

STUDENT'S PERSONAL RECORD

(Please write in Block Letters)



**DELHI PUBLIC
ELEMENTARY
SCHOOL**

An Initiative of Upnishad Shiksha Prakash

SCHOOL'S COPY

Student's Copy
Student's
Passport Size
Photo
Paste Here

Name of the Student : _____

Class/Sec : _____ Scholar No. _____

Date of Birth : _____ Blood Group _____

House : _____

Aadhar Card No.: _____ Family ID : _____ SSSM ID : _____

Father's Name : _____ Mother's Name : _____

Occupation : _____ Occupation : _____

Address: _____ Address : _____

e-mail: _____ e-mail : _____

Mobile No.: _____ Mobile No.: _____

Office No. _____ Residence No. _____

Guardian Name / Relative's Phone No. (in case of emergency) _____

Caste: Gen ☐ SC ☐ ST ☐ OBC ☐

Medical History & Known Allergies : _____

Tel. No. (Res.) _____ Mobile No.: _____

Bus No. _____ Bus Stop : _____

Name of Brother/Sister studying in same school-

Name : _____ Class : _____ Section : _____

Name: _____ Class : _____ Section : _____

Signature of
Father

Signature of
Mother

Signature of
Guardian

"Life has no limitations, except the ones you make."

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The Almanac

This Almanac aims at establishing a valuable link between teachers and parents with regard to the quality of work attempted by teachers and students, both in the school and at home.

Please ensure that your ward brings this Almanac to the school every day.

It is desirable that parents / guardians go through the Almanac daily to keep a check on their ward's performance / regularity in school-work.

- Kindly ensure that your ward is regular with assignment / home-work and the same may please be counter-signed by the parents.
- The home task must be carried by the students, and parents may guide their wards to help them out of certain difficult situation.
- It will be beneficial if comments made herein, adhere to the student's work and conduct.
- Further comments if necessary, can be conveyed in a separate letter addressed to the principal who will certainly look into these matters at his own level personally.

"It's hard to beat a person who never gives up."



From the Principal's Desk



Welcome to the new academic session!

DPES Indore is a wonderful school with State of the art Infrastructure and learning environment which ensures holistic development. Our Vision and Mission are inspired by the Prasnopanishad, self awareness and self knowledge as the core concept of learning.

The teaching methodology of our well trained educators is based upon five dimensions of holistic development of our student which includes Linguistic Development, Cognitive Development, Physical Development, Skill Development and the Spiritual Development. The holistic development ensures global citizen ready to face all sort of challenges and at the same time the Indian values are the prime most important aspect which gets equal weightage.

Parents are the important pillar to ensure quality education and without their support nothing is possible, we would request every parent of DPES to read and understand the school's policies and directives mentioned in this Almanac. You are requested to check your ward's Almanac every working day and acknowledge the communication sent by the Teachers. Without your co-operation our efforts will be meaningless.

We on behalf of the whole Upnishad family admire the support and the faith we receive from our parents and thanks all of you for extending us your co-operation from time to time. I wish everyone will put 'Almanac' at it's best use

Best wishes for a delightful and creative academic year ahead....!

Thanks and regards

"You never lose until you quit trying."



राष्ट्रगीत

वन्देमातरम्
सुजलाम् सुफलाम् मलयज शीतलाम्
शस्य श्यामलाम् मातरम्, वन्दे मातरम् !
शुभ्र ज्योत्सना पुलकित यामिनीम्,
फुल्ल कुसुमित द्रुम दल शोभिनीम्,
सुहासिनीम् सुमधुर भाषिणीम्
सुखदाम् वरदाम् मारतम्
वन्दे मातरम् !

सप्त कोटि कण्ठ कल-कल निनाद कर लें
कोटि कोटि भुजैर्धृत खर करवाले,
के बॉले माँ तुमि अबले,
बहुबल धारिणीम् नमामि तारिणीम्
रिपुदल वारिणीम् मातरम्,
वन्दे मातरम् !

तुमि विद्या तुमि धर्म, तुमि हृदि तुमि मर्म
तुमि प्राणाः शरीरे
बाहुते तुमिमाँ शक्ति, हृदय तुमिमाँ भक्ति
तोमारेई प्रतिमाँ कि मन्दिर - 2
वन्दे मातरम् !

त्वमहि दुर्गा दशप्रहरण धरिणीम्
कमला कमल दलविहारिणीम्
वाणी विद्या दायिन नमामि त्वाम्
नमामि कमलाम् अमलाम्
अतुलाम् सुजलाम् सुफलाम् मातरम् ।
वन्दे मातरम् ।

श्यामलाम् सरलाम् सुष्मिताम्, भूषिताम् धरणीम् भवणीम् मातरम्

"All your dreams can come true if you have the courage to pursue them."



National Flag

The Indian flag was designed as a symbol of freedom. The late Prime Minister Shri Jawaharwal Nehruji called it a flag, not only of freedom for ourselves, but a symbol of freedom to all people. The flag is a horizontal tricolour, in equal proportion, of deep saffron on the top, white in the middle and dark green at the bottom. The ratio of the width to the length of the flag is 2:3. In the center of the white band, there is a wheel in navy blue to indicate the Dharma Chakra, the wheel of law in the Sarnath Lion Capital. Its diameter approximates the width of the white band and it has 24 spokes. The saffron stands for courage, sacrifice and the spirit of renunciation, the white for purity and truth, the green for faith and fertility.

"Our greatest glory is not in never failing but in rising up every time we fail."



National Emblem

The National Emblem of India is a replica of the Lion of Sarnath, near Varanasi in Uttar Pradesh. The Lion Capital was erected in the third century BC by Emperor Ashoka to mark the spot where Buddha first proclaimed his gospel of peace and emancipation to the four quarters of the universe. The National Emblem is thus symbolic of contemporary India's reaffirmation of its ancient commitment to world peace and goodwill. The four lions (one hidden from view) -symbolizing power, courage and confidence - rest on the circular abacus. The abacus is guarded by four smaller animals, guardians of the four directions; the lion of the north, the elephant of the east, the horse of the south, and the bull of the west. The abacus rests on a lotus in full bloom, exemplifying the fountainhead of life and creative inspiration. The motto 'Satyameva Jayate', inscribed below the emblem in Devanagari script, means 'Truth alone triumphs'.

"Respect rules—they shape your future."



School Prayer

Eternal God, Creator of all, thank you for enlightening my mind and my heart that I may love you above all, help me to find you in all the things you have made. Let me realize that all knowledge leads to you.

Guide me with inspiration and encouragement.. Enlighten me when, I am slow to grasp. Bless me, my school, parents, teachers and all those who are there to guide me. Grant peace and order to all the Nation so that our earth remains one happy place. Bless my motherland India so that she wears her crown of glory, prosperity and tranquility.

"We can do anything we want to do if we stick to it long enough."



