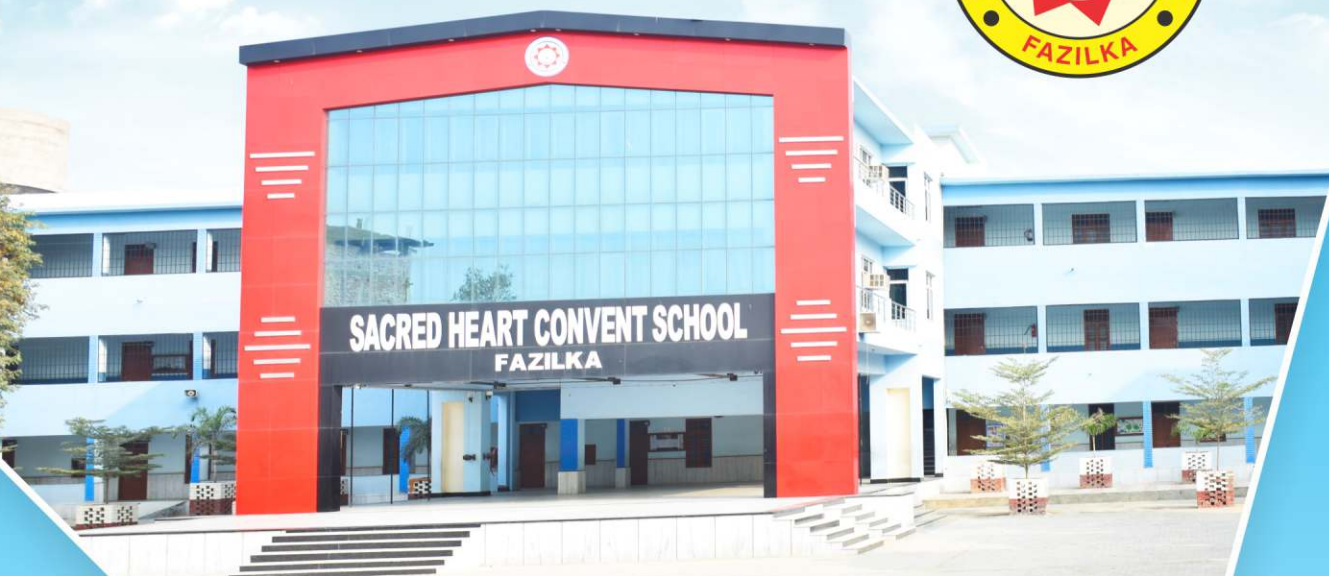


Prospectus



SACRED HEART CONVENT SCHOOL, FAZILKA

FOSTERING YOUNG MINDS

THROUGH KNOWLEDGE





SACRED HEART OF JESUS
Our Heavenly Patron

NB: The students and their parents are strictly instructed to read and understand all the rules and regulations printed in the school prospectus, school diary and timely circulars issued from the office of the Principal. Any doubt or query pertaining to the rules and regulations can be conveyed or discussed at the office of the Principal / Manager.

It is informed to all concerned that the latest copy of the prospectus, the school diary and the latest notified circulars are always available with the office of the Principal and these shall in any case be valid for official reference as well as for the legal purposes. Ignorance of any of the laws/bye-laws shall not be considered as an excuse under any circumstances.

OUR PRAYER

Here is the prayer Jesus taught us.

Our Father,

He said that God is his Father and our father.
And so we pray with Jesus and with people everywhere:

Who art in heaven,

We cannot see God with our eyes. God is far beyond us, in heaven. But God hears us and wants us to come near.

Hallowed be thy name.

We honour God's name as holy. When we hear the name of God we should be happy because God made all things. God made us and loves us.

Thy kingdom come. Thy will be done on earth as it is in heaven.

God wishes to bring good things to our world. And we can help by doing good things every day.

Give us this day our daily bread

God is like a kind father. We need food to be strong; clothes to be beautiful and warm, and so many things more.

Forgive us our trespasses as we forgive those who trespass against us.

God forgives us when we do something wrong. But then we must forgive those who do something wrong to us.

Lead us not into temptation but deliver us from evil.

Amen

Wherever we go, God is there to take our hand and guide us. Even in danger, God will help us to know what to do.

Administrative Board



Rev. Fr. Sebastian CST

Manager, Sacred Heart Convent School, Fazilka

It is said that every child is a bundle of possibilities to bring out the best in them like finding out the pearls from sea beneath. We believe in imparting quality education to them and nurturing them with love, trust, bonding and faith. I express my indebtedness to all the parents who have entrusted their children in our care and have always been a strong support to the Sacred Heart family.

Rev. Sr. Stella Maria CMC

Principal, Sacred Heart Convent School, Fazilka

We at Sacred Heart believe that 'Knowledge is a treasure but Practice is the key to it.' It is the propelling force behind each one of our initiatives. We need to believe in our power as humans and humanitarians, to reshape the world into one that works for everyone. We aim to empower our children in such a manner that they act as representatives of a meaningful and value-based society. We have a team of fabulous faculty members who display boundless energy and intense commitment which keeps the ethos of our school shining brightly.

We the Sacred Heart Family look forward to a long association with you. Let us join hands in grooming the young minds so that they may walk the path of life successfully!



Rev. Sr. Lia CMC

Headmistress, Sacred Heart Kindergarten, Fazilka

Foundation stone of each child's education is laid in Sacred Heart Kindergarten, Fazilka. Different activities are instilled in the minds of pupils from the beginning of his/her school life in K.G. to inculcate moral and spiritual values like character formation, self discipline, responsibility, good manners, etiquette and skill development. The management and the dedicated staff go extra mile trying to meet the child's and parents' expectations.





