



DELHI PUBLIC SCHOOL



ALMANAC 2022-23





## 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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- Uniform Details ▪ SUPW ▪ List of Holidays ▪ Trips & Excursions
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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 school:
  - to keep parents abreast of 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 school staff.

**Students should ensure that they bring 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 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

**E**ducation in India is at a crucial juncture. While pedagogical innovations through use of technology have been abundant in school-level teaching across the globe, the National Education Policy 2020 brings in yet another flavour to this paradigm. As we begin to incorporate the recommendations of maximising skill-cum-competency based, experiential, multilingual, community-rooted, inclusive and integrated education, *learning anew* would be the mantra for not just students, but also their teachers and parents.

Owing to the lack of in-person interaction and restriction of movement in the past two years of the pandemic, we can feel a sense of unfulfillment in children. The School has taken up the task of healing this lag by adopting the theme **Wellness** and planning a plethora of engagements in the year 2022-23 for boosting intrapersonal and interpersonal development of our students, taking special care of their emotional needs to understand and evolve with the rapidly changing world.

We are contemplating to introduce the **Accelerated Learning Programme** for all students across all classes to bridge the gap in pre-requisite knowledge that they require for applying previously taught concepts and better grasping the concept yet to be taught. The idea is to bolster students' confidence and interest in the subject.

In attempts to empowering our students in making informed educational and career choices, the **Career Guidance and Mentorship Programme** was initiated for classes IX to XII, wherein periodic webinars and regular alerts have been keeping students informed of the various streams/courses available and admission procedures at numerous institutes in India and abroad.

In the tenth year of our **Read Programme** for classes Nursery to XII, our motto is for students to grow through what they go through. The endeavour is to introduce young readers to diverse, not-necessarily-popular literature, broaden their reading palate, and bring in some level of autonomy to what they read. For the purpose, the weekly Read Period is being discontinued from classes IV upwards, and the Library curriculum is being reinvented to supplement this. In addition, classes IX to XII have been given a Book Menu to choose three books of their liking for reading this session.

**Activity Period** introduced in the daily schedule of classes IV and V last session for conducting Maths activities continues unabated to help children explore, experiment and develop their conceptual understanding.

Looking at the effectiveness of hybrid methods adopted for curricular teaching and co-curricular activities, we plan to continue conducting certain activities online this session as well. This would enable more participation for students and give them rich inter-school experience.

All efforts in the learning life of our students can reap optimum benefits only with effective communication between the School and parents. As always, constructive feedback from parents and concerns regarding the School and their wards are more that welcome.

Let's walk through life as though we have something new to learn. And then, we shall.





## Wellness

**Our bodies are our gardens, our wills are our gardeners**

~William Shakespeare

As the world talks about adjusting to the new reality and living the ‘new normal’ in this post-pandemic landscape, there is a sense of optimism and hope for a better future—one that provides much needed nourishment to the planet, the environment, and our lives. Having survived this unprecedented crisis in human history, our resilience has brought in cathartic wisdom to focus on the intangible before the tangible, to balance what we have with who we are and what we are capable of. With the impetus now firmly on holistic well-being, the Delhi Public School family has dedicated our annual theme to Wellness in the session 2022-23 to spread awareness on how individual efforts to sustain personal well-being and goodwill for others can amplify the wellness of society at large.

In essence, wellness is the measure of *jijivisha*—a strong eternal desire to live and continue living—in us. Wellness is the state of optimal health and vitality, which is attained by the full integration of physical, spiritual, intellectual, emotional, social, financial and environmental well-being. Pivoted on the act of practising a lifestyle that incorporates healthy habits to proportionately nourish these 8 dimensions of well-being on a daily basis, wellness harnesses mindfulness to make the most of every moment in all aspects of life.

Creating balance in our lives is an important part of wellness. A balanced life can mean many things, depending on culture, circumstances, resources, and other factors. Balance means making sure we have time to do the things that make us feel happy and fulfilled. These include working, having fun, spending time with loved ones, sleeping soundly, rendering meaningful service to society, obtaining knowledge and skills, innovating and creating, meditating and connecting to the source. Because we each have individual needs, preferences, and capabilities, what we consider ‘balance’ also looks different from person to person. Moreover, it is critically important for us to re-balance from time to time, to adjust to what is going on in our lives.