Showers of Blessing

There shall be shower's of blessing This is the promise of Lord,
There shall be seasons refreshing, Sent from the Saviour of Lord
Ch: Showers of blessing Showers of blessing we need
Mercy drops around us are falling But for the showers we plead.
There shall be showers of blessing Send them upon us, O Lord
Grant to us now a refreshing
Come and now honour the Lord..... Chorus

There shall be showers of blessing
O that today they might fall, Now as to god we're confessing
Now as Almighty we call.. Chorus

We shall overcome

We shall overcome-3 some day
Oh, deep in my heart,
I do believe that we shall overcome some day.
We shall live in peace-3 some day
Oh, deep in my heart
I do believe that we shall live in peace some day
We are not afraid 3 some day
Oh, deep in my heart,
I do believe that we are not afraid some day.

"The surest way not to fail is to determine to succeed."



Praise Him

Praise Him, Praise Him, -2
Praise Him in the morning, Praise Him in the noon time
Praise Him when the sun goes down.
Love Him, Love Him, -2
Love Him in the morning, Love Him in the noon time
Love Him when the sun goes down.
Serve Him, Serve Him, -2
Serve Him in the morning, Serve Him in the noon time
Serve Him when the sun goes down.
Thank Him, Thank Him, -2
Thank Him in the morning. Thank Him in the noon time
Thank Him when the sun goes down.

Prayer before Class

O God 'Help us to understand what we are taught
and to retain what we study so that we become wiser and better.

Prayer after Class

We give you thanks Almighty God, for all the benefits.
You have showered upon us. O' my Lord, I love you with my whole heart
and above all things. I am heartily sorry for having offended you because
you are so good, and firmly resolve not to offend you any more

Prayer before Food

Our hands we join Our heads we bow
For the food and drink, We receive now. Thank You, God!

"Education is not just about marks, but about becoming a better human being"



हे शारदे माँ

हे शारदे माँ, हे शारदे माँ
अज्ञानता से हमें तार दे माँ...

तू श्वेतवरणी, कमल पे बिराजे
हार्थों में वीणा, मुकुट सर पे साजे
मन से हमारे मिटा दें अँधेरे,

हमको उजालों का संसार दे माँ...(1)
तू स्वर की देवी है, संगीत तुझसे
हर शब्द तेरा है, हर गीत तुझसे

हम हैं अकेले, हम हैं अधूरे
तेरी शरण में हमें प्यार दे माँ
हे शारदे माँ...(2)

मुनियों ने समझी गुणियों ने जानी,
वेदों की भाषा, पुराणों की बानी,
हम भी तो समझें, हम भी तो जाने,
विद्या का हमको अधिकार दे माँ
हे शारदे माँ...(3)



स्मरणीय श्लोकाः

प्रातः वंदना

कराग्रे वसते लक्ष्मीः कर मध्ये सरस्वती । कर मूले तु गोविंदः प्रभाते कर दर्शनम् ॥

गुरु स्तुति

गुरुब्रह्मा, गुरुर्विष्णुः गुरुर्देवो महेश्वरः । गुरुसाक्षात् परब्रह्मा, तस्मै श्री गुरवे नमः ॥

सरस्वती वंदना

या कुन्देन्दु तुषारहार धवला, या शुभ वस्त्रावृता
या वीणा वरदण्ड मण्डितकरा, या श्वेत पद्मासना
या ब्रह्माऽच्युत शंकरः प्रभृतिभिर्देवैः, सदा वन्दिताः
स मां पातु सरस्वती भगवती निः शेष जाड्या पहा ।

गणेश स्तुति

वक्रतुण्ड महाकाय सूर्यकोटि सम्प्रभ । निर्विघ्नं कुरु मे देव, सर्वकार्येषु सर्वदा ॥

गायत्री मंत्र

ॐ भूर्भुवः स्व । तत्सवितुर्वरेण्यं भर्गो देवस्य धीमहि, धियो यो नः प्रचोदयात् ।

भोजन मंत्र

ॐ सह नावतु सहनौ भुनक्तु । सहवीर्यं करवावहै ।
तेजस्विनावधीतमस्तु मा विदधावहै ॐ शान्तिः । शान्तिः । शान्तिः ।
सर्वे भवन्तु सुखिनः सर्वे सन्तु निरामयाः सर्वे भद्राणि पश्यन्तुषु, मा कश्चिद् दुःख भाग भवेत् ।
असतो मा सद्गमय तमसो मा ज्यार्तिर्गमय मृत्युर्मा मृत गमय
ॐ शान्तिः । शान्तिः । शान्तिः ।

" Never let anyone tel you that you can't do something, not even yourself."



तुम्हीं हो माता

तुम्हीं हो माता, पिता तुम्हीं हो, तुम्हीं हो बंधु, सखा तुम्हीं हो ।
तुम्हीं हो साथी, तुम्हीं हो सहारे, कोई न अपना सखा सिवा तुम्हारे ।
तुम्हीं हो नैया, तुम्हीं हो खिवैया, तुम्हीं हो बंधु, सखा तुम्हीं हो ।
तुम्हीं हो माता, पिता तुम्हीं हो, तुम्हीं हो बंधु सखा तुम्हीं हो ।
जो खिल न सकें ना वो फूल हम हैं, तुम्हारें चरणों की धूल हम हैं ।
दया की दृष्टि सदा ही रखना, तुम्हीं हो बंधु, सखा तुम्हीं हो ।
तुम्हीं हो माता, पिता तुम्हीं हो, तुम्हीं हो बंधु सखा तुम्हीं हो ।

सारे जहाँ से अच्छा

सारे जहाँ से अच्छा हिन्दोस्तां हमारा ।
हम बुलबुले हैं इसकी, ये गुलिस्ताँ हमारा ॥
पर्वत वो सबसे ऊँचा, हमसाया आसमां का ।
वो संतरी हमारा, वो पासबाँ हमारा ॥
गोदी में खेलती है, जिसकी हजारों नदियाँ ।
गुलशन है जिसके दम से, रश्के-ए-जिना हमारा ॥
मजहब नहीं सिखाता, आपस में बैर रखना ।
हिन्दी है, हिन्दी है हम वतन है, हिन्दोस्ताँ हमारा ॥

सुबह सवेरे लेकर तेरा नाम प्रभु....

सुबह सवेरे लेकर तेरा नाम प्रभु, करते हैं हम शुरु आज का काम प्रभु
शुद्ध भाव से तेरा ध्यान लगायें हम, विद्या का वरदान तुम्हीं से पायें हम
तुम्हीं से है आगाज तुम्हीं अंजाम प्रभु, करते हैं हम शुरु आज का काम प्रभु....
गुरुओं का सत्कार कभी न भूलें हम, इतना बनें महान गगन को छू लें हम
तुम्हीं से है हर सुबह तुम्हीं से शाम प्रभु, करते हैं हम शुरु आज का काम प्रभु....

