



ALMANAC 2021-22

DELHI PUBLIC SCHOOL

 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



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About the Almanac

It is 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 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

Reworking traditional concepts of what education entails has become more crucial than ever before as we step into the session 2021-22. The pandemic's impact on the socio-economic landscape globally has been unprecedented, engendering, among other things, a complete paradigm shift with regard to education. The post-pandemic idea of 'School' is no longer characterised by the physical space of a classroom due to the digitisation of teaching and learning. As India moves to becoming a knowledge economy and society in today's globalised world, it is imperative that we keep abreast with the demands of changing times and ensure limitless quality learning.

Progressive in its outlook and focus, the National Education Policy (NEP) of 2020 highlighted the need for a transformative learning system that amalgamates the best facets from institutes across the world. Much like the ideology the NEP propagates, our aim has been to pave way for pedagogies and curricula that facilitate an education that is holistic and multidisciplinary. It takes into consideration the multiplicity and diversity in comprehension levels, interests and aptitudes of students in a class. In the same vein, our annual theme **The Constitution of India**, to be continued in 2021-22, beautifully merges the essence of what it means to be an Indian who is deeply connected to our national history and cultural roots while bearing a progressive outlook towards global advancements.

Paramount in ensuring a holistic education is the immersive experience that reading enriching literature enables. Our **Read Programme** that is continuing for the ninth year deploys exemplary books by a diverse gamut of authors and an engrossing array of magazines, *TES Orbit*, *Pluto*, *Cycle Bachhon Ka Dumahiya* and *Comixense*, to strengthen expressive, cognitive and creative skills. As students engage with the tapestry of fascinating new ideas and thoughts which language creates, their imaginative faculties are stimulated to immerse in design worlds old and new. Varied titles are assigned to students to read without the pressure of assessment so as to implement a pedagogical framework that gives due importance to language, which in our vision is the backbone of a well-rounded education.

As we continue the curated **Art Education Programme** in classes I to V for the sixth consecutive session, the endeavour remains on instilling an appreciation for diverse forms of art in students, hand in hand with augmenting creative thinking, self-expression and aesthetic sensibilities.

An effective communication link between parents and School is imperative to ensure the best-possible holistic development of students. We keep strengthening this link through the school website and mobile app. It is our hope and request to parents that they continue sharing their constructive feedback and concerns with us regarding their wards and the School.





The Constitution of India

The Constitution of India, a shared dream, a collective and unanimous vision of an independent and free country, tells the tale of uninhibited courage and perseverance. Ushering in the light of compassion, humanity and freedom that elided the years of colonisation, oppression and subjugation, the Constitution is the blueprint of our country. It is a celebration of the diversity of India, of its legacy, of the present socio-cultural and political landscape and of the ideals upon which we envision the future. Bearing in mind the present-day struggle for identity and acceptance we still encounter in various strata of society, there is a clear need for us as citizens to understand and lend support to the true vision our founding fathers and leaders had for India. Towards this, we have decided to take this theme from last year forward.



In the midst of the pandemic, as we all grappled with a new idea of 'normalcy' and life as we knew it underwent a complete transformation, it has become more important than ever to have a strong understanding of our identity, our roots and our place in this rapidly evolving and changing world. As a means of providing stability in these trying times and to reflect upon values and ideas enshrined in the Constitution, we feel the youth of today should be made familiar with its precepts, core principles and its very essence early on.

Our Constitution, the lengthiest in the world, does more than just elucidate the laws by which our country is to be governed. It also delineates our responsibility as citizens, towards one another, towards the nation and towards the ethos enshrined within it. Our journey to Independence was built on a path of Ahimsa and peaceful social revolution. Our strength came from having closely known fear and our compassion from having known repression and suffering.

Though we may have come a long way since 26 January, 1950 when our Constitution first came into force, our journey as we trudge forward is far from over. We may have snatched freedom from the clutches of colonial rule but our battle against poverty, discrimination and inequality that still imprisons us today continues. Keeping in mind the core principles, ideals and morals upon which the idea of an independent and sovereign India was created, we need to continue to build and grow as a nation that truly is *Saare Jahaan Se Achchha*. To better understand the significance of our innately special and intricately drafted Constitution, our efforts need to go beyond just celebrating Republic Day each year. Rather, it is more about how we imbibe these virtues in our daily lives. Although this may seem like a daunting endeavor and a formidable task, we need not worry for our Constitution has already paved the way ahead for us.

Know Your Constitution

1,17,369 words

1,444 articles

115 amendments

22 parts

12 schedules

Amendments are indispensable provisions that allow for evolution in a democracy

Dr B.R. Ambedkar was in strong favour of amending the Constitution in 1953, going so far as to say, "...my friends tell me that I have made the Constitution. But I am quite prepared to say that I shall be the first person to burn it out."

SIGNIFICANT AMENDMENTS

1st - 1951

9th Schedule included in the Constitution to protect land acquisition laws and limited judicial review of Supreme Court

24th - 1971

Empowered the Parliament to amend any part of the Constitution, including the Fundamental Rights

39th - 1975

Exempted the elections/appointments of President, Prime Minister and Speaker from scrutiny of the judiciary

42nd - 1976

Inserted 'Socialism' and 'Secularism' in the Preamble, as well as provisions on Fundamental Duties and Tribunals

44th - 1978

Safeguarded Fundamental Rights to life, liberty and press freedom, omitted the Right to Property, provisions to evoke Emergency made more stringent

61st - 1988

Age of voting reduced from 21 to 18 years

86th - 2002

Right to Education between 6 and 14 years became a Fundamental Right

93rd - 2005

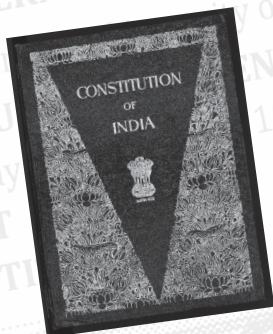
Allowed for legislations for Reservation to SC, ST and OBC in private higher educational institutes

101st - 2016

Introduced the Goods and Services Act

103rd - 2019

Increased the Reservation quota of economically backward classes in educational institutes by 10%



celebrated as the constitution day

Adopted formally by the Constituent Assembly on **26 November 1949** and came into force in India on **26 January 1950**

celebrated as the republic day



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)

.....

.....

.....

MOBILE NO. MOBILE NO.

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



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)

[illegible]

We, the people of India

[illegible]

[illegible]

[illegible]

[illegible]



General SCHOOL Rules

- The school reserves the right to terminate the continuance of students whose academic progress/conduct is not satisfactory.
- Students who are escorted to and from school in the care of domestic staff must submit an undertaking from the parents 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 the escort, parents 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 levying 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 if the students are found in possession of such things. They may even be 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 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 School 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 any occasion/ birthday or get together in school by distributing invitation cards or gifts or sweets or chocolates.
- Students are not allowed to organise any get together outside school premises by endorsing the name of the School.
- Students from class IV onwards are permitted to wear customized school watches available at the tuck shop. Watches other than prescribed ones, 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 forgets to bring tiffin to school, then parents are requested not to 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 accept the tiffin owing to security reasons.**



Student Health Check-up

In addition to fostering academic success, school plays a vital role in improving students' health and social etiquette. In keeping with this adage, the school organises an annual health check-up for all its students. Conducted by a team of qualified medical experts, the check-up is non-invasive in nature, utilises advanced diagnostic technology and measures attributes crucial to determining the child's health and wellbeing. It aims to identify any health-related issues and to generate awareness on the importance of health and personal hygiene.

The schedule for Annual Health Screening is intimated to parents through e-mail and school website. Parents are requested to ensure their wards' presence in school on the days allocated for the check-up. Health reports of the students are shared through prints and the data is subsequently uploaded on school website and app. Parents are 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 exercise, they 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 tiffin contains at least two/three items from different nutrient groups mentioned below, so 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; Jeera 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-Pyaz 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 during lunch break.