In the new normal, access to wellness content, holistic treatments and even medicine has undergone a massive shift, thanks to a host of new-age digital platforms. App-based fitness aids allow people to stay regular with workouts on their own schedule, help in finetuning the health regime and even track progress. Planning travel for adventure, fitness, retreat or quiet getaway is just a click away these days. Not only can one chalk out a regime to boost wellness using technology but can also easily obtain lifestyle products to supplement the plan. The trick is to practise this planning in our day to day lives. For lack of an app-based solution to this, we each need to fall back on the strongest powerhouse there is—our minds!

In the path to achieve wellness, it is not about being the best. It is about being better than you were yesterday. Wait not until you have reached your goal to be proud of yourself. Be proud of every step you take toward reaching that goal. Encourage others equally to do the same.



# Inculcating Wellness

A Conscious, Self-directed and Evolving Process of Achieving Full Potential



**Physical Wellness** reflects the levels of health and functioning of one's body, which is a cumulative function of physical activity, nutrition and mental well-being

- Take balanced nutritious diet
- Eat 80% of your stomach's capacity
- Drink 8 glasses of water a day
- Sleep 8 hours every night
- Engage in physical activity or exercise 30 minutes a day
- Take fresh air

- Meditate for 10 minutes daily
- Think positively in any circumstance
- Make hope and faith your best friends
- Practice gratitude
- Seek solitude. Connect with nature

**Spiritual Wellness** reflects the level of one's connection to the universal energy, mindfulness, sense of balance, clarity purpose in life and inner peace



**Emotional Wellness** reflects the state of one's feelings, which in turn are effects of thoughts and experiences in life

- Think positive.
- Let your first thought on waking and the last thought before sleeping be a happy one
- Surround yourself with people and things you love. Shun people and situation that cause you hurt
- Engage in activities you like
- Give and get love and respect in equal measures

- Read, listen, debate and write
- Solve puzzles, word games. Avoid noting, try remembering
- Create something every month using a skill you are good at
- Take up a project that requires learning a new skill twice a year

**Intellectual Wellness** reflects the ability of one's mind to engage in creative and stimulating activities to expand knowledge and skills



**Social and Cultural Wellness** reflects the ease with which we identify with the values and knowledge system of the community we hail from and live in

- Make friends. Keep in touch with your community. Give and seek help, when required
- Make effort to explore your heritage, family rituals and traditions
- Work for the common good. Give back to the society

- Reduce your carbon footprint. Limit usage of non-biodegradables
- Recycle and reuse
- Conserve resources water, electricity and fossil fuels

**Environmental Wellness** reflects the state of having good health by occupying pleasant, stimulating environments and close interaction with nature



**Financial Wellness** reflects the ability to afford one's wants, and is indicative of the resources one has to meet expenses and support lifestyle

- Ensure to have a steady reliable income
- Plan your expenses wisely and ahead in time
- Spend well within your budget. Avoid debt, always
- Build your savings. Set aside nest money and emergency funds

- Pursue a vocation that you love and are good at
- Plan your day to include 8 hours of work, 8 hours of rest and 8 hours of leisure
- Connect with people. Share ideas. Be compassionate

**Occupational Wellness** reflects the ability to achieve a balance between work and leisure, efficacy at work and building relationships with co-workers





## Student Particulars

NAME OF THE STUDENT.....

CLASS/SECTION ..... ADMISSION NO. ....

DATE OF BIRTH ..... BLOOD GROUP .....

SUPW CLUB ..... BUS NO. ....

BUS STOP (NO./LOCATION) .....

FATHER'S NAME .....

MOTHER'S NAME .....

RESIDENTIAL ADDRESS .....

*Student's latest photograph  
in summer uniform along  
with the I-card has to be  
pasted here.*

FATHER'S MOBILE NO. .... MOTHER'S MOBILE NO. ....

Details of siblings (if any) studying in this School

S.NO.	NAME	CLASS/SEC	ADMISSION NO.

## Declaration by Parents

1. In our absence/in case of emergency the following persons in the city could be contacted:

(a) Name .....

(b) Address.....

Mobile No.....

(a) Name .....

(b) Address.....

Mobile No.....



2. Our ward travels by School Bus and will commute .....  
(escorted/unescorted) from the Bus Stop. (Applicable only to Class VI & above)
3. Our ward comes under Supervision and will commute .....  
(escorted/unescorted) to and from school.  
(Applicable only to Class VI and above)
4. Either one of us (father/mother/local guardian) will sign all her/his leave applications, report cards, etc. Our specimen signatures are as under:

Specimen Signature

.....

