

OUR RULES OF DISCIPLINE

1. Students should arrive at the school at least five minutes before the first bell is rung. Anyone who is late to school for more than three times in a year may not be admitted to class without the permission of the Principal.
2. It is strictly compulsory for every child to come to school in full School Uniform. Children without the proper uniform will not be admitted into their classes. Students can wear civil dress on their birthdays.
3. At the sound of the first bell, all should assemble and take the allotted places in front of the school assembly stage for prayer, from where they should go in silence to their respective classrooms after the prayer. On Saturdays, all pupils of classes 1- XII should bring their diaries with them to the assembly for practice of hymns.
4. Every pupil must possess the school diary which should be brought to school daily. Pupils are not allowed to tear any page from this diary. Also they should not write anything not connected with school work in the diary. Any breach of this rule will be dealt with accordingly.
5. If the teacher does not arrive in the class within two minutes after the bell, the second Monitor should report about it to the office while the first Monitor should assume responsibility for order and discipline in the class until a substitute teacher arrives.
6. No books (other than those used in class or taken from the school library) or magazine or newspaper should be brought to school without the Principal's written permission.
7. Exchange of articles or money transactions between students are not allowed.
8. Any kind of damage to property of the school must be made good.
9. Although every care will be taken of the pupil's property, the school authorities will not be responsible for any theft or loss of the same. Pupils are advised not to bring valuable articles like gold chain, ring bracelet, electronic gadgets, watches etc. to school and parents should discourage their children from doing so.
10. Running, playing or shouting inside the school building is not allowed.
11. Every student is expected to keep up the high tone of discipline of the school by excelling in conduct, good manners and cleanliness both in and out of the school.
12. The school uniform is compulsory at all school functions, unless instructed otherwise.
13. All must co-operate to maintain cleanliness in the school. Hence no papers, food particles and other rubbish should be thrown in the school campus or the class room, but should be put into the bins provided for the purpose.
14. A medical certificate is essential for exemption from Physical Education. A fresh certificate should be produced for each scholastic year.
15. Pupils/Parents are forbidden to give their teachers individual or collective presents/gifts.
16. The engagement of private tutors may prove injurious to real progress of students and should not be made without consulting the Principal. Staff members should not accept tuitions for students of our own school.
17. Any communication from the parents should be addressed to the Principal and all correspondence from the school to the parents or guardians must go through the Principal.
18. Collections, for whatever purpose, require the Principal's sanction and all account of the same must be handed over to the Principal/office.

19. Students may not be sent home with anybody other than parents themselves during school hours, and they must not leave the school premises without the prior sanction of the Principal. In case of emergency, the person who comes to collect the child should bear his identity and a note from Parents, if he is not a parent.
20. In order to maintain discipline in the school, the Principal reserves the right of punishment of any sort (corporal or otherwise) to the pupils if deemed necessary.
21. All students should come to school in school uniform on Open Days. Otherwise parents will not be allowed to meet the teachers.
22. The use of gold jewellery Heena/Mehandi and make up is forbidden. Maintaining open long hair and using nail polish and coloured bop-pins are not permitted for girls.
23. It is compulsory for boys to wear a plain white inner vest at all times. Accessories of any kind like bracelets (Kada), earrings, chains, rings are not permissible. Their hair must be short. Senior boys are expected to be clean shaved. (Sikh boys are exempted).
24. Students are not permitted to use the school telephone except in urgent cases with permission.

LEAVE OF ABSENCE

25. No one who has been absent on the previous day will be admitted to the class without a leave application or signature of parents in the student diary.
26. (a) Leave of absence is not granted except on **PRIOR WRITTEN APPLICATION** from parents or guardians (except in case of unforeseen circumstances and that too only for serious reasons). Leave may not be presumed.
 - (b) Every absence (sick leave, or otherwise) must be entered briefly in the **LEAVE AND ABSENCE RECORD** pages in this diary and signed by the parent or guardian and the class teacher. The Leave and Absence Record should match with the Attendance Register of the class with regard to leave taken by the student.
 - (c) For leave of absence for 1 day, it is sufficient to apply through the pages of the school diary.
 - (d) For leave of absence for more than 1 day, a written application must be sent to the Principal for prior sanction and also the number of days of leave must be mentioned in the Diary and signed by the parent and the class teacher when the student returns to school.
 - (e) For attending marriage functions leave of only one or two days is granted, as per rule.
 - (f) The number of leaves taken by a student in a year should not exceed 15 days. Violation of this rule will be seriously dealt with.
 - (g) Students who have 100% attendance will be awarded a Certificate and a Memento at the end of the Academic Year.
27. Those absent because of sickness must present a medical certificate before they are admitted to class on their return.
28. Repeated absence without leave note or unexplained absence for more than ten consecutive days renders the student liable to have his name struck off the rolls. Re- admission, if granted, will be done on payment of a re-admission fee, the maximum being equivalent to the existing admission fee.
29. All are expected to attend school on the re-opening day after any break or vacation. Absence without previous leave note immediately after vacation renders the student liable to a fine.
30. A pupil returning to school after suffering from an infectious or contagious disease should produce a doctor's certificate permitting him to do so. A medical certificate along with the a copy of the doctor's prescription and parents written application must be submitted at the office for being absent during exam. This must be submitted within 2 or 3 days after the day of absence. Medical certificate will not be accepted later.