Absence from School

- Absence from school for more than 5 consecutive days is not allowed, except on medical grounds, subject to information provided beforehand.
- 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 the application.**
- **In case of absence for more than 2 days without a pre-sanctioned leave on non-medical grounds, the parent should accompany the child on the day of joining and meet the school authorities.**
- **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.**
- 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 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	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 optimal mandatory 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.
- **Unexplained 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 25% 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 reporting 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.
- 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.

■ Classes IV-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). Four formal assessments are conducted in the academic session, twice during each term:

- **Pre Mid-Term Assessment (PT1)** is formative in nature includes the entire syllabus covered in Term-1 till the test date.
- **Mid-Term Assessment (MT)** is cumulative in nature and includes the entire syllabus of Term-1.
- **Post Mid-Term Assessment (PT2)** is formative in nature and includes the syllabus covered in Term-2 till the test date.
- **Annual Examination (AE)** is cumulative in nature and is based on selected portion from Term-1 and the entire syllabus of Term-2.

Pre and Post Mid-Term Assessments (PT1 and PT2) include CCE component in addition to the written test. 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 co-curricular activities. 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 student in both the continuous and the written assessments.**

Evaluation of Academic Subjects: Classes IV-VIII					
Term	Type of Assessment	Percentage of weightage in academic session	Month	Duration of written assessment	Components of Assessment
Term-1	Pre Mid-Term (PT-1)	Written=10% PF/NB=5% SE=5%	July	2 hours	• Written • Portfolio/ Notebooks (PF/NB) • Subject Enrichment (SE)
	Mid-Term (MT)	MT=80%	September	3 hours	• Written
Term-2	Post Mid-Term (PT-2)	Written=10% PF/NB=5% SE=5%	December	2 hours	• Written • Portfolio/ Notebooks (PF/NB) • Subject Enrichment (SE)
	Annual Examination (AE)	AE=80%	February-March	3 hours	• Written
■ Mid-Term Result: PT1 [Written (10%)] + [PF/NB (5%) + SE (5%)] + MT (80%) = 100 % ■ Annual Result: PT2 [Written (10%)] + [PF/NB (5%) + SE (5%)] + [AE (80%)] = 100%					

- Note: *For promotion to the next higher class, it is mandatory for student to appear for all the formal assessments and have an optimal level of mandatory attendance. However, student should have at least 90% attendance to be eligible for any School award.*

■ 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). Four formal assessments are conducted in the academic session, at the end of each term:

- **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 & 2.
- **Annual Examination (AE)** is cumulative in nature and is based on the entire syllabus for the session.

Pre and Post Mid-Term Assessments (PT1 and PT2) include components like written test, multiple assessments, portfolio/notebooks and subject enrichment. 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 co-curricular activities. 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 student in both the continuous and the written assessments.

Evaluation of Academic Subjects: Class IX					
Term	Type of Assessment	Percentage of weightage in academic session	Month	Duration of Written Assessment	Components of Assessment
Term-1	Pre Mid-Term (PT-1)	Average of PT1, PT2, MT = 5% MA = 5% PF/NB=5% SE=5%	July	2 hours	- Written - Multiple Assessments (MA) - Portfolio/ Notebooks (PF/ NB) - Subject Enrichment (SE)
Term-2	Mid-Term (MT)		September	3 hours	
Term-3	Post Mid-Term (PT-2)		December	2 hours	
Term-4	Annual Examination (AE)	AE=80%	February - March	3 hours	Written
■ Mid-Term Result: [PT1 (5%) + MA (5%)] + [PF/NB (5%) + SE (5%)] + [MT (80%)] = 100 % ■ Annual Result: [Average of PT1, PT2 & MT (5%)] + [MA(5%)] + [PF/NB (5%) + SE (5%)] + [AE (80%)] = 100 %					

- Note: *The aforementioned assessment scheme for class IX is based on CBSE Circular dated 06.03.2019 and is liable to change with new directives from the Board. For promotion to the next higher class, it is mandatory for student to appear for all the formal assessments, score at least 33% marks in all examinable subjects and in aggregate, and have an optimal level of mandatory attendance. However, student should have at least 90% attendance to be eligible for any School award.*

■ 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 formal assessments conducted at the end of each Term by School and the Board Examination conducted at the end of the session by CBSE. School's evaluation is based on formal assessments as well as on the student's day to day performance under the Continuous and Comprehensive Evaluation (CCE). In all, five formal assessments are conducted in the academic session:

- **Pre Mid-Term Assessment (PT1)** includes the entire syllabus of Term-1 and conducted at the end of Term-1
- **Mid-Term Assessment (MT)** is cumulative in nature, includes the entire syllabus of Term-1 and Term-2, and conducted at the end of Term-2.
- **Pre-Board 1 (PB1)** is conducted at the end of Term-3 and includes the entire syllabus for the session.

- **Pre-Board 2 (PB2)** is conducted at the end of Term-4 and also includes the entire syllabus for the session.
- **Secondary School Examination**, conducted by CBSE towards the end of academic year, is based on the entire syllabus for the session.

All school based assessments include components like written test, multiple assessments, portfolio/notebooks and subject enrichment. 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. Final grades of all examinable subjects are computed by CBSE by taking into account the student's performance in school's internal assessment (which is cumulative of continuous evaluation and formal assessments) and the Secondary School Examination. The final Report Card is issued by CBSE after the Board Examination.

Evaluation of Academic Subjects: Class X					
Term	Type of Assessment	Percentage of weightage in academic session	Month	Duration of Written Assessment	Components of Assessment
Term-1	Pre Mid-Term (PT-1)	As per CBSE Guidelines	July	2 hours	• Written • Multiple Assessments (MA) • Portfolio/ Notebooks (PF/NB) • Subject Enrichment (SE)
Term-2	Mid-Term (MT)		September	3 hours	
Term-3	Pre-Board-1 (PB-1)		December	3 hours	• Written
Term-4	Pre-Board-2 (PB-2)		January	3 hours	
	Board Examination		March	3 hours	
■ Mid-Term Result: [PT1 (5%) + MA (5%)]+ [PF/NB (5%) + SE (5%)]+ [MT (80%)] = 100 % ■ Pre-Board Result: PB-1/PB-2 = 100 % ■ Annual Result: As per CBSE guidelines					

- Note: *The aforementioned assessment scheme for class X is based on CBSE Circular dated 06.03.2019 and is liable to change with new directives from the Board. For promotion to the next higher class, it is mandatory for student to appear in all the formal assessments, score at least 33% marks in all examinable subjects and in aggregate of all the internal assessments conducted by School as well as the Board Examination conducted by CBSE, and have an optimal level of mandatory attendance. However, student should have at least 90% attendance to be eligible for any School award.*



■ Class XI

The academic year is divided into four terms. Students are evaluated through formal assessments that comprise of written and practical evaluation for assessing theoretical proficiency and applied knowledge, as applicable. Four formal assessments are conducted in the academic session, at the end of each term:

- **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 only.
- **Annual Examination (AE)** is cumulative in nature and includes the entire syllabus for the session.