"Even when you're about to loose, keep on running until you finish."



तेरी है ज़मी तेरा आसमाँ

तेरी है ज़मीं तेरा आसमाँ, तू बड़ा मेहरबां, तू बख्शीश कर
सभी का है तू सभी तेरे, खुदा मेरे तू बख्शीश कर
तेरी है ज़मीं तेरा आसमाँ

तेरी मर्जी से ऐ मालिक हम इस दुनिया में आए हैं ।
तेरी रहमत से हम सबने, ये जिस्म और जान पाए हैं ।
तू अपनी नजर हम पर रखना, किस हाल में है ये खबर रखना
तेरी है ज़मीं तेरा आसमाँ.....

तू चाहे तो हमे रखें, तू चाहे तो हमें मारे, तेरे आगे झुका के सर
ओ सबसे बड़ी ताकत वाले, तू चाहे तो हर आफत टाले
तेरी ज़मीं तेरा आसमाँ.....

होंगे कामयाब

होंगे कामयाब, होंगे कामयाब, हम होंगे कामयाब एक दिन
हो हो मन में है विश्वास पूरा है विश्वास,
हम होंगे कामयाब एक दिन ॥

होगी शांति चारों ओर - होगी शांति चारों ओर एक दिन
मन में है विश्वास पूरा है विश्वास, होगी शांति चारों ओर एक दिन ॥
हम चलेंगे साथ-साथ डाल हाथों में हाथ हम चलेंगे साथ-साथ एक दिन,
हो हो मन में विश्वास पूरा है विश्वास, हम चलेंगे साथ-साथ एक दिन ॥
नहीं डर किसी का आज, नहीं भय किसी का आज,
नहीं डर किसी का आज के दिन हो, हो,
मन में है विश्वास, पूरा है विश्वास,
नहीं डर किसी का आज के दिन ॥
हो हो मन में है विश्वास पूरा है विश्वास, हम होंगे कामयाब एक दिन ॥

“Knowledge grows when it is shared.”



हमको मन की शक्ति देना

हमको मन की शक्ति देना, हमको मन की शक्ति देना,
मन विजय करें, दूसरों की जय से पहले, खुद को जय करें।
भेदभाव अपने दिल से साफ कर सकें, दोस्तों से भूल हो तो माफ़ कर सकें
झूठ से बचे रहें, सच का दम भरें, दूसरों की जय से पहले, खुद को जय करें ॥1॥

हमको.....

मुश्किलें पड़े तो हमपे इतना कर्म कर, साथ दें तो धर्म का चलें तो धर्म पर
खुद पे हौंसला रहे, बदी से ना डरे, दूसरों की जय से पहले, खुद को जय करें ॥2॥

हमको.....

इतनी शक्ति हमें देना दाता

इतनी शक्ति हमें देना दाता, मन का विश्वास कमजोर हो ना,
हम चले नेक रस्ते पे हमसे, भूलकर भी कोई भूल हो ना।
दूर अज्ञान के हो अंधेरे, तू हमें ज्ञान की रोशनी दे,
हर बुराई से बचते रहे हम, जितनी भी दे भली जिंदगी दे,
बैर हो ना किसी का किसी से, भावना मन में बदले की हो ना ॥1॥

हम चलें नेक.....

हम न सोचे हमें क्या मिला है, हम ये सोचे किया क्या है अर्पण
फूल खुशियों के बाँटे सभी को, सबका जीवन ही बन जाए मधुबन ॥2॥

हम चलें नेक.....

हर तरफ जुल्म है बेबसी है, सहमा-सहमा सा हर आदमी है
पाप का बोझ बढ़ता ही जाए, जाने कैसे ये धरती थमी है
बोझ ममता से तू ये उठा ले, तेरी रचना का ही अंत हो ना ॥3॥

हम चलें नेक.....

“Mistakes are proof that you are trying.”



दया कर, दान विद्या का

दया कर,
दान विद्या का हमें परमात्मा देना,
दया करना,
हमारी आत्मा को शुद्धता देना ।
हमारे ध्यान में आओ,
प्रभु आँखों में बस जाओ,
अंधेरे दिल में आकर के
परम ज्योति जगा देना ।
बहादो प्रेम की गंगा
दिलों में प्रेम का सागर,
हमें आपस में मिलजुल कर
प्रभु रहना सिखा देना ।
हमारा कर्म हो सेवा,
हमारा धर्म हो सेवा,
सदा ईमान हो सेवा,
व सेवक जन बना देना ।
वतन के वास्ते जीना,
वतन के वास्ते मरना,
वतन पे जाँ फिदा करना,
प्रभु हमें सिखा देना ।
दया कर,
दान विद्या का हमें परमात्मा देना,
दया करना,
हमारी आत्मा को शुद्धता देना ।

“Discipline is the bridge between goals and achievement.”



Rules for New Admission

1. Admission is granted subject to availability of seats and fulfillment of the school's admission criteria.
2. Parents must submit all required documents as per the prescribed document checklist at the time of admission. In case of non submission of the required documents of the student at the time of admission, the students name will be struck off from the school records after 31st August and admission will be cancelled. Please also note that no fee shall be refunded, if the admission is cancelled due to non submission of documents on time.
3. All information provided in the admission form must be accurate. Any incorrect information may lead to cancellation of admission.
4. Admission will be confirmed only after payment of the prescribed fees within the given time.
5. Fee once paid is non-refundable and non-transferable.
6. Parents must ensure that the student abide by the rules and regulations of the school.
7. The school reserves the right to cancel admission in case of misconduct or non-submission of required documents.
8. Any change in address or contact details must be informed to the school office immediately.
9. Decision with regard to admission grant will be totally under school management discretion.



Fees Deposit Rules

1. All fee is to be deposited by cash or cheque on or before due dates as mentioned on Fee structure.
2. If a cheque payment is not honored on presentation for any reason, a penalty of Rs. 500/- will be charged as cheque dishonor charges.
3. If fee is not paid on scheduled date, late fee shall be levied on the overdue amount @ Rs 10/- per day from the due date to the date of payment for each installment separately.
4. School may struck off name of the student from the school records due to the nonpayment of fee before the next installment. Re admission fee of Rs.2500/-will be charged, If readmission is granted.
5. Part payment of fee is not permissible.
6. No refund of fee shall be granted in any case.
7. Fee through Students or school staff will not be accepted.
8. The School reserves the right to withdraw facilities due to non payment of fee.
9. Late fee will be applicable as per the school rule after the due date, irrespective of the quantum of amount due.(can be added in the Fee deposit rules point no.5).
10. Fee payment will be done only by School App. Kindly download the App from the playstore.