31. It is compulsory for students to attend school on the days of National Celebrations like August 15th & January 26th.

ADMISSIONS AND WITHDRAWALS

32. Though this School is a Minority Institution, admissions are open to candidates irrespective of caste, creed, race or religion by screening of Registration Forms for classes Nursery, L.K.G. and U.K.G. and by Admission Test for other classes.
33. Age for Class Nursery is 3 to 4 years and correspondingly for higher classes. (as on 1st April of the year in which admission is sought).
34. Date and time of Entrance Test for admission to classes I and above will be intimated to the parents at the time of submission of the Registration Form. Generally the test will be conducted in the month(s) of April/June.
35. Entrance Test will be in major subjects like English, Science and Mathematics for all classes. Only the students who qualify in the Entrance Test will be admitted. Duration of the entrance test will be two hours.
36. List of successful candidates will be displayed on the School Notice Board or parents will be intimated through message. The parent/guardian should fill in the Admission Form and deposit the fee before the stipulated date failing which his/her admission will automatically be cancelled.
37. Pupils are generally admitted at the beginning of each academic year. When admitted, a pupil is required to pay the admission fee, the Annual Fee, the first installment of school fees and all other fees if any.
38. Only those students, who in the opinion of the Principal, are able to follow lessons in English, will be granted admission, (classes I and above).
39. Application for registration should be made on the prescribed form attached with the Prospectus enclosing the following documents:
- i. (a) Birth Registration Certificate from Nagar Nigam / Nagar Palika for classes Nursery to 1.
(b) Certificate of Date of birth (in original) from the previous school for classes 1 and above.
 - ii. True copy of the latest Progress Report. (if any)
 - iii. Certificates of Extra-curricular activities.
 - iv. One Passport Size photograph of the student has to be fixed in due space on the Registration Form.
 - v. Adhar Card of Mother, Father & Child.
40. Admissions will be confirmed only after submission of Transfer Certificate from the previous school.
41. For admission to class X, the copy of Registration Certificate of class IX is required.
42. Admission to classes XI & XII will require the following documents:
- i) Attested copy of Sec. School Exam. Mark sheet from the Board.
 - ii) Original Transfer Certificate from the previous school.
 - iii) XI class mark sheet (for admission to class XII)
 - iv) Attested copy of Secondary School (Board) Pass Certificate.
 - v) Migration Certificate (original) for Schools affiliated to Boards other than CBSE
 - vi) For admission to classes X & XII, proof of transfer of parents or shifting of residence is required as per norms of the CBSE Approval from CBSE is also applicable for confirmation of admission into these classes.
43. No form shall be accepted without the above documents for registration for admission to any class and incomplete forms will automatically be disqualified from the admission process. Documents required for admission are not returned.

