



takshila

QUALITY POLICY

Takshila Educational Society is committed to:

- » ***Society at large***
- » ***Education with a global perspective***
- » ***Infusion of latest technology for growth***
- » ***Enhancement of each student's learning curve***
- » ***Providing a congenial working environment***

by complying with and continually improving the effectiveness of the Quality Management System

Contents

About the Almanac	3
From the Head of School	4
Mahatma Gandhi	5
Student Particulars	7
Declaration by Parents	8
School Sick Bay Record	9
Home-School Communication Record	10
Record of Non-attendance	14
Resource Centre Record	16
General School Rules	17
Student Health Check up	18
Lunch Menu	19
Absence from School	20
Late Arrival in School	21
Academic Year and Student Assessment	22
Key Aspects of Evaluation System & Major Programmes	32
Homework Policy	36
School Uniform Rules	37
Resource Centre Rules	39
Rewards and Reprimands	40
Student Council and Monitor System	41
School Transport Rules	42
Payment of Fees	45
School Website and Mobile App	48
Calendar 2017-18	49
Frequently Asked Questions	50
Important Notes	57
▪ Visiting Hours and Open House	
▪ Uniform Details	
▪ SUPW	
▪ List of Holidays	
▪ Trips & Excursions	
▪ Important Events	
▪ Co-curricular Activities	
▪ Assessment Schedule	

About the Almanac

It is very necessary that the students and parents read the Almanac together and understand the contents fully. This Almanac aims at establishing an invaluable link between teachers, students and parents. It is intended to serve:

1. As an all-in-one ready reckoner and planner for students
2. As a means of communication between parents and the School:
 - to keep parents abreast with what their children are studying at School and the curricular progress of their wards
 - to keep parents informed about home assignments
 - to serve as a handy reference with regard to the student's schedule
 - to be used for convenient, day-to-day correspondence (related to academics and conduct) between parents and the School staff.

Students should ensure that they bring this Almanac to school every day, use it productively and treat it with care.

Parents should review current pages daily and must countersign and respond to any comments, which may be made periodically by members of the faculty. Parents should also countersign home assignments to signify their completion and provide an explanation if home assignments are not completed for any good reason.

As a matter of policy, students will get home tasks on subjects they are familiar with. These tasks are intended as revision exercises, to reinforce what is learned by students in school and must be undertaken by students entirely on their own, without adult supervision. Students should seek the help of their teachers at School on the following day if they encounter any difficulty.

Comments made by parents in the Almanac should be productive and confined strictly to the subject of the student's work and her/his conduct. All other matters concerning the School should be dealt with separately and either conveyed personally or through separate letters/e-mails addressed to the Head of School.



From the Head of School

At the heels of *Khadi: Hindustani Tana-Bana*, comes the annual theme **Mahatma Gandhi** as our dedication to the Father of the Nation in commemoration of 100 years of the Champaran Satyagraha – the first spark which kindled the nation’s fervor and ultimately led India towards independence. There is hardly any social, political or humanitarian concern which remains untouched by the unique perspectives of Gandhian philosophy, which in turn are as relevant today as these were a century ago. To reiterate the importance of all that the Mahatma represents, we would be celebrating Gandhi Jayanti with our students in School on October 2 from the current session onwards.

Innovation and adaptation are the keys to excellence. Diligent and continual efforts are made by the School to inculcate lateral thinking, spirit of enquiry and quest for novel solutions in our pupils. Towards this, we have hitherto been engaging them in Robotics and STEM oriented projects. It gives us immense pride to intimate that Delhi Public School Patna, Pune and Ludhiana are among the 237 schools selected across the country by Atal Innovation Mission under the NITI Aayog to establish **Atal Tinkering Laboratories (ATL)** in their premises in order to fulfil the mission of ‘cultivating 1 million children in India as neoteric innovators’. Through the ATLs, students of Classes VI-XII from not just our schools but other government and private schools also would have the opportunity to dabble with state of the art equipment, and hone their innovation skills and scientific temper.

Takshila’s firm belief that enriching literature is the backbone of holistic education has led it to bring out a wide range of books and periodicals under the banner of **Takshila Publication**. Be it the collection of timeless anthologies under Takshila Value Series, or the compendium of exemplary short stories translated into Hindi from the various languages of the world under the Kathaavali Series, or the array of engaging science trivia books under the Kaleidoscope Series, or the unique book on fine arts *Eye Spy Indian Art*, or our latest title – a travelogue titled *Ektara Bole*, or the magazines *TES Orbit* and *Pluto*—each publication is borne out of deep reflection and zeal on our part to reach quality reading material to our children.

Our **Read Programme**, in which a specified period every Monday is devoted to silent reading by all those present in the school campus, is running into its fifth year. In addition to building up a mini library for each student to treasure, we believe it has been successful in opening up an infinite vault of magic!

It is only through effective communication between the parents and the school can we hope to facilitate the best possible development of our children. We sincerely hope that parents would be forthcoming in sharing their concerns and constructive opinion through e-mails, the School Mobile App and the official website.



Mahatma Gandhi

The world rests upon the bedrock of Satya or truth. Satya implies love, and Agraah engenders and therefore serves as a synonym for force... the Indian movement, Satyagraha is the Force which is born of truth and love or non-violence ~ Mahatma Gandhi



On April 10, 1917, Mahatma Gandhi launched his first Satyagraha against the British rule in Champaran district of Bihar. The annual theme of the session 2017-18—Mahatma Gandhi—intends to celebrate the centenary of this landmark event which was the first step that transformed Gandhi into Mahatma and eventually united the whole nation in its fight for freedom.

Mahatma Gandhi was persuaded by the indigo cultivator Raj Kumar Shukla to emancipate the hapless farmers of Champaran region who were compelled under the Tinkathia system to cultivate indigo on 3/20th of their lands. This produce was bought from them at very low price, thereby rendering them in dire straits, especially so in the face of the recent famine, despite which the British were intent on hiking the land tax. With mass support of the natives, guidance from J. B. Kripalani, and help from eminent lawyers like Dr. Rajendra Prasad, Anugrah Narayan Sinha and Brajkishore Prasad, the Mahatma was successful in leading the agitation that abolished Tinkathia and compensated a quarter of the extraneously charged taxes to peasants.

The significance of Champaran Satyagraha and its Centennial lies in the fact that this was the first instance during the colonial era in which the direct concerns of common masses were addressed through a public movement, which was based on the principles of truth, nonviolence and righteousness. It set precedence for the numerous struggles that followed during the Indian Independence Movement, and continues to inspire all people-led protests for just causes till date.

सत्य, अहिंसा, धर्म

The method of Satyagraha requires that the Satyagrahi should never lose hope, so long as there is the slightest ground left for it. The Satyagrahi strives to reach reason through Satyagraha is for the strong in spirit, not the doubter or the timid. Satyagraha teaches us the art of living as well as dying. Satyagraha is a process of educating public opinion, such that it covers all the elements of the society and in the end makes itself irresistible. Satyagraha does not depend on outside help; it derives all its strength from within.

● A Satyagrahi has infinite patience, abundant faith in others and ample hope. ● The fight of Satyagraha is for the strong in spirit, not the doubter or the timid. ● Satyagraha teaches us the art of living as well as dying. ● Satyagraha is a process of educating public opinion, such that it covers all the elements of the society and in the end makes itself irresistible. ● Satyagraha does not depend on outside help; it derives all its strength from within.



सत्याग्रही सिद्धांत

अहिंसा
सत्य
अस्तेय
ब्रह्मचर्य
अपरिग्रह
श्रम
संयम
अभय
सर्वधर्म समभाव
स्वदेशी
अस्पृश्यता

सत्याग्रही नियम

सत्याग्रह का मुद्दा सच्चा, न्यायसंगत एवं सभी भारतवासियों के हित में हो।

अपने ध्येय की पूर्ति होने के लिए सत्याग्रही समय की सीमा से बेपरवाह रह, प्राण-दान तक की भी कष्ट-पीड़ा भोगने के लिए तैयार रहे।

विरोधी के प्रति सत्याग्रही अपने मन में द्वेष, क्रोध या हीन भावना न रखे।

Student Particulars

NAME OF THE STUDENT

CLASS..... SECTION

ADMISSION NO. BLOOD GROUP

DATE OF BIRTH BUS NO.

BUS STOP (NO./LOCATION)

SUPW CLUB

FATHER'S NAME

MOTHER'S NAME

RESIDENTIAL ADDRESS WITH PHONE NO.

.....

.....

OFFICE ADDRESS WITH PHONE NO. (FATHER'S/MOTHER'S)

.....

.....

DESIGNATION DESIGNATION

E-MAIL MOBILE NO.

For receiving e-mails from School

For receiving SMS from School

Details of own brothers and sisters (if any) studying in this School

NAME CLASS/SECTION ADMISSION NO.

1

2

*Student's
latest photograph
in summer uniform
with I-Card
to be pasted by parents*

Declaration by Parents

1. Our ward
is a student of Class/Section

Either one of us (father/mother/local guardian) will sign all her/his leave applications, report cards, etc. Our specimen signatures are as under:

Name
(Father) (Mother)
Specimen Signature

.....
(Father) (Mother)

In case of students staying in hostel, or with relatives.

Name
(Local Guardian/Relation) (Signature)

2. In our absence the following persons in the city (not related to the student) could be contacted:

(a) Name

(b) Address

Phone No.

(a) Name

(b) Address

Phone No.

.....
(Class Teacher's Name) (Class Teacher's Signature)

General SCHOOL Rules

- The school reserves the right to terminate the continuance of students with unsatisfactory progress in studies or whose conduct is unexemplary for others.
- Students who are escorted to and from school in the care of domestic staff must submit an undertaking from the parent with the photograph of the nominated escort at the school office. They shall be allowed to leave the school premises with the nominated escort only if the request has been approved by the school authorities. Students may not leave the school premises without their nominated escort. In case of a delay in the arrival of such escorts, they should report the matter to the school office.

Observance of the following is compulsory for all students and deviations will lead to disciplinary action:

- Every student must carry this Almanac to school every day and use it productively.
- Uniform is compulsory during school hours and for all school functions including all such instances where students are representing the school outside.
- Bullying and the use of foul language are punishable offences, whether in or out of school. Students found indulging in the same will be expelled.
- Damaging or disfiguring any school property may result in suspension/expulsion from school in addition to levy of heavy fine.
- Students are expected to carry books and notebooks in strict accordance with the time table and refrain from bringing unnecessary material to school.
- Students are prohibited from bringing any publication, reference books, Electronic Devices, including mobile phones, cameras, i-pods, i-pads, Tablets and secondary storage devices (CDs, DVDs, pen drives, portable HDD, micro SD or SD cards, etc.), not relevant to academic pursuits. Violation may result in suspension and/or levying of heavy fine in addition to confiscation of the items.
- Bringing money to school is not allowed. It is strictly against the school policy.
- Bringing expensive stationery (pens, pencils, fancy pencil-box, etc.) to school is strictly forbidden. Such items will be confiscated. Heavy fine will be levied on those found in possession apart from being suspended from school.
- In the interest of their own security, students are advised not to buy or receive any articles, gifts or foodstuff from anyone at all en route.

- **Exploding crackers on any occasion or splashing colours during Holi in the school premises or in the school bus is strictly forbidden. Students found guilty will be expelled from school without notice.**
- It is mandatory for all students, unless instructed otherwise, to be present for festivals and functions celebrated in and outside the school.
- The school is committed to protecting the environment and expects its students to be environment friendly in all their actions. The use of polybags (plastic bags) is, therefore, strictly prohibited in the school and students should consciously avoid their use for any purpose.
- Students are not allowed to celebrate their birthdays or any other occasion in school by distributing invitation cards or gifts or sweets or chocolates.
- Students from class IV onwards are permitted to wear customized school watches available at the tuck shop. Watches of any other kind, if found with students, shall be confiscated, and the parents would need to pay fine to retrieve the same.
- Students are strictly prohibited from commuting to school on cycles or self-driven two/four-wheelers. Any violation of this rule will result in strict disciplinary action and expulsion from school.
- **In case a student misses out on bringing tiffin to school, the parents are requested to not bring the tiffin to school themselves or send it through someone. Instead, they should intimate the same to School office before recess. School office will not entertain the tiffin owing to security reasons.**



Student Health Check up

School plays a vital role in improving students' health and social outcomes, in addition to promoting academic success. The school organises annual Health Check up for all students which are conducted by a team of qualified medical experts with the objective to identify any health related issue and to generate awareness on the importance of health and personal hygiene amongst them. Schedule for the Annual Health Screening would be intimated to parents through e-mail and the school website. Health reports of the students would be shared subsequently.

Parents are requested to ensure that their wards are present in school on the days allocated for the check-up. They are also recommended to take their ward's health report seriously and take action on any observation/comment made in it. Since this is a Screening exercise and not a Diagnostic, parents are advised to take opinion of their respective doctors/family physicians for further evaluation.

Lunch Menu

For a wholesome and balanced diet, it is imperative that the lunch brought to school by students includes all vital nutrients in apt proportion. Parents are required to consult the following menu chart while preparing tiffin for their ward(s). It is advised that the tiffins contain at least two/three items from different nutrient sectors mentioned below, such that all nutrients are covered at least twice in a week.

