

Dear nation builders, young genius aspirants & friends,

It is a great honour for me to be a part of Diksha international school ,Bhagalpur that has set new parameters in educational arena in Bihar . Over the years in the school I have witnessed in our students an unparalleled knowledge base, a strong foundation, innovative thoughts, dynamic character and a commitment for society and nation

I personally believe that every student is meritorious, has talent to blossom. We only need to spot talent and nurture it to its full potential.

*It is our duty to empower students, enhance their abilities ,skills and make them perfect and competent in all respects. Swami Vivekananda truly says, “**Education is the manifestation of the perfection already in man**”.*

The biggest room in the world is

“the room of improvement “and DIS always endeavours to attain it .

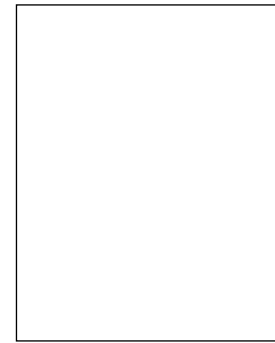
*Through the experienced and committed team of Diksha International School, my efforts is to encourage students hidden talent to shine ,make them perfectly fit and confident to face the challenges yet to come in new era of globalization by providing holistic education to achieve splendid future. Focus on holistic education, a complex process consisting various dimensions provides an effective environment everywhere .Opportunity is given to nurture every aspect of a child’s need for a well balanced and all around of his /her mind, body and soul. It goes without saying that this process is difficult and requires sacrifice, dedication, devotion ,patience, hard work, endurance and self less service ,however, my team at DIS is committed for that as our aim is to impart quality and meaningful education to the students of various cultures and back grounds and mould them into the cast of **dynamic, responsible and worthy of the country and the world at large.***

*I take pride in stating that **DIS** , under the aegis of Diksha **Charitable Trust** ,ensures the **emergence of innovative, dynamic and successful global knowledge leaders** with a view to prove their excellence in every field of their lives and exceed beyond the limits. Great pleasure embraces me to quote that DIS has carefully trudged up the road of achievements. And I am confident that it will set new parameters in academic arena in India and the world at large in course of time.*

I, therefore, along with my team of dedicated silent workers and dedicated faculty ,welcome all the new students who have decided willingly to be a part of DIS family .I wish them all the best in their academic endeavour and hope to see them to reach the pinnacle of their success.

With Best Wishes
Dr. Sanjay Kumar

From the desk of the Principal



The name “Diksha International School” came into existence in Bhagalpur four years ago and now the very name is pronounced with love, affection, reverence and awe in the field of education. Diksha International School conforming to the most stringent demands of educational standards and can boast of all facilities that a school should have.

The Diksha International School, aims to provide an exciting all round education to prepare students for a personally fulfilling and socially useful life .our conception of a good education is that students be given opportunity to make sense of the world and their place in it.

The Central Board of Secondary Education has changed the methods and methodology of the inculcations and implemented the Continuous and Comprehensive Evaluation. This is the process of assessment wherein learners are continuously assessed by the teacher and class teachers. Child is the divine articulation of the mind, body and soul. So, their every potentiality remains inside them and the teachers are to take out their Excellency by not rubbing them.

Teachers, parents, people of society and undersigned have a great responsibility to prepare the new generation to meet global need. We must try to lit a fire in mind and heart of pupil to see a dream and work on that .At the time of Globalization, marketization and industrilialisation, world is a big domain for opportunity but with this, there is a great challenge to for the present generation. To cope with this challenge, parents, teachers, people of societies have onus for this. We should provide better education, life style and room to fly in the endless sky of dream so that Diksites can do better in their future Endeavour.

I greet you on and in this sanctimonious vidyalaya. You are the assets and respiration of this society in miniature. Hope better from the best.

At last but not the least, I would like to request all the parents and guardians of kids to have and have some quality time to spend with your ward as I believe that our sons and daughters like presence not the present Looking forward to your cordial co-operation.

Thanking you!

Principal

Vice Principal

That makes one earn name and fame by playing a fair and honest game.

Literacy is not the final aim as this concept is narrow and lame.

To make an ideal citizen is the goal.

With a progressive brain and soul.

The one that builds and strengthens every nation,

Is none other than education.

Dear Young Indians /Freshers/Parents/Guardians

When thinking of education most of us picture the pupil as a sort of animate sausage casing. Into this empty casing the teachers are supposed to stuff education but genuine education, as Socrates discovered thousand year ago,

“Is not to crowd the human brain with mere information but to elicit knowledge from within him;

It is the drawing out of what is already in mind”.

Education does not merely end with acquisition of knowledge or its application, but enclosures development of habits attitude and skills which help a man to lead a full and worthwhile life. Education should lift one’s mind from the blind alleys of ignorance. It should be emancipation from the drudgery of earning one’s living.

The system of “DIKSHA INTERNATIONAL SCHOOL” allows children to realize that they have a potential energy; a creative aptitude has to evolve .In Diksha International School campus a child feels free to ask questions and even to question the answers!

Diksha International School provides the proper encouragement, ascertain degree of freedom of expression of thought and most of all the smiles and encouragement of teachers. Our positive efforts widens the child’s vision .The strong root enable children to fly and reach out their Dreams and Destination.

Our mission is to provide every child with a strong and unshakable foundation on which to launch his dreams.

Our goal is to establish affordable centre of Educational Excellence. Diksha International School is the school that tangibly demonstrate and exemplify the qualitative and cost effective delivery of holistic education. Our continuous effort enable the delivery of quality education to those who are normally excluded from this.

Diksha International School is going to start 10+2 Classes (Science & Commerce) from the year 2016.We are committed to make our 10+2 campus excellent in education. Our well qualified and eminent teachers are dedicated to shape the dreams of the students. Preparation for Medical, Engineering, C.A. entrance examination is additional important part of it.

So, “Hitch your wagon to a star”. Follow your dreams and pursue your goals Single Mindedly.

My best wishes are with my students. May they always have the spirit to reach for the skies.

Thanking You
Sanjay Singh
Vice Principal.

DIKSHA INTERNATIONAL SCHOOL, BHAGALPUR

Introduction

Welcome to **Diksha International school**,affiliated to CBSE ,New Delhi,a school for holistic education with splendid future. **DIS**, a school, offers an integrated and holistic educational system to students which provide them an unparalleled knowledge base ,a sound foundation, ,vibrant dynamism , an acute consciousness about world around them and a sustained commitment for society and nation.It's committed to provide high quality academic and non academic facilities to create such a stimulating and effective environment where students can grow holistically and which enable them to face the new challenges and to succeed & lead in the intensely competitive, technology driven and fast-evolving global society.

Diksha International School, a man making temple, showed its first seed of vision on 14th April of 2010and has set a remarkable bench mark in educational arena in Bhagalpur by providing students a quality and meaningful education with scientific temperament and innovative attitudes with its Motto "**Service to children: Service to nation**" in the direction of its founder director cum Secretary**Dr. SanjayKumar** and has been growing by leaps and boundsunder the aegis of **Diksha charitable trust**. It is mentored and monitored by the vidyalaya management committee .Through DIS, it has provided an effective platform for holistic development of students worldwide. **DIS** insures the emergence of new generation of breakthrough, innovative, dynamic and successful global knowledge leaders.