Uniform Details (Boys)

Nursery to KG-II	Monday, Tuesday, Thursday, Friday	White Colour Shirt with Army Green piping (Mafatlal Poly cotton 67/33), Army Green Colour Trouser (Arpit Textiles 2/18 Fibre dyed), white socks with dark green piping, belt with green-white strips with school mono imprint on badge and black rex gola shoes.
	Wednesday, Saturday	Black colour Poly Woven Spandex track suit, house colour T-Shirt with mono imprint and black rex gola shoes.
Class I to XII	Monday, Tuesday, Thursday, Friday	White Colour Shirt with Army Green piping (Mafatlal Poly cotton 67/33), Army Green Colour Trouser (Arpit Textiles 2/18 Fibre dyed), white socks with dark green piping, belt with green-white strips with school mono imprint on badge and black rex gola shoes.
	Wednesday, Saturday	Black colour Poly Woven Spandex track suit, house colour T-Shirt with mono imprint and black rex gola shoes.
Nursery to XII	Winter Uniform (Boys)	Mango Yellow Colour 'V' Neck sweater with military green border & school logo, army green colour cap.

NOTE: Jewellery and smart watches are not allowed.

"Small daily efforts lead to big success."



Uniform Details (Girls)

Nursery to KG-II	Monday, Tuesday, Thursday, Friday	Army green colour Tunic with white piping (Arpit Textilesmattie 2/18 fibre dyed), white socks with dark green piping, black rex gola shoes. Black hair bands/rubber bands/black ribbons/clips with uniform.
	Wednesday, Saturday	Black colour Poly Woven Spandex track suit, house colour T-Shirt with mono imprint and black rex gola shoes.
Class I to XII	Monday, Tuesday, Thursday, Friday	Army green colour skirt with white piping (Arpit Textilesmattie 2/18 fibre dyed), white shirt (Mafatlal ploycotton 67/33), white socks with dark green piping, belt with green-white strips with school mono on badge and black rex gola shoes. Black hair bands/rubber bands/ black ribbons with uniform.
	Wednesday, Saturday	Black colour Poly Woven Spandex track suit, house colour T-Shirt with mono imprint and black rex gola shoes.

Nursery to XII	Winter Uniform (Girls)	Mango Yellow Colour 'V' Neck sweater with military green border & school logo, army green colour cap & black leggings.
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NOTE: Jewellery and smart watches are not allowed.

"Don't wait for opportunity—create it."



School Rules

A: General

1. A student must carry his almanac to school every day.
2. We communicate with parents through whatsapp channel, almanac & through broadcast group.
3. Students found tampering with the school records e, g. marks allotted by teachers in tests /exams are liable to strict disciplinary action.
4. Students commuting by self-transport means subject to Parents written confirmation and permission by the school in writing shall do so at their own risk. The School shall not be responsible in any case.
5. Lending or borrowing of money and other articles among the students, bringing valuable articles in the school, putting the school property at loss, shall qualify for struck off name from the school records and financial loss will be recovered from the parents.
6. Students are advised to carry respect for each other. Ragging will qualify for debarring from the school.
7. Students should wear proper school uniform. Student may be sent back home if not found in the scheduled school uniform.
8. Non-Sikh boys should get their hair cut at regular intervals. (Sikh boys must wear turbans in class IX and above). A patka may be worn only while playing games.
9. During School picnics, excursions, extra classes conducted by school and for any other school visits, student must report only in the school /house uniform along with student ID Card.
10. Parents and guardians are not allowed to visit their wards or teachers in the classrooms, without the permission of the Principal.

"Good manners cost nothing but mean everything."



11. The student will not be allowed to go home before the scheduled departure time. However in-case of any Medical emergency, the Student may be allowed to leave with the parents subject to permission from the School Principal.
12. Sanction of leave to the student shall be subject to the submission of leave application. If a student is absent without information for 5 (five) working days continuously, his / her name will be struck off from the school records.
13. Keeping the school premises clean and following the general practice to safeguard environment shall be Student's top most responsibility.
14. Girls are not allowed to apply henna on their hands. They are not allowed to wear ear rings or rings on fingers. However, one pair of small ear studs is permitted.
15. Self-discipline is the forte of the school. Strict action including debarring from the school may be taken if a student is found disobeying the school discipline. However, the student shall be given counseling and an opportunity to rectify. A record of continued indiscipline is maintained by issuing cards-yellow, blue, red

Before Issuance of the above mentioned cards, our school follow the following flow chart:

1. Counselling of the student by the Class teacher
2. Handbook note to be signed by the parents

If no improvement is being observed in the student then, following steps will be taken

1. Issuance of Yellow card by the Teacher/Staff
2. Issuance of Blue Card by the Coordinator
3. Issuance of Red card by the Principal

“Do what is right, even when no one is watching.”



Type of Card	Action from the school side
Yellow	Suspension of 3 working days / deduction of 5 marks.
Blue	Suspension of 8 working days / deduction of 10 marks.
Red	Debarring from the school with immediate effect

After Issuance of the above mentioned card the parents are supposed to come and meet the Principal with prior appointment. In case of failure of the same the student will not be allowed to attend the regular school.

16. School staff members, including teachers, administrative staff, drivers, and conductors, are authorized to take photographs or record videos during school activities, transportation, events, or in case of any incident, strictly for official documentation and safety purposes. Such recordings may be used as evidence for maintaining discipline, ensuring student safety, resolving disputes, or complying with school policies. All recordings will be handled responsibly and used only for official school purposes, maintaining privacy and confidentiality at all the times, within reasonable human controls.
17. In view of student's safety and security, no food items or Tiffin will be allowed to be delivered in the school campus. Parents shall ensure that their ward shall carry tiffin from home when they leave for school in the morning.
18. For strengthening communication and providing timely support to parents, a new initiative by the school titled "Nidaan - Your Queries, Our Solutions" has been introduced. Under this initiative, a Nidaan Office has been established to address parents' queries, concerns and support-related matters in a systematic and efficient manner, This will help in ensuring better coordination between parents and the

"It's hard to beat a person who never gives up."



school. The below schedule for the redressal time of any kind of query should be followed after registering your query with the NIDAAN office.

19. Location : Near the senior student's assembly ground

Timing : 8:00 am to 3:00 pm (during school hours)

S. No.	Type of Concerns	Resolution Time
(1)	Fees Issues	3 working days
(2)	Academics Issues	3 working days
(3)	Transport Issues	4 working days
(4)	Documents Issues	15 working days
(5)	Miscellaneous (Subject to the nature of concern)	3 working days

Mobile Number – 9644511103(whats app) &

Email ID- upnishadindore1@gmail.com

20. Following is the schedule of the school timings, students are requested to adhere to the same for the smooth functioning of the school.