NUTRIENT-BASED SUGGESTED MENU					
DAY	CARBO-HYDRATES	PROTEIN	FATS	VITAMINS & MINERALS	FIBERS
MONDAY	Roti (Roll/ Wrap/ Frankie); Dalia (Wheat/ Maize/Barley); Makka Roti; Zeera Rice	Chana Dal; Chole; Cheela; Baked Paneer in White Sauce	Veg. Samosa; Halwa (Suji/ Aata/Besan/ Gajar/ Moongdal)	Sprouts Raita; Baigan Bharta (Brinjal); Sarson Saag	Pudina-Dhaniya Chutney; Oats Tikki
TUESDAY	Uttapam; Idli (Plain or Veg./ Lentils Based); Veg. Pulav	Masoor Dal; Dhokla; Soya-nuggets; Palak Paneer	Peas/ Greenpeas/ Sabutdana Chops; Shrikhand/ Rabri/Phirni	Boondi Raita; Lauki Kofta (Bottle Gourd); Masala Bhindi	Amla-Dhaniya Chutney; Broccoli-Paneer Dressing
WEDNESDAY	Dosa (Plain/ Masala/Rava); Lemon/Curd Rice	Tuvar Dal/ Sambhar/ Rasam; Vada; Paneer Bhurji	Babycorn/Veg. Pakora; Kheer (Rice/ Sewai/ Sabutdana/ Makhana)	Palak Raita; Kaddu Bhaji (Pumpkin); Palak Corn; Stir-fry Beans (Cluster/ French)	Coconut Chutney; Carrot-Cucumber Dressing
THURSDAY	Poori (Plain or Dal/Leafy Veg./Aaloo/ Beetroot Based); Plain Rice; Veg. Poha	Moong Dal, Kadhi-Bari; Methi Matar Paneer	Potato Wedges; Malpua/ Gulgule	Plain/Sweet/ Salty Curd; Torai Subzi (Ridge Gourd); Gobhi-Aaloo (Cabbage/ Cauliflower)	Moongphali Chutney; Radish-Cabbage/ Parsley Dressing
FRIDAY	Parantha (Plain or Dal/ Leafy Veg./ Aaloo/Paneer Stuffed); Soya-nugget Pulav	Urad Dal; Rajma; Lobhiya; Dal-Mangodi; Kadhai Capsicum-Paneer	Paneer Tikka; Shakkarpore/ Thekuwa	Fruit Raita; Bharwa Karela (Bitter Gourd); Matar Mushroom	Tamatar-Pyaaz Chutney; Sprouts & Fruit Bhel

N.B.: The list is only suggestive and not exhaustive. Every recipe includes multi-nutrients, the focus here is on a balanced diet.

Note:

- Apart from these, parents can send an additional lunch container with items like sprouts, dry fruits, fresh fruits, salads, etc. Please bear in mind not to over-stuff the lunch box or send junk food like wafers, chips, namkeen, or fill water bottles with soda-based soft drinks.
- As a policy, our school believes in vegetarian food and non-vegetarian food is strictly forbidden. This includes egg cooked in any form, or mixed with other eatables.
- The napkin and mat issued to children are an integral part of school uniform. Hence, students must carry these to school daily along with a spoon and use the same while having their tiffin.



Absence from School

- A student who has been absent on the previous day will not be allowed to attend class unless her/his parent has entered an explanation stating the reasons for the absence, in the 'Record of Non-attendance' section of the Almanac, for each day (valid for 2 days) the student has been absent from school. Intimation for absence upto 2 days may be sent via email alternatively.
- **In case of absence for more than 2 days on medical grounds, Medical Certificate and Prescription (photocopies) should be attached along with application.**
- **In case a child reports to school after absence without an explanation in the Almanac, the parents will be called to school and the child will be sent back home.**
- Absence from school for more than 5 consecutive days is not allowed, except on medical grounds.
- **Repeated absence without notice or unexplained absence without written application for more than six consecutive days renders the student liable to have her/his name struck off the rolls. Re-admission may only be granted after approval by the Head of School and payment of a prescribed re-admission fee.**
- There is no provision for half-day leave, therefore students who are not well should not be sent to school, even on the days of assessments. The child will be marked absent if s/he were to be taken home by parents/guardians/ authorised persons during schools hours, even if it were to be an assessment day. **The child will be awarded a zero for the assessment taken on that particular day.**
- Students who require medical attention during school hours may be sent to the school Sick Bay by the teacher concerned, who will enter the nature of the complaint and sign the 'School Sick Bay Record' section of the Almanac.

- Students should not, except in emergency situations, visit the school Sick Bay, unless an entry has been made in the Almanac by a teacher.
- Parents will be promptly informed in the event of serious illness or emergency and may be requested to come to school to take their ward home, if necessary.
- A student, returning to school after suffering from an infectious or contagious disease, should produce a doctor's fitness certificate permitting her/him to attend school. Students suffering from the following diseases must observe the prescribed period of quarantine before returning to school. However, the exact period of quarantine will depend upon the severity of the infection which should be confirmed by a certified medical practitioner.

Chicken Pox	Till the scabs fall completely	Not more than 15 days
Cholera	Till the child has completely recovered	Not more than 15 Days
Measles	Two weeks after the rash disappears	Not more than 15 Days
Mumps	Until the swelling has gone; about one month	Not more than 15 Days
Whooping Cough	Till the doctor certifies	Not more than 20 Days
Hepatitis	Till the doctor certifies	Not more than 20 Days
Swine Flu	Till the doctor certifies	Not more than 15 Days

- All students are expected to attend school on the first day following the vacations. Absence on the day of closing/reopening of the school before/after vacations will attract strict disciplinary action.
- It is compulsory for students to achieve 90% attendance in each term in order to be eligible to take the end-of-term assessment. This stipulation can only be relaxed on genuine medical grounds, at the sole discretion of the Head of School.
- **Absence for more than 10% of total number of working days may result in detention of the child in the same class. Even on medical grounds, a student cannot remain absent for more than 20% of total working days.**



Late Arrival in School

- Students are expected to reach school 10 minutes before the start of the Home Room period (start of the school). Students arriving late will not be allowed to enter the school premises without a plausible explanation.
- **Arriving late for school is not acceptable. Students found to have come late for more than one day in a term/semester will not be allowed to attend classes on second such occurrence and disciplinary action shall be taken against them.**
- On each occurrence of reporting late to school, the 'Record of Late Coming' section will be stamped and initialled by the gatekeeper, specifying the date and time of late arrival.



ACADEMICS

Academic Year and Student Assessment

■ Classes Nursery-III

The academic year is divided into three terms. There are no formal examinations for these classes. However, evaluation of the child's progress is done on the basis of day to day performance under the Continuous and Comprehensive Evaluation (CCE). These theme-based assessments are carried out in various ways which include written assessments via worksheets and written work done in notebooks/workbooks in school and at home, oral assessments via classroom discussions and interactions, and activity assessments that are judged primarily through Thursday Activities, project activities, Learning Centre activities, creative work, etc. Progress Reports are given to parents thrice in a session during the Open House after completion of each term.

■ Classes IV & V

The academic year is divided into three terms. Formal assessments are introduced from class IV onwards. Students are evaluated through formal assessments as well as through their day to day performance under the Continuous and Comprehensive Evaluation (CCE). Formal assessments are held at the end of each term and are cumulative in nature i.e. selected content of the syllabus from the previous terms are re-assessed in the subsequent terms.

Three formal assessments are conducted in the academic session:

- **Term Assessment 1 (TA1)** includes the entire syllabus of Term-1.
- **Term Assessment 2 (TA2)** includes selected portion from Term-1 syllabus and the entire syllabus of Term-2.
- **Annual Examination (AE)** is based on selected portions from Term-1 & Term-2 syllabi and the entire syllabus of Term-3.

Evaluation of Academic Subjects: Classes IV & V					
Term	Type of Assessment	Percentage of weightage in academic session	Month	Duration of Written Assessment	Maximum Marks
Term-1	Term Assessment-1 (Written & Continuous Assessment)	20%	August	1 hour 30 minutes	Written: 30 marks CCE: 10 marks
Term-2	Term Assessment-2 (Written & Continuous Assessment)	30%	November - December	2 hours	Written: 50 marks CCE: 20 marks
Term-3	Annual Examination (Written & Continuous Assessment)	50%	February - March	2 hours 30 minutes	Written: 70 marks CCE: 30 marks

- **Final Result = TA1 (20%) + TA2 (30%) + AE (50%) = 100%**
- All assessments comprise of continuous assessment in addition to the written test. Therefore, high marks secured by a student in written assessments will not always result in securing high grade for any subject. **The final grades of all examinable subjects will take into account the performance of the student in both the continuous and the written assessments.**

Each assessment includes the CCE component. Continuous evaluation is carried out throughout the session in various ways which include written work done in school and at home, verbal assessments via classroom discussions and interactions, project assignments and other co-curricular activities. Progress Report are given to parents thrice in a session during the Open House after completion of each term.

■ Classes VI-VIII

The academic year is divided into two terms. Students are evaluated through formal assessments as well as through their day to day performance under the Continuous and Comprehensive Evaluation (CCE). Formal assessments are held at the end of each term.

Four formal assessments are conducted in the academic session:

- **Periodic Assessment-1 (PT1)** includes the entire syllabus covered till the test date.
- **Half-yearly Examinations (HE)** is cumulative in nature and includes the entire syllabus of Term-1.
- **Periodic Assessment-2 (PT2)** includes the syllabus covered post term-1 till the test date.
- **Annual Examinations (AE)** is cumulative in nature and will be based on selected portion from Term-1 and the entire syllabus of Term-2.

Evaluation of Academic Subjects in Classes VI-VIII

Term	Type of Assessment	Percentage of weightage in Term	Month	Duration of Written Assessment	Maximum Marks
Term-1	Periodic Assessment-1 (PT1) (Written & Continuous Assessment)	Periodic Test = 10% CCE = 10% HE = 80%	July	2 hours	Periodic Test: 40 marks CCE: 10 marks
	Half-yearly Examination (HE) (Written Assessment)		September	3 hours	Written: 80 marks
Term-2	Periodic Assessment-2 (PT2) (Written & Continuous Assessment)	Periodic Test = 10% CCE = 10% AE = 80%	December	2 hours	Periodic Test: 40 marks CCE: 10 marks
	Annual Examination (AE) (Written Assessment)		February-March	3 hours	Written: 80 marks

- Half-yearly Result = PT1(10%) + CCE (10%) + HE (80%) = 100 %
- **Final Result = PT2(10%) + CCE (10%) + AE (80%) = 100 %**

- PT1 & PT2 assessments comprise of continuous assessment in addition to the written test. Therefore, high marks secured by a student in written assessments will not always result in securing high grade for any subject. **The final grades of all examinable subjects in a term will take into account the performance of the student in both the continuous and the written assessments.**
- Note: **For promotion to the next higher class, it is mandatory to appear for all the formal assessments and have at least 90% attendance.**

IMPORTANT NOTE: *The Assessment Schedule given for Mid-Term Assessment of Classes VI-VIII signifies the Half-yearly Examination schedule.*

Periodic Assessments include the CCE component. Continuous Evaluation is carried out throughout the session in various ways which includes written work done in school and at home, verbal assessments via classroom discussions and interactions, project assignments and co-curricular activities. Progress Reports are shared with parents twice in a session, the first after completion of Half-yearly Examination and thereafter post Annual Examination.

■ Class IX

The academic year is divided into four terms. Students are evaluated through formal assessments as well as through their day to day performance under the Continuous and Comprehensive Evaluation (CCE). Formal assessments are held at the end of each term.

Four formal assessments are conducted in the academic session:

- **Pre Mid-Term Assessment (PT1)** includes the entire syllabus of Term-1.
- **Mid-Term Assessment (MT)** is cumulative in nature and includes the entire syllabus of Term-1 and Term-2.
- **Post Mid-Term Assessment (PT2)** includes the syllabus of Term-3 and few significant topics of Term-1.
- **Annual Examination (AE)** is cumulative in nature and is based on the entire syllabus for the session.

Evaluation of Academic Subjects: Class IX					
Term	Type of Assessment	Percentage of weightage in academic session	Month	Duration of Written Assessment	Maximum Marks
Term-1	Pre Mid-Term Assessment (PT1) (Written & Continuous Assessment)	Best of PT1/PT2 = 5% MT = 5% CCE = 10%	July	2 hours	Written: 40 marks CCE: 10 marks
Term-2	Mid-Term Assessment (MT) (Written Assessment)		September	3 hours	Written: 80 marks
Term-3	Post Mid-Term Assessment (PT2) (Written & Continuous Assessment)		December	2 hours	Written: 40 marks CCE: 10 marks
Term-4	Annual Examination (Written Assessment)	80%	February - March	3 hours	Written: 80 marks

- **Mid-Term Result = PT1 [Written (10%) + CCE (10%)] + MT (80%) = 100 %**
- **Final Result = Best of PT1/ PT2 (5%) + MT (5%) + CCE (10%) + AE (80%) = 100 %**
- PT1 & PT2 assessments comprise of continuous assessment in addition to the written test. Therefore, high marks secured by a student in written assessments will not always result in securing high grade for any subject. The final grades of all examinable subjects in a term will take into account the performance of the student in both the continuous and the written assessments.
- **Note: For promotion to the next higher class, it is mandatory to appear for all the formal assessments and score at least 33% marks in Annual Examination as well as in aggregate, in all individual subjects, along with at least 90% attendance.**

Pre Mid-term Assessment and Post Mid-Term Assessment include the CCE component. Continuous evaluation is carried out throughout the session in various ways which include written work done in school and at home, verbal assessments via classroom discussions and interactions, project assignments and other co-curricular activities. Progress Reports are shared with parents twice in a session, the first after completion of Mid Term Assessment and thereafter post Annual Examination.

■ Class X

The academic year is divided into four terms. However, the prescribed syllabus for the session is completed by Term-3. The final evaluation of student's progress is based on the assessments conducted by School and the Board Examination conducted by CBSE.

School's evaluation is based on the formal assessments conducted during the session and on the student's day to day performance under the Continuous and Comprehensive Evaluation (CCE). Formal assessments are conducted by School the end of Term-1 & Term-2, followed by Pre Board-1 & Pre Board-2 in Term-3 & Term-4, respectively. Annual Examination will be conducted by CBSE at the end of the session.

In all, five formal assessments are conducted in the academic session:

- **Pre Mid-Term Assessment (PT1)** includes the entire syllabus of Term-1.
- **Mid-Term Assessment (MT)** is cumulative in nature and includes the entire syllabus of Term-1 and Term-2.
- **Pre-Board 1 (PB1)** includes the entire syllabus for the session.
- **Pre-Board 2 (PB2)** also includes the entire syllabus for the session.
- **Secondary School Examination** conducted by CBSE is based on the entire syllabus for the session.

All school based assessments shall include the CCE component. Continuous evaluation is carried out throughout the session in various ways which include written work done in school and at home, verbal assessments via classroom discussions and interactions, project assignments and other co-curricular activities. Progress Reports are given to parents twice in a session, the first after completion of Mid-Term Assessment and thereafter post

Pre-Board Assessments. The Final Report Card would be issued by CBSE after the Board Examinations.