SCHOOL HOURS

SCHOOL HOURS

Class: I - X	K.G. Section
Winter: 8:30 A.M. to 2:30 P.M.	Winter: 9:30 A.M. to 1:30 P.M.
Summer: 7:30 A.M. to 1:30 P.M.	Summer: 8:30 A.M. to 12:30 P.M.

PRINCIPAL'S OFFICE HOURS (On School Days Only)

Winter: 10:00 A.M. to 12:30 A.M.	Summer: 9:30 A.M. to 11:30 A.M.
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*No school business will be transacted on holidays.



INTRODUCTION

Welcome to Sacred Heart Convent School...

Education is a life-long learning process. Learning happens all the time; not only in a pre-designated place called the school. It happens at home, between home and school too. The mission of home and school therefore is to provide a learning environment and opportunities to the children as learners. Good education of their children is the prime concern of parents. Undoubtedly it is the most critical investment in life. In the case of young, it is the parents who make the important decisions in their lives. Education, we know is something much larger than instruction or learning. It is shaping and forming the human person in all his/her dimensions of body, mind, soul and spirit. So choosing the right school is a difficult decision for every parent. Our prospectus is designed to give you an insight into our school. We hope that you would find it interesting as well as helpful to take a right decision.

At Sacred Heart Convent School, we are committed to proffer the best possible education for your child. We have an established reputation for providing high standards and expectations within a well ordered and caring environment. Our aim is to encourage pupils to achieve their best and to lay the foundations on which their future learning is built. We believe that children learn best when they feel secure and their activities are interesting and enjoyable.

Our school provides a sacred, secure and stimulating learning environment where human and religious values are embraced by all. Every student is helped to develop within himself/herself a sense of self-esteem, respect for freedom, truthfulness, honesty, politeness, justice, equality, human dignity and scientific attitude.

We encourage you to be a part of our beautiful school and see that we are a school committed to children. You will find that this is a lively and engaging institution with a team of experienced teachers and learners. Parental involvement in a child's education process is both a gift to your child and a gift to the school. This partnership is strongly encouraged and highly valued at Sacred Heart Convent School.



GENERAL INFORMATION

Sacred Heart Convent School, Fazilka is an undertaking of Little Flower Religious and Charitable Society. Muktsar, under the management of Khrist Jyoti Province (Punjab-Rajasthan) of the Little Flower Congregation. Little Flower Congregation is a Catholic Society which undertakes Educational and Charitable activities in Rajasthan, Punjab, UP, Delhi, Kerala, Karnataka, Tamilnadu and in various other parts of the world. The objectives of the society are to establish, construct, support and develop educational and charitable activities and institutions through its branches.

The school holds its status of Unaided Minority Educational Institution as per the provisions guaranteed under Articles 29 & 30 of the Supreme Constitution of India. Although it is established primarily for the benefit of the members of the minority community, admission to this school is open to the boys and girls of all communities irrespective of their religion, caste or creed as per the availability of seats. Every staff and student of this school is encouraged to admire and practice his/her religion.

COURSE OF STUDY

The school is permanently affiliated to the Council for the Indian School Certificate Examinations (CISCE), New Delhi, Vide No. PU030. The University of Cambridge Local Examinations Syndicate with the assistance of Inter State for Anglo-Indian Education established the Council for the Indian School Certificate Examinations in 1958. In 1973 the Govt. of India recognized the Council as a body to conduct Public Examinations in India through the Act of the bodies. Indian Certificates of Secondary Education (ICSE) is recognized by all the Education boards in the country and by many overseas too.

This is a Co-Educational school which prepares students for the





Indian Certificate of Secondary Education(ICSE) New Delhi, from the Nursery classes up to Std.10 and every student is required to take the following subjects as course of study up to class 10.

- ❖ **English** (Compulsory to get pass-mark for obtaining the pass certificate.)
- ❖ **Punjabi** (compulsory till the 10th standard.)
- ❖ **Hindi** (being the National Language of India, compulsory up to 8th standard for all students).

Those students who wish to get a pass certificate in Hindi subject should continue to take Hindi as an optional language, also in the 9th and 10th std. The school will make the necessary arrangements to engage a teacher, monitored by the Principal.

- ❖ **Mathematics**
- ❖ **Science** (Physics, Chemistry, Biology)
- ❖ **History, Civics, Geography**
- ❖ **Physical Education**
- ❖ **Socially Useful Productive work (SUPW) & Community service**

Internal Examination Criteria (class IX to class X)

For promotions, a candidate is required to have obtained at least 33% marks in five subjects (severally) including English on the cumulative average and a minimum attendance of 75% of the working days. No other criteria will be used for promotion from class IX to class X.

- ***Promotion from class IX to class X on Trial basis, on Re-examination or Awarding of Grace marks is not permissible and will not be accepted by the Council.***
- ***Transfer Certificate will not be issued with 'Promoted to class X' if the student has not met the required promotion criteria.***

MEDIUM OF INSTRUCTION

The medium of instruction is English and the method of teaching and the curriculum are in accordance with the scheme laid down by the Council for the Primary, and the Secondary stages approved by the council. Special importance is given to the mastery of English, including spoken English, for which a high standard is maintained. Hindi as the national language and Punjabi as the regional language are taught from Pre-Primary level with due priority.



OUR VISION & MISSION

Our vision is to promote value based education for enabling our students to empower society/ humanity especially the socially and economically marginalized, creating a 'Civilization of Love'.

Our mission is to educate and facilitate the students with a state-of-art infrastructure to provide them an amiable learning experience.





OUR AIM & OBJECTIVES

We aim for the wholesome education based on the physical, intellectual, moral, spiritual, cultural, and social development of every child. We lay particular emphasis on character formation, self-discipline, responsibility, and leadership so that students are equipped well to face the changes of modern era. Also they will grow more mature enough to be global citizens.