Regular School Timing (1st April to 14th November)

Classes	Arrival Timing to the school	Departure Timing from the school
Nursery to II	09:00 AM	01:30 PM
III & IV	09:00 AM	03.00 PM
V to VIII	07:40 AM	03.00 PM
IX to XII	07:40 AM	01:30 PM

Winter Timings (15th November to 15th February)

Classes	Arrival Timing to the school	Departure Timing from the school
Nursery to II	10:00 AM	02:00 PM
III & IV	10:00 AM	03.20 PM
V to VIII	08:50 AM	03.20 PM
IX to XII	08:50 AM	02:00 PM

- Above dates & time are as per school however it may change as per government orders.



Visiting Time for Parents

The school would like parents to maintain a close rapport with the teachers teaching their wards in the school. Parents are advised to meet the principal by prior appointment. In case parents wish to meet the subject teachers, prior appointment has to be taken either through almanac or through school office. Appointment to meet subject teachers on working days will only be considered during their free periods on that particular day.

Visiting Hours

Principal	Monday to Saturday by prior appointment	(Between 3 to 4 pm)
Teacher	Monday to Saturday by prior appointment	(Between 2 to 3 pm)

Parent's are required to follow our facebook page & insta page account and whatsapp channel :

Chanel Link : <https://whatsapp.com/channel/0029VaBOfVo3WHTWQcXKjd2P>



Bus / Transport Rules

1. All students using the school bus are expected to be at the bus stops at least five minutes before the arrival time of the bus.
2. The buses will not wait for latecomers.
3. The children should stay away from the main road until the bus arrives.
4. No student should come near the entry door of the bus unless the bus has made a complete stop.
5. All the students must occupy vacant seats immediately after boarding the buses.
6. The front door of the bus is only authorized entry and exit.
7. When the bus is in motion, students must not move around in the bus and no part of their body should be outside the bus.
8. Objects of any kind must not be discarded inside or thrown out of the bus.
9. Students will be held responsible for any damage to a bus caused by negligence or vandalism.
10. Students are not allowed to eat in the bus.
11. Unruly behavior like shrieking, shouting and use of foul language is strictly prohibited. Courteous behavior is expected at all times.
12. The driver's attention must not be distracted for any reason.
13. The bus in-charge Teacher and student bus monitors are responsible for maintaining discipline in the buses. Any serious offence must be reported to the Principal.
14. The drivers are instructed to stop buses at the designated stop only, unless they are directed by the bus teacher. The list of stops is



prepared keeping in view the convenience and safety of all bus commuters and is subject to change, as and when there is genuine need, if and when absolutely essential. The school management reserves the right for such changes after careful scrutiny and feasibility.

15. Drivers of private transport / vehicle should NOT be changed frequently and should wear proper Identity cards OR should always carry with them proper papers authorizing them to take away children. This is subject to random inspection followed by action as and when required.
16. Those who go home alone should be prompt in returning home.
17. Those students who go home on their own by public transport should wait at their bus stop in an orderly fashion and should not board or alight from moving buses. They should not hang out or stand on the footboard of the bus.
18. For all students, self driven vehicle are not allowed in the school premises. If they bring, shall park on their own risk.
19. In the interest of their own security, students are advised not to buy or receive any articles, gifts of food stuffs from anyone at all en-route.
20. Under no circumstances students are allowed to go behind or under the buses parked in the school campus. Students are also not allowed to sit in parked buses during school hours.
21. Under no circumstances students should touch the instrument panel of buses.
22. Students are allowed to use only their allotted bus and bus stop. There is no provision for temporary change in bus or bus stops.

"Success doesn't come overnight—it comes with effort."



23. Students who miss the allotted bus, should not try to board any other bus. In such cases it is the responsibility of parents to drop their wards to the school. Such students may, however, return by their allotted bus.
24. Parents of students who do not avail the school's transport should present themselves at the school gate at the time of school before the commencement of school hour. To pickup their ward at the dispersal of the school they shall collect their ward after the school buses leave the school campus.
25. Parents can opt the Bus Facility for the full academic session. In between the session the School Transport option is not available. Only in a very critical situation subject to the School Principals written permission the bus facility may be availed in between the session by paying Full Years Fee in advance.
26. Facility once opted cannot be withdrawn during the session.
27. If, due to certain exigencies, a student has to leave the school campus during school hours, the following rules will be observed.
 - A written request must be submitted by the parent.
 - The parent's copy of identity card must be produced.
 - The school leaving Register must be signed.
 - A permission slip must be obtained and shown at the school gate before leaving the campus.
28. Parents are not allowed to enter the bus under any circumstances.
29. Bus facility may be withdrawn any time without the notice due to the non payment of Bus fee.
30. In case of putting bus at loss, facility can be withdrawn and loss will be recovered from the parents.

"Believe in yourself and you are halfway there."



31. Bus routes are at the sole discretion of transport management.
32. Bus facility will be provided to the students subject to availability of seats in the bus
33. Transport staff always ensures the complete safety and security of the students (within human controls) and for the same parents are advised to accompany their ward at their respective bus stops during the bus boarding and deboarding. Before boarding & after deboarding, complete responsibility shall be borne by the parents at their own risk.
34. For the smooth functioning of the school transport you are requested to drop an application 15 days prior for any address or bus stop change .The change in bus stop will only be accepted subject to the availability.

Regular Timings (1st April to 14th November)

Classes	Self Conveyance Arrival	Self Conveyance Departure	Drop Point	Pick Up Point
Nursery to II	08:45 AM to 08:50 AM	01:30 PM to 01:35 PM	Near Mess Area	Neev block stage
III & IV	08:45 AM to 08:50 AM	03:00 PM to 03:05 PM	Common Parking	Common Parking
V to VIII	07:35 AM to 07:40 AM	03:00 PM to 03:05 PM	Common Parking	Common Parking
IX to XII	07:35 AM to 07:40 AM	01:30 PM to 01:35 PM	Common Parking	Common Parking

"It's hard to beat a person who never gives up."



Winter Timings (15th November to 15th February)

Classes	Self Conveyance Arrival	Self Conveyance Departure	Drop Point	Pick Up Point
Nursery to II	09:45 AM to 09:50 AM	02:00 PM to 02:05 PM	Near Mess Area	Neev block stage
III & IV	09:45 AM to 09:50 AM	03:20 PM to 03:25 PM	Common Parking	Common Parking
V to VIII	08:45 AM to 08:50 AM	03:20 PM to 03:25 PM	Common Parking	Common Parking
IX to XII	08:45 AM to 08:50 AM	02:00 PM to 02:05 PM	Common Parking	Common Parking

- Early arrival & delay departure will be at parent's own risk. School staff comes with bus & depart with school bus, hence no staff is available in the campus.
35. To ensure smooth traffic moment and the safety of all the students kindly adhere to the below mentioned timing schedule for the arrival and departure of the Self conveyance students.
36. Minimum travel time for transportation shall be 45 min, irrespective of distance. However, the same may vary depending on weather conditions and traffic situations.