Evaluation of Academic Subjects: Class XI					
Term	Type of Assessment	Percentage of weightage in academic session	Month	Duration of Written Assessment	Components of Assessment
Term -1	Pre Mid-Term (PT-1)	PT1=5%	July	2 hours	• Written
Term-2	Mid-Term (MT)	MT=10%	September	3 hours	• Written • Practicals/ Projects
Term -3	Post Mid-Term (PT-2)	PT2=5%	December	2 hours	• Written
Term -4	Annual Examination (AE)	AE=80%	February - March	3 hours	• Written • Practicals/ Projects
■ Mid Term Result: PT1 (20%)+ MT (80%) = 100 % ■ Annual Result: PT1 (5%)+ MT (10%)+ PT2 (5%)+ AE (80%) = 100 %					

- Note: *The aforementioned assessment scheme for class XI is indicative and is liable to change as per the CBSE directives. For promotion to the next higher class, it is mandatory for student to appear for all the formal assessments, score at least 33% marks in all examinable subjects in Annual Examination as well as in aggregate, separately in both Theory and Practical assessments, and have an optimal level of mandatory attendance. However, student should have at least 90% attendance to be eligible for any School award.*

■ Classes XII

The academic year is divided into four terms. However, the prescribed syllabus for the session is completed by Term-3. Students are evaluated by School through formal assessments that comprise of written and practical/ project evaluation for assessing theoretical proficiency and applied knowledge, as applicable. Yet, the final evaluation of student's progress is based solely upon the Board Examination



(Written & Practical/ Project Evaluation) conducted at the end of the session 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 and conducted at the end of Term-1.
- **Mid-Term Assessment (MT)** is cumulative in nature, includes the entire syllabus of Term-1 and Term-2, and conducted at the end of Term-2.
- **Pre-Board 1 (PB1)** is conducted at the end of Term-3 and includes the entire syllabus for the session.
- **Pre-Board 2 (PB2)** is conducted at the end of Term-4 and also includes the entire syllabus for the session.
- **Senior School Certificate Examination**, conducted by CBSE towards the end of academic year, is based on the entire syllabus for the session.

The final Report Card is 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	Components of Assessment
Term-1	Pre Mid-Term (PT-1)	PT1 (20%) MT (80%)	July	2 hours	• Written
Term-2	Mid-Term (MT)		September	3 hours	• Written • Practicals/ Projects
Term-3	Pre-Board-1 (PB-1)	PB1 (100%)	December	3 hours	• Written • Practicals/ Projects
Term-4	Pre-Board-2 (PB-2)	PB2 (100%)	January	3 hours	• Written • Practicals/ Projects
	Board Examination	BOARD EXAMINATION (100%)	February -March	3 hours	• Written • Practicals/ Projects
■ Mid-Term Result: PT1 (20%)+ MT (80%) = 100 % ■ Pre-Board Result: PB1/PB2 = 100% ■ Annual Result: As per CBSE Guidelines					

- Note: *The aforementioned assessment scheme for class XII is indicative and is liable to change as per the CBSE directives.*



■ Grading System - Internal Assessments: Classes IV-XII

Both marks and grades are awarded for individual academic subjects on eight-point scale. Only grades are awarded for the co-scholastic areas, as per the grading scale applicable for the class.

SCHOLASTIC								
Marks	91% & above	81% - 90%	71% - 80%	61% - 70%	51% - 60%	41% - 50%	33% - 40%	Below 33%
Grade (IV-VIII)	A1	A2	B1	B2	C1	C2	D	E (Needs Improvement)
Grade (IX-XII)	A1	A2	B1	B2	C1	C2	D	E (Failed)

CO-SCHOLASTIC					
Remarks	Outstanding	Very Good	Good	Satisfactory	Needs Improvement
Grade (IV-VIII)	A	B	C	Not applicable	
Grade (IX-X)	A	B	C	D	E

Grade (XI & XII)	A1	A2	B1	B2	C1	C2	D1	D2	E
Marks	91% & above	81% - 90%	71% - 80%	61% - 70%	51% - 60%	41% - 50%	31% - 40%	21% - 30%	Below 20%

Note - For computation of grades, all decimal values will be rounded off.

■ 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	A1	A2	B1	B2	C1	C2	D1	D2	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

All information pertaining to Assessments is in accordance with the rules, guidelines and notifications of CBSE, updated till March 2021. Any further change by CBSE in the examination pattern, subjects, syllabus, marking scheme, etc., would be duly notified.



■ 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, 3 rd Language*, ICT, STEAM	Art & Design, Music, Outdoor Play, All skills
IV-V	PT1, MT, PT2 and Annual Examination	English, Hindi, Mathematics, EVS, 3 rd Language*, ICT, Robotics	Art & Design, Performing Arts, H&PE, SLP, Discipline, Work Education
VI-VIII	PT1, MT, PT2 and Annual Examination	English, Hindi, Mathematics, Science, Social Science, 3 rd Language*, ICT	Art & Design, Performing Arts, H&PE, SLP, Discipline, Work Education
IX	PT1, MT, PT2 and Annual Examination	English, Mathematics, Science, Social Science, 2 nd Language**, CA	Performing Arts, H&PE, Discipline, Work Education, SLP-SEWA
X	PT1, MT, PB1, PB2 & Board Examination	English, Mathematics, Science, Social Science, 2 nd Language**, CA	Performing Arts, H&PE, Discipline, Work Education, SLP-SEWA
XI	PT1, MT, PT2 and Annual Examination	English, Physics, Chemistry, Biology, Mathematics, Economics, Computer Science*, Informatics Practices, Accountancy, Business Studies, Entrepreneurship**, History, Political Science, Sociology, Psychology, Legal Studies***	H&PE, Work Experience, General Studies, Attitude & Values, Personality Traits, SLP-SEWA
XII	PT1, MT, PB1, PB2 and Board Examination	English, Physics, Chemistry, Biology, Mathematics, Economics, Computer Science*, Informatics Practices, Accountancy, Business Studies, Entrepreneurship**, History, Political Science, Sociology, Psychology, Legal Studies***	H&PE, Work Experience, General Studies, Attitude & Values, Personality Traits, SEWA

PT1—Pre Mid-Term Assessment; MT—Mid-Term Assessment; 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; SLP—Student Leadership Programme; SUPW—Socially Useful Productive Work; ICT—Information & Communication Technology; CA—Computer Applications; SEWA - Social Empowerment through Work Education and Action

*3rd Language offered at DPS Patna & Pune is Sanskrit (in IV-VIII), at DPS Ludhiana is Punjabi (in I-VIII), and at DPS Coimbatore is Tamil (in I-VIII).

** 2nd Language offered in IX & X at DPS Patna & Pune is Hindi/ Sanskrit, at DPS Ludhiana is Hindi / Punjabi, and at DPS Coimbatore is Hindi/ Tamil.

*Computer Science offered at DPS Patna, Pune & Coimbatore only; **Entrepreneurship offered at DPS Patna, Pune & 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 upto 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 assessment 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 25% 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 entertained.
- 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 evaluated answer scripts of PT1/PT2, MT and PB1/PB2 will be distributed to students within 10 days of the date of the assessment.** Errors in evaluation, such as mistakes in totalling, 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 annual 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, attendance less than optimal level of mandatory 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 the next higher class, it is mandatory for student to appear for all the formal assessments, score at least 33% marks in all examinable subjects and in aggregate, and have an optimal level of mandatory attendance.*



- **Class X:** As per the CBSE Promotion Policy.
- **Class XI:** *For promotion to the next higher class, it is mandatory for the student to appear for all the formal assessments, score at least 33% marks in all examinable subjects in Annual Examination as well as in aggregate, separately in both Theory and Practical assessments, and have an optimal level of mandatory attendance.*
- **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 awards or certificates will be bestowed:

■ 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 and more than 90% attendance in 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 and more than 90% attendance in the session.

■ Scholar Badge - Criteria for 2021-22

- **Classes IX & XI:** Above 90% score in individual examinable subjects in all the Term Assessments and more than 90% attendance in the session 2021-22. Scholar Badge for performance in 2021-22 shall be awarded during the Scholar's Honour held in 2022-23
- **Class X:** Will be awarded to the students who score A1 grade (Positional Grade) in individual examinable subjects as per CBSE results and more than 90% attendance in the session 2021-22. **Students who have not taken admission in class XI will not be entitled for the same.**

■ Scholar Memento

- Will be awarded to the student who has received Scholar Badge for three consecutive years.
- Students, eligible 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.

