for this purpose and no relaxation is granted in such cases.

b) Attendance is compulsory on the following days:

(in addition to regular classes)

- i) Independence Day
- ii) Republic Day
- iii) School Founder's Day
- iv) Annual Function and prize distribution ceremony
- v) Annual Sports Meet and all the days on which Inter House matches are held
- vi) Any other School function/day deemed important by the school
- vii) Reopening Day

No leave is granted for these days and the defaulters will be penalized.

CO-CURRICULAR ACTIVITIES

In order to infuse an all-round development of personality in the students, the School organizes wide range of co-curricular activities as stated below.

A) Inter House Competitions such as:

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| 1. Calligraphy | 2. Clay Modelling | 3. Dance & Music |
| 4. Debate | 5. Declamation | 6. Dramatics |
| 7. Drawing & Painting | 8. Elocution | 9. Essay Writing |
| 10. Fancy Dress | 11. Recitation | 12. Quiz |

B) Other activities such as:

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|-----------------------|-----------------------------|
| 1. Aero Modelling | 2. Art & Science Exhibition |
| 3. Consumers' Club | 4. Eco-Club |
| 5. Excursions & Tours | 6. Horse Riding |
| 7. NCC | 8. NSS |
| 9. Red Cross Society | 10. Yoga |
| 11. Shooting | 12. Craft activities |

For conducting Inter House Competitions, the School divides the students into four Houses viz.

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|---------------------|------------------|
| 1. NEHRU | 2. TAGORE |
| 3. RAMANUJAM | 4. RAMAN |

For the smooth running of all the activities, the School organizes a Prefectorial Board, too, which consists of :

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| 1. HEAD BOY | 2. DY. HEAD BOY |
| 3. HEAD GIRL | 4. DY. HEAD GIRL |
| 5. HOUSE CAPTAINS | 6. HOUSE PREFECTS |
| 7. SPORTS SECRETARY | 8. DEPUTY SPORTS SECRETARY |
| 9. CULTURAL SECRETARY | 10. DEPUTY CULTURAL SECRETARY |
| 11. CLASS MONITORS | |
| 12. LITERARY / COMPUTER LITERACY SECRETARY | |
| 13. ECO CLUB / RED CROSS SOCIETY / CONSUMER CLUB SECRETARY | |

PARENT'S ROLE

PARENTS ARE REQUIRED TO :

1. Read all the instructions published in the school diary.
2. Label all the belongings of their ward(s) with his / her name; especially, the sweaters, uniforms, blazers, tiffin boxes, water bottles, pencil boxes etc.
3. Check the school diary daily and ensure that the ward has done the assigned home task.
4. Prohibit the students from carrying valuable items like cell phone, Gold Ornaments or Electronic gadgets, Calculators, Toys, Scissors etc. to the school.
5. Encourage their children to speak in English beyond the school hours, too, as the medium of instruction in the School is English.
6. Leave their children undisturbed by not taking them away during the working days of the school and the School hours.
7. Communicate suggestion to the teacher(s) regarding their ward's performance/conduct through his/her school diary or during Parents Teachers Meeting.
8. Refrain from interfering with the school administration in any manner. In case of any problem, they can discuss the matter with the Principal during visiting hours, or at any other time with prior intimation.
9. Check hair-cut, uniform, handkerchief, bags etc. before they send the ward(s) to the School.

10. Avoid meeting the Teachers/Students during the School hours without the prior permission of the Principal.
11. Refrain from persuading the teachers to hold private tuitions for their children. It may be noted that no teacher of our school is permitted to hold private tuitions in any manner.
12. Instruct their representative escorting their wards to park their vehicle in parking area in the premises of the school whenever they come for any kind of work.
13. Instruct their representatives commuting on daily basis in their private vehicles to park their vehicle in the parking space of the school after getting the Identity-Card Pass issued right from day-one.
14. Avoid bringing any friend or relative for showing them the school. In case of exigencies, permission must be obtained from the office of the Principal at least 12 hrs. before the visit.
15. Mention the admission number of their ward as and when they approach the office of the school for any kind of work.
16. Eschew sending any unauthorised escort by trying to authorise him/her over phone to collect your ward from the school.

VISITING HOURS FOR PARENTS

Principal/HMs/ Administrator	(1) On all the working days (2) At the time of exigencies	(1) 8:00 a.m. - 9:00 a.m. 4:00 p.m. - 5:00 p.m. (2) Any time with prior intimation
Nursery-IV	On all working Saturdays	7:30 a.m-10:30 a.m. (under intimation)
Classes V-XII	At the time of exigencies on working days	(1) 10:10 a.m-10:25 a.m. (Mon-Fri under intimation) (2) 9:30 a.m.-9:45 am. on (Saturdays under intimation)
All classes	During Parent-Teacher Meeting days	7:30 a.m. to 10:30 a.m.

ADMISSION PROCEDURE

1. All the candidates desirous of seeking admission will be required to register themselves by submitting the duly filled-in registration form along with registration fee, before the last date specified in the advertisement. Incomplete registration forms will not be processed.
2. An admission test for the registered students (as per details listed in the form) is held in the school premises on the date intimated by the school office.
3. Depending on the seats available in a class and the position in the order of merit, list of successful candidates alongwith a waiting list is put up on the school Notice Board after the admission test. The student alongwith the parent will have to appear for an interview on the date specified.
4. Finally the selected students will have to deposit the requisite fee within the schedule published, failing which admission will stand cancelled and the waiting list will be updated.

NOTE :

- (a) **Mere registration does not guarantee admission.**
- (b) **Admission will be strictly on the basis of merit and interview.**

5. Documents required at the time of Admission test and grant of Admission

- a. Admission Test : Registration fee receipt
- b. On Grant of Admission :
- (i) Attested copy of Birth Certificate issued by Municipal Corporation.
 - (ii) Countersigned T.C. of the previous school.
 - (iii) Certificate from the employer in case of JSPL/JPL/NSPL Employees.
 - (iv) Two passport size colour photographs of the student.
 - (v) Caste Certificate, if any.
 - (vi) Previous year's Mark sheet.
 - (vii) Requisite Fees.

Requisite fees as per the details published on the notice board must be deposited within the stipulated time, failing which the admission will stand cancelled.

AGE AS ON 1ST APRIL OF THE ACADEMIC SESSION.

- Nursery : 3½ to 4½ years
- K.G. : 4½ to 5½ years
- Class-I : 5½ to 6½ years

WITHDRAWAL

A Transfer Certificate is issued only when :

- (a) the written withdrawal notice has been received by the school.
- (b) an amount of Rs. 30/- (Rupees Thirty only) alongwith other dues, if any, is deposited by the applicant.

GROUND ON WHICH THE SCHOOL CAN ASK FOR WITHDRAWAL OF A STUDENT

- 1. Gross Indiscipline.
- 2. Un-satisfactory progress in studies.
- 3. More than one year's detention in the same class.
- 4. Non-payment of fee for a quarter by the end of the following month.
- 5. Shortage of attendance by 15% during the academic year.

