



CBSE NO. - 1030897

DELHI PUBLIC ELEMENTARY SCHOOL

An Initiative of Upnishad Shiksha Prakalp

Rule Book

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.

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 Textiles mattie 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.

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.

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

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

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/0029VaBOfVo3>

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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.

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.

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

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.

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.

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.

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.

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

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.





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 
Udhyan		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.

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.