"Time once lost never returns."



Testing & Evaluation

Pre Primary

Nursery to KGII

1. Academic Session is divided into two terms Term-I and Term-II
2. Grades will be awarded instead of marks.
3. Extra- Curricular Activities will be marked on the basis of overall performance.
4. No formal testing.

Classes I to V

1. Entire session is divided into two terms.
2. Each term will have periodic test as well as Half Yearly (Term-I) and Annual (Term-II) examination.

Scholastic Areas :

1. Marks and Grades both will be awarded for an individual (8 points grading system will be followed.
2. Half Yearly (Term-I) and Annual Examination (Term-II) each will comprise of 80 marks and Internal assessment will comprise of 20 marks.
3. The students need to secure minimum 33% (Grade D) to pass the examination in an individual subject.
4. Internal assessment comprises of Periodic tests, Notebook maintenance and subject enrichment activity. In periodic tests the students need to score 33% in each subject to pass the test.
5. Securing Grade E by the students indicates that there is scope of improvement in the performance of the student.

Internal Assessment :

1. Periodic Tests needs to be conducted twice in a year.

"Character is what you do when no one is watching"



2. Periodic Tests can be conducted out of 40/20 marks and average marks out of 10 will be added in the internal assessment.
3. Notebook maintenance (5 marks) can be assessed before the end of term based on the following performance.
 - (a) Regularity
 - (b) Assignment work
 - (c) Neatness and upkeep of notebook
4. Subject enrichment (5 mark) activities will comprise of techniques ASL / Reading / Dictation / Public speaking etc. (for Language), Lab activities. Lab activities/Projects/Map Work/Model Making/Trips etc which need to be conducted twice in a year.

For Classes VI to VIII.

1. Marks and Grades both will be awarded for an individual (8 point grading system will be followed).
2. Half Yearly Examination (Term-I) and Annual Examination each will comprise of 80 marks and Internal assessment 20 marks.
3. Securing grade E indicates that there is scope of improvement in the performance of the students.
4. The students need to secure minimum 33% (Grade D) pass the examination in individual subjects.
5. Internal assessments comprise of Periodic tests, Notebook maintenance and subject enrichment activity. In periodic tests the students need to score 33% in each subject to pass the test.

Internal Assessment

1. Periodic Tests need to be conducted twice in a year.
2. Periodic Tests can be conducted out of 40/20 marks and average marks out of 10 will be added in the internal assessment.

"Kindness is a language everyone understands."



3. Notebook maintenance (5 marks) can be assessed before the end of term based on the following parameters:
 - (a) Regularity
 - (b) Assignment work
 - (c) Neatness and upkeep of notebook
4. Subject enrichment (5marks) Subject enrichment (5 marks) activities will comprise of techniques ASL / Reading / Dictation / Public Speaking etc(for languages), Lab Activities / Project / Map Work / Model Making / Trips etc. which need to be conducted twice in year.
5. Assessment will be based on both the terms.

For Classes IX and X.

Entire session is divided into two term Half Yearly (Term-I) and Annual Examination (Term-II).

Scholastic Area:

1. Marks and Grades both will be awarded for an individual (8 point grading system will be followed.
2. Mid Term will comprise of 80 marks and internal assessment 20 marks.
3. Annual Examination will comprise of 80 marks and internal assessment 20 marks.
4. In Annual Examination the students need to secure minimum 33% to pass the examination in individual subject.
5. Internal assessment comprises of Periodic tests, Multiple Assessment, Portfolio and subject enrichment activity. Periodic tests the students need to score 33% in each subject to pass the test.

Internal Assessment.

"Be honest, even when it is difficult."



1. Periodic Tests need to be conducted twice in a year.
2. Periodic Tests can be conducted out 40 marks and average marks out of 10 will be added in the internal assessment.
3. Multiple assessment (5 marks) can be assessed before the end of term based observation, oral tests, individual or group work, class discussion, field work, concept maps, graphic organizers, visual representation etc.
4. Student's Portfolio (5 marks) they would include class work and home work assignments that help evaluate learners' progress. Beside their portfolio should be space for student to display his/her exemplary work in the related area. The attention should be to promote techniques such as annotation, identification of key words / topics / themes, summarization and organization of ideas and content.
5. Subject enrichment activities-Language teachers may use excerpts from relevant suitable literature to develop vocabulary and heighten students awareness and sensitivity. The specified activities in practical work in Science and Mathematics need to be conducted in the investigatory spirit in congruence to be spirit of the subject. Social Science being the subject relevant to social context, projects be related to Art and culture and include development of life skills too may be given.

IMPORTANT NOTE:

For class X the annual assessment will be conducted by CBSE in the form of AISSE (All India Secondary School Examination)
Assessment of Co scholastic will be carried out twice in a year

CLASS XI & XII



Entire session is divided into two terms Half Yearly (Term-I) and Annual Examination (Term-II)

1. Promotion is granted on the basis of the performance of the students during the entire Academic Year.
2. In order to be declared as 'Passed' a student must secure not less than 33% marks in each of the five subjects individually and in aggregate, in theory as well as in practical subjects separately for fulfilling the pass criteria.
3. A student securing less than 33% in two subjects will be eligible for compartment examination in the said subject. A student failing in three or more subjects shall not be eligible for compartment examination nor shall be promoted.
4. A student who fails to appear or fails in the compartment examination shall be treated to have failed the examination and shall not be promoted.
5. A student having less than 75% attendance in the academic session shall not be permitted to appear in the Final Examination.
6. Any student found using unfair means during any Examination will be marked as 'zero' in the particular subject.

The school Follows the Assessment scheme as is advised by the Central Board of Secondary Education. Parents may visit the CBSE portal to ensure the Assessment Scheme.



Exam Time Table

The Examination Time Table shall be sent to the parents for their reference by floating circulars time to time.

Parents are requested to adhere to the examination dates mentioned in academic calendar shared in the starting of session.

School Mess

1. Students must come to the mess on time.
2. Proper silence and discipline are to be maintained during the meal.
3. Food items are not to be taken out of the mess.
4. All the Students are expected to follow table manners.
5. Wastage of food is not acceptable.
6. Suggestions and complaints may be reported in the Mess Communication Register.
7. School mess facility is optional and can be availed on yearly basis. Student cannot withdraw the same if opted.
8. Student may be stopped from availing the facility due to the nonpayment.
9. If a student is caught breaking the Mess rules will be suspended from availing the facility for a week or for the whole year. The School Principal Shall be the final authority to take action in respect of such incidences.



Medical Advice to Parents / Guardians

1. It is important to provide accurate and up to date medical record of your child specially if the child is suffering from Asthma, Epilepsy, Rheumatic or any heart problem. The details of the illness must be filled up in the Almanac with the treatment being taken and the child should be under continuous medical supervision of a specialist doctor.
2. Medical Card with detailed medical history and immunization record is to be submitted compulsorily by the students.
3. Impart health education to your child.