Evaluation of Academic Subjects: Class X					
Term	Type of Assessment	Percentage of weightage in academic session	Month	Duration of Written Assessment	Maximum Marks
Term-1	Pre Mid-Term Assessment (PT1) (Written & Continuous Assessment)	As per CBSE Guidelines	July	2 hours	Written: 40 marks CCE: 10 marks
Term-2	Mid-Term Assessment (MT) (Written & Continuous Assessment)		September	3 hours	Written: 80 marks CCE: 20 marks
Term-3	Pre-Board 1 (PB1) (Written & Continuous Assessment)		December	3 hours	Written: 80 marks CCE: 20 marks
Term-4	Pre-Board 2 (PB2) (Written & Continuous Assessment)		January	3 hours	Written: 80 marks CCE: 20 marks
	Board Examination (Written Assessment)		March	3 hours	Written: 80 marks

- Mid Term Result = PT1 [Written (10%) + CCE (10%)] + MT (80%) = 100 %
- Pre-Boards Assessment = PB1/PB2 = 100%
- Final Result – as per CBSE guidelines
- The final grades of all examinable subjects will be computed by CBSE taking into account the student's performance in the internal assessment (which is cumulative of continuous assessment and formal examination) conducted by School and the Board Examination conducted by CBSE.
- Note: *The aforementioned assessment scheme for class X is indicative and is liable to change as per the CBSE directives. For promotion to the next higher class, it is mandatory to appear in all the formal assessments and score separately at least 33% marks in internal assessments conducted by School as well as in Board Examination conducted by CBSE, in all individual subjects, along with an optimal level of mandatory attendance.*

■ Classes XI

The academic year is divided into four terms. Students are evaluated through formal assessments which are held at the end of each term.

Four formal assessments are conducted in the academic session:

- **Pre Mid-Term Assessment (PT1)** include the entire syllabus of Term-1.
- **Mid-Term Assessment (MT)** is cumulative in nature and includes the entire syllabus of Term-1 and Term-2.
- **Post Mid-Term Assessment (PT2)** includes the syllabus of Term-3 only.
- **Annual Examinations (AE)** is cumulative in nature and includes the entire syllabus for the session.

Progress Reports are shared with parents twice in a session, the first after completion of Mid Term Assessment and thereafter post Annual Examination.

Evaluation of Academic Subjects: Class XI					
Term	Type of Assessment	Percentage of weightage in academic session	Month	Duration of Written Assessment	Maximum Marks
Term-1	Pre Mid-Term Assessment (PT1) (Written Assessment)	5%	July	2 hours	Theory: 50 marks
Term-2	Mid-Term Assessment (MT) (Theory & Practical)	10%	September	3 hours	Theory + Practicals: 100 marks
Term-3	Post Mid-Term Assessment (PT2) (Written Assessment)	5%	December	2 hours	Theory: 50 marks
Term-4	Annual Examination (Theory & Practical)	80%	February - March	3 hours	Theory + Practicals: 100 marks

- Final Result = PT1 (5%) + MT (10%) + PT2 (5%) + AE (80%) = 100%
- Mid-Term Assessment and Annual Examination will comprise of Theory test and Practical assessment, as applicable.
- Note: *For promotion to the next higher class, it is mandatory to appear for all the formal assessments and score at least 33% marks in Annual Examination as well as in aggregate, in all individual subjects, in both Theory and Practicals, along with an optimal level of mandatory attendance.*

■ Classes XII

The academic year is divided into four terms. However, the prescribed syllabus for the session is completed by Term-3. Although the evaluation of student's progress is carried out through formal assessments conducted by School at the end of Term-1 & Term-2, followed by Pre Board-1 & Pre Board-2 in Term-3 & Term-4 respectively, the final evaluation is solely based upon the Board Examination conducted by CBSE.

In all, five formal assessments are conducted in the academic session:

- **Pre Mid-Term Assessment (PT1)** includes the entire syllabus of Term-1.
- **Mid-Term Assessment (MT)** is cumulative in nature and includes the entire syllabus of Term-1 and Term-2.
- **Pre-Board 1 (PB1)** includes the entire syllabus for the session.
- **Pre-Board 2 (PB2)** also includes the entire syllabus for the session.
- **Senior School Certificate Examination** conducted by CBSE is based on the entire syllabus for the session.

Progress Reports are given to parents twice in a session, the first after completion of Mid-Term Assessment thereafter post Pre-Board Assessments. The Final Report Card would be issued by CBSE after the Board Examination.

Evaluation of Academic Subjects: Class XII					
Term	Type of Assessment	Percentage of weightage in academic session	Month	Duration of Written Assessment	Maximum Marks
Term-1	Pre Mid-Term Assessment (PT1) (Written Assessment)	PT1 (20%) + MT (80%)	July	2 hours	Theory: 50 marks
Term-2	Mid-Term Assessment (MT) (Theory & Practical Assessment)		September	3 hours	Theory + Practicals: 100 marks
Term-3	Pre-Board 1 (PB1) (Theory & Practical Assessment)	PB1 (100%)	December	3 hours	Theory + Practicals: 100 marks
Term-4	Pre-Board 2 (PB2) (Theory & Practical Assessment)	PB2 (100%)	January	3 hours	Theory + Practicals: 100 marks
	Board Examination (Theory & Practical Assessment)	100%	February	3 hours	Theory + Practicals: 100 marks

- Mid-Term Assessment = PT1 (20%) + MT (80%) = 100%
- Pre-Boards Assessment = PB1/PB2 = 100%
- Final Result will be issued by the CBSE and it shall solely be computed on the basis of student's performance in the Board Examination.

■ Grading System - Internal Assessments: Classes IV-XII

Both marks and grades are awarded for individual subjects. The academic subjects are graded on a nine-point scale and the co-scholastic areas are graded on a five-point scale, as elucidated below:

SCHOLASTIC								
MARKS	91% & above	81% - 90%	71% - 80%	61% - 70%	51% - 60%	41% - 50%	33% - 40%	Below 32%
GRADE	A1	A2	B1	B2	C1	C2	D	E1

CO-SCHOLASTIC					
REMARK	OUTSTANDING	VERY GOOD	GOOD	SATISFACTORY	NEEDS IMPROVEMENT
GRADE (IV-VIII)	A	B	C	Not applicable	
GRADE (IX-X)	A	B	C	D	E

■ Grading System - Board Examination: Classes X & XII

Based on the performance of all students appearing in the Board Examination, CBSE shall arrange them in a rank order and thereupon award grades as per the scheme tabulated below:

GRADE	A-1	A-2	B-1	B-2	C-1	C-2	D-1	D-2	E
CANDIDATE RANK	Top 1/8th passed students	Next 1/8th passed students	Next 1/8th passed students	Next 1/8th passed students	Next 1/8th passed students	Next 1/8th passed students	Next 1/8th passed students	Next 1/8th passed students	Failed students

■ Details of Subjects/Areas to be Assessed

Class	Type of Assessment	Scholastic Areas	Co-Scholastic Areas/ Activities
NUR & PREP	Continuous Thematic Assessment	English, Hindi, Mathematics	Art & Design, Music, Outdoor Play, All skills
I-III	Continuous Thematic Assessment	English, Hindi, Mathematics, EVS, 3rd Language*, STEAM	Art & Design, Music, Outdoor Play, All skills
IV	TA and Annual Examination	English, Hindi, Mathematics, EVS, ICT, Robotics	Art & Design, Performing Arts, H&PE, SL&LS, Attitude & Values, SUPW, Work Education
V	TA and Annual Examination	English, Hindi, Mathematics, EVS, 3rd Language*, ICT, Robotics	Art & Design, Performing Arts, H&PE, SL&LS, Attitude & Values, SUPW, Work Education
VI	PT1, HE, PT2 and Annual Examination	English, Hindi, Mathematics, Science, Social Science, 3rd Language*, ICT	Art & Design, Performing Arts, H&PE, SL&LS, Attitude & Values, SUPW, Work Education
VII	PT1, HE, PT2 and Annual Examination	English, Hindi, Mathematics, Science, Social Science, 3rd Language*, ICT	Art & Design, Performing Arts, H&PE, SL&LS, Attitude & Values, SUPW, Work Education
VIII	PT1, HE, PT2 and Annual Examination	English, Hindi, Mathematics, Science, Social Science, 3rd Language*, ICT	Art & Design, Performing Arts, H&PE, SL&LS, Attitude & Values, SUPW, Work Education
IX	PT1, MT, PT2 and Annual Examination	English, Mathematics, Science, Social Science, 2nd Language**, FIT	Performing Arts, H&PE, SL&LS, Attitude & Values, SUPW, Work Education
X	PT1, MT, PB1, PB2 & Board Examination	English, Mathematics, Science, Social Science, 2nd Language**, FIT	Performing Arts, H&PE, SL&LS, Attitude & Values, SUPW, Work Education
XI	PT1, MT, PT2 and Annual Examination	English, PCM, Biology, Economics, Computer Science, Informatics Practices, Accountancy, Business Studies, Entrepreneurship, History, Political Science, Psychology, Sociology, Mass Media Studies ^{***} , Legal Studies ^{****}	H&PE, SL&LS, Work Education
XII	PT1, MT, PB1, PB2 and Board Examination	English, PCM, Biology, Economics, Computer Science [†] , Informatics Practices, Accountancy, Business Studies, Entrepreneurship, History, Political Science, Psychology, HR&GS, Mass Media Studies ^{***} , Legal Studies ^{****}	H&PE, SL&LS, Work Education

TA—Term Assessment; PT1—Pre Mid-Term Assessment; MT—Mid-Term Assessment; HE—Half-yearly Examination; PT2—Post Mid-Term Assessment; PB1—Pre-Boards 1; PB2—Pre-Boards 2; EVS—Environmental Science; STEAM—Science, Technology, Engineering, Language Arts & Mathematics; H&PE—Health & Physical Education; SL&LS—Student Leadership & Life Skills; SUPW—Socially Useful Productive Work; ICT—Information & Communication Technology; FIT—Foundation of Information Technology; PCM—Physics/Chemistry/Mathematics; HR&GS—Human Rights & Gender Studies; *3rd Language offered at DPS Patna & Pune is Sanskrit (in V-VIII), at DPS Ludhiana is Punjabi (in I-II & V-VIII), and at DPS Coimbatore is Tamil (in I-III & V-VIII). **2nd Language options at DPS Patna & Pune are Hindi and Sanskrit, at DPS Ludhiana are Hindi and Punjabi, and at DPS Coimbatore are Hindi and Tamil. [†]Computer Science offered in XII at DPS Patna & Pune only. ^{***}Mass Media Studies offered DPS Patna & Ludhiana only. ^{****}Legal Studies offered at DPS Patna & Pune only.

■ Rules for Assessment

- Attendance is compulsory for all assessments held during the year, failing which the student will be given a zero. Consideration whatsoever will be **only on genuine medical grounds**. However, this is upon the sole discretion of the Head of School after the parents personally meet and submit an application with the photocopies of all relevant medical documents on the day of the exam at the school office during school hours.
- A minimum attendance record of 90% of the total number of working days in each term/unit is compulsory. In the eventuality of a student missing classes due to health reasons, the school will have the sole discretion in deciding waiver, if any. **But even on medical grounds, absence beyond 20% of working days will not be accepted.**
- There is no provision for reassessing students, who remain absent on the day of the assessment, or those who have failed in one or more subjects. Request for change in assessment dates or timings will not be accepted.
- Students reporting late for assessment will not be given any extra time for answering the question papers.
- **Unfair Means:** Students found using any unfair means during assessments, will be given zero in that subject. Parents and the concerned student will be called for a dialogue with the school authorities. A repeat of such action in future will result in the prompt issue of a Transfer Certificate, without notice.
- **The answer scripts of PT1/PT2, MT, HE and PB1/PB2 will be distributed to students after evaluation within 10 days of the date of the assessment.** Errors in evaluation, such as mistakes in totaling, unmarked answers, etc., must be brought to the notice of the concerned teachers on the same day itself. **Delaying this for even one day may result in ignoring the same while preparing the final result.**
- Requests for the issue of Progress Report before the declaration of results will not be entertained.
- A duplicate of Report Card (if lost/damaged) shall be issued on a payment of ₹ 500. An Affidavit and copy of FIR along with the application is a must.

■ Promotion Criteria

- **Classes Nursery to VIII:** No child will be detained. Results will be prepared on the basis of rules framed by CBSE. However, less than 90% attendance and inability to cope with the syllabus resulting in low grades in assessments may result in detention in the same class, after mutual consent of parents and school authorities. It is mandatory for every student to appear in all assessments prescribed by School for the particular class.
- **Class IX:** For promotion to class X, it is mandatory to appear for all the formal assessments and score at least 33% marks in Annual Examination as well as in aggregate, in all individual subjects, along with at least 90% attendance.

- **Class X:** As per the CBSE Promotion Policy.
- **Class XI:** For promotion to class XII, it is mandatory to score at least 33% marks in Annual Examination as well as in aggregate, in all individual subjects (both in Theory and Practicals), along with at least 90% attendance. In addition, it is mandatory for every student to appear in all assessments prescribed by School.
- **Criteria for XII:** As per the CBSE Promotion Policy.

■ Academic Awards

On the basis of the student's performance in assessments/assignments and examination, the following prizes or certificates will be awarded:

■ Proficiency Certificates

- **For Classes IV-X:** Will be awarded subject wise to the student who has secured 90% and above in individual subjects in all the term assessments held during the session.
- **For Classes XI & XII:** Will be awarded to the student who has scored above 85% in individual examinable subjects in the annual consolidated results.

■ Scholar Badge - Criteria for 2017-18

Scholar Badge will be awarded to students on the following basis:

- **Classes V-XI:** Above 90% score in individual examinable subjects in all the term assessments and more than 90% attendance in the session.

■ Scholar Memento

- Will be awarded to the student who has received Scholar Badge for three consecutive years.
- Students who are liable to receive Scholar Badge/Memento after appearing in Class X CBSE examination, will be awarded the same only if they continue in the School in Class XI.

■ Badge of Distinction

- Students with 100% attendance will be awarded with Badge.
- Students who excel in Performing Arts, Visual Arts, Sports & Games and other co-curricular interschool events will also be awarded with Badges.



Key Aspects of Evaluation System and Major Programmes

What are Periodic, Pre & Post Mid-Term Assessments (PT1/PT2)?

- Periodic, Pre & Post Mid-Term Assessments are similar to the hitherto followed Formative Assessment. These are a combination of formal examination and CCE which enable teachers to continuously monitor student's progress in a non-threatening and supportive environment.
- These assessments shall be held on consecutive working days in the months of July and December instead of weekly tests.
- These are diagnostic in nature and provide effective feedback to students and teachers for remedial interventions that result in enhanced learning.
- These provide a platform for active involvement of students in their own learning.