DIS,a home away from home for the boarders,, is located at **Diksha Nagar** by the driveway of Ibrahimpurunder the jurisdiction of Sabour block in Bhagalpur district. It is well connected by road, rail and air. It is about 1 K.M. west to Sabour Railway Station and 6 km east to Bhagalpur Junction. It is at 2 K.M.East to the aero drome. It is also linked with the areas of North Bihar by road ways. The school is in pollution free, clean and green environment away from the interminable congestion and chaos of the city.

AIMS AND OBJECTIVES

DIS aims at providing **quality education with holistic approach** to students. Its aim is to make the young generation well versed with fundamentally stronger conceptualization, visualization and applicability to nurture them for **bright, careeristic and splendid future**. We at DIS focus our dedication towards evoking a passion for learning and developing a safe, supportive and caring atmosphere of equality and mutual understanding and respect, unity and integrity, ethics and ethos as well as moral values, social and cardinal values, **occidental and oriental values** discipline and co-operation duty and responsibilities, social and environmental awareness, innovative and proactive attitudes, modern and relevant skills that can enhance its students mental and intellectual arena, physical and moral attainments and spiritual thinking. It takes every care to its students for a well balanced, integrated and **all around development of mind, body and soul** and **make them perfectly fit and confident to cope with the challenges of the** new socio-economic order of the Information Age .

The school's goal is to serve the nation by imparting **right education with innovative techniques but best suited to Indian background** to the children of all communities with a view to prove their excellence in community service as well as in education and enable them to understand their grand past and create a great future. DIS is committed and determined to provide a fertile ground to help the younger blooming buds to turn out to be successful floral trees, mature, Spiritually-oriented, strong-charactered, active, useful, **true, responsible and worthy aromatic flowery citizens of India and the world at large**. Its mission is to mould the children **into innovative, dynamic and successful global knowledge leaders** with a view to prove their excellence in every field of their lives and exceed beyond the limits.

CURRICULUM

Diksha International School is a progressive for both the girls and boys from Nursery to XII. The school provides an effective framework for education through a relevant, broad, balanced, rigorously-taught and monitored curriculum. The students follow the curriculum prescribed by Central Board of Secondary Education, New Delhi in a very interactive and inquiry based manner. The school has formulated an emergent and effective curriculum that focuses on the needs and interests of students and is formed by the ideas of parents, teachers as well as the society keeping in mind that every child is genius and has talent to blossom. Its curriculum aims at the holistic development of a child. The curriculum provides the essential academic, social and physical skills that the child needs to face challenges in the modern age. It is the holistic approach to education that makes DIS's students autonomous and lifelong learners, excelling academically & in all , growing up as responsible & worthy citizens.

Due importance is given to all subjects such as English, Hindi, Science, EVS, Social science, computer, math ,value education etc. Computer class is compulsory from standard Ist to std. Xth .The students of class XI can opt their subjects of their own choices from science and commerce streams. The school offers following subject combination for class XI.

- Code no.1: English ,Physics ,Chemistry, Math and Economics/(Computer Science/Phy. Education)
- Code no.2: English ,Physics ,Chemistry, Biology and Math
- Code no.3: English ,Business Studies, Accountancy, Economics and Math /Information Practices

The medium of Instruction is English but very emphasis is laid on Hindi which is taught in every class as one of the main subjects. Sanskrit and Urdu are also taught here. Apart from learning these languages, students will be given an opportunity to learn foreign languages in future. DIS's students not only posses academic standards, but high behavioral standard as well.

The academic session begins from **April to March** and for **class XI**, the academic year starts from 1st July.

The School is affiliated to CBSE, New Delhi up to X and to be affiliated upto 10+2 from C.B.S.E, New Delhi.

FACULTY

Faculties are the inevitable part of the institution. The school possesses the qualified and well experienced faculties who play a major role in the holistic development of a child. So, there is a group of highly qualified, well experienced and dedicated faculty to teach various subjects in the school. The utmost care is being taken to ensure that faculty members who match the highest possible professional standards are recruited. Equally importantly, staff skills are constantly upgraded through an on-going program of workshops, seminars and training modules. The faculties ensure the way of best performance and the teaching methodology most suitable, relevant and always a head of one another who empower young children to become torchbearer knowledge leaders of global society.

Class is divided into smaller sections and the faculty members take every meticulous care to help and guide the students both in academic and other assignments in the class rooms, hostels and outside which help them to be innovative and excellent in academic and non-academic field of study. Personal and impersonal help are provided for the weaker students and especially assistance is extended to the exceptionally bright child. Special care is taken to intensify a child's ability to correspond one another in English especially to children coming from non-English speaking families regional and rural belts. Our faculties are committed to bring excellence and ensure to blossom of each and every child's talent and groom knowledge leaders for the new socio-economic order of the Information Age.

TEACHING METHODOLOGY

DIS, is enthusiastically driven by a passion of academic excellence, realizes the need of a sound fundamental base with an objective of innovation in teaching and learning method with high aim at being speedy and steady change in a way of conceiving education being viewed and practiced nationally vis-à-vis internationally. Imbuing students with attitudes of Excellence & Leadership inspires DIS and its' stakeholders, faculty and management. Team at DIS, understand the need to succeed & lead in the intensely competitive, technology driven and fast-evolving global society, So it has adopted and developed an effective and comprehensive teaching methodology and strategies for learning, exploring and applying what students have learned. Students are taught in interactive, inquiry based and innovative manner which provide them a solid foundation for higher studies anywhere in the world. Faculties use the new technology to motivate students to explore themselves the world of knowledge. The focus on holistic education consists a wide range of activities beyond classroom provides a nurturing and stimulating environment for well rounded experiences and the development of student's potentiality.

Students also enjoy e-learning in their hi-tech classrooms. The edcamp devices have been installed at the school and learners are becoming techno learners through the smart classes from nursery to class VIII. The smart class are the direct display by which the complete observation are perceived by the learners. Teachers make use of multimedia assets that are embedding their lesson plans to visually illustrated complex concepts and utilize other interactive tools on the portal.

Remedial class is also held in the school. In Remedial classes, incorporate personalized instruction is given to slow learners in eliminating their area of weakness in a particular subject and thus assisting them to come up to the level of their peers..

In this competitive and the fast changing era, where each and every mark decides a student density and destiny, our teaching methodology plays a key role in enhancing student's abilities and performances and empowers them to achieve high levels of competency in all respects. In short, **DIS** encourages talent to ignite and shine.

CO-CURRICULAR PROGRAMME

DIS gives great importance to co-curricular activities besides catering to the academic needs of its students. So it offers a wide range of co-curricular activities to students of all age groups to develop mind, body and spirit for all round development. **Qualities like courage, camaraderie, discipline, leadership, secular outlook, spirit of adventure and sportsmanship prepared students to face the challenges of life.** So every student is inspired to take part in extracurricular activities of his choice.

The school organizes different kinds of events like games, sports, yoga, art and craft periodically but at the end of the academic year the annual events are organized wherein all the students from Nursery to class – VIII are stimulated to be the participants. Every child is encouraged to participate in outdoor and indoor games and sports like cricket, football, volleyball, badminton, table tennis, etc to develop a healthy active life and strong leadership. Judo, karate and kick boxing are also parts of sports curriculum. Physical exercise, yoga and meditation sessions are held to make children physically and mentally placid. All the students of Std. IV to VIII are enrolled in SCOUTS /GUIDIES or N.C.C in the field of extracurricular activities.