44. After admission to this school, every parent/guardian / student is liable to follow the rules & regulations mentioned in the student's diary and any modifications thereof from time to time.
45. A student who fails for two consecutive years in the same class will be asked to change the school so that he can grow in a more conducive environment.
46. A calendar month's notice is to be given before the withdrawal of a pupil. Such notice should be given in writing by the parents or by a person responsible for the pupil and not by the pupil. Failure to give the required notice will necessitate the payment of fees of one installment.
47. Irregular attendance, habitual idleness, disobedience or conduct injurious to the moral tone of the school are sufficient reasons for the dismissal of a pupil. The decision of the Principal shall be final in this matter.
48. Transfer Certificate (T. C.) is not given unless all sums/dues to the school have been paid in full. If a student is present in his class even for a day before the issue of his T.C., a full payment of one installment has to be deposited.
49. The Leaving Certificate is issued to the students on a payment of Rs. 200/- and Rs. 250/- for a duplicate Leaving Certificate. Application for Duplicate Transfer Certificate should be submitted together with an affidavit signed by a 1st class Magistrate/Notary.
50. No certificate of any kind will be given without a written application from the parent/guardian. The application should be handed over at the School office at least 3 days before the date on which the Certificate is required. An additional sum of Rs. 100/- will be payable for any certificate issued after five years from the date of leaving the institution.
51. For admission to classes IX. X. XI and XII, the institution frames its own rules & regulations regarding minimum requirements which will be applicable to every student irrespective of Institutions/Boards.
52. Students shall be liable to dismissal from school on any of the following grounds.
 - a. Inability to follow classes in English.
 - b. Continuous lack of progress in class and those who are detained twice in the same class.
 - c. Acts of indiscipline and insubordination.
 - d. Absence for more than ten days without application and permission.
 - e. Immoral acts of stealing, damaging school property or misbehavior.
 - f. Non-payment of school fees.
 - g. Parent's misbehavior with teachers and school management.
 - h. Conviction by a Court of law for any Criminal offence.
53. The Library is the intellectual store house of the school. A lot of labour has gone into its setting up. Students must take full advantage and add to their store of knowledge.
54. Students are not allowed to take into the library their own books or any other personal belongings. A personal diary may, however be taken for the purpose of note-taking.
55. All should see that an atmosphere of silence and seriousness is preserved in the Library at all times.
56. Only one book can be borrowed at a time. A book may be retained for seven days only.
57. A book may be reissued, but not more than twice. However books demanded by other borrowers will not be reissued.
58. Books lost, defected, dirtied, or damaged in any other way will have to be made good by the borrower.
59. Magazines, reviews and other periodicals as a rule, are not to be taken out of the library. The same rule applies for reference book which must be scrupulously returned after consultation.

60. A second book will not be issued to any one until the first book issued earlier is returned. The privilege of using library books will be withdrawn from a student who is habitually careless or guilty of misusing the library privileges.
61. Books taken out of the shelves, must be left on the table. The librarian would put them back in their proper places.
62. Books could be issued to all students during Library period.
63. Books borrowed should be returned before the commencement of the annual exams.
64. (a) There will be Three Academic terms in the scholastic year 2023-24. There will be Periodical Tests I & II, Quarterly, Half yearly and Annual exams. Promotion is based on the day to day work of students through out the year and also on the performance in the terminal examinations.
(b) The Weightage of Assessments in all the exams shall be as follows:
(c) Reports about the children's performance in these Assessments will be issued to the parents after the completion of each term. They are requested to examine these and guide them accordingly.
65. The presence of the student at these Examinations is very important. If a student is unable to be present due to health reasons, he must submit a medical certificate failing which he would be considered absent as far as the tabulation of marks is concerned.
66. (a) If a student is prevented by illness from appearing for an examination, he will not be given another chance. His promotion will be decided on the strength of his performance in the previous examinations.
(b) The minimum marks required for passing in each subject and the aggregate shall be 33%.
67. Absence at the Quarterly and Half Yearly exam may debar a student from appearing at the Final Exam.
68. The Principal reserves the right to debar a student from appearing at the Final Examination.
69. No pupil will be permitted to appear for any examination unless all dues have been remitted. These dues must be paid before the commencement of the examination. Fee defaulters will not be allowed to appear for the exams.
70. Absence from one or more subjects involves the loss of grades for those subjects and excludes the student from being reckoned in the order of merit in the examination.
71. For sufficient reasons, such as unsatisfactory progress in studies, insufficient attendance, serious misconduct etc., a pupil may be debarred from an examination.
72. 75% attendance for students of all classes is compulsory to enable a student to sit for an Examination.
73. Willful breach of any of the regulations for the conduct of the examination is punishable with expulsion from the examination room or if discovered subsequently, cancellation of the paper. In all cases, the decision of the Principal shall be final.
74. Promotion will be granted on the basis of the whole year's work. The general criterion is that whether a student has grasped the subject matter sufficiently well to follow the subject in the higher class easily or not. The decision of the Principal in these matters is final and uncontestable.
75. A pupil who fails and is found to be overage for his class may also be asked to leave the school.
76. A pupil appearing at any of the Board Examinations and failing to make the grade may be asked to leave the school and no second chance will be granted.
77. Results once declared are final. Answer copies of the Annual Examinations will not be shown to parents.

78. Scrutiny of results will be done on payment of Rs. 100/- per subject. This sum should be paid along with an application.
79. Time limit for application of scrutiny of results is 48 hours from the time of the declaration of the results, after which no request will be entertained. The answer papers will not be scrutinized in front of the student, parent or any representative of the parent.