Sacred Heart Convent School bases its curriculum on the conviction that every child can be guided to perfection - to the experience of God within him and in every element of creation/nature, the expression of which is love and service to humanity.

- ✎ To attain this sublime objective and purpose of life; The school strives to maintain a student-friendly ambiance and encourages its wards to develop analytical, creative and independent thinking habits and assists the students to possess holistic perspectives, all round developments, positive thinking attitude and sound domain of knowledge with particular applications of it in daily living situations.
- ✎ Being aware of the rapid growth of education and the globalization of life and work, this school keeps itself abreast with different methodologies in imparting knowledge.
- ✎ The staff and the management of this school, strive with dedication and commitment, to provide value based and quality education to equip the students to compete and excel in every situation.
- ✎ Teachers of this school, as guides and facilitators, are expected to bring out the best in every student, keeping in mind the myriads of talents and abilities of each one.
- ✎ Every student is encouraged and assisted to develop analytical and critical thinking along with innovative skills for a meaningful and successful future. Book reading, project works and personal initiatives form part of our education methodology.
- ✎ Special emphasis is given to help every student to grow up as fully human and fully alive, by imparting human, moral and religious values, like truthfulness, honesty, sincerity, self-discipline, courtesy, politeness, social harmony, and religious tolerance etc. Every student is being taught to be a master and architect of one's own future.



CO-CURRICULAR ACTIVITIES



Properly organized and regulated co-curricular activities are just as much a part of sound education as studies. It is chiefly through these activities that the various facets of a child's personality are revealed and that such qualities as team spirit, self-confidence, sportsmanship, initiatives and the proper use of leisure are developed. Mere accumulation of knowledge is not enough in the life of a student. Some of the co-curricular activities encouraged are public speaking, drama clubs, social service, drawing, painting, dancing, singing, games, P.T., athletics, excursion, educational films, exhibitions, wall magazine, other competition etc.



CELEBRATIONS, SCHOOL

National celebrations and other celebrations are organized in the school campus to develop the spirit of patriotism and brotherhood in the attitudes of the students. Various school functions provide ample opportunities for the students to grow in the innate talents inherent in them and to grow in self-confidence. Various competitions are held throughout the academic session to develop cultural, artistic literary and scientific talents in them.



FUNCTIONS AND COMPETITIONS



SPORTS AND GAMES

Sports and games play a very important role in the curriculum of Sacred Heart Convent School. Physical training is very important for a sound body and mind. Students are provided with enough opportunities and facilities for healthy and scientific physical training on a daily routine. Sports and Games competitions are held to help the students to grow in their talents and to develop a healthy sportsman spirit.

Our School provides well equipped multi-sporting facilities that include Cricket, Basketball, Badminton, Kabbadi and other indoor games. Apart from these games this year we have newly introduced Skating in the school.



EXHIBITIONS

Exhibitions related to different subjects are held to find and encourage the budding scientists and innovators among our students. It provides them a platform to demonstrate their scientific knowledge acquired from the classrooms.



SCIENCE LAB & COMPUTER LAB

In order to equip the students to face the challenges of the modern scientific and technological era, the school provides well equipped science labs and computer lab facilities to all the students of Sacred Heart Convent School. Students are encouraged to make the best use of these facilities to enhance practical knowledge in science and computers.



SUPW

The social awareness program is an integral part of the school's educational process and participation in it is compulsory. Readiness to share the responsibility of the social dimension in education will make the student well equipped to cop up with social realities of our mother country and to respond to them creatively and thus making the educational process more meaningful.



HOUSE SYSTEM

With a view to fostering quality of leadership and promoting a healthy competition among the students, all the co-curricular activities of the school are organized house wise. The school has been divided in four houses

1) BLUE, 2) GREEN, 3) RED, 4) YELLOW.

The House activities are under the supervision of the House in charges and the House Captains.





SAFE CAMPUS



CCTV Surveillance



Out Pass



School Nurse



Trained Security Guards



Fire Compliance



Background Check on Every Staff



SCHOOL LIBRARY

The library is the intellectual store house of the school. Students must take full advantage of it and develop their knowledge bank. All students of the Sacred Heart Convent School are members of the library.

- ❖ Strict discipline and silence is to be observed in the library and reading room. Students from class V onwards must read at least 15 books in a year. Review/summary of each book read must be shown to the librarian/class teacher.
- ❖ A student may borrow only one book at a time for the period of seven days, and the issue may be renewed further to the same period.
- ❖ Books will be issued to students during the library periods mentioned in the Time Table and other free hours. No book will be issued or returned during the teaching hours.
- ❖ The librarian may call for a book at any time even if the normal period of loan has not expired.
- ❖ Reference books will not be issued. Every member will be allowed to consult any reference book during the school hours.
- ❖ If the book is not returned at the expiry of the period of the loan, or after the librarian has called for it even before the period of loan, a fine of a stipulated amount per day will be charged. Fines shall be collected by the librarian and the fact notified in the defaulter's card. Until such a fine is collected from the defaulters, no book shall be issued to him/her.
- ❖ Absence is no excuse for the delay in return of books after the expiry of the period of loan.
- ❖ In case a book is misused, wrongly handled or lost, the person concerned will have to pay the full price of the book.
- ❖ Marking, underlining, cutting, erasing or damaging the pages of books are strictly prohibited. Any damage or loss of library books shall be made good by the borrower by paying a fine according to the discretion of the Librarian/Principal.
- ❖ Members shall carefully examine the books as soon as it is issued to him/her. Any marks (soil, damage etc.) shall be reported forth with the librarian.
- ❖ Members shall not, on any account, pass books to others especially to non-members.
- ❖ Issue of books shall be completed by 10th January and return of the books shall be completed by 15th January. This helps annual stock taking and checking.
- ❖ A student will not be allowed with her/him personal books or bags in the library except the library note books.
- ❖ The students who have not returned their library books will not be allowed to appear for the annual examination.
- ❖ Magazines, Newspapers, Reviews and other periodicals should not be taken out of the Library. The same applies for the Reference Books which must be immediately returned after consultation.