(Father)

.....

(Mother)

In case of students staying with relatives.

Name .....

(Local Guardian/Relative)

.....

(Local Guardian/Relatives Specimen Signature)

Landline No.: ..... Mobile No.: .....

Address.....

.....

.....

(Class Teacher's Name)

.....

(Class Teacher's Signature)



# Home-School COMMUNICATION Record

*(To be used by parents/school staff for day-to-day communication. Students must get the remarks made by parents countersigned by the class teacher and vice-versa.)*

Date	Parent's/Teacher's Remarks	Teacher's Signature	Parent's Signature

# Record of NON-ATTENDANCE

*In the event of a student's absence from school, parents must provide an explanation for the absence in the column given below. (Valid for only up to two consecutive days of absence.) For more details refer to pages 22 and 23.*

[illegible]




## General SCHOOL Rules

School reserves the right to terminate the continuance of students whose conduct/academic progress is not satisfactory.

- Students who are escorted to and from school will be allowed to leave school campus only when the nominated escort shows the Parent copy of the I-Card. They shall be allowed to leave school premises with the nominated escort only if the request has been approved by school authorities. In case of a delay in the arrival of the escort, parents should report the matter to 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 occasions where students are representing school outside the campus.
- Bullying and the use of foul language, whether in or out of school, are punishable offences. Strict action will be taken against students found indulging in the same.
- Damaging or disfiguring any school property may result in suspension/expulsion from school in addition to a 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 reference books, electronic devices-cell phones, cameras, i-pods, i-pads, tablets and storage devices (CDs, DVDs, pen drives, portable HDD, micro SD or SD cards, etc.) to school. Violation may result to suspension and confiscation of the items. Any such item that is confiscated in school will be returned only after three months.
- It is strictly against school policy to bring money to school.
- Bringing expensive stationery (pens, pencils, fancy pencil-box, etc.) to school is strictly forbidden. Such items will be confiscated for good.
- Students are advised not to buy or receive any articles, gifts or food items from anyone, en route to school, in the interest of their own security.
- **Bursting of firecrackers or splashing Holi colours in school premises/bus is strictly forbidden. Students found guilty will be expelled from school.**
- It is mandatory for all students to be present for school functions as per instructions for their respective classes.

- 
- 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 school.
  - Students are not allowed to celebrate any occasion/birthday in school or distribute invitation cards/gifts/sweets/chocolates.
  - Students are not allowed to organise any get together outside school premises endorsing the name of school.
  - Students from class IV onwards are permitted to wear customized school watches. Watches other than prescribed ones shall be confiscated.
  - Students are strictly prohibited from commuting to school on cycles or self-driven two/four-wheelers. Any violation of this rule will result in expulsion from school.
  - In case a student forgets to bring tiffin box to school, parents should neither bring it to school themselves nor send it through someone. Instead, they should intimate 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, 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 an appropriate 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
<b>MONDAY</b>	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
<b>TUESDAY</b>	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
<b>WEDNESDAY</b>	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
<b>THURSDAY</b>	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
<b>FRIDAY</b>	Parantha (Plain or Dal/ Leafy Veg./ Aaloo/Paneer Stuffed); Soya-nugget Pulav	Urad Dal; Rajma; Lobhiya; Dal- Mangodi; Kadhai Capsicum-Paneer	Paneer Tikka; Shakkarpae/ Thekuwa	Fruit Raita; Bharwa Karela (Bitter Gourd); Matar Mushroom	Tamatar-Pyaaz Chutney; Sprouts & Fruit Bhel

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

### Note:

- Apart from these, parents can send an additional lunch container with items like sprouts, dry fruits, fresh fruits, salads, etc. Please bear in mind not



to over- stuff the lunch box or send junk food like wafers, chips, namkeen, or fill water bottles with soda-based soft drinks.

- As a policy, non-vegetarian food is strictly forbidden. This includes egg cooked in any form.
- **The napkin and mat issued to children are an integral part of school uniform. Hence, students must carry these to school daily and use them 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 prior approval.
- A student who has been absent on the previous day will not be allowed to attend class unless the 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 up to 2 days may be sent via email alternatively.
- **In case of absence for more than 2 days on medical grounds, Medical Certificate 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 school authorities.**
- **In case a student reports to school after absence without an explanation in the Almanac, the parents will be called to school and the student 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 school hours; if it were to be an assessment day, the student would be **awarded a zero for the assessment taken on that particular day.**
- Students who require medical attention during school hours may be sent to 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 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 off 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 all is well	Not more than 20 Days
Hepatitis	Till the doctor certifies all is well	Not more than 20 Days
Swine Flu	Till the doctor certifies all is well	Not more than 15 Days
COVID	Till the doctor certifies all is well	As per prevailing norms

- All students are expected to attend school on the first day following the vacations. Absence on the day of closing/reopening of 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.
- It is advised that the students above 15 years of age get themselves vaccinated against Covid 19. They will have to furnish a certificate to this effect. Fresh directives from the government will also have to be implemented.