Note: *Students who have missed any of the formal assessments (even on medical grounds), or were allowed to appear for retests or granted average marking, or have been involved in disciplinary misconduct, would not be eligible for Scholar Badge/Memento.*

■ Badge of Distinction

- Students with 100% attendance will be awarded with a Badge.





Assessment Schedule

■ PRE MID-TERM ASSESSMENT (PT1): CLASSES IV-VIII

DATE	DAY	IV	V	VI	VII	VIII
12.07.2021	MON	EVS	MATHS	SCIENCE	MATHS	SOC. SC.
13.07.2021	TUES	3RD LANG.	EVS	ENGLISH	ICT	3RD LANG.
14.07.2021	WED	MATHS	3RD LANG.	MATHS	3RD LANG.	SCIENCE
15.07.2021	THU	ENGLISH	HINDI	HINDI	SOC. SC.	ENGLISH
16.07.2021	FRI	HINDI	ENGLISH	3RD LANG.	HINDI	ICT
17.07.2021	SAT	-	-	ICT	ENGLISH	HINDI
19.07.2021	MON	-	-	SOC. SC.	SCIENCE	MATHS

NOTE: Normal Classes would resume for All Classes, Soon after the exam Dated: 19.07.2021 (MON)
 ICT Practicals For IV to VIII will be conducted between 06.07.2021 and 09.07.2021 during normal school hours

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

DATE	DAY	IX	X	XI	XII
12.07.2021	MON	SCIENCE	MATHS	CHM./B. ST./HIST.	PHY/ACCNTCY./POL. SC.
13.07.2021	TUES	CA	ENGLISH	MATHS/SOC.	BIO/ECON
14.07.2021	WED	2ND LANG.	CA	ENGLISH	IP/ COMP SC./ PSYCH./ LS/ ENTR.
15.07.2021	THU	ENGLISH	2ND LANG.	IP/COMP. SC./PSYCH./LS/ENTR.	ENGLISH
17.07.2021	SAT	MATHS	SOC. SC.	BIOL./ECON.	CHM./B.ST/HIST.
19.07.2021	MON	SOC. SC.	SCIENCE	PHY/ACCNTCY./POL. SC.	MATHS/SOC.

■ MID-TERM ASSESSMENT (MT): CLASSES IV-VIII

DATE	DAY	IV	V	VI	VII	VIII
13.09.2021	MON	-	-	SOC. SC.	MATHS	SCIENCE
15.09.2021	WED	-	-	HINDI	ENGLISH	3RD LANG.
17.09.2021	FRI	MATHS	EVS	ENGLISH	3RD LANG.	HINDI
20.09.2021	MON	EVS	MATHS	MATHS	SCIENCE	SOC. SC.
22.09.2021	WED	HINDI	ENGLISH	3RD LANG.	HINDI	ENGLISH
24.09.2021	FRI	ENGLISH	HINDI	SCIENCE	SOC. SC.	MATHS

Note:
 ICT Written Assessment (Classes VI-VIII) & 3RD Lang. (Class IV&V): 08.09.2021 (Wed.) During Normal School Hours
 ICT Practicals For IV TO V will be conducted from 07.09.2021 to 14.09.2021 during normal School Hours
 ICT Practicals For VI TO VIII will be conducted from 01.09.2021 to 09.09.2021 during normal School Hours

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

DATE	DAY	IX	X	XI	XII
13.09.2021	MON	SOC. SC.	MATHS	PHY./ACCNTCY./POL. SC.	CHM./B. ST./HIST.
15.09.2021	WED	2ND LANG.	ENGLISH	IP/COMP. SC./PSYCH./LS/ENTR.	BIOL./ECON.
17.09.2021	FRI	CA	SCIENCE	MATHS/SOC.	PHY./ACCNTCY./POL. SC.
20.09.2021	MON	MATHS	SOC. SC.	CHM./B. ST./HIST.	MATHS/SOC.
22.09.2021	WED	SCIENCE	CA	BIOL./ECON.	ENGLISH
24.09.2021	FRI	ENGLISH	2ND LANG.	ENGLISH	IP/COMP. SC./PSYCH./LS/ENTR.

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

DATE	DAY	IV	V	VI	VII	VIII	IX	XI
16.12.2021	THU	-	-	SOC. SC.	SCIENCE	MATHS	SOC. SC.	CHM./B. ST./HIST.
17.12.2021	FRI	-	-	ENGLISH	HINDI	3RD LANG.	CA	ENGLISH
20.12.2021	MON	EVS	MATHS	SCIENCE	MATHS	SOC. SC.	SCIENCE	PHY./ACCNTCY./POL. SC.
21.12.2021	TUE	ENGLISH	3RD LANG.	ICT	3RD LANG.	HINDI	ENGLISH	IP/COMP. SC./PSYCH./LS/ENTR.
22.12.2021	WED	3RD LANG.	HINDI	3RD LANG.	ICT	ENGLISH	-	BIOL./ECON.
23.12.2021	THU	MATHS	EVS	MATHS	SOC. SC.	SCIENCE	MATHS	-
24.12.2021	FRI	HINDI	ENGLISH	HINDI	ENGLISH	ICT	2ND LANG.	MATHS/SOC.

NOTE: ICT Practicals For IV to VIII will be conducted between 06.12.2021 and 10.12.2021 during normal school hours

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

- Schedule of annual examination of Classes IV-X & XI (for all subjects including ICT and 3rd Language) will be finalized only after the announcement of schedule for class X & XII CBSE Examination 2022. The schedule is expected by the end of January 2022.
- Annual examination for ICT (Classes VI-VIII) & for 3rd Language (Classes IV-VIII) would be conducted during normal school hours.

■ PRE BOARDS (PB): CLASSES X & XII

Pre-Board 1 (PB1)			
DATE	DAY	X	XII
01.12.2021	WED	SCIENCE	PHY./ ACCNTCY./ POL. SC.
04.12.2021	SAT	ENGLISH	BIO/ECON
06.12.2021	MON	CA	ENGLISH
08.12.2021	WED	2ND LANG.	CHM./ B. ST./ HIST.
11.12.2021	SAT	SOC. SCI	MATHS/SOCIO
14.12.2021	TUE	MATH	IP/COMP. SC./ PSYCH./ LS/ ENTR.

Pre-Board 2 (PB2)			
DATE	DAY	X	XII
03.01.2022	MON	SOC. SC.	ENGLISH
06.01.2022	THU	ENGLISH	IP/COMP. SC./ PSYCH./LS/ENTR.
08.01.2022	SAT	CA	BIO/ECON.
12.01.2022	WED	MATHS	CHM./B. ST./HIST.
17.01.2022	MON	SCIENCE	MATHS/SOC.
20.01.2022	THU	2ND LANG.	PHY./ACCNTCY./ POL. SC.