ADMISSION & REGISTRATION

1. Those who wish to admit their children in this school must buy the prospectus of the school and study in detail the terms and conditions of the admission process and the subsequent code of conduct for the parents and the students to be followed if admission is granted.
2. The prospectus is available at the reception counter of the school for the parents to buy. All prospective candidates for any class must get their names registered at the school office. The dates of registration shall be intimated through the principal's circular. No registration shall be made prior to the date specified.
3. Initially Registration Forms will be disbursed for admission to Kindergarten (Nursery class) along with the prospectus.
4. Anyone is free to collect the Registration Form from the school office along with the Prospectus within the announced period of time by paying the charges for the Form and the prospectus. Registration Charges, the cost of the Form and prospectus are non-refundable.
5. After having thoroughly studied the terms and conditions inscribed in the prospectus, those who wish to seek admission of their child to this school may fill up the Registration Form and submit it to the office within the specified period of time along with the required preliminary documents and Registration fee.
6. Availability of vacant seats to higher classes would be very scarce, as it is very rare that any student leaves the school once taken the admission. Registration date for filling the vacant seats in higher classes may be informed to those who enquire from the school office.

ADMISSION REQUIREMENTS

1. Parents seeking admission of their ward must register the name in advance.
2. Registration for admission is done normally in the second week of December as per the date schedule published.
3. Registration and admission to other classes is on the basis of merit, interview and availability of seats. No recommendation of any nature shall be entertained. The decision of the management about admission is final.
4. There shall be a written test followed by an interview for admission to any class except for the Nursery Class. There is no specific syllabus for the Entrance test to any class. However, the criterion is to have the necessary knowledge based on which the students can continue his/her studies as per the ICSE curriculum and syllabus, in the class to which the admission is sought. The test will be conducted according to the standard of the school, based on the subjects taught in the previous classes.
5. Registration does not guarantee admission and the validity of the registration is only for 3 months from the date of registration.
6. Application for the admission should be made on

the prescribed form obtained with prospectus from the school office.

7. The minimum age of the candidates for admission to Nursery is 3-4 years. A corresponding scale of minimum and maximum age holds true for the other classes.
8. At the time of admission, a student has to submit the following documents:
 - ❖ Original birth certificate from the Municipality/ Panchayat
 - ❖ Two passport size photographs of the student
 - ❖ Aadhaar Card
 - ❖ I.D. Proof of parents
 - ❖ Family photograph of the child with his/her parents or guardian
9. Students seeking admission to Class-I must produce an official Birth Certificate.
10. Those who seek admission to classes other than Nursery section must also produce the following documents:
 - ❖ Transfer Certificate (Original Copy) from the previous recognized school duly signed by the principal concerned.
 - ❖ Progress report of the previous class passed.
 - ❖ Conduct certificate
11. If it is found that the information produced about the candidate is false and inaccurate to obtain admission, the candidate will be barred from studying in this institution.
12. Parents/ Guardians are asked to fill up the admission form with the utmost possible accuracy. No subsequent changes will be permitted thereafter for any reason whatsoever.
13. The date of birth once entered in the admission register of the school will not be changed, as it is against the law. In addition, the parents of all applicants must sign an age declaration, guaranteeing that at no time and under no circumstances will any request be made for change in the date of birth.

WITHDRAWAL & DISMISSAL

1. No school leaving certificate will be issued without a written application from the parent/guardian after the payment of all dues to the school.
2. Prior to the withdrawal of a student from the school in the middle of a term, one month's notice or payment of one month's fee is required.
3. As a rule, students who are dismissed from the school will not be re-admitted.
4. Children of those parents who regularly make unnecessary and instigating complaints and are not satisfied with the facilities provided by the school management will be given notice to withdraw their ward; if not withdrawn T.C. will be issued along with their progress report of the final exam.
5. Re-admission to this school will be banned for those who even if have passed or are promoted academically, but have received "Notice of information" for in-disciplinary behavior in the school, for maximum of 3 times with a final warning and have not shown any remarkable improvement. They will be issued the T.C. along with their progress report.
6. A child, who uses unfair means, receives or gives assistance in any form for cheating during examination and class-tests will be debarred from further examinations; and repetition of the same fault will result in dismissal of the student from the school.
7. The Principal's decision shall be final in all cases of dismissal or withdrawal.



PROCEDURE FOR WITHDRAWAL

Students may be removed or dismissed from the school on the following grounds:

- ❖ Constant weakness in studies
- ❖ Irregularity in attendance
- ❖ Behavioral problem
- ❖ Disobedience to the school rules and regulations
- ❖ Non payment of fees or chronic irregularity in payment
- ❖ Over age in any class
- ❖ Moral breach considered serious by the school management i.e. habitual idleness, disobedience, bad conduct, possession/use/transaction of drugs or any sort, involvement in sexual harassment, and sexual misconduct with the students of opposite or same gender, etc.
- ❖ Parents who create undue demands and vitiate the peaceful atmosphere of the school.
- ❖ Sickness liable to be injurious to him/her or contagious to other students, etc. will justify the demand for withdrawal of a student from the school.