HYGIENE & HEALTH -

Follows regular routine of hygiene like:

- a) Proper hair care to prevent lice infection, regular trimming of nails, washing hands with soap and water before each meal.
 - b) Brushing teeth regularly twice before each meal.
 - c) Deform your child at least once a year after consulting your doctor.
 - d) Ensure that your child gets a whole night's sleep of about 7 - 8 hours so that he / she does not feel sleepy and sluggish in the school.
 - e) Caution your child from eating at roadside eateries, specially milk products and fried food.
 - f) Make exercise an integral part of your child's routine.
4. **DIET** - Prevent obesity in your child. Give your child nutritionally rich diet containing proteins, fats, carbohydrates, vitamins and

"Every day is a chance to improve yourself."



minerals essential for proper growth and development. A good diet should contain all the ingredients like cereals, pulses, leafy and other vegetables, milk and fruits. The School have mess facility on optional basis. To ensure complete diet, the Parents may avail School mess facility.

5. **ABSENCE :** Students who have been sick should bring a medical certificate from a qualified doctor on rejoining the school and inform the school doctor.

A student returning to the school after suffering from an infectious or contagious disease should produce a fitness certificate from a doctor and observe the prescribed period of quarantine before returning to the school.

6. Strictly follow immunization schedule as advised by your Doctor.



Absence

1. Students who have been sick should bring a medical certificate from their doctor when they are joining.
2. Parents should fill up the Record for Non- Attendance.
3. Leave can be granted on special grounds.
4. A student returning to school after suffering from infections or contagious disease should produce a fitness certificate from the doctor and observe the prescribed period of quarantine before returning to class.
5. All students are expected to attend school on the opening day after each vacation & for special assemblies.
6. If a student is absent even for two consecutive days, he / she should submit a leave application written and signed by his / her parents to the Class Teacher on the day he / she rejoins after leave.
7. Parents are advised to plan their Holidays / Trips etc. according to the school calendar so that students are not absent during working days.
8. It is compulsory for students to complete 75% attendance in an academic year to make them eligible to sit for the final exam. In case attendance is short, students will not be eligible for any Academic Prize. Attendance is compulsory for all celebrations of National events and Open House.
9. In case of an appointment with a doctor, or if the child has fever, kindly **DO NOT SEND THE CHILD TO SCHOOL**. An application, supported by Doctor's prescription, should be submitted immediately. A Fitness certificate, along with application, should be submitted when the student rejoins school.

"Good manners cost nothing but mean everything."



10. There is no provision for half day leave.
11. Parents will be promptly informed in the event of serious illness or emergencies and may be requested to come to school to take their ward home, if necessary.
12. Repeated absence without notice or unexplained absence without written application for five consecutive days renders the student liable to have his / her name struck off the rolls. Re-admission may only be granted after payment of a re-admission fee.

School Website

1. Your ward's school places a lot of emphasis on integration of information technology for the smooth functioning of the school and for minimizing efforts in communication. With this in view, we maintain the school's website, which more than anything else, serves as a portal for dissemination of information about the school and about the happenings on the campus.
2. The website also serves as a notice board giving information about admissions, vacancies, recruitment, and their related schedule. In addition, it has links for downloading latest publications and newsletters that are uploaded in a document reader format so that they can easily be downloaded and read at leisure. The website also reports about events and program that are conducted on the campus.



House System & The Student Body

The school is divided into four House named :

NAME OF THE HOUSE		COLOUR
Praveer		Green 
Pragyan		Yellow 
Udhyam		Red 
Satya		Blue 

Each house is under the charge of a House Mentor and has its own House Captains (Boys & Girls) who are responsible for the tone of discipline in that House. All competitions in sports and co-curricular activities are held on 'House' basis. 'House' loyalties are very strong in students. The Principal's Cup is awarded to the best All Round House every year after taking into account the achievements of every student in conduct, sports, activities and attendance.

The primary objectives of the House system are as follow:-

- To inculcate the feeling of a 'family' and dissolve the barriers of junior-senior classes.
- To give adequate opportunity to children to discover themselves in terms of leadership qualities, latent talents, aims and ambitions.
- To promote healthy competitive attitudes in all aspects of academic and non-academic areas.
- To evolve the relationship between the teacher and pupil outside the classroom environment, so that the House Mentors & Teachers become friends and guides who are 'ALWAYS THERE' for the children to turn to.

"Nothing great was ever achieved without enthusiasm."



Re-Issue of The Documents

Type of Documents	Additional Charges
Duplicate TC	Rs. 100
Duplicate Mark Sheet	Rs. 100
Almanac	Rs. 125
ID Card	Rs. 125

Procedure for Withdrawal

1. In case of withdrawal from the school following rules will apply:

(a) Mid Term Withdrawals

If a child has to withdraw from the School in the mid term session the parents must inform in writing to the Management, about the withdrawal. The parents will be required to pay full fee applicable for the respective quarter of withdrawal.

(b) Withdrawal from New Session

If a child has to withdraw on or before the commencement of new session, parents must apply in writing on or before the first day of next academic session, failing which the rules as per midterm withdrawal will be applicable.

2. TC will not be issued until all dues are settled.
3. The School Principal reserves the right to pass an order against any of the student to Struck off his/her name from the school records due to the indiscipline, misconduct, misbehavior by the parents with the School staff members, repeated detention in a class or any other reason act against the rules of the school.

"Respect rules—they shape your future."



DELHI PUBLIC
ELEMENTARY
SCHOOL

अभिभावकों हेतु अति महत्वपूर्ण सूचना

(इंस्टिट्यूशन अधिनियम-014 के संदर्भ में)

प्रिय अभिभावकों,

विद्यालय एक अनुशासित, सुरक्षित एवं गरिमामय शिक्षण संस्था है, जहाँ प्रत्येक विद्यार्थी के उज्ज्वल भविष्य का निर्माण किया जाता है। इस वातावरण की पवित्रता एवं सुव्यवस्था बनाए रखना हम सभी की सामूहिक जिम्मेदारी है।

इंस्टिट्यूशन अधिनियम - 14 के अंतर्गत निम्न अनुचित आचरण दंडनीय अपराध की श्रेणी में आते हैं, जिन पर अधिकतम 3 वर्ष का कारावास हो सकता है तथा यह गैर-जमानती अपराध है।

- 1) विद्यालय के किसी भी स्टाफ सदस्य के साथ दुर्व्यवहार करना।
- 2) विद्यालय की संपत्ति को नुकसान पहुँचाना या क्षति पहुँचाने का प्रयास करना।
- 3) विद्यालय अथवा स्टाफ के कार्य में किसी भी प्रकार की बाधा उत्पन्न करना।
- 4) विद्यालय के किसी भी सदस्य को डराना, धमकाना या मानसिक रूप से प्रताड़ित करना।

अतः आप सभी से विनम्र निवेदन है कि विद्यालय परिसर में सदैव मर्यादा, शिष्टाचार एवं सहयोग की भावना बनाए रखें। आपका सकारात्मक सहयोग ही बच्चों के सुरक्षित, स्वस्थ एवं संस्कारित भविष्य की आधारशिला है।

“अनुशासन और सम्मान से ही शिक्षा का वातावरण सशक्त बनता है।”

सादर,
विद्यालय प्रशासन



DELHI PUBLIC
ELEMENTARY
SCHOOL

Important Notice for Parents

(With reference to Institution Act-14))

Dear Parent's,

The school is a disciplined, safe & dignified educational institution where every student's bright future is nurtured. Maintaining the purity and proper functioning of this environment is our collective responsibility.