■ Open House

'Open House' is held to facilitate discussion between parents and teachers concerning the student's progress in both academic and co-curricular areas. Parents will be given specific timings to meet their ward's teachers on Open House days and must be punctual, as per the schedule given ahead. Please note that it is mandatory for parents to attend the Open House. Students must accompany their parents for the Open House, dressed in school uniform with their I-Card and Almanac. Parents are also requested to be in formal attire when they visit the 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 + new admissions (Prep - III) <i>* Class Prep-IV (all) only for Coimbatore</i>	24.04.2021 (SAT)	As per assigned time slot	8:00 a.m. to 10:00 a.m.
IV + new admissions (V) <i>* Class V (all) only for Coimbatore</i>			
VI + new admissions (VII-X)			11:00 a.m. to 01:00 p.m.
Nursery to I (8:00 a.m. to 10:00 a.m.)	28.08.2021 (SAT)	1-10	8:00 a.m. to 8:30 a.m.
	04.12.2021 (SAT)	11-20	8:30 a.m. to 9:00 a.m.
	23.03.2022 (WED)	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.)	28.08.2021 (SAT)	1-10	11:00 a.m. to 11:30 a.m.
	04.12.2021 (SAT)	11-20	11:30 a.m. to 12:00 p.m.
	24.03.2022 (THU)	21-30	12:00 p.m. to 12:30 p.m.
		31 onwards	12:30 p.m. to 1:00 p.m.
IV & V (11:30 a.m. to 01:30 p.m.)	24.07.2021 (SAT)	1-10	11:30 a.m. to 12:00 p.m.
	30.10.2021 (SAT)	11-20	12:00 p.m. to 12:30 p.m.
	29.01.2022 (SAT)	21-30	12:30 p.m. to 01:00 p.m.
	28.03.2022 (MON)	31 onwards	01:00 p.m. to 01:30 p.m.
VI to VIII (7:30 a.m. to 9:30 a.m.)	31.07.2021 (SAT)	1-10	7:30 a.m. to 8:00 a.m.
	30.10.2021 (SAT)	11-20	8:00 a.m. to 8:30 a.m.
	22.01.2022 (SAT)	21-30	8:30 a.m. to 9:00 a.m.
	28.03.2022 (MON) (Report Card - Tentative)	31 onwards	9:00 a.m. to 9:30 a.m.
IX & XI (11:30 a.m. to 01:30 p.m.)	31.07.2021 (SAT)	1-10	11:30 a.m. to 12:00 p.m.
	23.10.2021 (SAT)	11-20	12:00 p.m. to 12:30 p.m.
	22.01.2022 (SAT)	21-30	12:30 p.m. to 1:00 p.m.
	29.03.2022 (TUE) (Report Card - Tentative)	31 onwards	01:00 p.m. to 01:30 p.m.

CLASS & TIMING	DATE & DAY	ROLL NOS.	TIME SLOT
X & XII (9:30 a.m. to 11:30 a.m.)	31.07.2021 (SAT)	1-10	9:30 a.m. to 10:00 a.m.
	23.10.2021 (SAT)	11-20	10:00 a.m. to 10:30 a.m.
	24.12.2021 (FRI)	21-30	10:30 a.m. to 11:00 a.m.
	29.01.2022 (SAT) (Report Card - PB)	31 onwards	11:00 a.m. to 11:30 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 or ERP/School Mobile App. The appointment would be given on working days only during the non-teaching periods of the teacher concerned on that particular day.
- Printed Report Cards of Term-3 for Classes Nur–III and of Annual Examination (AE) for Classes IV–IX & XI would be distributed during the Open House scheduled in March 2022.
- Printed Report Cards of Pre-Board 1 & 2 (combined) for Classes X & XII would be distributed during the Open House scheduled in January 2022.

■ Report Cards

To keep parents informed of their ward's academic and co-curricular performance in school, the Report Cards of Term Assessments 1 & 2 (TA1 & TA2) for Classes Nur–III, the Report Cards of Pre Mid-Term, Mid Term & Post Mid-Term Assessments (PT1, MT & PT2) for Classes IV–IX & XI, and the Report Cards of Pre Mid-Term & Mid Term Assessments (PT1 & MT) for Classes X & XII would be uploaded/published on the School website, as per the schedule given here. Parents will be able to view the Report Cards online as well as download and save the same for future reference. Printed Report Cards for the aforementioned Term Assessments shall not be distributed by School.

Schedule for Report Card Upload/Publishing on School Website		
CLASSES	TERM/ASSESSMENT	REPORT CARD PUBLISHING DATE/DAY (TIME: 5:30 PM)
Nur–III	Term-1	26.08.2021 (THU)
	Term-2	03.12.2021 (FRI)
IV–V	Pre Mid-Term Assessment (PT1)	23.07.2021 (FRI)
	Mid-Term Assessment (MT)	21.10.2021 (THU)
	Post Mid-Term Assessment (PT2)	10.01.2022 (MON)
VI–IX & XI	Pre Mid-Term Assessment (PT1)	30.07.2021 (FRI)
	Mid-Term Assessment (MT)	21.10.2021 (THU)
	Post Mid-Term Assessment (PT2)	10.01.2022 (MON)
X & XII	Pre Mid-Term Assessment (PT1)	30.07.2021 (FRI)
	Mid-Term Assessment (MT)	21.10.2021 (THU)
	Pre-Board (PB1)	23.12.2021 (THU)



Key Aspects of Evaluation System and Major Programmes

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

- Pre & Post Mid-Term Assessments are Formative in nature. These are a combination of written tests and CCE which enable teachers to continuously monitor student's progress in a non-threatening and supportive environment.
- The written tests shall be held on consecutive working days in the months of July and December.
- 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) & Annual Examination (AE) different from Pre Mid-Term & Post Mid-Term Assessments?

- Mid-Term Assessments and Annual Examinations are Summative in nature.
- These are cumulative 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 the hand and heart. These include psychomotor skills, physical development, life skills, attitude, values, interests and participation in co-curricular activities.

What is Multiple Assessment?

- Multiple Assessment tool is a component of Periodic Assessment, introduced by CBSE in 2019-20 for classes IX & X. It uses variety of strategies like quizzes, oral test, concept map, exit cards, visual expression etc.

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 a one-shot Assessment at the end of the 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 terms 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.

What is the intent of Alternative Learning Programme?

- Teaching based to suit individual needs to help augmented academic performance.
- One to one teaching learning for students who need additional help in academic areas.
- Classes are organised for students on one of the week days for a particular



subject and on working Saturdays for 3 hours from 8.00am to 11.00am.

What is Student Leadership Programme (SLP)?

- The Student Leadership Programme (SLP) 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, SLP 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 SEWA Program?

The integrated SEWA (Social Empowerment through Work Education and Action) program (IX-XII) aims to develop a whole person in their intellectual, personal, social, emotional and social growth. SEWA takes learning beyond the walls of the classroom and sometimes even beyond the boundaries of the school. It helps to acquire the following learning skills:

- Plan, initiate and implement activities
- Learn to work in teams and collaborate through organizing activities/events in terms of skills, interest, motivation and professional growth
- Identify and nurture areas of strength and identify areas requiring further growth
- Engage with issues of social concern in the community, society, state and nation
- Develop new life skills and strategies and become lifelong learners

What is the intent of the Read Programme?

The key objective of the Read Programme is to develop a 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 & enhance imagination and thirst for knowledge
- to handle books properly and in the right manner
- to improve reading fluency, enrich vocabulary, pronunciation and diction.
- to improve grammar, spelling and writing skills
- to enhance confidence in the usage of language
- 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 tries to assign interesting homework based on matter that has been covered and distributes it 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 material is 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 integral parts 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 long white slips. Bloomers (with elastic on thighs) are compulsory for girls from classes Nursery to III. Underskirts 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 and shoes as per the design specifications of the prescribed uniform.
- Students are not allowed to apply henna on their hands. They are not allowed to wear rings on ears or fingers or nose. However, a pair of small ear studs is permitted for girls.
- 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.
- Body piercing and tattooing of any sort is strictly forbidden for students.
- Sikh boys of all classes must wear bottle green coloured patkas/turbans as prescribed.
- 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 63-64.