EXAMINATION & PROMOTION

- ❖ Regular periodical tests will be conducted in addition to the terminal examinations. Marks obtained in all the tests and terminal examinations will be taken into consideration for promotion.
- ❖ Criteria for promotion shall be:
 - ✓ Regularity in attendance
 - ✓ Active and qualitative participation in the classes
 - ✓ Written work and projects assigned by the subject teachers
 - ✓ Internal assessment
 - ✓ A minimum of 40% of marks in all the individual subjects
- ❖ If a student fails to put in 40% marks in one or two subjects he/she has to have at least 50% in aggregate.
- ❖ Those who absent themselves in any subject shall be considered failed in that subject and shall not be awarded any position and shall not be re-examined. In case of grave illness, a medical certificate should be produced.
- ❖ No candidate will be admitted to any of the examinations unless all school dues have been paid in full.
- ❖ A pupil shall be eligible to appear in the Final Examination only if he/she has 80% attendance. In genuine cases the Principal may, however over rule the shortage in attendance not exceeding 10%.
- ❖ The year's work will be taken into account for drawing, music, dance, physical education and in other extra-curricular activities. No separate examination will be held in these subjects at the end of each term. Grades will be awarded for these subjects.
- ❖ Pre-board Examinations shall be held for class X in the months of December-January.
- ❖ A pupil who fails in any class is permitted to continue in the school only at the discretion of the Principal. A pupil who fails in several subjects throughout the year will have to leave the school.
- ❖ Anyone found indulging in malpractices during the examination will be debarred from further examinations.
- ❖ Result declared at the end of the academic year is final and no request for re-examination/re-evaluation shall be entertained. Applications for the verification of marks may be considered in special cases at the discretion of the Principal.
- ❖ Students who are retained for two consecutive years in the same class shall not be permitted to continue his/her studies in the school.
- ❖ Parents/Guardians are requested to come and examine the result card of their wards and return it

- ❖ duly signed to the class teacher. Signatures found in the progress report should be identical with the specimen signature found in the diary/the admission form.

LEAVE & ABSENCE

1. Leave is not granted except on prior written application from the parent/guardian and that too only for serious reasons. In all the cases permission is at the discretion of the Principal. Those who absent themselves for 15 consecutive days without the prior permission are liable to have their names struck off the rolls. Re-admission may be granted only on payment of fresh admission fee.
2. Those absent for one or two days for any reasons (including sickness) should get it entered in the Leave /Absence Record of the school diary by the parents/guardian and must get it sanctioned by their class teacher on the very following day.
3. Those absent for more than two days, must submit a leave letter to the Principal on the day of reporting. It must also be entered in the Leave /Absence Record of the diary.
4. In cases of emergency, if a student wants to take half-day leave, the leave letter should be submitted to the principal before the assembly.
5. In the likelihood of a pupil's absence for more than a couple of days due to serious reasons, the parent must apply for leave in advance and produce a medical certificate in case of illness on the day of reporting to the school.
6. Appointment with doctors and dentists, etc. must not be arranged during the school hours.
7. A minimum of 80% attendance is mandatory to sit for the terminal examinations as well as the final examinations.

SCHOOL FEE

1. In order to give better convenience to the parents/students the school offers the facility to deposit the fees in bank.
2. Fee must be paid in advance on monthly basis and will be accepted only on those dates announced earlier.
3. UEID (Unaided Educational Institutional Development) fund can be paid either in full one-time payment, or in two equal instalments or in twelve equal instalments along with monthly fee.
4. The Challan form will be given from the school office. It must be properly filled and submitted in the bank.
5. Fee receipt/bank vouchers must be retained and produced as a proof of payment if needed.
6. All fees and other dues must be cleared before the terminal examinations. Defaulters will not be allowed to sit for the exam.
7. Fee defaulters will be fined with Rs. 50 per month as applicable for the dates mentioned in the fee booklet and they are liable to have their names struck off the rolls, if they make default for two consecutive months.
8. Fees for any number of instalments can be paid in advance. However once deposited no refund will be made.
9. The student must retain the student copy of the bank Challan for any verification.
10. Class IX students have to pay Registration fees and X class ICSE Examination fees and Migration Certificate fees in addition to the regular fees.
11. UEID (Unaided Educational Institutional Development) fund includes repair and maintenance, infrastructure, electricity and water, exam fees, sports fees, other fees, functions and celebrations and other development works.
12. Admission fees and other fees once paid are non-refundable.

SCHOOL UNIFORM

SUMMER

GIRLS

1. Divided Blue Skirt (I to X)
2. Half sleeved White blouse (Terrycot)
3. Black Shoes, White socks
4. Blue Sleeveless blazer
5. Red Ribbons, school tie & school belt
6. Identity Card

BOYS

1. Blue half pants I to III, Full pants IV to X (Terrycot)
2. Half sleeved White Shirt (Terrycot)
3. Black shoes, White socks
4. Red Turban or patka, school tie & school belt
5. Identity Card

UNIFORM ON SATURDAY

GIRLS

1. Navy Blue tracksuit (Super Poly) with House colour (Red, Blue, Yellow, Green) T-shirt
2. White Shoes & White socks
3. House colour Ribbon
4. Identity Card

BOYS

1. Navy Blue tracksuit (Super Poly) with House colour (Red, Blue, Yellow, Green) T-shirt
2. White Shoes & White socks
3. Red Colour Turban & patka.
4. Identity Card

WINTER

1. Woollen Divided Grey Skirt (I to X)
2. White full sleeves Shirt (Terrycot)
3. Tomato Red 'V' neck sweater (without Design) (not open)
4. Black Shoes (Plain without heel)
5. White socks
6. Grey Coat/ (Blazer) (compulsory)
7. Red Ribbons, school tie & school belt
8. Identity Card

1. Grey Woollen full pants (I to X)
2. White full sleeves Shirt
3. Tomato Red 'V' neck sweater (without Design)
4. Black Shoes (Plain without heel)
5. White socks
6. Grey Coat/(Blazer) (compulsory)
7. Red Turban or patka, school tie & school belt
8. Identity Card