How are Mid-Term Assessment (MT), Half-yearly Examination (HE) & Annual Examination (AE) different from Periodic Assessments, Pre Mid-Term & Post Mid-Term Assessments?

- Mid-Term Assessments, Half-yearly Examination and Annual Examinations are similar to the hitherto followed Summative Assessment, except for the part that in Annual Examination, the complete syllabus for the session is tested.
- These are cumulative in nature and include selected portions of syllabus from the previous terms.
- These measure and indicate the extent to which a student has retained the concepts learnt during the session.

What is the purpose of cumulative assessment?

- Cumulative assessments help a student to revise the important concepts repeatedly which are otherwise forgotten.
- These maintain a continuity in the learning process and always serve as a bridge of learning from one class to another.
- The gradually increasing portion of contents would prepare students acquire confidence for appearing in Board examination with 100% syllabus.

What is Continuous and Comprehensive Evaluation (CCE)?

- It is a process to provide holistic profile of the learner through regular assessment of scholastic and co-scholastic domains of development.
- This scheme aims at making evaluation an integral part of teaching-learning process.
- The scheme focuses on all round development of personality of the learners.
- The scheme also envisages improving on-going teaching-learning processes by diagnosing the learning gaps and offering corrective and enrichment input.

- The CCE scheme brings about a paradigm shift from assessment to effective pedagogy.

What does the term 'Continuous' in CCE mean?

- It focuses on regularity and continuity in assessment.
- The term 'Continuous' means that the assessment is to be completely integrated with the processes of teaching and learning.
- The term also refers to the diagnosis of learning gaps and providing remedial measures to enhance levels of learning while providing support to students so that they can develop/improve their skills.

What does the term 'Comprehensive' in CCE mean?

- It includes assessment of holistic development of the learner including cognitive, affective and psychomotor domains.
- The term also includes use of a variety of tools and techniques for assessment of the learners.

What do the terms 'Scholastic' and 'Co-scholastic' mean?

- The term 'scholastic' refers to those aspects which are related to intellect or the brain. It includes assessment of learners in curricular subjects, assignments, project work, practical and oral work etc.
- The term 'co-scholastic' refers to those aspects which are related to hand and heart. These include psychomotor skills, physical development, life skills, attitude, values, interests and participation in co-curricular activities.

How can assessment in assignments help students?

- Ultimate purpose of an assignment is to improve students' learning.
- Pre-decided parameters like level of understanding, punctuality and neatness, completeness, creativity, etc., may be given due weightage for assessment of an assignment.
- Assignments may, however, be designed with utmost care, keeping in mind its purpose and scope of the specific content unit.

What is a project? How can assessment in projects assist students?

- A project is a task assigned to an individual or a group to develop basic understanding, practical skills, wholesome interest and desired attitudes among students.
- Personal and social qualities like leadership, co-operation, resourcefulness, communication skills, organizational skills etc. can be easily assessed through group projects.
- Parameters such as presentation, technical ability, creative inputs and level of understanding may be used for assessment of projects.

How does the CCE Scheme help students?

- It reduces anxiety and stress which often builds up if the students are assessed only once through one-shot Assessment at the end of year.
- It results in higher levels of learning due to timely diagnosis of learning gaps and remedial intervention.
- It helps the learners to develop holistically in the term of different domains of their personality.
- It shifts focus from need for learning to love for learning.

How can participation and achievement in co-curricular activities pertaining to performing arts, visual arts, etc. be assessed?

Through the presence or absence of specific indicators using a variety of tools, as suggested in the guidelines. Some of these could be,

- Participates actively in literary and creative activities at school/inter school/state/national/international levels.
- Takes the initiative to plan and drive various literary events like debates, recitation, book clubs etc.
- Is able to inspire others and involve a large part of the school/community in different events.
- Shows keen interest and an aptitude towards a particular art form.

How can participation in Health and Physical Education be assessed?

Through the presence or absence of specific indicators using a variety of tools as suggested in the guidelines. Some of these could be,

- Shows good hand-eye coordination: the ability to react quickly to sensory perception, e.g., catching or fielding in cricket, passing or receiving in football, hockey.
- Demonstrates sportsmanship
- Displays healthy team and school spirit
- Demonstrates an analytical aptitude: the ability to evaluate and react appropriately to strategic situations especially as a captain or key member in a team.

What are Attitudes and Values? Why are these considered an important aspect in the development of the personality of an individual?

- Attitudes reflect an individual's disposition or tendency to respond to a given stimulus (idea, situation).
- Values are ideas and beliefs that one holds as special. For example, displaying empathy.
- It is mandatory in our role as educators to not only inculcate good values, but also develop positive attitudes in the students in order to help them become responsible global citizens.

How can Attitudes and Values be assessed?

Through the presence or absence of specific indicators using a variety of tools, like observation, anecdotal records etc., as suggested in the guidelines. Some of these could be,

- Shows respect and courtesy at all times inside and outside the classroom
- Respects and is sensitive to differences among peers inability, religious beliefs, gender, culture, etc.
- Participates and volunteers often for school programmes
- Takes the initiative and plans activities and drives directed towards the betterment of environment.
- Shows a kind, helpful and responsible behaviour/attitude.

What is Student Leadership & Life Skills (SL&LS) programme?

- The Student Leadership & Life Skills (SL&LS) programme is an international pedagogical approach that uses sports for development (S4D).
- S4D refers to the intentional use of sports, physical activity and play to impart leadership skills and life skills to students through an experiential method.
- Implemented in classes IV-XII, SL&LS utilises the concepts of H&PE (Health and Physical Education) and L&TS (Life & Thinking Skills) to impart core understanding on the themes covering self-awareness, self-management, responsible decision-making, relationship management and social awareness.

What is the intent of Read Programme?

The key objective of the Read Programme is to develop the love for reading amongst children early on. Wide arrays of learning objectives are associated with reading, as under:

- to create interest and curiosity for reading and comprehension
- to introduce children to a variety of reading material
- to enhance imagination and thirst for knowledge
- to follow the right sequence of the story and understanding each sentence of the story
- to handle books properly and in the right manner
- to improve reading fluency and enrich vocabulary
- to improve pronunciation and diction.
- to improve grammar, spelling and writing skills
- to enhance confidence in the usage of language
- to expose the children to a wide range of words so that they can use them during creative writing
- to increase concentration span and accelerate learning process



HOMework

Policy

Homework is a constructive tool in the teaching/learning process, geared to the needs and abilities of students, for the reinforcement of matter learned in school. It is also intended to help students develop independent study habits.

Children are expected to spend no more than 60 minutes doing their homework. The school will try to assign interesting homework based on matter that has been covered and is distributed uniformly among various subjects per week.

The method of teaching till class III is theme-based. As a policy no homework is given till class I. However, some reinforcement worksheets may be given.

Students should try and do their homework entirely on their own, without the help of their parents. They should develop a regular homework routine, keep their parents informed with respect to homework assignments and show them the finished work. Students should:

- Ensure that they are prepared with whatever stationery supplies are needed for homework.
- Give their parents sufficient notice, if any extra materials are needed for projects and other such home assignments, so that these can be acquired without inconvenience.
- Create, with the help of their parents, an appropriate environment at home for quiet study without disruption.
- Earmark a regular block of time for homework. If no homework is assigned they should maintain the routine, by reviewing class work or reading a book during the time assigned for homework.
- Ensure that their homework assignments are completed on time and that all supporting books and materials are carried back to school.
- Seek assistance from their parents only when specifically required, as per instructions from their teacher.
- Ask their parents, on a daily basis, to review their homework tasks, show them the completed work and ensure that they sign the almanac.
- Seek their parents' help to list the things they did not understand, so that they can share these with their teacher at school the next day.



School

UNIFORM Rules

- Students must wear their uniform with pride and ensure that they look neat, tidy and presentable at all times. I-Card for all and hair band for girls are an integral part of the uniform and must be worn at all times.
- A student must always come to school in neat and clean uniform, also during the practical and special classes.
- Students are required to attend all school functions/activities, Open House, in or outside the school in school uniform only.
- **Students who are not in complete/neat and tidy uniform can be debarred from boarding the bus/entering the school.**
- **Sports Uniform is prescribed to be worn only when the students have H&PE Periods or sports activity slated in the schedule for that particular day. Students are not supposed to wear Sports Uniform on days of examination, Open House or any scholastic/co-scholastic event.**
- Regular School Uniform and not Sports Uniform is prescribed for all SUPW Club activities conducted every Wednesday.
- **Khadi Uniform is prescribed to be worn by all students of classes Nursery to XII every day.** For optimal appearance and maintenance, the uniform should be washed, starched and ironed after every use.
- School Belt is mandatory for all students.
- Each student is supposed to carry a clean, ironed, handkerchief to school every single day without fail. Repeated offence in this regard will incur disciplinary action.
- Students who wear spectacles must ensure that the frame is black in colour. Coloured and/or fancy frames will be confiscated. However, coloured frames are allowed for students of classes Nursery-III.
- Students of classes XI-XII are required to wear white lab aprons during Science Practicals and laboratory activities.
- **The length of shorts should be 1" above the knee.**
- **The length of skirts should be 2" below the knee.**
- It is a must for all girls from classes Nursery to XII to wear white long slips. Bloomers (with elastic on thighs) are compulsory for girls from classes Nursery to III. Under Skirts are mandatory for girls from classes IV to X.

- It is mandatory for girls to wear stockings, if so specified, with their winter uniform.
- Students are required to wear shirts and tunics/skirts/trousers as per the design specifications of the prescribed uniform supplied by the books and uniform shop.
- Students are required to wear shoes provided by the school books and uniform shop.
- Girls are not allowed to apply henna on their hands. They are not allowed to wear earrings or rings on fingers or nose rings. However, a pair of small ear studs is permitted.
- Girls with long hair should plait their hair. It is mandatory for girls to wear hair bands in the school campus, inside the bus as well as outside the school campus while representing the school. Failure to follow the rule will result in suspension from school.
- Colouring, bleaching or highlighting of hair is not permitted.
- Sikh boys of Nursery and Prep must wear cream-coloured patkas supplied by the books and uniform shop. Class I onwards, bottle green coloured patkas/turban shall be worn.
- Non-Sikh boys should get their hair cut at regular intervals and ensure that it remains combed and tidy.
- Ornaments of any kind, including bracelets, nose pins, rings on fingers, or elaborate earrings/ear studs of precious metal/jewels are not allowed, even for religious reasons. The only exception for girls is a pair of small ear studs. Violation of this rule will result in confiscation and/or suspension. This applies to religious threads, talisman, tika, etc., as well.

Non-compliance of aforementioned rules will result in disciplinary action and repeated offence will result in suspension for a week. For details of uniform, refer page 59.



RESOURCE CENTRE Rules

The school's Resource Centre is open to all students from Class IV onwards. All classes have Resource Centre period in their weekly schedule. Students visiting the Resource Centre have to observe the following rules:

- Every student shall borrow and read books from Resource Centre each month, as per the schedule.
- Until the previously issued book is returned, students will not be eligible for a fresh issue.
- Reference books are not for issue. These books can be read only in the Resource Centre.
- If books are returned late without a valid reason, the borrowing facility will be withdrawn for a period of upto 4 weeks.
- Books marked, disfigured, damaged or lost while in possession of borrowers will have to be replaced by them, failing which their parents will be billed thrice the cost of the book.
- Any student found deliberately damaging or defacing a book may be debarred from the Resource Centre for the entire term or academic year and a heavy fine will be levied.
- The Resource Centre has an open access system, and the students must help maintain the order and organisation of the collection in different shelves. They must place the books in the shelves strictly according to the call numbers, after consultation with the Resource Centre In-charge.
- Students are not allowed to bring their personal books or belongings to the Resource Centre.
- Resource Centre books should be returned in time (within 1 week) for which parents have to take full responsibility.
- Strict discipline has to be maintained in the Resource Centre.
- It is mandatory for all students to participate in the activities slated in the list of activities of the Resource Centre.
- **Class Library (IV & V):** Students of Class IV & V get another opportunity to enjoy reading age-appropriate books every alternate week through their classroom. An added objective of this exercise is to inculcate the abilities of responsible management of resources and care for books in our students. The entire process of the book issue and return, collection of fine, care and maintenance will be managed by students themselves. These books allotted to class will be issued and returned during specified class hours. If a student fails to return a book in time, her/his borrowing facility may be withdrawn for a period of upto 4 weeks.



REWARDS and REPRIMANDS

The school discipline system is based on the premise that there are consequences for actions. It endeavours to be consistent and fair. For the school community to operate as a safe learning environment where all strive for personal excellence, it is important that clear boundaries are established. While rewards are for motivating the students to sustain good actions and consistently strive for better behaviour and efforts, reprimands are in order to check undesired actions on the part of the wrong-doer and to deter other students from doing the same.

■ Disciplinary Measures

The following disciplinary measures may be adopted by the school in dealing with students behaving in an unruly manner—

1. Verbal warning and counselling
 2. Written warning
 3. Detention during the break, or for the whole day
 4. Suspension (ranging from 7 days to 30 days)
 5. Rustication
 6. Withdrawal of transport facility for misbehaviour in the school bus. In such cases, parents will be responsible for their ward's commute to school.
- It is expected from all Dipsites that they maintain a very cordial relation with the teaching/non-teaching/housekeeping/transport staff of the school. Students are not expected to get into arguments with the staff. In case of complaints, they must approach the Head of School.
 - Misbehaving in class with peers/teachers may result in suspension from school for a month or even expulsion without notice.
 - Students found to cause damage/defacement to school property shall be suspended/expelled from school in addition to levy of heavy fine (equivalent to the cost of damage for sports equipment; twice the cost of damage for lab equipment; and five times the cost of any other damaged property).
 - Students found in possession of electronic devices including mobile phones, cameras, Tablets, i-pods, i-pads, secondary storage devices (CDs, DVDs, pendrives, portable HDD, micro SD/SD cards, etc.) will be suspended from school for a week and charged a fine of ₹ 5000, apart from confiscation of the items.
 - Students are not allowed to bring any weapons or sharp instruments, such as blades, knives, paper-scalpels, scissors etc., to school.
 - Students are forbidden from bringing any cosmetics, combs, perfumes, deodorants, etc., to school.
 - Students are not allowed to bring ink whitener pens or fluids to school.



STUDENT COUNCIL and MONITOR System

A Student Council is formed every session in order to instill leadership quality in students. The members of Student Council constitute students from Class VII onwards. This gives them a sense of responsibility and ownership. The Student Council becomes a mouthpiece of the students. They act as a link between the Head of the School, teachers and students. They help to organise different activities scheduled in the event calendar along with teachers.