DIS is devoted to achieve excellence in all spheres of activities that it undertakes .Opportunities are provided to develop student's talent in fine arts, music, dance and many more exhilarating areas. A student has a vast panorama to choose from instrumental and vocal music, dance, (classical), drawing and painting, clay modeling and sculpture etc. They are stimulated to be a potter, sculptor, fine artists; cultural artists etcthrough their activity classes .Participation in these activities develop a student's confidence communication skill cultural understanding and heritage. **The school announces the commencement of the activity classes of Chess, Hindustani Vocal Instrumental music/harmonium Gymnastics, Drawing & painting, Judo karate, Conversational Skills, Classical & non Classical Dance, Horse riding, Military training etc. for every academic year.**

Experiential activities such as presentation, project works, group discussion debates, quizzes, Role plays, workshop and seminars enhance student's, ability to think scientifically and critically with problem solving attitudes. **Calendar (Activity Calendar) of different activities& house activities are provided to the students. Weekly activity period are conducted in the school according to the activity calendar.** Students are promoted to take part in essay writing, elocution, recitation, literary work, publication and works of special interest including community service to develop their skills to accomplish their academic learning. Character building and development of spiritual virtues are imparted regularly to the students through preaching of moral science..The school also organizes **Science Exhibition, Art & craft Exhibition and others** in the school premises. **Culture and tradition are the invaluable treasure inherited by us. To create conscious and alert our future citizens a number of observations like Earth day World AIDS Day , World Aged Day, Literacy Day, World Ozone Day, Population Day, Universal brotherhood Day, Gandhi Jayanti, Martyrs Day, Netaji Jayanti, Children's Day, Teachers Day are organized, Parent's day and yearly get together are also held** in the school premises. **Our Culture and tradition are the invaluable treasure .To acquaint**

with the diversified culture enriched tradition a number of tradition like Saraswati puja, Holi&Id Milan, X-mas etc. are organized and celebrated.

Meaningful Field-Trips, Tours, Trekking and Excursions are organized to form an extension of class room activities with a view to develop sensitivity to environment, geographical diversity and the culture and history of our country.

The School has a mini auditorium for the school functions debates, quizzes, fairs and demons.DIS ensures to provide right opportunities to make its students excellent in non academic area as well as academic area through the rich selection of co-curricular activities and display their talents positively, therefore encouragement and co-operation from parents is expected

MORNING ASSEMBLY

Morning shows the day. It implies that the school begins with morning assembly to make the passage from them to God. The assembly includes a good thought for the day, the important story of news papers, short talks by the students, teachers, principal/vice principal & eminent guests on variety of subjects & themes, patriotic and devotional songs. Inculcating a sense of moral values, responsibility, devotion, patriotism, discipline and purity of thought, encouraging community feeling and developing leadership &self confidence in students it plays an important role in students' day to day life. Special assembly is also held in the school. Assembly roster with themes is given to the students.

HOUSE SYSTEM

To create an atmosphere of healthy competition, team spirit, leadership, community feeling, loyalty, duties and responsibility among the students, most of the activities of the school are governed by a house system .The School Houses fill each student with a sense of belonging and create conducive opportunities for the holistic development of each student. The Students have been fragmented into four houses after the name of our famous freedom fighters and martyrs i.e. MangalPandey, Bhagat Singh, Chandra ShekharAjad and Subhash Chandra Bose. All houses have their house captains,vice house captains, prefects, house masters assistant house master and also house captain, & vice captain for junior wings. Each house has a LOGO and flagapproved by the management which they have to carry at the time of any activity outside school or any campaign within school. Several Inter house sports, arts, cultural and other competitions are held regularly under the house flags throughout the academic year,and points are awarded to the students. At the end of academic year, the house which gets the maximum points is awarded.House masters /In-charges guides the students in the fields of discipline, punctuality, mutual assistance, proper attire, code of conduct and adherence to school rules and motives to give their best in the house activities. They are inspired to be ready for the future.

In Prefectorial Body, Selected after a careful scrutiny of their school records, a number of student appointments are made entrusted with various responsibilities and share the task of maintaining decorum in the school. There are Section Monitors/prefect-one boy and one girl per section of per class in the school. They perform duties assigned to the by section/class teachers. There are Captain and Vice Captain also for Sports, Academic and Activities for girls and boys separately. The Head Boy and the Head Girl and other appointments look after the school discipline.

CLUBS

The Clubs are the important part of students' life at Diksha International School. They are open to students of classes VI-VIII. They provide the students a platform to show their organizational and leadership skill, scholastic skill, creative skill and others during the process of performing the club activities. The students can become the members of Science Club, Eco& Nature club; quiz Club, Literary Club, Heath & Wellness Club, Adventure club, Sports Club, Art Club, Cyber Club, Heritage Club, Spic Macay Club, Photography Club, Scholar Club, Community Service Club and others. Each student is expected to choose at least one club and list them priority wise in the given form .Students can contest for the post of President, Vice President and Secretary/ jr Secretary .Every member of the club must contribute certain ideas for their Idea Bank. The monthly club meets are held in the school wherein the students discuss their ideas, plan future events and review their past performance..Each club has a LOGOapproved by the management which they have to carry at the time of any activity outside school or any campaign within school. The clubs are expected to maintain their Activity Calendar for better planning and efficient execution of Club activities under the supervision of coordinators.

ACADEMIC CENTRE

Academic centre is inlayed in the heart of the campus. The classrooms are spacious, comfortable and scientifically constructed for optimum inflow of natural air and sun light. They are well equipped with modern teaching aids and suitable furniture, ergonomically designed for different age groups. A conference hall is equipped with audio-visual facilities (overhead Projector) designed for conducting seminars, workshops & orientation programmes for the continuous development of students and teacher. The school has a wi fi. enabled campus.

LABORATORY

Teaching learning should be a mixture of theoretical as well as practical knowledge. Therefore DIS provide adequate exposure to the practical component. To fulfill this purpose, The school has spacious and well equipped modern laboratories of Physics, Chemistry, Biology, Mathematics, Social science and Language where children learn the subjects by performing simple experiments which leaves an ever lasting impact on the brain map of the child and stretch their imagination.

The modern age is a computer age. The school realizes the need of computer education for efficiency and excellence in knowledge .So a well equipped Computer Lab under expert teachers is maintained for educational purpose from class I onwards and is connected with internet for higher learning. The lab isequipped with branded computers are supported by licensed software programs such as MS-Office, Corel Draw, and Adobe Photoshop along with programming language C, C++ and similar more. Current range of software is available in the lab. The lab is equipped with very high speed servers and work station powered by the latest TFT series. Networking facility is also

available to lab. Through computer networking system, we communicate important messages to parents via the SMS server time to time. A good number of computers has been provided to faculty, library, administration and accounts section.

COMPUTER LABORATORY

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SMART CLASSES

The smart classes are the direct display by which the complete observation are perceived by the learners. The edu-camp devices have been installed at the school and learners are becoming techno learners through the smart classes from nursery to class XII They are equipped with interactive boards, computers and LCD projectors to make learning more enjoyable and lucid for the students besides enabling multi-learning, improving academic performance of students and enhancing teacher's effectiveness. Teachers make use of multimedia assets that are embedding their lesson plans to visually illustrated complex concepts and utilize other interactive tools on the portal.