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:

- Students are not allowed to bring their personal books or belongings to the Resource Centre.
- Students must always maintain RC as a silent zone and follow code of conduct strictly.
- Reference books are not for issue. These books can be read only at the Resource Centre.
- Issue/return of books is mandatory for all students as also their participation in the activities slated in the schedule of the Resource Centre.
- Until the previously issued book is returned, students will not be eligible for a fresh issue.
- If books are returned late without a valid reason, the borrowing facility will be withdrawn for a period of up to 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 organization of the collection in different shelves. They must always place the books after consultation with the Resource Centre facilitator.
- Returning of issued books to the Resource Centre should be done in time (within 1 week) for which parents will have to take full responsibility.
- **Little Free Library (Classes IV to X):** Students of Class IV to X will get another opportunity to enjoy reading age-appropriate books through their classroom's collection of donated books that operates on 'Take a Book, Leave a Book' policy. These exchanges function on the trust that our students will conscientiously take good care of borrowed books and ensure the books they exchange enhance the Little free library collection.
- **Class library (Classes Nursery to V):** In each term RC will enrich these classes with exciting age appropriate reads. This library will operate through classroom in specified class hours. For class IV and V the entire process of book issue and return, care and maintenance will be managed by students. If a student fails to return a book in time, her/his borrowing facility may be withdrawn for a period of up to 4 weeks. Those responsible for losing Class library books will need to replace the book or pay three times the cost of the book as fine.





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 and bullying peers/ juniors 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.
- Cases like suspension, divesting of badge, malpractice in exams, gross misconduct in past two years will be disqualified.
- **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 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 by privately arranged transport. Details of the 'supervision areas' may be obtained from the school transport department or can be viewed on the school website under "About Us" > "Transport".
- **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 of the school office during working hours for details. A one-time, non-refundable Transport Users Fee of ₹ 25000 is payable.**
- School bus routes are devised 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 or sent by e-mail. 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 for free. Replacement, at no cost to the parent, will only be done in case there are factual errors in the data printed.
- If an identity card (or both) is lost, or becomes unusable for any reason, new identity card(s) can be requisitioned by paying the prescribed amount through the school ERP, accessible with the student's log in.
- 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 (**class VI onwards**) 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, for commute to and from school. 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 students from 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 generated by the school office through ERP 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.
- 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 / transport@dpspune.com / transport@dpsludhiana.com / transport@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 the school's 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, 2021.**

■ NACH/e-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. The account holder gets a message from his/her bank when the NACH mandate gets registered. Post-registration, fees will be deducted periodically from the parent's account and credited to the school's account by the Clearing House.

e-NACH or Electronic National Automated Clearing House is a faster way to register your Mandate. Currently, registration and approval of the NACH Mandate takes anywhere between 15 and 30 days, which will be reduced drastically. Once the e-NACH system is implemented, all you will have to do is log in to our website, fill up an online Mandate Form, which will be electronically routed through our bank to NPCI. The whole process may take less than 1-2 working days. We shall notify all parents once the e-NACH system is adopted by us.

■ Fees

With effect from academic session 2021-22, the Annual Miscellaneous Charge has been merged with the Education Fee. The total amount, thus arrived at, has been spread over 12 months. This will not only lessen the amount of fees payable at the beginning of the academic session, but also give parents the benefit of claiming a higher amount as Education Fees while filing their Income Tax Returns.

■ Dishonour/Return of NACH

In the event of any of the bi-monthly NACH Mandates being dishonoured, you are expected to deposit the amount online through the school website, using your ward's login credentials, 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 due amount online only AFTER we receive information about the dishonour of the NACH Mandate. Until this information is updated, the due amount will not be correctly shown on the portal. The updated due amount, which shows on the portal, is fixed and cannot be altered.

Fee Due Dates	Actual Payment Date (from Fee Due Date)	Administrative Charge
<i>April 01, 2021 June 01, 2021 August 01, 2021 October 01, 2021 December 01, 2021 February 01, 2022 (Education & Transport Fee, if applicable)</i>	<i>Within one month</i>	<i>₹ 250.00</i>
	<i>Within two months</i>	<i>₹ 500.00</i>
	<i>Within three months</i>	<i>₹ 750.00</i>
	<i>Within four months</i>	<i>₹ 1000.00</i>
	<i>In fifth month (after student's name is struck-off)</i>	<i>₹ 1250.00 + ₹ 2500.00 (Re-admission Charges)</i>
	<i>In sixth month</i>	<i>₹ 1500.00 + ₹ 2500.00 (Re-admission Charges)</i>

For detailed information on online payment of due fees, 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 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.



■ Transfer Certificate (School Leaving 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 (from office of Executive Magistrate) stating the loss of the said document and copy of FIR is submitted at School Office, along with a fee of ₹ 500.

Duplicate Report Card will only be issued after an affidavit (from office of Executive Magistrate) 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 not be provided to students, its e-version may be downloaded for reference from the school website.





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 application, linked to the ERP, is also functional and it may be accessed through individual parent login provided by School.** Through the website/mobile app, information related to student profile, school attendance, homework assigned, library usage, assessment results-cum-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 assigned for students. A link on the website takes visitors to the project page from where information and forms can be downloaded by students.

Since we also facilitate certain money transactions online through the school website, its data is secured and our URLs thereby begin with https://

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

- All Report Cards and Statement of Marks, except for Annual Results, are published on the School Mobile Application and no printouts are issued to students.
- All circulars are uploaded on the school website so that parents can directly log in and get the latest information and instructions regarding the academic and co-curricular activities taking place in school.
- The e-version of the Almanac can be viewed and downloaded from the section titled 'Publications' on the school website.
- The school calendar mentioning all activities and Assessment schedules of the school for the complete session can be viewed on our school website, so that parents can plan vacations in advance.
- For classes Nur-V, monthly Newsletters are uploaded on the school website. Apart from providing updates and glimpse of school activities, this newsletter is an important guide for parents to understand the syllabus being taken up every month in these classes.

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. Mails from only the primary/parents' e-mail ID will be entertained.

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. 62) is marked as a trusted ID so that it is not treated as spam. All communication from School will be made through the school website, mobile app, e-mails and SMS.



April 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
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25	26	27	28	29	30	31

August 2021						
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22	23	24	25	26	27	28
29	30	31				

September 2021						
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26	27	28	29	30		

October 2021						
S	M	T	W	T	F	S
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31						

November 2021						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
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28	29	30				

December 2021						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



FREQUENTLY Asked QUESTIONS

■ Regarding Education & Transport Fees

(Refer pg. 51-53 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 1 April, 2021.

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 Bi-monthly Education and/or Transport fee being dishonoured, you are expected to deposit the amount, along with the prescribed Administrative Charge, through the online payment facility accessible through the school website using the login credentials of your ward. 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 a reminder for fee payment?

The School 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. 24-33 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 with 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 2:30 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.

- Q. How can I apply for report card of my child for assessment other than Annual Examination?**

All students shall be issued Annual Report Cards which shall contain consolidated details of all assessments held throughout the year. However if a report card is required for any independent term assessment, an application must be submitted in the school office citing the reason for the same.



■ Regarding Absence & Late Arrivals

(Refer pg. 22-23 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 will be required along with the application.

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

There is no provision for half-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. 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. 48-50 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 those 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 notified on the website, 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.

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 V. Should you want this for your child



of class VI 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. 36-37 and 65 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/ Headmaster?

You can meet the Principal/Headmistress/Headmaster 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/info@dpspune.com/info@dpsludhiana.com/info@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.53 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, you may log in to the school website with your ward's credentials, go to Miscellaneous Fee Payments and, using the payment gateway option remit the prescribed amount. After payment, you should preferably send an email to the school's 'info' ID, mentioning your ward's details, requisition and payment details. The cost, payable online through the school ERP, for a single I-Card (parent's or student's) is ₹ 150, for a pair of I-Cards (student's and parent's) is ₹ 250, whereas for the Lanyard/ Parent I-Card Holder, it is ₹ 75.

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

Duplicate Report Card Covers may be obtained from School Office, subject to availability, upon online payment of ₹ 100. However, duplicate copies of Almanac will not be issued.

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, is any Fee also refunded??

Yes, a proportionate amount of Fees 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.

For instance, a student, whose fees have been paid in August for the months of August and September, applies for TC on 31st August and does not attend any classes in September,



will be refunded the Education and Transport (if paid) fees for September.

