



## Rules and Regulations

**Submission of Required Documents at time of Admission:** At time of admission of the child, complete application form has to be filled up carefully in Capital letters only, as no changes will be done later. Required documents such as Original Transfer certificate, Original Bonafied and photo copy of Aadhar card and two pass size photo graphs of the child, photo copy of ID proof of parents have to be submitted.

**Discipline: It is Weapon to Success.** Parents discipline plays a very important role in life of the child. The child first learns discipline from parents. Therefore parents have to ensure the following:

- Students must attend the school **on time** and should come in prescribed **dress code**, should compulsory carry **identity card** issued by the school.
- The behavioral and subject aspect of the child will be regularly informed to the parents and parents should reply or respond to the message sent by respective class teacher.
- **Regular Attendance** of the child has to be maintained. In case of absence, parent's endorsement for the absence has to be mentioned in the student diary. In case of medical issues a Doctor's Certificate should be produced if a student is absent for more than three consecutive days.
- **School diary** must be carried to school every day and parents/guardian must regularly check and duly sign the diary (for suggestions on homework assigned for the day) and special notices or circulars.
- Should compulsorily attend **Parents Teachers Meet (PTM)**
- **Transportation:** Students availing school transport should strictly follow the timings and be present at pick-up points, at least five minutes before the prescribed time. It helps in meeting the scheduled plan.
- Students, who are not availing school transport should be dropped and picked-up by the parents. If parents want to nominate other person to pick/drop their child, they should give a written request for the same with the photograph of the person they want to nominate.
- Exchange of gifts, in any form, between parents and staff members is strictly prohibited.
- Students are not allowed to wear jewellery (chains, rings, large ear rings etc.)
- Any property damage by the child will be informed to the parent and the child liable for disciplinary action.

**Health Issues of the Child:** The parent has to inform in written at time of admission and also at the academic year starting about the health issue of the child. This information will let the staff to take care of the ward on emergency. The parent / guardian should immediately attend the school if any health problem of child arises at school timings which will be immediately informed by the class teacher or Principal.

**Examination:**

- No exam will be re-conducted for any reason, under any circumstances.
- Any kind of malpractice during examinations is strictly prohibited. Students involved in such activities are liable for disciplinary action.

**Fee Payment:**

- Parents are advised to pay prescribed fee on or before the due date i.e. 10<sup>th</sup> of every month.
- In case of any dues (despite regular reminders), the school management reserves the right not to permit the child appear for assessments.
- Free ship or scholarship children's have to pay admission fee or one time fee as per terms and conditions.

**Suggestions / Complaints:**

- Parents can drop their suggestions or complaints in suggestion box placed before the Principal room.
- Parent can meet the Principal on stipulated time for any suggestions or complaint.
- Any parent who wants to speak to a subject or class teacher can do so only from 4pm to 4.30 pm from Monday to Friday only or on parent teachers meet (PTM) day, , though prior appointment should be taken by the Principal.