LIBRARY

No educational institution is complete without a good or well stocked library .So the school has an adequate size of library with full shelves of books on various subjects, audio video cassettes, CDs and DVDs to nurture the need of children and faculty as well. A number of leading periodicals, newspaper and magazines are subscribed to. A part from this, the school organises campus books exhibitions or sends group of students to book fairs & exhibitions in our town to select books for the school library. After the necessary review of their appropriateness they are added to the library. The library is maintained by a trained librarian. Due importance is given to maintain discipline in the library as well as in the class room.

SAFETY AND SECURITY

A meticulous arrangement for a tight security has been made. The campus is fully secured with 24/7 IP camera based security and round the clock guards on duty from dusk to dawn. No trespassers are allowed. Visitors have to produce their identification and get a visitor's pass before entering the campus.

Every reasonable care is taken for the safety and security of the children in the school premises by the school authorities but they are not responsible for accidents and eventualities which are beyond their control.

TRANSPORTATION

The school provides transportation facilities to day scholars and faculty. A fleet of buses and light vehicles ply for the transportation of students from different parts of Bhagalpur. School security keeps a vigilant eye on the students while they are travelling in the school buses using the radio trunk network.

PARENTAL INVOLVEMENT

In order to **strengthen** the relationship between parents and the school we organize parent teacher get together regularly as we know parents and teachers have a common purpose of positive, healthy and well rounded development of the children. Such meetings are prolific to both ends especially to the parents who gain knowledge about the performance of their wards; the strengths and weaknesses whereas they help teachers to explore merit and talent of young learners and to develop the future strategies with proper care of students. Regular communication between school and home provides an environment to help students to grow in ideal situations. But the parents / guardians are not allowed to visit classes or interview teachers. With the permission of the principal they may see their wards or subject teachers if needed.

PLANITIORIUM

(For care, support and career.)

DIS means care & share vice versa. It is a place where techno care leads to a bright career .At different stages of education we take every care to extend our possible support to our students. . Our experienced technocrats have seen and understood the needs of students as well as parents who accordingly developed an extraordinary support system for them to care eristic and splendid future.

We offer :-

PROBLEM DESK

To assist students outside the class and remove their doubts in Scholastic and Co-Scholastic area to ensure success.

PERFORMANCE APPRAISAL SYSTEM

Through which students can analyze their performances and improve their weaker area.

COUNSELLING & SEMINARS

To enhance students intellectual arena with strong will power, fighting spirit and new strategies for facing the challenges of global era with enough confidence.

COMPETITIVE ENVIRONMENT

To encourage and stimulate students to be the fittest for survival in this metamorphosis world and cope up them with situations. .

CAREER CENTRE

For providing coaching facilities by highly qualified, expert faculty consisting technocrats for IIT, JEE, AIEEE, PMT, NDA exams. Etc.

ADMISSION

.Being a premier educational institute, **DIS** insures the emergence of new generation of breakthrough, innovative, dynamic and successful global knowledge leaders. Its admission policy does not discriminate against any child or family. Admission shall be made without any discrimination of caste/religion/region etc. by the admission committee under the Chairmanship of the PRINCIPAL. All children are welcome to apply, regardless of nationality, ethnicity or religion. Admission to the school depends upon the availability of seats in the appropriate age group and the school's ability to meet the needs of your child. **No interview or interaction shall be held with the candidates or their parents for admission to Entry level Class in the school for the new academic session.**

CATEGORY WISE SEAT DISTRIBUTION& CRITERIA FOR SELECTION

The following criteria has been laid down for admission to Entry level Class in the school for the following academic session

(A)E.W.S Seats (25%): 25% of the seats in the above mentioned class shall be reserved for students from the Economically Weaker Sections and Disadvantaged group and shall be filled on random basis through a draw a lot from amongst the applicants who are eligible.

(B)General Seats: (I) 20% seats shall be kept under Management Quota. Candidates applying for Management Quota shall be admitted at the discretion of the management of the school.

(II) The remaining seats shall be filled on 100 point scale based on school specific criteria without any

discrimination of Caste/Religion/Region etc. as outlined in the table below. The points shall be distributed based on the parameters as mentioned in the Points Table given below.

POINT TABLE

S.No	Parameter	Points
1.	Neighborhood : The child residing (i) within 0 - 05 kms. (ii) within 05 - 10 kms (iii) beyond 10 kms radius of the school	30 (30) (20) (10)
2.	Siblings	10
3.	First Born or Single Child	10
4.	Female Child	10
5.	Wards of parents transferred to	10
6.	Physically challenged	10
7.	Wards of Single Parent	10
	TOTAL(MAX)	100

Admission Procedure: Step By Step

1. The admissions open every year in December/ January for the following academic session starting April next year.
2. Parents seeking admission of their wards are required to fill up a prescribed registration form obtainable for a fee from the school office. The filled in forms should be deposited in the school office **before the prescribed time** with the other necessary documents along with payment of a Registration Fee which is non-refundable.
3. The forms can also be downloaded from the website www.dikshainternationalschoolbgp.com or www.disbhagalpur.com. Forms

downloaded from the website can be duly filled in and sent to the school along with the cost of the prospectus and the registration fee,

payable by demand draft in Bhagalpur favouring Diksha International School. The school prospectus can also be seen or downloaded from the school website.

4. Parents can also Register Online, However the filled in Registration Form along with the required necessary documents and above said fee must compulsorily be submitted in the office of the school before the scheduled date. However, the forms for E.W.S. category shall be available free of cost from the School counter.

Note: Registration does not guarantee admission to any applicant

5. The following Important documents should be attached with the Registration Form..

- 1) Photocopy of Birth Certificate (attested).
- 2) Transfer certificate (If any)
- 3) Medical certificate from a government registered doctor.
- 4) Migration certificate (If any)
- 5) Photocopy of Passport(If any)
- 6) Photocopy of INCOME Certificate (attested) **For E.W.S.Category Only.**
- 7) Photocopy of the Report Card/Mark Sheet of the last class attended. (attested).(if any)
- 8) Address Proof :-Voter card/Pan card/Driving licence/Electricity Bill/etc
- 9) Latest coloured 3 passport size& 2stamp size photographs of the child.
- 10) 3 passport size Photographs of the parent with the child.
- 11) In case the registration form is filled by guardians other than parents, it should be clearly indicated
- 12) Photocopies of proofs in support of school specific criteria.

Note: After confirmation of admission. Transfer certificate to be submitted.

6. For the admission to Nursery class normally required age is three and a half to four years and corresponding scale of ages for the subsequent classes as on 31st March of the following year.

Under normal circumstances, students will not be admitted into a year group outside of their age group.

- 7 (I) For admission to the class NURSERY /LKG/UKG, No Admission test/interactive session is held. The forms are short-listed and the parents are called for verification. After the verification a list of selected candidates is displayed on the notice board and also posted on the school website. The first list is followed by a second and third list depending on the cut off. The final list and the master list with the scores of all the applicants are available on the notice board &websites for review.

(II) For admission to the classes from I to V, Interactive Session is held.After the registration, Presentation/Interaction date is given to the Parents/Guardians. A list of selected candidates is displayed on the notice board and also posted on the school website.