The objective is to ensure that today's students are well prepared to be tomorrow's innovators, leaders and engaged citizens of the world.

Criteria and Method of Selection of Student Council

- Student with a minimum of 75% score in all subjects in the previous session.
- Verification of cases like suspension, divesting of badge, during the previous & current session.
- **Students with less than 90% attendance in the previous session will not be considered for any post.**
- Students who report to school in improper & untidy uniform will not be considered for any post.
- Aspiring students may give their names to the In-charge for various positions. List of eligible candidates shall be displayed on School Notice Board who shall then appear for a written test followed by an interview.

Method of Selection of Class Monitors

- Class Monitors of Class IV-XII shall also be part of the Student Council. Class Monitors are not appointed in Class Nur-III. Class Teachers shall appoint the Class Monitor on the basis of the following:
 - Academic report of previous session
 - Participation in co-curricular activities (Inter and Intra School)
 - Attitude and behaviour of child with teachers, seniors, peer and juniors
 - Personal traits and hygiene
 - **Attendance in previous session (not less than 90%)**
 - Promptness in discharging duties



School TRANSPORT Rules

- It is mandatory for all students to avail school bus facility except for students residing in nearby areas (specified as 'supervision areas').
- Only those students whose residences fall under 'supervision areas' will be allowed to commute to and from school on privately arranged transport. Details of the 'supervision areas' may be had from the school transport department.
- Under no circumstance will a student residing in non-supervision area be allowed supervision.
- Parents of students residing in 'supervision area', who want to avail school transport facility for their wards may contact the Front Office Executive (FOE) at the school office during working hours for details. A one-time, non-refundable Transport Users Fee of ₹ 20000 is payable.
- School bus routes are drawn up based on commuting time, convenience and demand while ensuring that no route is overly long. Parents should consult the school's Transport In-charge for necessary details or any changes desired.
- Bus Stops are created taking into consideration a range of issues like number of students at a particular Stop, convenience of larger number of school transport users and turnaround time for school buses.
- Bus stops are finalised at the beginning of a session and are not likely to change mid-session. However, the school reserves the right to create, cancel or relocate a particular bus stop any time during the session as expedient. Hence, parents' requests in these matters, though welcome, may not be found implementable by the school authorities. Parents should desist from persistent requests for creation or relocation of a bus stop.
- In case there is a permanent change in bus stop and/or bus, permission for the same has to be sought through an application on the prescribed form, available as a download from the school's website. The application form duly filled and completed must be submitted at the school office. The prescribed fee is payable online only and the procedure for carrying out the transaction is given on our website. **It should be noted that the change shall become effective only after the school grants permission.** In this case, a new set of identity cards will be issued. The fee for a new set of identity cards is ₹ 250. **Request for temporary change in bus or bus stops will not be entertained.**
- Students are issued two identity cards (student's copy and parent's copy). The student's copy should be worn by the student before boarding the bus and should be worn at all times till the completion of the return journey.
- Parents (or their duly authorised nominee/s) have to produce the parent's copy of the identity card at the bus stop or the school gate, in order to receive their wards, failing which the student will not be handed over to parents or their nominee/s and will be brought back to the school office. The parent

will then have to pick up the student from the school after showing the parent's copy of the identity card.

- There is no provision of replacing the I-Card. Replacement will only happen in case there are factual errors in the data printed.
- If either of the identity cards or both, are lost, or become unusable for any reason, a new set of identity cards can be procured by applying to the school on the prescribed form, available at the school office as well as on the website and mobile application. Replacement of an identity card or a pair will be on payment of ₹ 250. Identity cards are valid only till new ones are issued.
- Identity cards procured from any source other than school are not allowed. Students or parents found in possession of such cards will have to pay a heavy fine (₹ 2000) and parents will be summoned to school for explanation.
- A student using the school bus is expected to be at the bus stop at least five minutes before the scheduled arrival of the bus. The student has to be on the correct side of the arriving bus.
- Parents should, for the safety of their children, ensure that their wards are always escorted to and from bus stops. For children who, for any reason, have to travel unescorted to and from their stops, an application mentioning the same must be sent to the Head of School. Such students should carry both the identity cards (student's/parent's) and produce the same if asked to.
- **Students are allowed to board and disembark from their allotted bus at their designated bus stop only, both on to and fro journey. There is no provision for temporary change in bus or bus stops.**
- **Students who miss the allotted bus, should not try to board their bus en route or any other bus. In such cases, it is the responsibility of the parents to drop their wards to school. Such students may, however, return by their allotted bus. Parents trying to stop the bus and force their ward to board the bus along the route will lead to withdrawal of bus facility and a heavy fine.**
- Students who do not avail school transport should report ten minutes before the school commences.
- Parents/Guardians of students who do not avail school transport should present themselves at the school gate fifteen minutes after the start of dispersal of the school to collect their wards.
- In case of supervision, if the vehicle transporting the student is found violating any of the rules laid down by appropriate authorities, s/he will then have to begin using school transport or use an alternative mode of transport which is safe, legal and conforms to the prescribed rules.
- In case of change in residence of a student to supervision area, an application should be made to the school in the prescribed format (available on the school website), along with a verifiable proof of residence. Supervision

will not be allowed on any other ground, except place of residence in the defined supervision areas.

- 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.
- Under no circumstance are students 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.
- Students should not touch the instrument panel or first aid box, or fire extinguisher in buses.
- Students must make sure that the aisle of the bus is clear, and that school bags and other belongings are placed properly.
- Students must keep all parts of their body inside the bus at all times. They should not put their hands out even for waving.
- No item/object should be thrown inside or outside the bus during the journey.
- The consumption of edibles and any kind of drinks other than water is not permitted in the bus.
- Unruly behaviour like shrieking and shouting is strictly prohibited.
- Any misbehaviour on part of a student with the bus driver, conductor, bus teacher or another student will be viewed as a grave misdemeanour and lead to suspension from school.
- Parents are not allowed to enter the school bus under any circumstance nor is it expected that they get into an argument with the bus teacher/driver/conductor. Transport facility of the child may be suspended or even cancelled for any such confrontation reported.
- The driver's attention must not be distracted for any reason.
- The drivers are authorised to stop buses at designated stops only, unless otherwise directed by the bus teacher, after consultation with the Transport In-charge and the Head of School.
- The Transport Users Fee, paid at the time of admission, is non-refundable. In case a student discontinues school transport, the fee will not be returned. Also, if a student changes from supervision and begins to avail school transport, the Transport Users Fee should be paid.
- **For all queries/requests regarding transport, parents should approach the Transport In-charge through e-mail to transport@dpspatna.com/dpspune.com/dpsludhiana.com/dpscoimbatore.com.** If the issue remains unaddressed even after five working days, parents should escalate it to the Head of School.



Payment of FEES

The only method of remitting fees to the school is through an electronic transaction between our and the parent's bank. The school does not accept any other mode of payment, except under certain circumstances that are explained later in this section. Under this system, you have to give us an NACH (National Automated Clearing House) Mandate through which your ward's fee will be automatically paid by an inter-bank transfer. The NACH Mandate Form, which you give us, will enable us to collect the applicable fees from your bank account, ordinarily by the first day of every alternate month commencing from April 01, 2017.

■ NACH

NACH or National Automated Clearing House is a centralised bank-to-bank transfer system that works similar to the ECS, except that the payee does not need to get it endorsed by the bank. To utilise this facility, the School will issue and collect an NACH Mandate Form which is similar to a cheque. Once the duly filled up NACH Mandate is submitted by the parent, it is sent to the National Payments Corporation of India for registration, and post-registration, fees will be deducted periodically from the parent's account and credited to our account by the Clearing House.

■ Annual Miscellaneous Charge

The Annual Miscellaneous Charge (AMC) for every academic session shall be realised along with the fees for the months of April and May. Please maintain sufficient funds in your account from the beginning of the month of April.

■ Dishonour/Return of NACH

In the event of any of the bi-monthly NACH Mandates being dishonoured, you are expected to deposit the amount through the PayTM portal, along with Administrative Charge, as per the schedule given below. Please note that the period for payment is calculated from the first day of the month in which the fee becomes due. Also note that you can deposit the amount through PayTM AFTER we receive information about the dishonour of the NACH Mandate. The PayTM portal will not show the fees amount due from you between the 01st and 07th day of the fee collection month. Additionally, the due amount, when shown on the PayTM portal, is fixed and cannot be altered.

<i>Fee Due Dates</i>	<i>Actual Payment Date (from Fee Due Date)</i>	<i>Administrative Charge</i>
<i>April 01, 2017 (Annual Miscellaneous Charge + Education & Transport Fee, if applicable)</i>	<i>Within one month</i>	₹ 500.00
	<i>Within two months</i>	₹ 1000.00
	<i>Within three months</i>	₹ 1500.00
	<i>Within four months</i>	₹ 2000.00
	<i>In the fifth month (After student's name is struck-off)</i>	₹ 2500.00 + ₹ 2500.00 (Re-admission Charges)
	<i>In the sixth month</i>	₹ 3000.00 + ₹ 2500.00 (Re-admission Charges)
<i>June 01, 2017 August 01, 2017 October 01, 2017 December 01, 2017 February 01, 2018 (Education & Transport Fee, if applicable)</i>	<i>Within one month</i>	₹ 250.00
	<i>Within two months</i>	₹ 500.00
	<i>Within three months</i>	₹ 750.00
	<i>Within four months</i>	₹ 1000.00
	<i>In the fifth month (After student's name is struck-off)</i>	₹ 1250.00 + ₹ 2500.00 (Re-admission Charges)
	<i>In the sixth month</i>	₹ 1500.00 + ₹ 2500.00 (Re-admission Charges)

For detailed information on payment through PayTM, please refer to the link titled "Online Payment" in the left panel of our school website.

If your NACH Mandate is dishonoured for reasons of "Insufficient Balance", but your Bank Statement/Pass Book shows sufficient balance on the day (balance BEFORE the Mandate was presented), Administrative Charge will be waived. You should bring the original Bank Statement/Pass Book, along with a photocopy, for verification by our Accounts Office. The photocopy will be retained for our records. Administrative Charge will also be waived in case your bank account was sufficiently funded before presentation of the NACH Mandate, but was dishonoured for reasons beyond your control or due to a fault in the banking system.

Please note that under no other circumstance will administrative charge be waived.

The school may or may not send an SMS, email or a written notice as reminder in the case of presentation, or subsequent dishonour, of any NACH Mandate. Non-receipt of such SMS, email or notice cannot be an excuse for defaulting on any dues. It is expected that, as responsible parents/guardians, you shall ensure that your ward's fee reaches the school regularly and on time.

■ Information regarding Change of Bank

In case you wish to change your bank account from which the NACH is being debited, please contact our Accounts Department. A fresh NACH Mandate Form will have to be submitted at the school office.

■ Issue of Transfer Certificate

In case of transfer of parents to any other place, and subsequent to this if the parents apply for Transfer Certificate (TC), the fees (as applicable) will have to be paid for that particular month (in which the hardcopy of the application is received by the school office).

Security Deposit submitted at the time of admission by old students will only be released if all dues are cleared and TC has been issued. Security Deposit money will be transferred through RTGS/NEFT into the parent's account, usually within 45 days of the date of issue of TC.

Duplicate Transfer Certificate will only be issued after an affidavit stating the loss of the said document and copy of FIR is submitted at School Office, along with a fee of ₹ 500.

■ Issue of Certificates and other documents

Issue of Recommendation Letters, Bonafide Certificates, Fee Payment Certificate, showing the tuition fee paid to school for reimbursement, and other documents required by parent, will be issued on a written request, free of cost. Duplicate/Subsequent copies of Bonafide Certificate and Fee Payment Certificate will be issued on payment of ₹ 100 for each such additional copy during an academic session.

Transcripts of class XII students for admission to higher educational institutions will be issued on a written request from parents along with a fee of ₹ 500, against which the softcopy and one hardcopy of the transcript will be provided. For every additional copy of the transcript, a fee of ₹ 200 will be charged.

■ Issue of Duplicate Report Card Covers and Almanacs

Report Card Covers provided to students are meant to be used throughout school life, or till new ones are issued by school. However, duplicate Report Card Covers may be issued on payment of ₹ 100. School Almanacs provided to students at the beginning of every academic session are meant to be used throughout the session. Students are expected to take good care of and make efficient use of the Almanac. Replacement copy of the Almanac will only be provided to students, if available, on recommendation of the Class Teacher at a fee of ₹ 100.



School **WEBSITE** and Mobile **APP**

A lot of emphasis is laid on integration of information technology for smooth functioning of the school and for minimizing efforts in communication. With this in view, we maintain the school's website which serves as a portal for dissemination of important school information and for reporting the events and programmes organised at the campus. **The school mobile app is also functional and it may be accessed through individual parent login provided by School.** Through the app, information related to student profile, school attendance, homework assigned, library usage, assessment results & achievements, calendar events, parental circulars and school events' images may be retrieved. Moreover, the school mobile app is the most efficient way to communicate with the school on issues related to school transport, issue of duplicate I-cards and other documents, intimation of absence and other queries.

The school website serves as a notice board for giving information about admissions, vacancies, recruitment and their related schedules. In addition, it has links for downloading latest publications and newsletters that are uploaded in a document reader format for easy download and perusal.

Another functionality of the website is in the arena of projects that are held for students. A link on the website takes visitors to the project page from where information and forms can be downloaded by students.

The other features that continue to be a part of our website are as follows:

- All Circulars are uploaded on the school website so that the parents can directly log in and get the latest information and instructions regarding the academic and co-curricular activities taking place in the school.
- The Web version of the Almanac can be viewed on our school website in the Publications hyperlink.
- The school calendar mentioning all activities of the school for the complete session can be viewed on our school website, so that parents can plan for vacations in advance. Apart from this, the Assessment schedules can also be viewed.
- Study Course Material can also be accessed by logging in to the website through User ID and Password allotted to students.
- For classes Nur-V, monthly Newsletters are also uploaded on the school website. Apart from providing updates and glimpse of school activities, this newsletter is an important guide for the parents to understand the syllabus being taken up every month in these classes.
- The Web version of *TES Orbit* magazine is available on its official website www.tesorbit.net. Current issue and archives of the magazine and its pull-out may be browsed on this website.
- From the ensuing academic session, the website will carry links to YouTube of recordings of Annual Class Function.