## Late Arrival in School

- Students are expected to reach school 10 minutes before the start of school. Late-comers will not be allowed to enter school premises if it happens to be on more than one day in a month and disciplinary action shall be taken.
- Every time a student is late to school, an entry will be made in the 'Record of Late Coming,' by the gate keeper 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 will be evaluated through formal assessments as well as through their day to day performance under the Continuous and Comprehensive Evaluation (CCE). Four formal assessments will be conducted in the academic session, twice during each term:

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

Pre and Post Mid-Term Assessments (PT1 and PT2) will include CCE component in addition to the written test. Continuous evaluation will be 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	<b>Pre Mid-Term (PT-1)</b>	Written=10% PF/NB=5% SE=5%	July	2 hours	<ul style="list-style-type: none"> <li>Written</li> <li>Portfolio/Notebooks (PF/NB)</li> <li>Subject Enrichment (SE)</li> </ul>
	<b>Mid-Term (MT)</b>	MT=80%	September	3 hours	<ul style="list-style-type: none"> <li>Written</li> </ul>
Term-2	<b>Post Mid-Term (PT-2)</b>	Written=10% PF/NB=5% SE=5%	December	2 hours	<ul style="list-style-type: none"> <li>Written</li> <li>Portfolio/Notebooks (PF/NB)</li> <li>Subject Enrichment (SE)</li> </ul>
	<b>Annual Examination (AE)</b>	AE=80%	February-March	3 hours	<ul style="list-style-type: none"> <li>Written</li> </ul>
<ul style="list-style-type: none"> <li><b>Mid-Term Result:</b> PT1 [Written (10%)] + [PF/NB (5%) + SE (5%)] + MT (80%) = 100 %</li> <li><b>Annual Result:</b> PT2 [Written (10%)] + [PF/NB (5%) + SE (5%)] + [AE (80%)] = 100%</li> </ul>					

- *Note: For promotion to the next higher class, it is mandatory for the students to appear for all the formal assessments and have an optimal level of mandatory attendance.*

## ■ Class IX

The academic year is divided into two terms. Students will be evaluated through formal assessments as well as through their day to day performance under the Continuous and Comprehensive Evaluation (CCE). Four formal assessments will be conducted in the academic session, twice during each term:

- **Pre Mid-Term Assessment (PT1)** is formative in nature and will include the entire syllabus covered in Term-1 till the test date.
- **Mid-Term Assessment (MT)** is cumulative in nature and will include the entire syllabus of Term-1 and will be conducted at the end of Term-1.
- **Post Mid-Term Assessment (PT2)** will include the syllabus of Term-2 till the test date and few significant topics of Term-1.
- **Annual Examination (AE)** is cumulative in nature and will be based on the entire syllabus for the session.

Pre and Post Mid-Term Assessments (PT1 and PT2) will include components like written test, multiple assessments, portfolio/notebooks and subject enrichment. Continuous evaluation will be 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	<ul style="list-style-type: none"> <li>Written</li> <li>Multiple Assessments (MA)</li> </ul>
	Mid-Term (MT)		September	3 hours	<ul style="list-style-type: none"> <li>Portfolio/ Notebooks (PF/ NB)</li> </ul>
Term-2	Post Mid-Term (PT-2)		December	2 hours	<ul style="list-style-type: none"> <li>Subject Enrichment (SE)</li> </ul>
	Annual Examination (AE)	AE=80%	February - March	3 hours	<ul style="list-style-type: none"> <li>Written</li> </ul>
<p>■ <b>Mid-Term Result:</b> [PT1 (5%) + MA (5%)] + [PF/NB (5%) + SE (5%)] + [MT (80%)] = 100 %</p> <p>■ <b>Annual Result:</b> [Average of PT1, PT2 &amp; MT (5%)] + [MA(5%)] + [PF/NB (5%) + SE (5%)] + [AE (80%)] = 100 %</p>					

- *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 the students 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

The academic year is divided into two terms. However, the prescribed syllabus for the session will be completed by mid of Term-2. The final evaluation of student's progress will be 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 will be 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 will be conducted in the academic session:

- **Pre Mid-Term Assessment (PT1)** is formative in nature and will include the entire syllabus covered in Term-1 till the test date.
- **Mid-Term Assessment (MT)** is cumulative in nature, will include the entire syllabus of Term-1 and will be conducted at the end of Term-1.