(III) For admission to the classes from VI to XII Written test date is given & test is conducted. The candidate must pass the qualifying test which is only way to assess the capability of the child for admission to a particular class. Qualifying test is taken in English, Math, Science, and S.S.C. After declaration of result; short listed students are sent to the Principal /admission-in charge for interaction.

8. Admission is strictly subject to fulfilling of all conditions and submission of requisite documents .**The admission** will be confirmed only on the basis of above mentioned **Criteria** and after the assessment of the vacancy position in the concerned class.
9. After declaration of list,the date of admission and reporting is notified.
10. Parents/ Guardians are required to deposit the fee at fee counter as per allotted date and time given, in cash, failing which the seat of necessity will be offered to next eligible student
11. Only meritorious students will be considered for midterm admission on grounds of transfer or change of school.
12. The School reserves the right to admit a student in the appropriate class after examining the student. Even after the admission is granted the student can either be adjusted in a lower or higher class, which ever the case may be, depending upon the student's ability at the discretion of the authorities.
10. Parents are required to ensure that their ward (s) will report to the school on the opening day / reopening day. *
11. Only meritorious students will be considered for midterm admission on grounds of transfer or change of school.
12. The school reserves the right to admit a student in the appropriate class after examining the student. Even after the admission is granted the student can either be adjusted in a lower student's ability at the discretion of the authorities.
13. Parents are required to ensure that their ward(s) will report to the school on the opening day/reopening day.

FEE AND CHARGES (Details are given in a separate sheet.)

The fee and charges must be paid in one instalment at the beginning of the academic year or in instalment as per prescribed fee schedule .The fee for the academic year either in full of the first instalment if paid in instalments, must be paid on or before 10th April. If the fees are paid after 10th of the said month, a late fee of Rs.50/- would be charged up to 30th of the month. A fine of Rs. 50per day will be taken from 1st day of the following month. In case of non-payment of 2 consecutive months, the name of students will be struck off the Register and such students may be readmitted only on payment of all outstanding dues and readmission charge. Statements of dues towards anything extra on account of medical, excursion, stationary etc will have to be cleared within 15 days of its receipt.

No reduction will be made for the absence of children during holidays of broken periods in case of tuition fee, conveyance fee, and computer fee. No adjustment of hostel fee is made is case of stay at home of broken period .No part of any fee is refundable .The fee defaulter are not allowed to appear at examination.

The parents/ Guardians are required to know the mode and date of payment of the fees of their wards themselves. The school is not bound to send the bills to them. All payments should be made in cash or a crossed bank draft drawn in favour of DIKSHA INTERNATIONAL SCHOOL in Bank of Baroda, Sabour Branch, Bhagalpur.

DIS receives no any government aid .The fee collected from student is the only source of income. To keep up with the rising costs increase in salary and to maintain the standard of the institution fees have to be adjusted from time to time. The school reserves its right to revise the fee without prior notice.

REBATE

Rebate can be availed by the parents/ guardians on making the payment as below.

1. Half yearly payment- 1% on the gross.
2. Yearly payments - 2% on the gross.

Rebate will be granted in the fees only when the entire fees are deposited by 10th of April.

FINACIAL ASSISTANCE TO STUDENTS

Free studentships, scholarship, stipends and concessions are granted only to meritorious students coming from families of lower income group. Such facility is absolutely at the discretion of the school authorities. Concession to siblings only on real brothers or sisters is given.

SCHOOL UNIFORM

Wearing of approved school uniform at the school is compulsory for students. Students are not allowed to stay at the school without proper uniform. They may be sent home after warning. Students must wear neat and clean uniform and properly polished shoes required by the season. Each student must have sufficient sets of uniform. Parents/Guardians are requested to adhere strictly to the following specification regarding school uniform .

FOR BOYS : In summer	Approved colorful shirts with School Monogram Brown pants/shorts Black velcro shoes Brown shocks Approved tie, belt badge ,I. card (From Monday to Wednesday)	White shirts with School Monogram White pants/shorts White canvas shoes White shocks Approved tie, belt badge ,I. card (on Thursday and to be worn on the day when any function is held in the school as ceremonial dress	Approved House Uniform (According To student's House) White canvas shoes White shocks (From Friday to Saturday)
In winter	V Necked Brown Sweaters (Class Nursery-IV) Brown Blazers(Class VI-X)	V Necked Brown Sweaters (Class Nursery-IV) Brown Blazers(Class VI-X)	Approved House sweater (According To student's House)
FOR GIRLS In summer	Approved colorful shirts with School Monogram Brown Skirts Black shoes Brown shocks White Ribbons/Hair bands Approved tie, belt badge I. Card (From Monday to Wednesday)	White shirts with School Monogram White Skirts White canvas shoes White shocks White Ribbons/Hair bands Approved tie, belt badge ,I. card (Thursday)	Approved House Uniform (According To student' House) White canvas shoes White shocks White Ribbons/Hair bands (From Friday to Saturday)
In winter	V Necked Brown Sweaters (Class Nursery-IV) Brown Blazers(Class VI-X)	V Necked Brown Sweaters (Class Nursery-IV) Brown Blazers(Class VI-X)	Approved House sweater (According To student's House)

EXAMINATION & PROMOTION POLICY

A close watch is kept on a child's academic performance through regular weekly class tests, chapter end tests, unit tests, and terminal examinations. Assessment of student's home work and class work is done regularly and the marks obtained are taken into consideration while giving marks/grade in the formative assessments and for the award of prizes. Student's progress in non academic/ co-scholastic area and is also continuously monitored. In the field of Co-scholastic activities, students are assessed on the basis of participation and achievements in different activities like club/house activities, exhibition/events, debate, quiz etc. Overall performance is decided on the basis of achievements in scholastic area as well as co-scholastic area and activities and a comprehensive report is given to parents/

Assessment system of examination:-

Students are assessed in:

1. Scholastic Areas = On 9 Point grading Scale . For Primary Classes = on 5 Point grading Scale
2. Co scholastic Areas -1. For all classes excluding X = on 5 grading Point Scale= A/B/C/D/E
2. For class X = on 5 Point grading Scale= A+ / A / B+ / B/ C & & 3Point grading Scale =A+ / A / B

9 POINT grading scale : A1=91-100=10.0 grade point, A2=81-90=9.0 grade point, B1=71-80=8.0 grade point B2=61-70=7.0 grade point, C1=51-60=6.0 grade point, C2=41-50=5.0 grade point, D=33-40=4.0 grade point E1 21-32 E2=00-20

5 POINT grading scale for Primary Classes : A+=90-100%, A=75-89%, B=56-74%, C=35-60%, BELOW35%

Promotion to the higher class depends on the student's day to day performance **throughout the year** and the performances of terminal examinations. 85 % attendance of the school days is required for promotion besides the academic requirements. A student joining in mid session is to be assessed on his / her performance **from the date of joining the school** .Under no circumstance; re-examination shall be conducted for any student. Absent Student is awarded Zero mark in that examination. No Rank in the class to be given, unless the sum of marks obtained by the student is competitive. In case of cheating& unfair means, Zero mark is awarded in the paper. The Examination Committee provides grace marks as per CBSE rules in deserving cases at the time of preparing final result.