UNIFORM ON WEDNESDAY

1. White pleated divided skirt (I to X)
2. White shirt
3. White shoes & White socks
4. School belt & House tie
5. White ribbon
6. Identity Card

1. White half pants till IIIrd std. & White full pants (IV to X)
2. White shirt
3. White shoes & White socks
4. School belt & House tie
5. White colour turban & patka
6. Identity Card

GENERAL POINTS

1. Girls with long hairs, comb their hair into two plaits with red ribbon.
2. Girls with short hair comb them straight and put on red band.
3. No jewellery, nail polish, decorative hairpin & hair band are allowed.
4. Length of the tunic and skirts must be below the knees.
5. Boy cut hair for girls are not allowed.
6. Boys with army haircut, no other style is allowed.
 - On Saturday all students must come to school in House Uniform.
 - As the school uniform is compulsory, each child should be provided with sufficient number of uniforms. Parents are expected to ensure that their children are neat and tidy before coming to the school. Children who are not in uniform will not be allowed in the school.

GUIDELINES TO THE PARENTS

1. Good education is the joint effort of the school and Parents. So education of your child can be completed only with the help of your full co-operation. The parents should feel proud of their children and should have confidence in their performance. At the same time, they should be aware of the weaknesses and problems of their children. Parents should be earnest to report to the Principal/office whenever they are called in. The parents should have faith in the actions taken by the school authorities to facilitate the all-round development of their children.
2. Parents/Guardians are requested to cooperate with the school in ensuring a high standard of morality and discipline among the students.
3. Parents are advised to allow the children to watch only educational and useful program on the TV. Habitual watching of movies and film songs may distract the children from their studies.
4. The child should be encouraged to cultivate habitual cleanliness in all his/her work and person. Dress him/her neatly and properly. Do not allow him/her to bring expensive things to the school so as to make a display of such items or to show that he/she is more privileged than the rest. Help the child to understand that in the school he/she is one just like any other student.
5. It does sometimes happen that children complain to their parents concerning school matters. Parents are requested to notify the Principal in matters of this kind and to withhold their judgments until proper investigation is made. A little carefulness along this line often prevents unhappy consequences.
6. If your child has habits or traits of character which need special watching, please report to the Principal so that proper care can be given to your ward.
7. Children are attracted even by trifle things which they would like to acquire for them. If he/she brings home anything from the school without the teachers' knowledge, send it back the next day itself and inform about it to the persons concerned. It will have its own reward in his/her later life.
8. While sending letters or making remittance of fee or inquiries please note the full name of the child, his/her class and the admission number.
9. Parents are requested to check the diary of their ward regularly and respond to the remarks, information or request, if any, made by the teachers/Principal.



10. Parents and guardians who want to discuss the welfare and progress of their children may meet the Principal with prior permission or at the notified time. Parents shall meet the teachers on the days and occasions notified in the calendar. Parents are requested to make good use of this occasion for building up mutual understanding between the parents and teachers with regard to the all-round progress of their wards. It is not a fault finding session, but legitimate complaints may be brought to the attention of the Principal/ Class teachers without any delay. It will be very much appreciated.
11. When the school is in session, parents and guardians should not visit the classes or teachers without the permission of the Principal as it causes disturbance to their normal and legitimate work.
12. Parents and guardians are requested to notify the school of any change in their address and phone number.
13. To be absent from the school to attend social functions is not recommended because it hinders the child's progress in school and minimizes his/her respect for regular hard work.
14. Parents are advised to ensure that their children prepare their lessons regularly at home and take keen interest in the activities of the school.
15. Parents should see that their child comes to the school after his/ her daily needs. All the students must have their tiffin brought with them for refreshment. Lunch deliveries brought by others will not be allowed to reach the students on account of various reasons.
16. Criticism of the teacher in the presence of the students should be prudently avoided as this may adversely affect the child.
17. All those who seek admission of their students in this school are bound to sign an affidavit after going through the prospectus of the school that they are willing to abide by the terms and conditions inscribed in it as a precondition for taking the admission.
18. Admissions of students, fee structure, appointment, disciplinary action against the employees, dismissal of the employees, etc. are as per the administrative powers endowed on the minority institutions in conformity with the provisions of the Supreme Constitution of India, for minority educational institutions.
19. The school welcomes any suggestion and advice which is positive and constructive for the welfare of the children and better functioning of the school. But however the management reserves its right to accept or reject such suggestions. It is left to the prerogative of the management to implement such suggestions remaining within the administrative purview of the minority rights. The school is not bound to respond to the demands of any self-made associations or groups or even to the associations of parents and to their demands; but would be listening to the individual parents and their wards during the parents- teachers meetings.
20. Those parents who cause any agitation and

incite others to do so against the school or join with any anti-social element to disturb the peaceful atmosphere of the school forfeit the right to continue teaching their children in this school. Their children will be rusticated without giving any other reason. On special request their children may be allowed to complete the current academic session, provided the school is given legal guarantee by submitting a written undertaking by the parents through the proper legal procedure, that the atmosphere of the school will not be disturbed for the sake of the majority of children studying in the school. The children of such parents will be issued the TC along with the final result of the academic year. The same will be applicable to the students who commit the similar offence.

21. The management has the right to take disciplinary action against students/ parents who do not comply with school-rules and requirements.

22. The parents are requested to contact the school office in the month of March, before the beginning of the new academic year to know the fee structure of the coming year. Every year the school is constrained to enhance its fee structure, remaining within the limits permitted by the competent authority, as the school does not receive any financial aid from the Government.

23. Parents are required to Switch Off or keep their mobiles in Silent Mode in the school complex.

24. Parents and guardians are not permitted to

walk into class-rooms or interview teachers without the permission of the Principal.