We also encourage parents to give their constructive feedback and suggestions to improve our website and mobile app. To do so, parents can click the e-mail link on the contact page of the school website.

Parents are requested to login regularly on the school website and mobile app for effective communication with the School. Also ensure that school's official ID (refer pg. 59) is marked as a trusted ID so that it is not treated as spam. All communiqué from School shall be made through the school website, mobile app, e-mails & SMS.



April 2017						
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May 2017						
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June 2017						
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July 2017						
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August 2017						
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September 2017						
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October 2017						
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November 2017						
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December 2017						
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30						

January 2018						
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February 2018						
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March 2018						
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FREQUENTLY Asked QUESTIONS

■ Regarding Education & Transport Fees (Refer pg. 45-47 for details)

Q. How do I remit fee to the school? Is the fee paid monthly or bi-monthly?

The fee can be remitted only through a transaction known as National Automated Clearing House (NACH) between your and our banks. No other mode of payment will be accepted. Bi-monthly fee (Education & Transport) will be debited from your bank account on the first day of every alternate month starting from April 01, 2017.

Q. What if I change my bank account from one bank to another? How do I intimate the school if I want the fee to be withdrawn from some other account?

If you wish to change your bank account from which the NACH is being debited, please contact our Accounts Office. A fresh NACH Mandate will have to be submitted to our Accounts Office.

Q. If NACH is dishonoured, how do I ensure that fee is paid in time?

In the event of NACH for Annual Miscellaneous Charge and/or Bi-monthly Education and/or Transport fee being dishonoured, you are expected to deposit the amount, along with the prescribed Administrative Charge, through the PayTM portal. For details on payment through the PayTM portal, please see link titled "Online Payment" in the left panel of our school website's Home Page.

Q. If the account details given to the bank by school are wrong, will I still be penalised?

No, you will not be penalized, but we would like to check the details submitted by you and match with our data sent to the bank for any typing errors.

Q. If NACH Mandate given by the parent gets dishonoured for reason of 'Insufficient Funds' despite having sufficient balance in the account, what procedure is to be followed?

If, despite having sufficient balance before and at the time the NACH hits your account, it is returned, you must visit our Accounts office with the original Bank Statement/ Pass Book to support this. Our Accounts personnel will verify the same and retain a photocopy of the proof of sufficient balance in your account. In such a case, only the fees due will be payable and the Administrative Charge will be waived. However, any delay in communicating with the school about the reason for dishonour will not be considered for waiver of Administrative Charge.

Q. Will I be sent reminder for fee payment?

The school may or may not send a written notice, SMS or e-mail as reminder before presentation of the NACH for collection and/or dishonour of any NACH Mandate. However, non-receipt of such a notice cannot be an excuse for continuing to default on any dues. It is expected that, as a responsible parent/guardian, you shall maintain sufficient balance in your bank account from which fee is to be debited. We expect you to ensure that your ward's fee reaches the school regularly and on time.

■ Regarding Assessments & Promotion

(Refer pg. 22-35 for details)

- Q. If my child misses any test, will s/he be marked zero or will average marks on the basis of his/her previous performance be awarded?**

*There is no provision for re-testing students who remain absent on the day of the assessment, or those who have failed in one or more subjects. Neither can average marks be awarded to any student under any circumstance. **Only if the child's absence on the day of assessment is on genuine medical grounds, and if the parents have personally submitted the leave application along supporting medical documents that very day at the school office, will the child be allowed to appear for re-test, or else s/he will be awarded zero for that subject.***

- Q. Will my child studying in classes Nursery – III be informed before an assessment is conducted?**

No, we do not have formal assessments for children up to Class III. Hence, no prior notice will be sent to the parents. Evaluation of the child's progress is done on the basis of continuous thematic assessments.

- Q. How would I come to know about the performance of my child?**

We organise Open House sessions at regular intervals during which the teachers give a detailed feedback about your child. Should we feel that your child needs more assistance at home, we will call you for a detailed discussion to iron out the issues. Apart from this, please check the answer scripts of formal assessments which are returned to students within 10 days of the date of assessment. Parents who wish to know the marks of their wards may consult the Examination Department with prior appointment on working days between 1:30 p.m. and 4:00 p.m.

- Q. How would I assure myself that no prejudices will work against my child?**

Our school is characterised by honesty, fairness and equity in students-teacher relationship. We respect the dignity, diversity and rights of students. The welfare of the child is an essential principle of our school ethos. Proper and full records are also maintained by the teachers at all levels and stages of continuous assessment.

■ Regarding Absence & Late Arrivals

(Refer pg. 20-21 for details)

- Q. What is the procedure for informing the school about a child's absence from school?**

No student who has been absent on the previous day will be allowed to attend class unless her/his parent has entered an explanation stating the reasons for the absence, in the 'Record of Non-Attendance' section of the Almanac, for each day the student has been absent from school. In case of absence for more than two days on medical grounds, Medical Certificate shall be attached along with application.

- Q. Is there any provision for half a day leave?**

There is no provision for half a day leave, so students who are not well should not be sent to school. A child will be marked absent if s/he were to be taken home by parents/guardians/authorised persons during schools hours.

Q. What happens if my ward arrives late to school?

Students are expected to reach school 10 minutes before the start of the Home Room period (start of the school). Students arriving late will not be allowed to enter the school premises without a plausible explanation. Arriving late for school is not acceptable. Students found to have come late for more than one day in a term/semester will not be allowed to attend classes on the second such occurrence and disciplinary action shall be taken against them.

Q. What is the procedure for leaving school campus during school hours?

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 parents' 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

Q. What is the procedure if my child has to take leave of absence for a few days?

In case of social and family commitments where the child is expected to be present and needs to remain absent from school, parents are requested to get the absence granted from the Principal by submitting the application in person. If prior information is not given then the absence will not be granted and this will result in deduction of grades under CCE. Application via e-mail will also be valid for up to two days of leave.

Q. In case of some sickness or any other serious matter, can my child leave school after taking test?

There is no provision for half a day leave, so students who are not well should not be sent to school even on exam/test days. Child will be marked absent if s/he were to be taken home by parents/guardians/authorised persons during school hours, even if it were to be an examination/test day. Child will be awarded zero for the exam conducted on that particular day.

■ Regarding Transport Facility (Refer pg. 42-44 for detail)

Q. Is it mandatory for all students to avail bus facility?

It is mandatory for all students to avail bus facility except for students residing in nearby/defined supervision areas clearly specified by school.

Q. Can my ward change his/her bus stop temporarily?

Students are allowed to use only their allotted bus and bus stop. There is no provision for temporary change in bus or bus stops.

Q. Can my child commute under supervision for a day/short period?

In case parents want to collect their wards during dispersal on a particular day, the child has to commute under supervision (to be dropped & collected by parents both ways) for that day. Prior intimation must be given to the Bus/Class Teacher and Transport In-Charge in this regard.

Q. What is the procedure for permanent change of bus stop?

In case there is a permanent change in bus stop and/or bus, the same can be effected by submitting the prescribed application form along with the prescribed fee. The School Front Office/Transport In-charge should be contacted.

Q. Can my child's bus stop be changed to a more convenient location?

Once the bus stops have been delineated and mentioned in the admission prospectus, they would normally not be changed. However, you could leave an application for the same with the Transport In-charge. School bus routes are drawn up based on convenience and viability, ensuring that no route is overly long.

Q. Can my child switch over to supervision temporarily, due to some unavoidable circumstances?

No, we do not allow that. Our policy for making school transport compulsory is embedded in the school philosophy of being environment conscious and eco-friendly. Surely, you know that school buses are far more environmentally sustainable. It is mandatory for all students to avail bus facility except for those residing in nearby areas (as specified by the school).

Q. Is my child permitted to board another bus if s/he has missed her/his designated bus?

No, we would like you to refrain from such actions. It disturbs the seating arrangement already existing and also leads to a wrong precedence in the long run. You are requested to drop the child to school yourself, subject to the condition that you are able to reach the school well in time. Such students may, however, return by their allotted bus.

Q. Can my child go to or come from the bus stop unescorted?

No, we do not allow that for children upto class VIII. Should you want this for your child of class IX onwards, you need to give an application for the same to the school office. You would be allowed to do so only subject to the approval by the Head of School. Such students, if allowed, should carry both the identity cards (student's and parent's).

Q. Who ensures the safety of my child in the bus?

Your child's safety is our priority as long as s/he is not handed over to you/designated person at the bus stop. Students should also make sure that they follow all safety norms while travelling, which are mentioned in the Almanac. Unruly behaviour in the bus is strictly prohibited.

Q. Under certain circumstances, can my child go to his friend's home from school itself?

No child can board/disembark a bus at a bus stop not designated for him, at his own free will.

Q. If the bus is delayed on the return journey what should I do?

Due to heavy rush hour traffic or other unforeseen circumstances, like traffic jams, rallies, etc., the School bus may be delayed. Under such circumstances, you may call the School/Administrative office and get further information.

**■ Regarding Interaction with School Authorities
(Refer pg. 57-58 for details)**

Q. What is the procedure for meeting my ward's teachers?

Parents should call up the school in advance to ask for an appointment and visit the school only after they have been given a confirmed time and date. Should any visiting

parent seek to meet school authorities or teachers without appointment they may be denied the request.

Q. When can I meet the Principal/Headmistress?

You can meet the Principal/Headmistress on all working days with prior appointment.

Q. If I make a complaint against the school system or any individual, what would be the repercussions on my child?

There would be no adverse repercussions on you or your child. We are a professional organization where we take the inputs of the parents and students very seriously so as to constantly improve the services that we provide to you. Hence all kinds of inputs, suggestions or complaints shall be viewed positively. You can always mail your complaints and suggestions to info@dpspatna.com/dpspune.com/dpsludhiana.com/dpscoimbatore.com and you will receive the reply within two working days.

Q. What do I do if I do not get a satisfactory response to my queries/complaints from the concerned authorities?

You may escalate the issue by sending an e-mail to the Pro Vice-Chairman at info@takshila.net and you can expect a reply at the earliest.

Q. Is it compulsory for my ward to accompany me for Open House?

Children must accompany their parents for the Open House, dressed in school uniform and must carry their I-Card and Almanac.

Regarding Issue of Documents & Withdrawal (Refer pg. 47 for details)

Q. What is the procedure for issue of Certificates and other documents?

Issue of Recommendation Letters, Bonafide Certificates, Fee Payment Certificate, showing the tuition fee paid to school for reimbursement, and other documents required by parent, will be issued on a written request, free of cost. Duplicate / Subsequent copies of Bonafide Certificate and Fee Payment Certificate will be issued on payment of ₹ 100 for each such additional copy during an academic session. Duplicate Transfer Certificate will only be issued after an affidavit stating the loss of the said document and copy of FIR is submitted at School Office, along with a fee of ₹ 500.

Q. What will happen if my child's Identity Card is lost or mutilated?

As a rule, I-cards will be replaced after every two years. In case the I-card is lost or mutilated, an application for this has to be submitted at the School office, addressed to the Head of School. The charges for a pair of I-cards (student's + parent's) are ₹ 250, whereas for the Lanyard/Parent I-Card Holder, it is ₹ 25.

Q. What is the procedure for issue of duplicate Report Card Cover/Almanac?

Duplicate Report Card Covers/Almanacs may be obtained from the School Office upon online payment of ₹ 100. However, Almanacs will be provided only after approval by the Class Teacher, depending upon stock availability.

Q. What amount of Security Deposit will be returned if my ward takes a Transfer Certificate? How much time does this process take?

The amount of Security Deposit if paid by you, at the time of admission, subject to deduction of any dues, will be returned after issuing the Transfer Certificate. The amount

due will be transferred through RTGS/NEFT into the parent's account, usually within 45 days of the issue of TC. Parent/guardian must ensure that the 'Application for Issue of TC' is filled up in legible BLOCK LETTERS.

Q. In case a Transfer Certificate is taken in mid-session, are any Fees or Annual Miscellaneous Charge (paid in April) also refunded?

Yes, a proportionate amount of Fees and Annual Miscellaneous Charge (AMC) will be refunded. Since the fees will, from April onwards, be paid bi-monthly, if a student takes a TC in the first month itself, the second month's fees will be returned. Also, a proportionate amount of the AMC for the remaining quarters will be refunded.

For instance, a student, whose fees have been paid in August for the months of August and September, applies for TC on the 31st August and does not attend any classes in September, will be refunded the Education and Transport (if paid) fees for September. Also, proportionate AMC for October to March (end of Academic Session) will be refunded.

In case of students taking provisional admission to Class XI, no fees paid at the time of admission will be returned if the student leaves School.

Q. What is the procedure for issue of Class XII student transcripts and/or recommendation letters for applying to foreign universities/institutions?

An application from parents addressed to the Principal/Subject Teacher needs to be sent to school and a fee of ₹ 500 needs to be paid at least a week before the transcript (softcopy & one hardcopy) may be issued. For each additional copy of the transcript, a fee of ₹ 200 will be charged.

■ Miscellaneous

Q. What happens if my child is suddenly taken ill during school hours?

Parents will be promptly informed in the event of serious illness or emergencies and may be requested to come to school or to the designated hospital to take their ward home, if necessary.

Q. What happens if my ward misplaces a circular?

All Circulars are uploaded on school's website. Parents can directly log in and get the latest Notice and Instructions regarding the academic and co-curricular activities taking place in the school.

Q. Can my child carry money and/or mobile phone to school?

Bringing money to school is not allowed. Bringing mobile phones, cameras, I-pods, pen-drives, compact discs, etc., to school is strictly forbidden. If caught, a fine of ₹ 5000 will be imposed.

Q. Is my ward allowed to celebrate his/her birthday in school?

Students are not allowed to celebrate their birthdays or any other occasion in school by distributing cards, gifts, sweets or chocolates.

Q. With co-curricular activities becoming an integral part of the assessment, will it be parents' responsibility to help the child or will the concerned teachers guide them?

Students would be guided for co-curricular activities and projects in school only. However, we would expect you to motivate, encourage and supervise your ward at home. Under no circumstance should a child take professional help and support for his/her projects.

Q. Is it possible to get the name of my child changed, after s/he is admitted to the school?
Change in the name of the child is allowed only till the child is in Class VIII. For changing the name of your ward in the school records, the following documents (in original) are required:

- An affidavit from the Executive Magistrate (Not from the office of Notary), concerning the change in name.
- Two newspapers (Hindi & English), where the concerned change of name has been published.
- A copy of the State Govt. Gazette, where the change in name has been published.
- A coloured Family Photograph (Father, Child & Mother) in postcard size pasted in the Affidavit and attested by Executive Magistrate, half on photograph and rest half on the Affidavit. The child should be in school uniform in the photograph.
- One covering letter from the parent addressed to the Head of School for the change in name of student.