The school has an its own Examination Committee headed by the Principal who is assisted by the Vice-Principal / Examination controller for all decisions pertaining to Exams. The Committee, comprising of 06 members – 02 from PGT, 02 from TGT & 02 from Primary Dept., takes every care to see that the hidden talent is nurtured and sharpened. **The school announces the commencement of Examination Policy for every academic year.**

PRIZES AND AWARDS

The School grants a number of prizes in recognition of the student's merit on individual and collective basis. Prizes are awarded for different form of activities among the children of different age groups that act as a catalyst to exponential development of brain and motor senses of children.

Criteria for awards

A. **Scholar badge-** The Criteria for being a Scholar (to receive a Scholar badge] from is:

1. Grade A1in Math ,Science, Social studies & Computer.
2. Grade A2 in the remaining scholastic subjects.
3. Minimum 85% attendance during the session

- B. **Scholar gown** - Students receiving Scholar badge for three consecutive years are given scholar gown (school blazer made to their size in blue color) this is achieved for the first time by students passing out of class VI.
- C. **Gold Medal**- It is awarded to students who have been scholars for six years . The **gold medallist** also receives scholar gown.
- D. **Silver Medal**- It is awarded to students who have been scholars for six years with a one year gap .The **silver medallist** also receives scholar gown.
- E. **Gold Medal at 9 years**- It is awarded to students who have been scholars for nine years . The **gold medallist** also receives scholar gown.
- F. **Proficiency Award**- A Marker Cup(Proficiency Award)is awarded to a student securing Grade1 in all scholastic subjects.
- G. **RegularityAttendance Award**- It is given to all students with100% attendance for the academic session .
- H. **Certificate Of Merit**-It is given to student on the basis of out standing performancs and obtaining grade A1 in all subjects .
- I. **All Rounder Student for each class**-At least two best student from every class are to be selected for this award on the basis of reports of class teachers &co curricular activities teacher/coordinator.

Criteria for this award:-

- a. **Academices**- at least 80% marks aggregate in thecurrent year and scholar badge holder in the privious class.
- b. **Attendance**- at least 85% attendance during session
- c. **Sports**- membership of school team in any game.
- d. **Co-curricular activities**- Student should have participated in two or more activities at least school/inter school level and won prize in atleastdramatics, music, dance, quize, debate ,fine art etc.
- j. **Special Award** - It is given to student on the basis of report of class teacher.The short listed students will face an interview before the selection committee and finally one student is selected.

EXTRA TUITIONS

Extra tuitions are discouraged. Our classes are based on a healthy teacher student ratio which enables our teachers to give personalized attention to a student and guidance imparted by them is complete in all respects. So our student do not need any extra coaching from outside. In case, need is felt for extra tuition, it will be given in subject in which a child is found weak. The charges of this very tuition will be extra. Advance payment of six months for extra tuition is required.

MODERN RESIDENTIAL ARRANGEMENTS

The residential wing

The boarding house is in fact a home away from home wherein the children are kept under full care and able guidance of a caring warden. **DIS** offers high quality boarding facilities to students from class nursery upwards.

ACCOMMODATION

The resident of the students is divided into houses and each house is divided into dormitories. The dormitories are spacious, airy, well ventilated and well equipped which offer students a clean, comfortable and homely environment under the strict supervision and guidance of caring wardens and house masters. Hostel wardens and house masters look after the student's comfort ability welfare, scholastic, co-scholastic and personal needs with parental touch. Common room is equipped with books, toys, games, computer, TV, music system and other facilities with comfortable furniture .In addition, the experienced house supervisors ensure special care of very young children. Several inter house sports, arts and cultural competition are held during the course of academic year. Guided study hours in the morning and evening are maintained.

The stay at the hostel provides child opportunities to grow as disciplined, independent, confident and successful personality with a sense of duty, a feeling of brotherhood, a view of working for common good and a keen competitive spirit.

FOOD ARRANGEMENT

Nutritious and healthy vegetarians and non-vegetarians meals are served in a neat and hygienic environment. . Special dishes are served on holidays additionally to the menu. Special diet is allowed only on the ground of health under medical advice at additional cost. Clean and filtered water is provided for drinking. The meals are supervised every day by the principal, house masters and wardens .Meal times are learning experiences to the students as they are taught etiquette and the norms of community dining.

MEDICAL CARE

Basic medical facilities are available within the campus and in case of emergency the child is referred to specialist doctors. Regular medical checkups and recording of weight and height are carried out by qualified physicians to look after the general well being of the students. The school has a mini indoor hospital under a trained nurse and a qualified medical officer. The medical team maintains a medical record of all students. Parents are requested to inform to school about all medical history of the child including allergies, treatments, vaccination given or due.

OTHER FACILITIES

The school has arrangement for 24 hours uninterrupted power supply through soundless generators .It has a full fledged laundry service where the clothes of students are washed and ironed .The school tuck-shop provides items of daily requirements for the students.

DAILY ROUTINE

The Boarders are also ensured an ideal daily routine with a perfect blending of work, fun and values. Apart from studies, the hostellers can participate in various games of their choice and co-curricular activities on all days including the weekends.

COMMUNICATION

The Boarders are encouraged to write letters to their guardians twice in a month. Parents are also requested to correspond with them regularly. Direct contact over phone is possible with the students on Sundays only between 11a.m to 3 pm

All correspondence should be addressed to and through the principal.

CONDUCT AND DISCIPLINE

DIS provides a healthy, caring and well disciplined atmosphere where students are encouraged to maintain self discipline and manners. They are required to be honest and to submit for credit only for the products of their own efforts and avoid all forms of dishonorable conducts as a basic standard of conduct in the course of their academic procurements. The school authorities take extreme care of the children. Children are invited to share their problems with school teachers and they can count on the love and support of every member of school staff all times. The parents are expected to be in touch with the school authority at regular intervals to ensure the overall progress and conduct of their wards.

At the same time, a student who fails to achieve, minimum standard of conduct and discipline and found guilty of a breach of discipline will be expelled from the school without any liability on the part of institution and dues paid will not be refundable. The school authority may penalize a student for a fee (minimum Rs.500 /-) for an indiscernible act or willful damage to the school properties including books equipments or any other articles issued for the use of students.

All students studying in the DIS will seek to maintain highest standard of discipline and exemplary standard of conduct. All their actions will exhibit integrity, honesty and congeniality. The following will be strictly followed:-

- Students must attend school on all working days and be punctual to attend the Assembly. Late corners and absentees shall have their late attendance and absence record signed by their parents/guardians.
- To inculcate the willingness and likeness for using English language, and also to enhance the students' English speaking skills, conversation only in English has been made mandatory for all students in the school premises.
- The school uniform must be worn on all working days and at all school functions. Students not wearing the uniform will not be allowed to attend classes.
- The school uniform should be clean and well pressed. Students who are sloppily dressed or wearing dirty clothes are liable to be sent back home.