Under Institution Act - 14, the following inappropriate behaviors are considered punishable offenses, which may lead to imprisonment of up to 3 years and are classified as non-bailable offenses :

1. Misbehaving with any staff member of the school.
2. Damaging or attempting to damage school property.
3. Creating any kind of obstruction in the work of the school or its staff.
4. Threatening, intimidating, or mentally harassing any member of the school.

Therefore, we sincerely request all of you to always maintain dignity, discipline and a spirit of cooperation within the school premises.

Your positive support is the foundation of safe, healthy, and cultured future for children.

"A strong educational environment is built on discipline and respect."

**Regards,
School Administration**



CBSE NO. - 1030897

**DELHI PUBLIC
ELEMENTARY
SCHOOL**

An Initiative of Upnishad Shiksha Prkalp

SCHOOL'S COPY

Endorsement

I have read all the rules & regulation of the school laid down in this Almanac and I am happy to co-operate with the school to see that the rules framed are in the interest of my Ward _____ studying in class/sec _____ Roll No. _____ house _____ and are followed in true spirit. I shall regularly check my Ward's Almanac and will take necessary action there upon.

Undertaking

I have read the rules and regulations of the school and I promise to abide by them and ensure that my ward confirms to the standards required from him/her in conduct, studies, dress and regularity. I agree to any changes / discussion taken by the school authority at any time. I shall sign the remarks entered into this Almanac promptly without fail.

Signature of Father/Mother/Guardian

Date _____

Every student can learn, just not on the same day, or this same way.



CBSE NO. - 1030897

**DELHI PUBLIC
ELEMENTARY
SCHOOL**

An Initiative of Upnishad Shiksha Prkalp

STUDENT'S COPY

Endorsement

I have read all the rules & regulation of the school laid down in this Almanac and I am happy to co-operate with the school to see that the rules framed are in the interest of my Ward _____ studying in class/sec _____ Roll No. _____ house _____ and are followed in true spirit. I shall regularly check my Ward's Almanac and will take necessary action there upon.

Undertaking

I have read the rules and regulations of the school and I promise to abide by them and ensure that my ward confirms to the standards required from him/her in conduct, studies, dress and regularity. I agree to any changes / discussion taken by the school authority at any time. I shall sign the remarks entered into this Almanac promptly without fail.

Signature of Father/Mother/Guardian

Date _____

Every student can learn, just not on the same day, or this same way.



Record of - Attendance

Month	No. of working days	No. of days present	No. of days absent	Class Teacher's Sign.	Parent's Sign.
April					
May					
June					
July					
August					
September					
October					
November					
December					
January					
February					
March					



Record of School & Parent Contact

Date	Remarks	Signature of Parent



Record of School & Parent Contact

Date	Remarks	Signature of Parent



Record of School & Parent Contact

Date	Remarks	Signature of Parent



Record of School & Parent Contact

Date	Remarks	Signature of Parent



Date : _____

Day : _____

[illegible]

Class Teacher's Sign :

Parent's Sign :



Date : _____

Day : _____

[illegible]

Class Teacher's Sign :

Parent's Sign :



CBSE NO. - 1030897

**DELHI PUBLIC
ELEMENTARY
SCHOOL**

An Initiative of Upnishad Shiksha Prkalp

Consent For Mess Facility

Date: _____

I the undersigned would like to avail School Mess facility for my ward:

Name of the student: _____ Class _____ Section _____

Father's Name: _____

Mother's Name: _____

We undertake and confirm that

1. The Mess Charges Rs. 12,000/- would be paid advance in two installments.
2. Mess Facility once opted cannot be withdrawn during the session.
3. No refund of fees would be given in case of in between withdrawal of the facility due to any reason.
4. Mess facility can not be availed on a pro rata basis.
5. My ward shall follow all the rules and regulations of the school mess.
6. School authorities can prohibit my ward from availing the facilities on breaking the Mess rules.
7. Mess facility is subject to availability of seats.

Father's/Mother's Signature:



CBSE NO. - 1030897

**DELHI PUBLIC
ELEMENTARY
SCHOOL**

An Initiative of Upnishad Shiksha Prkalp

Consent For Bus Facility

Date: _____

I the undersigned would like to opt School Bus facility for my ward whose particulars are as under:

Name of the student: _____ Class _____ Section _____

Father's Name: _____ Mother's Name: _____

Address: _____

Contact Number: _____

Bus Number: _____ Bus Stop Name: _____

Bus Fee chargeable for Above 5 Km/Below 5 Km: _____

I hereby undertake and Confirm that

1. Bus fee can be revised in between the session depending upon the fuel price or due to any other unavoidable situations.
2. Bus fee would be chargeable on quarterly basis in advance.
3. Bus facility once opted cannot be withdrawn during the session.
4. The School can withdraw the facility any time due to non payment of Bus fees or breaking the school Bus rules.
5. The school carry right to allot the bus and bus stop.
6. Bus facility is subject to availability of seats.

Father's/Mother's Signature: _____



CBSE NO. - 1030897

**DELHI PUBLIC
ELEMENTARY
SCHOOL**

An Initiative of Upnishad Shiksha Prkalp

Date: _____

To,
The Principal,
Delhi Public Elementary School

Subject: Information regarding availing Self Conveyance by my Ward.

This is to Inform you that my ward as per the particulars mentioned here under, will use self conveyance pick up and drop to commute to school from my residence.

We have ensured all the traffic rules and regulations and confirm that he/she shall abide by the same. We have taken this decision at our own and we take the complete responsibility of mishap.

We confirm that the School authorities shall not be responsible for any situation and we have to stick to the school timings for drop and pick up. We further undertake that once we have opted this facility our ward will not be able to avail the school Bus facility in the mid of the session.

Name of the student: _____ Class _____ Section _____

Signature of Father/Mother

Signature of the Student

Name of the Father _____ Mother _____

Mobile No. Father _____ Mother _____

Encl. 1. Xerox of the License issued to my ward duly signed by Father and the student.



School Time Table