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.

Similarly, Institutional Fee and Transport Users Fee paid at the time of admission by a student are not refundable if the student has attended even a single day of class or after the commencement of the academic session.

- 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. Most Circulars are now sent through email.

- 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/corrected, after s/he is admitted to the school?**

Change/correction in the name of the child is allowed only till the child is in Class



Celebrating our Constitution

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/correction in name.
- Two newspapers (Hindi & English), where the concerned change/correction of 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/correction in name of student.

However, if the child is in Class IX and above, the change/correction in name is not encouraged and is subject to guidelines laid down by the CBSE.

Change/correction in name after CBSE registrations i.e Class IX onwards, is allowed only after approval from CBSE. The approval of CBSE for any correction/ change is provided, only if the correction/change is permitted by the Court of Law.

Q. Is it possible to get the name of parents rectified/corrected, after her/his ward is admitted to the school?

Rectification/correction in the parent name of the child is allowed only till the child is in Class VIII. The following documents (in original) are required:

- An affidavit from the Executive Magistrate (Not from the office of Notary), concerning the rectification/correction in name.
- Two newspapers (Hindi & English), where the concerned rectification/correction of 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 rectification/correction in name.

However, if the child is in Class IX and above, the rectification/correction in name is not encouraged and is subject to guidelines laid down by the CBSE.

Rectification/correction in parent name after CBSE registrations i.e Class IX onwards, is allowed only after approval from CBSE. The approval of CBSE for any rectification/correction is provided, only if, the correction/change is permitted by 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.



School Timings and Visiting Hours

■ School Timings

Classes	Summer Timings	Winter Timings
Nursery–V	9:30 a.m. – 2:30 p.m.	9:30 a.m. – 2:30 p.m.
VI–XII	7:00 a.m. – 1:00 p.m.	7:30 a.m. – 1:00 p.m.

Subject to weather conditions, school timings may change.

■ Visiting Hours

The school would like parents to maintain a close rapport with their ward'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 are required to 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

The Head of School : 11:30 a.m. – 12:30 p.m.

School Office Hours

- 7:00 a.m. – 4:00 p.m. (Monday–Friday)
- 7:00 a.m. – 2:00 p.m. (Saturday)
- 8:00 a.m. – 3:00 p.m. (During Summer Break)
- 9:00 a.m. – 4:00 p.m. (During Winter Break)

School Office will remain closed on second Saturday of the month. Subject to weather conditions, office working timings may change and such changes would be updated on the school website.

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@dpsludhiana.com. For all queries/requests related to transport of your ward to and from School, e-mails may be sent to transport@dpsludhiana.com.



Summer Uniform

CLASSES	BOYS	GIRLS
Nursery – III	a) Khadi White Half Shirt b) Khadi White Shorts c) School Belt d) White Socks with Green Band e) Black Velcro Shoes f) Khadi White Handkerchief	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 Shoes g) Khadi White Handkerchief
IV – V	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 Lace Shoes h) Khadi White Handkerchief	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 Lace Shoes i) Khadi White Handkerchief
VI – X	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) Khadi White Handkerchief	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 Lace Shoes j) Khadi White Handkerchief
XI – XII	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) Khadi White Handkerchief	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 Lace Shoes g) Khadi White Handkerchief

Winter Uniform

CLASSES	BOYS	GIRLS
Nursery & Preparatory	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) Green Jacket with Hood f) School Belt g) Grey Woollen Socks with Green Band h) Black Velcro Shoes i) Sky Blue Handkerchief	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) Green Jacket with Hood f) School Belt g) Green Hair Band/Rubber Band h) Grey Woollen Stockings with Green Band i) Black Velcro Shoes j) Khadi White Handkerchief
I – X	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 Sweatshirt (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) Khadi White Handkerchief	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 Sweatshirt (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) Khadi White Handkerchief
XI – XII	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 Sweatshirt h) Grey Track Upper i) Grey Track Pants j) Grey Woollen Socks with Green Band k) Black Lace Shoes l) Khadi White Handkerchief	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 Sweatshirt f) Grey Track Upper g) Grey Track Pants h) Green Hair Band/Rubber Band i) Grey Woollen Stockings with Green Band j) Black Lace Shoes k) Khadi White Handkerchief



Socially Useful Productive Work (SUPW – Classes 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. Once allotted, students have to compulsorily continue as members of that activity for one academic session.

Atal Tinkering Club*	English Literary Club*	Photography*
Badminton	Extended Reality*	Pot Painting**
Basketball	Financial Literacy Club*	Punjabi Literary Club*
Best Out of Waste**	Football	Puppetry
Bhangra**	Green School Club*	Ramanujan Club*
Carrom*	Guitar*	Robotics
Chess	Health & Wellness Club	School Media Club*
Choir	Hockey	School Safety Club
Cookery	Home Science*	Science Club*
Code Comrades	Instrumental Music**	Sculpture
Crossword Club*	Kathak	Skating
Darts	Lawn Tennis	Sketching
Drums & Tabla*	Needle & Thread Work **	Table Tennis
Electoral Literacy*	Painting	Theatre
Electronics Club*	Philately*	Volleyball*

* Offered from Class VI onwards

** Offered till Class V

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

List of Festivals

Occasion	Day	Date
Baisakhi	Tuesday	13.04.2021
Id-ul-Fitr*	Friday	14.05.2021
Id-UL-Zuha*	Wednesday	21.07.2021
Independence Day***	Sunday	15.08.2021
Moharram*	Thursday	19.08.2021
Raksha Bandhan	Sunday	22.08.2021
Gandhi Jayanti***	Saturday	02.10.2021
Dussehera	Thursday to Friday	14.10.2021 to 15.10.2021
Diwali	Monday to Friday	01.11.2021 to 05.11.2021
Guru Nanak Jayanti	Friday	19.11.2021
Christmas	Saturday	25.12.2021
Guru Gobind Singh Jayanti**	Sunday	09.01.2022
Lohri	Thursday	13.01.2022
Republic Day***	Wednesday	26.01.2022
Holi	Friday	18.03.2022

* Subject to sighting of the Moon.

** Subject to confirmation.

*** Holiday for Junior Wing students. Senior Wing students shall report to school for limited hours to attend the celebrations.

Vacations & Important Dates

Summer Break	03.05.2021 (Monday) to 13.06.2021 (Sunday)
Winter Break	25.12.2021 (Saturday) to 02.01.2022 (Sunday)
Last Working Day (Classes Nursery-III)	15.03.2022 (Tuesday)
Start of Academic Session 2022-23**	04.04.2022 (Monday)
Summer Break for Session 2022-23	16.05.2022 (Monday) to 26.06.2022 (Sunday)

**Subject to change with CBSE exam schedule



Trips and Excursions

Class	Place
IV	Apiary and Rural Museum in PAU
V	Maharaja Ranjit Singh War Museum
VI	Vanasthali Gardens
VII	Fatehgarh Sahib
VIII	Jung-e-Azadi Museum (Kartarpur)
IX	Virasat e Khalsa
X	NIS Patiala/ Cantonment
XI	Student Leadership & Life Skills Camp
XII	Industrial Visit*

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

Important Events - Tentative Dates/Days

Events	Dates/Days
100 Days (Nursery)	13.07.2021/Tuesday
Investiture Ceremony	06.08.2021 / Friday
Open Mic (Online)	27.08.2021 & 28.08.2021 (Friday & Saturday)
Scholar's Honour	31.08.2021/Tuesday
Self Learning Camp (XI)	03.10.2021 to 07.10.2021 (Saturday to Thursday)
Takshila Mind Speak	28.10.2021 & 29.10.2021 (Thursday & Friday)
Bal Sangam (Nursery-V)	16.11.2021 / Tuesday
Khoj (V & VI)	20.11.2021 (Saturday)
Takshila Basketball, Chess & Hockey Championship	25.11.2021 & 26.11.2021 (Thursday & Friday)
Annual Athletic Meet (IV-XII)	02.12.2021 & 03.12.2021 (Thursday & Friday)
Get Set Go (Nursery-III)	17.12.2021 (Friday)
Contestella (Online)	20.01.2022 & 21.01.2022 (Thursday & Friday)
Annual Function (Nursery-III)	18.02.2022 & 19.02.2022 (Friday & Saturday)