- Students shall bring those text books and notebooks required by their timetable, as well as their diary and writing materials to school every day.
 - Books and magazines not recommended by the school shall not be brought to the school.
 - All text books and copies must be covered.
 - Every student must bring the school diary daily. Students are not allowed to tear any page from the diary.
 - Parents/Guardia- shall check the school diary every day, take note of communication from the school and home work/assignment given and sign-in the space provided. They shall also acknowledge circulars and Teacher's remarks.
 - Students are expected to come to school with lessons revised and home work done.
 - Students shall bring only vegetarian lunch with them. Consumption of non-vegetarian food is strictly prohibited within the campus.
 - Students should obey the teachers and school authorities in all matters, and are required to follow the instructions that may be given by the school authorities.
 - Student shall Exchange salutations and greetings with everyone they meet. Books stationeries, Tiffin Boxes and Umbrellas should bear the name of the owner and should be carefully kept by the pupils. The school is not responsible for lost articles.
 - No child will be permitted to bring razor blades, knives or other objectionable objects to school. The use of pencil and sharpeners is recommended.
 - Mobiles and any other such electronic or mechanical gadgets / devices are not allowed in the school. If caught, such articles will be destroyed by the school authorities.
 - Do not borrow money from one another or from a teacher
 - Pupils are not expected to make any damager to furniture, library books and school apparatus. They are expected to take utmost care of school's property as their own property. Any damage to school property will be charged against the Cautionary Deposit. A fine of 500/- Rs. will be taken for this. H
 - Look after the property of the school and help to keep it clean and tidy. Keep your class rooms and their surroundings neat and clean as well as maintained. Do not litter the school premise. .-'
 - Students should come fully prepared to take up the scheduled examinations. Cheating or copying in any form will lead to the expulsion of the Student.
 - Driving Motor Bike/Car for coming school is strictly prohibited. They must not leave bicycles unlocked or ride in the school compound.
- I. Misbehavior inside the school campus and during bus journey is punishable.
- Smoking, drinking and intake of drugs shall lead to the immediate dismissal of the concerned student. Act of grouping or infighting shall not be tolerated.

- Students should be polite and courteous to the parents, teachers, friends and visitors. All students are urged to maintain high moral and ethical standards set by the school in their manners and conduct.
- Students should obey the teachers and school authorities in all matters, and are required to follow the instructions that may be given by the school authorities.
- Students should address all members of the staff with due respect and politeness. They must be gentle and show courtesy to their companions. Self-restraint and refined manners must be practiced.
- They should know that abusive language, bullying and harassment shown to peers are banned in the school.
- Never rag your juniors. It is punitive.
- They should behave in a proper manner wherever they go. They should always remember that the school would be judged by their conduct.
- Any reported or observed objectionable conduct of the student inside or outside the campus will invite disciplinary action.
- Irregular attendance, habitual negligence in schoolwork, obscenity in word or act, serious misconduct or threats inside the school shall lead to dismissal.
- The school authorities reserve the right of discharging whose behavior is deemed unsatisfactory. In such cases does not bind itself to give any reason.
- Students shall maintain a record of books (other than their regular school books) read by them. Students are not allowed to keep money with them or lend or borrow money or other articles while I the school.
- No jewellery including silver anklets must be worn to the school. Valuable articles not required for academic or co-curricular must not be brought to the school.
- Boys shall ensure that their hair is trimmed short at regular Girls shall plait their hair neatly into two halves with a black ribbon. Finger and toe nails shall be manicured.
- Always walk on the road, no crossing of fields/lawns in the campus. Do not pluck flowers. Pick up all papers/polythene bags them in the garbage bins.
- Students suffering from contagious diseases shall not be a attend classes until the student furnishes a fitness certificate from a doctor.
- All students must take part in Physical Education and other co-curricular activities unless medically unfit or exempted by the Principal. They must have a sportsman - spirit at all times, be fair and honest at work and always be considerate the rights of others.
- No student shall leave the school premises during school hours, without the permission of the Principal. Parents are requested not to send for call away their children during school hours.

- No student shall stay back in the school premises after school hours except when advised by the Principal or teachers. The school shall not be responsible for their well-being, if they stay back aft hours without permission.
- Students shall reach school at least 5 minutes before the first bell, and not earlier than 15 minutes before the first bell, unless instructed. The school shall not be responsible for their well-being if they reach school earlier than that.
- Never postpone what you can do today. Live well by doing everything well.
- All correspondence should be addressed to the principal.

POINTS TO REMEMBER

In the School Building

- 1) Reach classes/morning assembly in time. Be punctual for all classes and school events.
- 2) Follow 'GST'; 'GST'-Greet; Smile; Thank you; May I; Please; etc.
- 3) Keep your class neat and clean.
- 4) Never omit the lessons or homework assigned. It is like missing a train that you never catch afterwards.
- 5) Be always properly dressed. Chappals / Sandals not permitted.
- 6) Always read the student notice board.
- 7) Help in the making of charts for your class.
- 8) Respect & Obey class monitors, house captains, Head boys/girls and other students on duty.
- 9) Be friendly, helpful and considerate to peer.
- 10) Display a healthy school spirit.
- 11) Never throw chalk pieces here & there.
- 12) Do not talk loudly in the school building.
- 13) Always complete your assignments.
- 14) Do not borrow money from one another or from a teacher.
- 15) Always respect your class rules.

On the Play ground

- a) Always play with the spirit of the game.
- b) Never damage sports infrastructure/ equipment.
- c) Be always properly dressed.

- d) Give your best while competing.
- e) Respect your opponent and at the end of a game, always shake hands with the competitor.

During Outings/Tours/Holidays

- a) Be in proper school dress.
- b) Remember you are school's ambassador so conduct yourself with dignity & honesty.
- c) Always go out in time & come back in time.
- d) Never argue with a shopkeeper and never lower your dignity.
- e) Always talk in English.
- f) Meet everyone with a smile.

In the Library

- a) Silence shall be observed in the Library at all times.
- b) Students shall not bring any book of their own into the Library except their note books and a pen or pencil.
- c.) Books shall be returned on or before the due date indicated on them without fail. Delay in doing so will result in a fine of Rs. 5 per day, per book.
- d) Books can be renewed for a period of one week, provide book is not in great demand.
- e) The Librarian has the right to recall a book from students at any time, even before the due date indicated on them
- f) Before leaving the Library, books to be borrowed must be examined by the student. He/She should report any damage to the book to the Librarian immediately. A fine will be levied on books that are found damaged upon returned.
- g) If a book is lost, it must be replaced at once or duly compensated for.
- h) Reference books such as the Dictionary and Encyclopedia cannot be borrowed. They may be read only within the premises Library.
- i) No book, magazine or newspaper shall be taken out of the Library without the permission of the Librarian.

j) The issuing of books will be stopped 15 days before the current academic year for stocktaking and checking.

In the Laboratory

a) Silence should be observed while doing practical work Laboratory.

b) The instructions given by the Teacher and the Laboratory Assistant must be followed.

c) Students will be responsible for any breakage or loss apparatus used in the experiment. Any breakage or loss of the apparatus used in the experiment. Any breakage or loss should be reported immediately to the Teacher-In-Charge.

d) Students shall bring proper record books and observation notebooks to the Laboratory and immediately record all observations after the experiments are performed.

e) Students will hand over the chemicals and apparatus us the experiment to the Teacher when the experiment is over shall not bring any chemicals or instruments into the Laboratory nor take out any chemicals or instruments from the Laboratory.

f) Students shall strictly adhere to the safety rules and regulations while in the Laboratory.

In the Computer Lab

a) Take off the shoes before entering the lab.

b) Maintain perfect silence.

c) Shifting or moving any system from its position is not permitted.

d) Make sure your floppy disk is virus-free.

e) Handle the keyboard gently and softly.

f) Avoid playing with computer peripherals and wires.

- g) In case of difficulty consult your teacher immediately.
- h) Damage caused to computer peripherals will have to be good.