25. All letters and correspondence addressed to pupils are subject to the scrutiny of the Principal. Involvement of a student in any unhealthy friendship or indecent relationship with a person of the opposite or even the same sex, or any remarks, comments, jokes, exchanging of letters, sexually nuanced gestures, etc. through verbal, textual, graphic or electronic media, of demeaning nature that goes against sexual modesty, will be treated as very serious offence and those involved will be asked to discontinue studies in this school with immediate effect, after due enquiries through the internal complaints committee.

26. The school is not responsible for articles or money lost. It is not advisable to bring valuable articles (like expensive watches, fountain pens, etc.) to school. Pupils are advised not to wear costly wrist watches in the school.

27. It is not permitted for a parent to shout at a teacher either privately or in front of the student during the PTM. Such behaviour will be considered as serious indiscipline amounting to criminal offense and legal action will be initiated against such parent.

Transportation

28. The Transportation of the children to and from the School is a collective responsibility of all stake holders. The school-management cannot be held solely responsible for the safety of the children during their transportation, especially in case of private transporters with whom the

parents have made agreement. In such cases the matter should be dealt with the concerned Government authorities, and the school management should not be unjustly dragged into controversies which would adversely affect the peaceful teaching atmosphere of the school.

29. The transportation safety of the children is of at most concern for all of us. Therefore, we request the parents to consider seriously the following terms and conditions and take the necessary safety measures.

- The school does not own vehicles for the transportation of the children taking admission in this school. Therefore, the parents must get the help of private vehicle operators for the transportation of their children.
- While choosing the private vehicles the parents are requested to choose only those vehicles which ply in conformity with the **“Safe School Vahan Policy”** of the Government for the safety of their children.

➤ Concerning the implementation of the **“Safe School Vahan Policy”** the school administration has been fully endorsing the ruling of the Hon’ble High Court of Punjab and Haryana and the instructions from the transportation department of the state by instructing the parents, students, the private vehicle owners, operators, and drivers to comply strictly with the policy norms.

➤ The parents should sign a self-declaration at the time of taking admission of their children, stating that they would choose only those vehicles which comply with the **“Safe School Vahan Scheme”** for the transportation of their children.

30. Students coming to the school by driving their own private vehicles must carry with them a valid driving licence.

31. As per the Motor Vehicle Act, guardians / parents are equally responsible for giving vehicles to their wards without driving licence or before attaining the age of 18.



GUIDELINES TO THE STUDENTS

Attitude to teachers

- ❖ Pay respect to teachers whether they are your own teachers or not. Be grateful to the teachers who have taught you in the past. Show to your teachers those exterior signs of reverence to which they are entitled. such as, greeting them whenever you meet them.
- ❖ Be convinced that your teachers deeply feel their serious obligation of promoting your welfare in the best way they possibly can, i.e. in advising, commanding and correcting you. They have nothing else in view than your own good.
- ❖ Self-study is most praiseworthy. Therefore, your first Occupation must consist in doing the tasks assigned to you by your teachers.
- ❖ Always stand up when your teachers enter the class and when they leave. If they delay in coming, wait for them in your places in silence reviewing your lessons.

Attitude to School-mates

- ❖ Students are expected to show gentleness and courtesy to their companions. Refinement should distinguish every student of the school.
- ❖ Strive to edify your school-mates by your good example at all times.
- ❖ Never make fun of those who are weak in their studies. Let there be no ridiculing of anyone on account of his/her physical defects. On what you laugh at others may someday befall you.

- ❖ Be a source of inspiration to do well to others.
- ❖ Try to encourage your class-mates.

Behaviour at School

- ❖ Write or draw on the blackboard (except when called upon to do so), to write words offensive to anyone, to spoil walls or maps or anything else are to be avoided.
- ❖ Take care of your text-books, note books and other belongings. Beware of appropriating your neighbour's property even if it be the smallest thing. If you find a lost article, give it at once to the teacher/office.
- ❖ Keep the floor clean by allowing no paper or ink to fall on it. Cleanliness and purity of soul are reflected by clean and neat exterior.
- ❖ Students should make use of their free time for reading books and for preparing classes. They should not loiter outside the class room. Time is precious. Time lost is lost for ever.
- ❖ Students should respect silence. Running, playing, shouting etc. in the school building is strictly prohibited.
- ❖ Pin drop silence should be maintained before and after the assembly while you move to your respective classes.
- ❖ While walking on corridors let your hands be at the back.

Behaviour outside school

- ❖ Try to practice what is taught in the school.
- ❖ Respect the elders and be compassionate to those who need your help.
- ❖ Behave in a gentle and polite manner in the family and in the society.



RULES OF CONDUCT & DISCIPLINE

1. Whenever individuals live together, discipline is necessary and, this is especially true of an education institution. This discipline is formative, not repressive. It leads the students to develop self-control, which is the essence of a well ordered and successful life.
2. Students are expected to attend the school regularly and reach the school campus ten minutes before the first bell for morning assembly. Those who are late must obtain permission from the concerned person in charge, who makes entries at the gate in the diaries of late comers before allowing them to enter the school campus.
3. Once a student has entered the school campus he/she will not be allowed to leave the campus without obtaining the 'Out Pass' from the competent authority.
4. Every student should bring the school diary daily to the school to facilitate the Principal/teachers to convey any information or request to the parents/guardians through the diary. If the parents/guardians are asked to meet the Principal/Teachers, they must do it without fail.
5. The medium of instruction and expression is English. To promote speaking English, the students are awarded with marks/grades through internal assessment. Every student is responsible to help others to speak English. Imposing fines and other measures are intended to motivate the students to learn the language.
6. All the students must have the text books and the stationary required for their respective classes.
7. The school reserves the right to dismiss a student whose diligence or progress in studies is steadily unsatisfactory or whose conduct is harmful to other students. Irregular attendance, habitual idleness, non-observance of the disciplinary rules and regulations of the school, grave insubordination, contempt of authority or disrespect towards the members of the staff and immoral behaviour etc. are some of the reasons for immediate dismissal.
8. Any kind of damage done to the school property must be compensated at the expense of the offender along with the fine that may be imposed.
9. The tendency of the students to go for private tuition is discouraged since it reduces their self-confidence and initiative. In case of necessity, parents may in consultation with the Principal, arrange for remedial classes for their ward.
10. The students are expected to take active participation in the Co-curricular activities, educational tours, picnics etc. arranged by the school. No exemption may be granted to any student unless in case of illness or such genuine case. No student will be exempted from PT or games unless he/she produces a doctor's certificate.
11. Students who do not possess a valid driving