Co-curricular Activities

Classes Nursery-III	
Month	Name of the Activity
April	Rising Stars
July	Hundred Days
July	Seasons
August	Incredible India
September	Hands that Care
October	Safe Zone
November	Bal Sangam
December	Get Set Go
January	Things Around Us
February	Annual Function
March	My Learning Curve

Classes II-III	
08.04.21	My Home, My World! (II) Resource Hunt! (III)
15.04.21	Catch Me If You Can!
22.04.21	Trace My Thoughts
29.04.21	The Smart Post!
17.06.21	Nature's Shelter (II) My Creative Mind (III)
24.06.21	Quiz Mania(II) Book Trail (III)
01.07.21	Every Drop Counts! (II) Water- My Life(III)
08.07.21	Halt or Go! (II) Time to Tap (III)
15.07.21	Safety First
22.07.21	Wonders of Mother Nature
29.07.21	Boost Your Memory
05.08.21	My Dolphin Booklet (II) Mighty Rivers! (III)
12.08.21	Time to Tap(II) Halt or Go!(III)
26.08.21	Water Mysteries(II) Pitter Patter(III)
02.09.21	My Dream City(II)Three R's(III)
09.09.21	Bouncing Bees
16.09.21	Our Noble Warriors
23.09.21	Message of Gratitude
30.09.21	Swachhata Ka Ek Kadam
07.10.21	Dial to Safety (II)My Coaster (III)



Classes II-III	
21.10.21	Junior Journalist
28.10.21	My Smart City (II) Kindness to Nature (III)
11.11.21	My Food Platter(II) We Are Astronauts (III)
18.11.21	Twisty Turns(II) Sur Sangam (III)
25.11.21	Being Einstein
02.12.21	Make Your Sub!(II) Life Is In Layers III)
09.12.21	Thread a Story
16.12.21	Get Set Go Practice
23.12.21	The Food Market (II) The Incredible Eight!(III)
06.01.22	Animals, Our Friends!(II) Birth of a Plant(III)
20.01.22	Sur Sangam (II) Twisty Turns(III)
27.01.22	Just Animals Around
03.02.22	My Moo-Moo Friend(II) Eat Fit Cooking(III)
10.02.22	The Hot Seat Game
17.02.22	My Wish List
24.02.22	Fun Time in the Sun(II) Give Us a Clue(III)
03.03.22	A Special Note (II) Virtual Tour!! (III)
10.03.22	Virtual Tour!! (II) A Special Note(III)

Classes IV-V	
08.04.21	A Class of Our Own!
15.04.21	Crossword
22.04.21	Boojho to Jaane
29.04.21	From the Senses to the Nation
17.06.21	Counting on You
24.06.21	Ad Like That
01.07.21	Science Buffet: Seed Germination/Seed Craft
08.07.21	Cultural Bonanza
22.07.21	Poonch badhao, kahani likho(weave a story)
29.07.21	Climate Educhange
05.08.21	Demon Plastic
12.08.21	Safeguarding Harmony
26.08.21	Geet Gata Chal
02.09.21	Field to Plate
30.09.21	Dress It Up
07.10.21	Inner Courtyard(Festivals)
21.10.21	Quickipedia(Maths Quiz)



Classes IV-V	
28.10.21	Model Making
11.11.21	My Nation, My Heroes
18.11.21	Painted Panorama
25.11.21	Annual Athletic Meet Practice
02.12.21	Annual Athletic Meet
09.12.21	Crunchies
06.01.22	DPS Current Affairs
20.01.22	The Speaking Soul(JAM)
27.01.22	The Unsung Heroes
03.02.22	Educational Trip
10.02.22	The Charismatic Wonders
17.02.22	Blooming Blessings (Seasons)

Classes VI-VIII	
08.04.21	Star Quest
15.04.21	Bestowal-Collage Making
22.04.21	Cantillate Chorus-Group Singing
29.04.21	Tap Your Trash-Best Out of Waste
17.06.21	An Epistle To Yourself-Letter Writing
24.06.21	Querist-Constitution Quiz
01.07.21	Slogan Writing-Child Rights
08.07.21	Constitution Wise-Making Class Room Const.
22.07.21	Band of Trust
29.07.21	Speak Your Mind - JAM
05.08.21	Know Safety, No Accident
12.08.21	Dialectics-Debate
26.08.21	One Act Play English
02.09.21	Tip Your Hat, Hail Your Teachers-Card Making
30.09.21	Maze Amaze-Constitution-Crossword Quiz
07.10.21	Penny Wise-Financial Literacy Quiz
21.10.21	Page Break-Bookmark Making
28.10.21	Illuminating Hearts-Diwali Decorations
11.11.21	Nibandh Lekhan-Uttam Nagrik Ke Gunn
18.11.21	Tell a Tale-Storytelling with Puppets



Classes VI-VIII	
25.11.21	Takshila Sports Championship
02.12.21	Annual Athletic Meet
09.12.21	Greetings Galore-Card Making
06.01.22	Class Discussion-Climate Change
13.01.22	Dramatic Personae
20.01.22	Poster Making-Segregation of Garbage
27.01.22	Words are Important - Famous Speeches
03.02.22	Diorama-Science Model Making
10.02.22	Voice with Poise - Poem Recitation
17.02.22	Tangram Tricks-Maths Creativity

Classes IX-X	
08.04.21	Draft With Craft-Drafting School Constitution
15.04.21	Cryptic Crossword Quiz
22.04.21	One Act Play-English IX-X
29.04.21	Quiz Wise-Quiz on Constitution
17.06.21	Vibgyor - Rangoli Making
24.06.21	Ad Mad-Display Ad IX-X
01.07.21	Story Stringers IX-X
08.07.21	Poetry Recitation IX-X
22.07.21	Lokpriya Lokokti
29.07.21	Logic Wars-Debate IX-X
05.08.21	Model Making-Science
12.08.21	Speak Your Mind - JAM
26.08.21	Salute-Card Making
02.09.21	Act Your Part -Dramatic Personae IX-X
30.09.21	Words Sing-Slogan Writing
07.10.21	Great Masters' Voice - Famous Speeches
21.10.21	Word Wonder-Literary Quiz
28.10.21	Abhivyakti Ki Swantantrata-Aalekh
11.11.21	Mock Parliament IX-X
18.11.21	Rejuvenating the Preamble-Poster Making



Classes IX-X	
25.11.21	Takshila Sports Championship
02.12.21	Annual Athletic Meet
09.12.21	Create To Emote-Card Making
06.01.22	Think Tank Class Discussion- New Norms - School Safety
13.01.22	Fidget with Digits - Maths Quiz
20.01.22	Rhyme Art -Shape Poem Writing
27.01.22	Money Matters-Financial Literacy Quiz
03.02.22	Take a Break-Bookmark Making
10.02.22	Panorama-Collage on Indian Constitution
17.02.22	Kavya Lekhan-Humara Samvidhan

We, the people of India



The Constitution
of India is the book
which serves as a
guide to life, living
and governance in
the country.



Record of Late Coming

In case the student comes late, this page will be stamped and initialled by the gatekeeper, specifying the date and time of arrival. After a single occurrence of late-coming in a term/semester, the student will not be allowed to enter the classroom, except in case of examination.

[illegible]



Class Routine

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



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