On the Bus

Safety on school buses is essential. Students must be safe and sensible at all times. This means:

- to be seated while the bus is moving.
- talking quietly using polite, respectful language.
- being kind to others: no bullying or fighting.
- putting litter in the bin or in their bags and never throwing items inside or out of the bus.
- taking care so there is no damage to the bus.
- behaving sensibly so as not to distract the driver, / 9Lf
- showing sensitivity to others' need for and comfort.

In the Hostel

- a) Follow hostel routine diligently.
- b) Keep your room neat & clean
- c) Create a learning environment.
- d) Respect all officials—Housemaster, AHM, Hostel Superintendent & House Attendant.
- e) Participate willingly in all shramdan.
- f) Maintain proper discipline during prep/study time
- g) Respect all visitors to the house and help them.
- h) Help in the maintenance of House notice boards.
- i) Represent house in all activities or as many as possible.
- j) Never keep CASH or MOBILE phone.
- k) Never use heating appliances.
- l) Always keep your House/cupboard in the inspection order
- m) Never rag your juniors.
- n) Always consult your Housemaster on all important issues.

In the Mess

- a) Reach mess in time for all meals.
- b) Attend all meals in proper dress.
- c) Do not waste food.
- d) Eat properly and chew each morsel at least 32 times.
- e) Observe all manners and etiquettes.
- f) Do not talk while eating.
- g) Forward your observations if any to the Mess Manager/Warden.
- h) Say prayers before and after the meals.
- i) Show due respect to all mess employees
- j) Keep the mess neat and clean.

DISCIPLINARY ACTIONS

What if code of conduct is violated:

• School disciplinary committee and a peerjury deal with any violation or inappropriate behavior. All students will make efforts never to violate the code of conduct. The following punishment may be awarded if the CODE of Conduct is violated. Quantum of punishment will vary depending on the nature of violation, gravity of offence, the age category and frequency of occurrence.

- Oral warning & counseling and fine.
- Written warning/ letter to parents.
- Issue of White, Yellow, Blue and Red cards.
- Debarred from outings.
- Detailed on social service
- Suspension from school.
- Expulsion from school.

Please know that

1. White Card - absent from school for two successive days prior intimation and for pending home works. The students will report to the Class Teacher for detention during break /after school time till 6 pm.
2. Yellow Card - with warning to the student by the concerned class teacher for missing classes, reporting late to class, con interrupting the teaching process and indulging in rude and unacceptable behaviour in the classroom. The students will report to the Class Teacher for detention during break/after school time till 6 pm.
3. BLUE Card - with warning and written commitment taker student that he will not repeat his I her inappropriate behavior and referring the student to the peer jury committee and to the counselor for counseling. Two consecutive defaults will lead to detention for a week during the break time/after school time.
4. Red Card- with disciplinary actions as per the in disciplinary act and age category for indulging in serious offences like bunking classes, destroying or damaging school property, bursting crackers, using unfair means during tests/exams, disobedience, rudeness or violence in any form.

A RED card holder will not be allowed to avail any privileges school during the period stipulated on the card. The student will not be allowed to attend any programme, picnics or outings. The student will report to the respective class teacher during break time and PE. for detention/afterschool time till 6 pm. The defaulters will be made to sit in the library and a detention register will be maintained by the Librarian. The date of detention will be notified to the parents through phone /notes in the diary. No transportation will be allowed, parent has to come and pick the child. Any abnormal delay in pick up by the parent will lead to a penalty of R 500/-. When parents come to pick the student after detention on discipline issues, they must sign the incident form and action taken report. Attendance will be marked during detention any absence will be reported and indicated on the attendance sheet. In case of boarders, they will report to Hostel Warden /Superintend.

POINTS To REMEMBER

1. Three or more detentions on account of disciplinary issues will lead to suspension.
2. One or more suspensions will lead to termination depending upon the seriousness of the Problem/offence.
3. Parents will be informed before winter vacation about school's decision with prior notice not to re-register in the next academic year.

For all the above measures, the Parent-Student-Teacher meetings would be held for better communication.

REQUESTS TO PARENTS

We request the Parents Please:

- Co-operate with school policies and regulations by taking general interest in their Child's progress.
- Be regular in paying of fees.
- Ensure that the child has a minimum of 85 %attendance.
- Send the child in neat uniform and maintain good personal hygiene.
- Inform the school authorities immediately of any change in the address or telephone number.
- Ensure the school bag is packed according to the time table.
- Ensure that a name tag is present in all the belongings of the child which they carry to school every day; for example in schoolbags, notebooks, text books, pencil box etc.
- Ensure that the child notes the home work daily on his/her diary and has done the work assigned.
- Ensure that the work is done by ward independently.
- Check the school diary every day, -take note of communication from the school, sign in the space provided and acknowledge circulars and Teacher's remarks.
- Sign on test papers that are sent home through the child without refusal.
- Encourage the child's participation in co-curricular events and programs of school.
- Encourage children to complete and submit the projects on time.
- Co-operate to send the items requested by the teachers for any academic activity.
- Avoid usage of abusive language to the child and refrain from beating the child for any reason.
- Be aware of the child's friends and their contact numbers in case of the child visiting out to his / her friend.
- Send the child punctually to the bus stop to get in the school bus on time and avoid waiting delays.
- Follow the timings provided for report card distribution or Parent-Teacher Meeting.

- Contact the school if the child is late from school without prior information.
- Instruct the child to avoid quarrelling with Bus Personnel or fellow students.
- Communicate to the class teachers through school diary regarding any permission for the child to come late or take any change of bus stop, any certificate required, concerns fee paid etc.
- Ensure and help the child know about personal safety precaution like

1. To wear the Identity Card every day to school.
 2. To update the school on contact numbers for any emergency.
 3. To Inform school if the child suffers from any family illness/allergy.
 4. To provide appropriate medication during sickness.
 5. To send healthy and wholesome lunch and a nutritious snack in lunch box for day meal.
 6. To send a napkin and spoon for lunch.
 7. Equip the child with an umbrella or raincoat during rainy day.
- Check the School Diary and monitor the child if he/she is regular in his / her homework and study habits and take necessary counseling from school if required.
 - Understand that there is a first aid treatment in the school for any sort Of injuries in the school which will be intimated to the par For any other treatment other than first aid, the school will administer any drugs to the child if he /she falls sick in the school and the case may be referred to a doctor by the parent if situation warrants so.
 - Not to send money to the child unless there is official information from the school through the school diary or through circular.
 - Provide a written letter to the Principal / class teacher and the child in person in case of any emergency during school hours.
 - Adhere to the schedule provided to meet the teachers.
 - Contact the School using the school land line during school hours and mobile only incase of emergencies after school hours.
 - Avoid contacting teachers on their personal mobile phones and try to meet them in person by setting up a meeting time at school.
 - Make use of the suggestion box system in the school to provide any suggestions or feed back to the school.
 - Cooperate and provide feedback when survey forms feedback forms are provided by the school for parents to respond.
 - Involve selves in school Programmes such as Field Trips, Emergency Communication, Parent Forum etc.

Parents or guardians are invited to consult with the principal about the progress of the children.

IMPORTANT NOTE

This prospectus is not the detailed document of rule and regulation etc. of the school. It is just a out line of different procedures aims and objectives, advantages and facilities of the school and the school reserves its right to delete or revise or change the matters contained in the prospectus without any prior notice.