- license are not allowed to bring Motor Vehicles to the school campus.
12. Students should respect the school authorities and the teachers. They should be gentle and polite to the elders, companions and others.
13. No student shall be allowed to go out or to be taken out of the school compound without obtaining the 'out pass' from the Principal. The out pass shall not be issued unless the Principal is satisfied with the genuineness of the matter.
14. All money matters should be dealt with the school office.
15. Cleanliness of person and dress is expected of every student. The school uniform must be clean, without any type of decorations. Students coming to the school with untidy dress, hair etc. will be refused admission to the class.
16. Students themselves will be responsible for their own belongings. The school will not entertain any claim for the loss of money, clothes, watches, ornaments etc. It is advised to mark the name on all his/her belongings.
17. The section/house of a student is altered as and when required, at the discretion of the school authorities and request for a particular section/house will not be entertained.
18. Conveyance of the children is fully the responsibility of parents. The school shall neither entertain any complaint on this matter nor be responsible for it in any way.
19. Attendance at all co-curricular and extracurricular activities national and other important celebrations such as Independence Day, Republic Day, Teachers Day, Sports Day, etc. are compulsory for all the students. Disciplinary action will be taken against defaulters.
20. All students should show themselves decent, courteous, polite and exemplary all times while they are in the school or outside. Any objectionable conduct inside the school on the part of the pupils will render them liable to disciplinary action.
21. All letters and correspondence addressed to pupils may be scrutinized by the Principal.
22. Pupils are not permitted to attend parties, go for movies or go to friend's house on their way back home from the school.
23. Students will not be allowed to answer phone calls during class hours.
24. No money collection for any purpose shall be made and no meeting or party shall be held in the school premises without the permission of the Manager. Presents to the members of the staff or any gathering in their honours also requires the prior sanction of the management.
25. Nothing should be lent or borrowed nor should articles be exchanged among the students.
26. No student should enter the class rooms other than his/her own without permission.
27. The students are expected to take active participation in the Co-curricular activities, educational tours, picnics etc. arranged by the school. No exemption may be granted to

any student unless in case of illness or such genuine case. No student will be exempted from PT or games unless he/she produces a doctor's certificate.

28. All letters and correspondence addressed to pupils are subject to the scrutiny of the Principal. Involvement of a student in any unhealthy friendship or indecent relationship with a person of the opposite or same gender, or any remarks, comments, jokes, exchanging of letters, sexually nuanced gestures etc. through verbal, textual, graphic or electronic media, of demeaning nature that goes against sexual modesty, will be treated as very serious offence and such students will be asked to discontinue studies in this school with immediate effect.

29. The students are forbidden to bring to the school the following items and any other similar items which are in no way related to any school activities without obtaining prior permission: Mobile phones, Electronic gadgets, Fireworks materials, Matches, Expensive toys or Weapons,

Valuables, Computer games, Razor, Perfume, Knife, Yo-Yo, Darts, Sling shots and other potentially dangerous toys. If any such items are found with any student strict disciplinary action will be taken.

30. It is not permitted for children to imprint Tattoos on any part of their body and to display them to others. Such acts are not considered to be conducts of persons with nobility and are considered to be showing disrespect to one's body. The same rule is applicable to girls who decorate their bodies for attracting others which may be considered as immodest and socially unacceptable to children of noble families. Those who defy the rule will be issued the "letter of information" to be shown to the parents and the matter should be settled in consultation with the parents.

31. Use of abusive language in written or oral form by any student is a serious offense and such students will not be allowed to continue in the school if he/she does not give up such habit.

32. Bullying in any form either physically or



mentally or through social media among the students is a serious offense and if anyone is found to be engaged in such activities he/she will be suspended from the school with immediate effect. As per the seriousness of the matter disciplinary action will be initiated against the delinquent student.

33. In the case of girl students, they are not allowed to wear costly ornaments when they come to the school. If ever they bring such costly adornments and if they are lost the school will not entertain any such complaints.

34. The Principal has the right to confiscate books, newspapers, periodicals, mobile phones and any other items which may be considered objectionable. No student should possess any unauthorized sharp instrument or any lethal weapon which is in no way related to the study materials and neither should they bring any contraband items, intoxicants, drugs or anything objectionable to any inmate of the school. If any such material is found

in possession of anyone he/she will be suspended from the school with immediate effect, and if the evil intention of the possessor is proved he/she will be debarred from attending this school.

35. Running, playing, shouting and whistling inside the school building is never allowed.

36. No student is permitted to bring a cell phone to the school complex. If any student is found with a mobile phone, the phone will be confiscated and will be returned only at the end of the academic year on condition that such violation of discipline will not be repeated in future.

37. After the school hours no student will be allowed to roam around or loiter outside the school gate. Those students whose transportation vehicles or their parents happened to arrive late to pick them up, must spend their waiting time inside the school campus. A negative remark will be entered against the character traits of those students who are found loitering outside.





SCHOOL OFFICE BEARERS



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