However, if the child is in Class IX and above, the change in name is not encouraged and is subject to guidelines laid down by the CBSE. As per the current CBSE by-laws, any change in student's details after her/his registration for AISSE/AISSCE is permitted only upon approval from the court of law.

Q. Is it possible to change the Subject option for a student in Class XI after CBSE registration?

It is not permitted.

Q. Is it possible to get the Date of Birth (DOB) of the child altered in school records after s/he is admitted to the school?

Change/Correction in the Date of Birth is not allowed. The Birth Certificate, submitted by the parent, during the admission of the child, is considered as proof of the date of birth. Any request for alteration in the DOB will therefore be considered as a forge, and thereby will never be entertained.

In case a child is admitted in Class II or above, the DOB mentioned on the Transfer Certificate of the child, issued from her/his previous school, is considered as the proof for the date of birth.



Visiting Hours and Open House

■ Visiting Hours

The school would like parents to maintain a close rapport with their children's teachers and meet them periodically. The Principal and members of the faculty will make every effort to make themselves available to meet parents on request, at mutually convenient times on working days, by prior appointment. Parents should please call up the school in advance to ask for an appointment and visit the school only after they have been given a confirmed time and date.

Should any visiting parent seek to meet school authorities or teachers without appointment, they may be denied the request.

Visiting Hours:

Principal/Headmistress: 11:30 a.m. – 12:30 p.m.

School Office Hours:

- Summer : 7:00 a.m. – 4:00 p.m. (Monday - Friday)
(April to November) 7:00 a.m. – 2:00 p.m. (Saturday)
7:00 a.m. – 1:00 p.m. (Summer Break)
- Winter : 7:30 a.m. – 4:00 p.m. (Monday - Friday)
(December to March) 8:00 a.m. – 2:00 p.m. (Saturday & Winter Break)

School Office will remain closed on second Saturday of the month.

All important information from the School shall be communicated through the school website/e-mail/SMS. You may contact the School through e-mails to info@dpspatna.com. For all queries/requests related to transport of your ward to and from School, e-mails may be sent to transport@dpspatna.com.

■ Open House

'Open House' is held to facilitate discussion between parents and teachers on the child's progress. Parents will be given specific timings to meet their child's teachers on Open House days and must be punctual, as per the schedule below. Please note that it is mandatory for parents to attend the Open House. Children must accompany their parents for the Open House, dressed in school uniform and carry their I-Card and Almanac. Parents are required to be dressed in formals when they visit school.

■ Open House Schedule

To avoid traffic and parking congestion and consequential inconvenience to parents, the following Open House timings are to be adhered to.

CLASS & TIMING	DATE & DAY	ROLL NOS.	TIME SLOT
Nursery to I, IV, VI, XI and all new admissions (8:00 a.m. to 10:00 a.m.)	22.04.2017 (SAT)	1-10	8:00 a.m. to 8:30 a.m.
		11-20	8:30 a.m. to 9:00 a.m.
		21-30	9:00 a.m. to 9:30 a.m.
		31 onwards	9:30 a.m. to 10:00 a.m.
Nursery to I (8:00 a.m. to 10:00 a.m.)	19.08.2017 (SAT) 02.12.2017 (SAT) 27.03.2018 (TUE)	1-10	8:00 a.m. to 8:30 a.m.
		11-20	8:30 a.m. to 9:00 a.m.
		21-30	9:00 a.m. to 9:30 a.m.
		31 onwards	9:30 a.m. to 10:00 a.m.
II & III (11:00 a.m. to 1:00 p.m.)	19.08.2017 (SAT) 02.12.2017 (SAT) 28.03.2018 (WED)	1-10	11:00 a.m. to 11:30 a.m.
		11-20	11:30 a.m. to 12:00 p.m.
		21-30	12:00 p.m. to 12:30 p.m.
		31 onwards	12:30 p.m. to 1:00 p.m.
IV & V (8:00 a.m. to 10:00 a.m.)	26.08.2017 (SAT) 16.12.2017 (SAT) 29.03.2018 (THU)	1-10	8:00 a.m. to 8:30 a.m.
		11-20	8:30 a.m. to 9:00 a.m.
		21-30	9:00 a.m. to 9:30 a.m.
		31 onwards	9:30 a.m. to 10:00 a.m.
VI to VIII (7:30 a.m. to 9:30 a.m.)	05.08.2017 (SAT) 27.01.2018 (SAT) 29.03.2018 (THU) (Report Card - Tentative)	1-10	7:30 a.m. to 8:00 a.m.
		11-20	8:00 a.m. to 8:30 a.m.
		21-30	8:30 a.m. to 9:00 a.m.
		31 onwards	9:00 a.m. to 9:30 a.m.
IX & XI (10:30 a.m. to 12:30 p.m.)	05.08.2017 (SAT) 04.11.2017 (SAT) (Report Card - MT) 27.01.2018 (SAT) 30.03.2018 (FRI) (Report Card - Tentative)	1-10	10:30 a.m. to 11:00 a.m.
		11-20	11:00 a.m. to 11:30 a.m.
		21-30	11:30 a.m. to 12:00 p.m.
		31 onwards	12:00 p.m. to 12:30 p.m.
X & XII (8:00 a.m. to 10:00 a.m.)	05.08.2017 (SAT) 04.11.2017 (SAT) (Report Card - MT) 22.12.2017 (FRI) 03.02.2018 (SAT) (Report Card - PRB)	1-10	8:00 a.m. to 8:30 a.m.
		11-20	8:30 a.m. to 9:00 a.m.
		21-30	9:00 a.m. to 9:30 a.m.
		31 onwards	9:30 a.m. to 10:00 a.m.

- Parents will be allowed to meet only the Class Teacher on the day of the Open House when report cards are being distributed.
- In case the parents wish to meet the Subject teachers, prior appointment has to be taken either through almanac or school office.
- Appointment to meet subject teachers on working days will only be considered during their free periods on that particular day.
- Report Card for classes Nur-V will be distributed after each term during the Open House.
- Report Card for the Mid Term Assessment will be distributed to students of classes VI-VIII on 24.10.2017 (Tuesday) during school hours. All issues concerned with grades/marks in the report card will be dealt directly between the parents and the Examination Department on one-to-one basis during working days from 1:30 p.m. to 4:00 p.m. after the parents concerned take appointment for the purpose from School Office.



Summer Uniform

CLASSES	BOYS	GIRLS
Nursery – III	<ul style="list-style-type: none"> a) Khadi White Half Shirt b) Khadi White Shorts c) School Belt d) White Socks with Green Band e) Black Velcro/Lace Shoes f) Sky Blue Handkerchief (Nur-Prep)/ White Handkerchief (Classes I-III) 	<ul style="list-style-type: none"> a) Khadi White Tunic b) School Belt c) Green Hair Band/Rubber Band d) White Long Slips & Bloomers e) White Socks with Green Band f) Black Velcro/Lace Shoes g) Peach Handkerchief
IV – V	<ul style="list-style-type: none"> a) Khadi White Half Shirt b) Khadi White Shorts c) School Belt d) Grey Sports T-Shirt e) Grey Track Pants f) White Socks with Green Band g) Black Velcro/Lace Shoes h) White Handkerchief 	<ul style="list-style-type: none"> a) Khadi White Tunic b) School Belt c) Grey Sports T-Shirt d) Grey Track Pants e) Green Hair Band/Rubber Band f) White Long Slips & Under Skirt g) White Socks with Green Band h) Black Velcro/Lace Shoes i) Peach Handkerchief
VI – X	<ul style="list-style-type: none"> a) Khadi White Half Shirt b) Khadi White Trousers c) School Belt d) Grey Sports T-Shirt e) Grey Track Pants f) White Socks with Green Band g) Black Velcro/Laces Shoes h) White Handkerchief 	<ul style="list-style-type: none"> a) Khadi White Half Shirt b) Khadi White Divided Skirt c) School Belt d) Grey Sports T-Shirt e) Grey Track Pants f) Green Hair Band/Rubber Band g) White Long Slips & Under Skirt h) White Socks with Green Band i) Black Velcro/Lace Shoes j) Peach Handkerchief
XI – XII	<ul style="list-style-type: none"> a) Khadi White Half Shirt b) Khadi White Trousers c) School Belt d) Grey Sports T-Shirt e) Grey Track Pants f) White Socks with Green Band g) Black Lace Shoes h) White Handkerchief 	<ul style="list-style-type: none"> a) Khadi White Salwar Kurta with Dupatta b) Grey Sports T-Shirt c) Grey Track Pants d) Green Hair Band/Rubber Band e) White Socks with Green Band f) Black Velcro/Lace Shoes g) Peach Handkerchief

Winter Uniform

CLASSES	BOYS	GIRLS
Nursery & Preparatory	<ul style="list-style-type: none"> a) Khadi White Full Sleeve Shirt b) Grey Trousers c) Green 'V' Neck Half Sweater with School Monogram d) Green 'V' Neck Full Sweater with School Monogram e) School Belt f) Grey Woollen Socks with Green Band g) Black Velcro Shoes h) Sky Blue Handkerchief 	<ul style="list-style-type: none"> a) Khadi White Full Sleeve Shirt b) Grey Tunic & Bloomers c) Green 'V' Neck Half Sweater with School Monogram d) Green 'V' Neck Full Sweater with School Monogram e) School Belt f) Green Hair Band/Rubber Band g) Grey Woollen Stockings with Green Band h) Black Velcro Shoes i) Peach Handkerchief
I – X	<ul style="list-style-type: none"> a) Khadi White Full Sleeve Shirt b) Grey Trousers c) Green Blazer with School Monogram d) Green 'V' Neck Half Sweater with School Monogram e) Green 'V' Neck Full Sweater with School Monogram f) School Belt g) Grey Sweat Shirt (Class IV onwards) h) Grey Track Upper (Class IV onwards) i) Grey Track Pants (Class IV onwards) j) Grey Woollen Socks with Green Band k) Black Velcro/Lace Shoes l) White Handkerchief 	<ul style="list-style-type: none"> a) Khadi White Full Sleeve Shirt b) Grey Tunic (Up to Class V)/Grey Divided Skirt (VI onwards) c) Green Blazer with School Monogram d) Green 'V' Neck Half Sweater with School Monogram e) Green 'V' Neck Full Sweater with School Monogram f) School Belt g) Grey Sweat Shirt (Class IV onwards) h) Grey Track Upper (Class IV onwards) i) Grey Track Pants (Class IV onwards) j) Green Hair Band/Rubber Band k) Grey Woollen Stockings with Green Band l) Black Velcro/Lace Shoes m) Peach Handkerchief
XI – XII	<ul style="list-style-type: none"> a) Khadi White Full Sleeve Shirt b) Grey Trousers c) Green Blazer with School Monogram d) Green 'V' Neck Half Sweater with School Monogram e) Green 'V' Neck Full Sweater with School Monogram f) School Belt g) Grey Sweat Shirt h) Grey Track Upper i) Grey Track Pants j) Grey Woollen Socks with Green Band k) Black Lace Shoes l) White Handkerchief 	<ul style="list-style-type: none"> a) Khadi White Salwar Kurta with Dupatta b) Green Blazer with School Monogram c) Green 'V' Neck Half Sweater with School Monogram d) Green 'V' Neck Full Sweater with School Monogram e) Grey Sweat Shirt f) Grey Track Upper g) Grey Track Pants h) Green Hair Band/Rubber Band i) Grey Woollen Stockings with Green Band j) Black Velcro/Lace Shoes k) Peach Handkerchief

Socially Useful Productive Work (SUPW) – IV-X

SUPW is an integral part of our school curriculum. The idea behind it is to allow our students to give expression to their co-curricular interests and aptitudes. Participation in one of the activities pertaining to SUPW is compulsory. Some of these activities are managed by our own faculty and for some we hire external resource persons. The execution of such activities will depend on the availability of resource persons. **Since any particular activity can accommodate only a fixed number of students, activities are allotted to students on the basis of lottery system.** Once allotted, students have to compulsorily continue as members of that activity for one academic session.

Amnesty Club	Kathak
Animatronics Club	Khetify Club
Astronomy	Kho Kho
Badminton	Madhubani Painting
Basketball	Manjusha
Best Out Of Waste Club	Model UN & Parliament Club
Bharatnatayam	Odissi
Book Club	Painting
Calligraphy	Pottery
Carrom	Quiz Club
Chess	Ramanujan Club
Choir	Red Cross & First Aid Club
Cookery Club	Robotics Club
Crossword	School Media Club
Designing Club	School Safety Club
Electronics Club	Science Club
English Literary Club	Sculpture
Football	Skaters
Gardening Club	Sketching
Handball	Synthesizer
Health and Fitness Forum	Tabla
Hindi Literary Club	Table Tennis
Hockey	Tennis
Home Science	Theatre
INTACH Heritage Club	Volleyball
Interior Decoration	Web Architects
Kabaddi	WWF Nature Club

Note: Children will be allotted either Sports or Non Sports club in SUPW periods conducted on Wednesdays.