INTERNAL ASSESSMENT / EXAMINATIONS

80. (a) Attendance in all the internal assessments and examinations will be compulsory for all the classes. Presence in the examinations and assessments will qualify the student for the grade. No grade will be awarded if a student is absent in any of these assessments/examinations for any reason. The dates for these assessments are announced at short notices in the classes and the assessments are neither taken before nor after the actual dates.
- (b) Copy Assessment by the Principal will be done only on the prescribed day. No student should take leave without prior permission. If a student falls ill on that day, any member of the family or his friend can bring his copies to school for Assessment on the same day. Copies will not be assessed on any other day without Principal's permission. Copies without Principal's seal will not be awarded marks/grades.
- (c) In case of emergency, date of oral exams and practicals can be changed only if permission is obtained before or on the very day from the Principal, by submitting an application explaining the reason for it. No request or application for this purpose will be entertained after the prescribed dates.

ABOUT SCHOOL FEES

81. There will be Four installments of school fee in an Academic year i.e. April, July, October & January for classes Nursery to X and three installments for classes XI & XII. The fee can be paid only by local cheque in Federal Bank, Chopasani Road, Jodhpur. Any fee paid in the school will also be accepted in cheque only. Habitual fee defaulter's name will be struck off the roll. Fees once paid will not be refunded.
82. If fee of one quarter (installment) of a student is not paid within those three months, Rs. 300/- will be charged as fine for one quarter. Thus for every quarter, Rs. 300/- will be charged as fine, if fee is not paid within that quarter.
83. School Fees are chargeable for 12 months i.e. from April to March.
84. The Students of classes Xth and XIIth should pay their school fees and all dues if any, before obtaining their Board Admit Card in the month of February.
85. There will be a nominal increase in school fees and other miscellaneous charges every year, depending on the needs of the Institution.
86. Original Fee Receipt should be preserved carefully for the purpose of Income Tax rebate or reimbursement or clarification etc. as Duplicate fee receipts will not be issued.
87. The students of class X, who wish to leave the school for further studies in some other city or school should obtain the T.C. from the school office as soon as possible.

RECOMMENDATION TO PARENTS

88. The parents/guardians must see that the date of birth filled in the application form of their children is correct, as it will not be changed later. If any mistake is made in the name or date of birth of your child by school office and found later, it should be notified to the office as soon as possible.

89. The parents/guardians are advised to see the Progress Report / Diary of the children regularly to know their progress.
90. Allegations of discrimination or anything which demeans the Institution is an insult to the Institution and to its staff and so it could lead to the expulsion of the student involved in it.
91. Parents/Guardians are requested to arrange proper to and fro conveyance for their children. The school authorities will not be responsible for transport facilities.
92. Students are not allowed to bring Mobile Phones, FM Radios, Bluetooth, Earphone, Cameras or any other electronic gadgets in the school campus. Breach of this rule will invite confiscation of the gadgets/article without notice and disciplinary action will be taken against the student by the school authorities. Therefore Parents / Guardians are advised to keep a check on their children.
93. Students are not allowed to bring any fancy articles like pens with torch, stickers, comics, digital watches, perfume, make-up items, knife etc. to school. Violation of this rule will involve confiscation of the article.
94. Parents should study the rules and regulations about student's absence from school carefully and observe them faithfully.
95. Parents are earnestly requested to enforce regularity and discipline at home and see to it that their children prepare their lessons and do the assigned homework.
96. Parents are particularly expected to sign the Principal's and teacher's Remarks in this diary regularly after reading them. Failure to do this may put their children to great inconvenience.
97. When communicating with the Principal, parents are requested to mention in their letters/applications the name, class and section of their children.
98. Parents/Guardians or other persons should not visit the class or meet the teachers without obtaining the approval of the Principal. Nursery & K.G. teachers can be met as per timing mentioned in the school diary (saturday). A permission slip must be obtained from the Principal or office before meeting the teachers at other times.
99. It is compulsory for every student to participate in all the extra-curricular activities of the school especially in Annual Sports Day and Annual Function unless prior permission is taken from the Principal for genuine reasons.
100. Parents must notify the school of any change in their address and telephone numbers immediately.
101. Students are not allowed to bring two wheelers/four wheelers to school. The school management is not responsible for the vehicles parked outside the school.
102. Parents/Guardians are requested to switch off their mobiles if they happen to visit the school during working hours.
103. Student's indulging in physical fights with one another individually or in groups inside or outside the school will be dealt with severely, even to the extend of issuing T.C. on the spot.
104. Please note that the school does not operate any kind of transportation. Therefore, parents themselves should arrange for the conveyance of their wards.