List of Festivals

Occasion	Day	Date
Id-ul-Fitr*	Monday	26.06.2017
Raksha Bandhan	Monday	07.08.2017
Independence Day	Tuesday	15.08.2017
Id-ul-Zuha*	Saturday	02.09.2017
Dussehera	Wednesday to Saturday	27.09.2017 to 30.09.2017
Moharram*	Sunday	01.10.2017
Gandhi Jayanti	Monday	02.10.2017
Diwali	Thursday to Saturday	19.10.2017 to 21.10.2017
Chatth	Wednesday to Saturday	25.10.2017 to 28.10.2017
Christmas	Monday	25.12.2017
Republic Day	Friday	26.01.2018
Holi	Thursday to Saturday	01.03.2018 to 03.03.2018

**Subject to sighting of the Moon*

Vacations & Important Dates

Summer Break	13.05.2017 – 25.06.2017
Winter Break	30.12.2017 – 07.01.2018
Last Working Day (Classes Nursery-III)	15.03.2018
Start of Academic Session 2018-19**	04.04.2018
Summer Break for Session 2018-19	12.05.2018 – 25.06.2018 (Tentative)

*** Subject to change with CBSE exam schedule*

Trips and Excursions

Class	Place
IV	Sanjay Gandhi Jaivik Udyan
V	Patna Museum
VI	Sudha Factory
VII	Sanjay Gandhi Jaivik Udyan
VIII	Buddha Heritage Park
IX	Patna Museum
X	Indian Council of Agricultural Research
XI	Rural Immersion Programme
XII	Industrial Visit*

**Is a regular activity as part of the curriculum.*

Important Events - Tentative Dates/Days

Event	Date/Day
Special Classes (X & XII)	15.05.2017 to 20.05.2017 (Monday to Saturday)
100 Days (Nursery)	13.07.2017/Thursday
Investiture Ceremony	13.07.2017/Thursday
Scholar's Honour	28.07.2017/Friday 01.08.2017/Tuesday
Rural Immersion Programme (XI)	08.10.2017 to 13.10.2017 (Sunday to Friday)
Bal Sangam (Nursery-V)	14.11.2017/Tuesday
Khoj (V)	18.11.2017/Saturday
Annual Class Function (Nursery-III)	23.02.2018 & 24.02.2018 (Friday & Saturday)

Co-curricular Activities

Classes Nursery-I

Month	Event
April	My Special Day
July	My Hundredth Step (Nursery) Journey of Food (Prep & I)
August	Happy Journey
September	Caring Hands
October	Festival Fiesta
November	Bal Sangam
December	Get Set Go
January	Jungle Walk
February	Annual Function
March	My Amazing Learning

Classes II-III

06.04.17	My Beautiful School
13.04.17	Express Your Ideas (II) / My Uniform (III)
20.04.17	Story Cauldron
27.04.17	Capture the Flag
04.05.17	Cool Summers (II) / Food Palette (III)
11.05.17	What's in My Drink? (II) / The Food Pyramid (III)
29.06.17	खादी मेला
06.07.17	Rain Is a Blessing (II) / पानी का स्रोत (III)
13.07.17	A Rainy Day (II) / Flood Warning (III)
20.07.17	Dress up My Book
27.07.17	Get It Right
03.08.17	Walk through (II) / Incredible India (III)
10.08.17	Tri-colour Rocket (II) / My State (III)
17.08.17	Math Whiz kid
24.08.17	Fun 'n' Frolic (II) / हम पंछी एक डाल के (III)
31.08.17	Unclutter the Jam
07.09.17	Side by Side, Hand in Hand (II) / Hand That Cares (III)
14.09.17	Journey of a Letter (II) / The Real Heroes (III)

Classes II-III

21.09.17	हम पंछी एक डाल के (II) / Fun 'n' Frolic (III)
05.10.17	My Health Diary (II) / Speechless Friends (III)
12.10.17	What's Your Choice? (II) / Our National Bird (III)
02.11.17	Nature's Table (II) / Untold Stories (III)
09.11.17	It's about Time (II) / A Fibre from the Worm (III)
16.11.17	Handy Wreath
23.11.17	Dance Mania (II) / Guessing Game (III)
30.11.17	चिट्ठी आई है
07.12.17	Yoga and Exercise (II) / Let's Check the Court (III)
14.12.17	Get Set Go
21.12.17	Guessing Game (II) / Dance Mania (III)
04.01.18	Clothes We Wear (II) / Nurture Them Well! (III)
11.01.18	Silky Silk (II) / Herb Fairies (III)
18.01.18	Catch the Ball
25.01.18	Knot So Fast!
01.02.18	Animal World (II) / Different Shades of Earth (III)
08.02.18	Join Hands - Save Elephants (II) / Save Tigers, Save Wildlife (III)
15.02.18	हरित क्रांति
22.02.18	Annual Function Practice
08.03.18	Say No to Paper Waste (II) / Endless Memories (III)
15.03.18	The Hot Seat Game

Classes IV-V

06.04.17	Tree Top Tag
13.04.17	Knowledge Dynamics
20.04.17	Be a Poet
27.04.17	Knowledge Dynamics
04.05.17	Funny Anecdotes
11.05.17	Sudoku
29.06.17	Peace by Piece
06.07.17	Creativity Adda
13.07.17	Poetry Recitation

सत्य, अहिंसा, धर्म

Classes IV-V

20.07.17	Haritha
27.07.17	Poetry Recitation
03.08.17	Nest Watch / Forest Find
24.08.17	My Record Book
31.08.17	हास्य कविता
07.09.17	Culinary Cuisine
14.09.17	हास्य कविता
21.09.17	The Mahatma
05.10.17	शरद मेला
12.10.17	बापू को नमन्
02.11.17	Bridging Humanity
09.11.17	बापू को नमन्
16.11.17	Truth Shall Prevail
07.12.17	Science Digest
14.12.17	Get Set Go
21.12.17	Ramanujan
28.12.17	Mathematwist
11.01.18	World Beyond
18.01.18	Mathematwist
25.01.18	Nation Building
01.02.18	Picture Post
08.02.18	अरुण्यम
15.02.18	Educational Trip
22.02.18	Food Fiesta

Classes VI-VIII

06.04.17	Painting - I Am Gandhi
13.04.17	Poetic Liberty
20.04.17	Collage - Indian Freedom Movement
27.04.17	Debate (VIII) - Non-violence Alone Took India to Freedom
04.05.17	Fact File - Gandhi Ji's Struggle in Africa
11.05.17	Debate (VII) - Non-violence Alone Took India to Freedom

Classes VI-VIII	
29.06.17	Ungrave the Hidden Facts
06.07.17	Crafts of India - Best of Waste
27.07.17	Debate (VI) - Non-violence Alone Took India to Freedom
03.08.17	3rd Language Creative Writing
10.08.17	Speech (VIII) - Gandhi's Vision for India
17.08.17	Make in India - Poster Creation
24.08.17	Speech (VII) - Gandhi's Vision for India
31.08.17	Tour to Sabarmati Ashram
07.09.17	Speech (VI) - Gandhi's Vision for India
14.09.17	Financial Quiz
05.10.17	Artwork Collage - Bird Houses
12.10.17	Gandhi Smriti
02.11.17	Diwali Lantern Making
09.11.17	Jingle All the Way
16.11.17	Hands on Khadi
30.11.17	Skit (VIII) - Untold Story of Gandhi Ji
07.12.17	The Story of Great Mathematicians
28.12.17	Story Telling
11.01.18	Card Designing - Welcome the New Year
18.01.18	Slogan Writing
25.01.18	Skit (VII) - Untold Story of Gandhi Ji
01.02.18	Skit (VI) - Untold Story of Gandhi Ji
08.02.18	Word Maze
15.02.18	Impersonation (VIII) - Gandhi in Rhythm and Colours
22.02.18	Mathematical Quiz
Classes IX-X	
06.04.17	Collage - Eventful Life of Gandhi Ji
13.04.17	Timeline - Gandhi Ji's Life
20.04.17	Debate (X) - Gandhism Is Relevant in Today's Scenario

सत्य, अहिंसा, धर्म

Classes IX-X

27.04.17	रचनात्मक लेखन
04.05.17	Debate (IX) - Gandhism Is Relevant in Today's Scenario
11.05.17	What's Your Story? - The Gandhi in You
29.06.17	Essay Writing - Future Depends on What You Do Today
06.07.17	Anecdotes from the Life of Gandhi
27.07.17	Khadi - The Mantra of Self-reliance
03.08.17	Speech (X) - Firm Foundations
10.08.17	Slogan Writing - Legend's Quotes
17.08.17	Quiz (X) - Financial Quiz
24.08.17	Discovering Gandhi's Roots
31.08.17	Quiz (IX) - Financial Quiz
07.09.17	Read Aloud
14.09.17	Gandhi's Wisdom
05.10.17	Writing Skill - Beat the Exam Stress
12.10.17	Pen Your Thoughts - Crackers & Environment
02.11.17	Speech (IX) - Firm Foundations
09.11.17	Festive Season - Journal Writing
16.11.17	Role Play (X) - Influences of Gandhi Ji
30.11.17	Food 'n' Fun - Taste the State
07.12.17	काव्य रचना
28.12.17	Role Play (IX) - Influences of Gandhi Ji
11.01.18	Card Designing - Welcome the New Year
18.01.18	Quiz- Ignite 'Mathematical Cells'
25.01.18	My Resolution - What and Why?
01.02.18	Little Picasso
08.02.18	Tableaux - Weaving Popular Movements
15.02.18	Wanderlust
22.02.18	Logical Reasoning

Assessment Schedule

■ TERM ASSESSMENT (TA): CLASSES IV & V

TERM-1 (TA1)			
DATE	DAY	IV	V
08.08.2017	TUE	MATHS	EVS
09.08.2017	WED	-	3rd LANG.
11.08.2017	FRI	EVS	MATHS
14.08.2017	MON	ENGLISH	HINDI
16.08.2017	WED	HINDI	ICT
18.08.2017	FRI	ICT	ENGLISH

TERM-2 (TA2)			
DATE	DAY	IV	V
22.11.2017	WED	EVS	MATHS
24.11.2017	FRI	ENGLISH	HINDI
25.11.2017	SAT	-	3rd LANG.
27.11.2017	MON	MATHS	EVS
29.11.2017	WED	ICT	ENGLISH
01.12.2017	FRI	HINDI	ICT

■ PRE MID-TERM ASSESSMENT (PT1): CLASSES VI-XII

DATE	DAY	VI	VII	VIII	IX	X	XI	XII
17.07.17	MON	SOC. SC.	SCIENCE	MATHS	SCIENCE	SOC. SC.	CHM./ B. ST./ HIST.	PHY./ ACCNTCY./ POL. SC.
18.07.17	TUES	3rd LANG.	ENGLISH	ICT	ENGLISH	2nd LANG.	BIOL./ ECON.	ENGLISH
19.07.17	WED	MATHS	SOC. SC.	SCIENCE	FIT	ENGLISH	ENGLISH	IP/ ECON./ COMP. SC.
20.07.17	THU	ENGLISH	HINDI	3rd LANG.	2nd LANG.	FIT	IP/ COMP. SC./ PSYCH./ MMS/ LS/ ENTR.	BIOL./ HR&GS
21.07.17	FRI	HINDI	ICT	HINDI	-	-	-	-
22.07.17	SAT	ICT	3rd LANG.	ENGLISH	SOC. SC.	MATHS	PHY./ ACCNTCY./ POL. SC.	MATHS/ ENTR./ PSYCH./ MMS/ LS
24.07.17	MON	SCIENCE	MATHS	SOC. SC.	MATHS	SCIENCE	MATHS/ SOC.	CHM./ B. ST./ HIST.

■ MID-TERM ASSESSMENT (MT): CLASSES VI-XII

DATE	DAY	VI	VII	VIII	IX	X	XI	XII
14.09.17	THU	SCIENCE	SOC. SC.	MATHS	SOC. SC.	SCIENCE	PHY./ ACCNTCY./ POL. SC.	CHM./ B. ST./ HIST.
16.09.17	SAT	HINDI	ENGLISH	3rd LANG.	2nd LANG.	ENGLISH	BIOL./ ECON.	IP/ ECON./ COMP. SC.
19.09.17	TUE	MATHS	SCIENCE	SOC. SC.	SCIENCE	MATHS	CHM./ B. ST./ HIST.	MATHS/ ENTR./ PSYCH./ MMS/LS
21.09.17	THU	3rd LANG.	HINDI	ENGLISH	ENGLISH	FIT	ENGLISH	BIOL./ HR&GS
23.09.17	SAT	ENGLISH	3rd LANG.	HINDI	FIT	2nd LANG.	IP/ COMP. SC./ PSYCH./ MMS/ LS/ ENTR.	ENGLISH
26.09.17	TUE	SOC. SC.	MATHS	SCIENCE	MATHS	SOC. SC.	MATHS/ SOC.	PHY./ ACCNTCY./ POL. SC.

ICT ASSESSMENT (CLASSES VI-VIII): 11.09.2017 (MON)

■ POST MID-TERM ASSESSMENT (PT2): CLASSES VI-IX & XI

DATE	DAY	VI	VII	VIII	IX	XI
14.12.2017	THU	SOC. SC.	SCIENCE	MATHS	MATHS	CHM./ B. ST./ HIST.
15.12.2017	FRI	3rd LANG.	ICT	HINDI	ENGLISH	BIOL./ ECON.
18.12.2017	MON	MATHS	SOC. SC.	SCIENCE	SOC. SC.	PHY./ ACCNTCY./ POL. SC.
19.12.2017	TUE	ENGLISH	HINDI	ENGLISH	HINDI	ENGLISH
20.12.2017	WED	HINDI	ENGLISH	3rd LANG.	FIT	IP/ COMP. SC./ PSYCH./ MMS/ LS/ ENTR.
21.12.2017	THU	ICT	3rd LANG.	ICT	-	-
22.12.2017	FRI	SCIENCE	MATHS	SOC. SC.	SCIENCE	MATHS/ SOC.

■ ANNUAL EXAMINATION (AE): CLASSES IV-IX & XI

Schedule of annual examination for classes IV-IX & XI will be finalized only after the announcement of schedule for class X & XII CBSE Examination 2018. The schedule is expected by the end of January 2018.

■ PRE-BOARDS (PB): CLASSES X & XII

Pre-Board 1 (PB1)			
DATE	DAY	X	XII
08.12.2017	FRI	SCIENCE	PHY./ ACCNTCY./ POL. SC.
11.12.2017	MON	MATHS	CHM./ B. ST./ HIST.
13.12.2017	WED	FIT	ENGLISH
15.12.2017	FRI	2nd LANG.	BIOL./ HR&GS
18.12.2017	MON	SOC. SC.	MATHS/ ENTR./PSYCH./ MMS/ LS
20.12.2017	WED	ENGLISH	IP/ ECON./ COMP. SC.

Pre-Board 2 (PB2)			
DATE	DAY	X	XII
09.01.2018	TUE	SOC. SC.	CHM./ B. ST./ HIST.
12.01.2018	FRI	MATHS	MATHS/ ENTR./PSYCH./ MMS/ LS
17.01.2018	WED	SCIENCE	PHY./ ACCNTCY./ POL. SC.
19.01.2018	FRI	FIT	IP/ ECON./ COMP. SC.
22.01.2018	MON	2nd LANG.	ENGLISH
25.01.2018	THU	ENGLISH	BIOL./ HR&GS

सत्य, अहिंसा, धर्म

Class Routine

	MON	TUE	WED	THU	FRI
HR					
1					
2					
3					
4					
RECESS					
5					
6					
7					
8					
HR					