- **Pre-Board 1 (PB1)** will be conducted in the mid of Term-2 and will include the entire syllabus for the session.
- **Pre-Board 2 (PB2)** will also be conducted in Term-2 and will include the entire syllabus for the session.
- **Secondary School Examination** will be conducted by CBSE towards the end of academic year, based on the entire syllabus for the session.

All school-based assessments will include components like written test, multiple assessments, portfolio/notebooks and subject enrichment. Continuous evaluation will be 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 will be computed by CBSE by considering 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 will be 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)
	Mid-Term (MT)		September	3 hours	Portfolio/Notebooks (PF/ NB) Subject Enrichment (SE)
Term-2	Pre-Board-1 (PB-1)		December	3 hours	Written
	Pre-Board-2 (PB-2)		January	3 hours	
	Board Examination		March	3 hours	Written
<div>■ <b>Mid-Term Result:</b> [PT1 (5%) + MA (5%)]+ [PF/NB (5%) + SE (5%)]+ [MT (80%)] = 100 %</div> <div>■ <b>Pre-Board Result:</b> PB-1/PB-2 = 100 %</div> <div>■ <b>Annual Result:</b> As per CBSE guidelines</div>					

- **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 the 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.

## ■ Class XI

The academic year is divided into two terms. Students are evaluated through formal assessments that comprise of written and practical evaluation for assessing theoretical proficiency and applied knowledge, as applicable. Three formal assessments will be conducted in the academic session:

- **Mid-Term Assessment (MT)** is cumulative in nature and will include the entire syllabus of Term-1 and will be conducted at the end of Term-1.
- **Post Mid-Term Assessment (PT2)** will include the syllabus covered in Term-2 till the test date.
- **Annual Examination (AE)** is cumulative in nature and will include 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	Mid-Term (MT)	MT=15%	September	3 hours	<ul style="list-style-type: none"> <li>• Written</li> <li>• Practicals/Projects</li> </ul>
Term-2	Post Mid-Term (PT-2)	PT2=5%	December	2 hours	<ul style="list-style-type: none"> <li>• Written</li> </ul>
	Annual Examination (AE)	AE=80%	February - March	3 hours	<ul style="list-style-type: none"> <li>• Written</li> <li>• Practicals/Projects</li> </ul>
<ul style="list-style-type: none"> <li>■ <b>Mid Term Result:</b> MT = 100 %</li> <li>■ <b>Annual Result:</b> MT (15%) + PT2 (5%) + AE (80%) = 100 %</li> </ul>					

- **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.

## ■ Class XII

The academic year is divided into two terms. However, the prescribed syllabus for the session will be completed by mid of Term-2. The students will be 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 a student's progress will be based solely upon the Board Examination. (Written & Practical/Project Evaluation) will be



conducted at the end of the session by CBSE. In all, five formal assessments will be conducted in the academic session:

- **Pre Mid-Term Assessment (PT1)** is formative in nature and will include the entire syllabus covered in Term-1 till the test date.
- **Mid-Term Assessment (MT)** is cumulative in nature and will include the entire syllabus of Term-1, and will be conducted at the end of Term-1.
- **Pre-Board 1 (PB1)** will be conducted in the mid of Term-2 and will include the entire syllabus for the session.
- **Pre-Board 2 (PB2)** will also be conducted in Term-2 and will also include the entire syllabus for the session.
- **Senior School Certificate Examination**, will be conducted by CBSE towards the end of academic year, and will be based on the entire syllabus for the session. The final Report Card will be issued by CBSE after the Board Examination.

Evaluation of Academic Subjects: Class XII					
Term	Type of Assessment	Percentage of weightage in academic session	Month	Duration of Written Assessment	Components of Assessment
Term-1	Pre Mid-Term (PT-1)	PT1 (20%) MT (80%)	July	2 hours	• Written
	Mid-Term (MT)		September	3 hours	• Written • Practicals/Projects
Term-2	Pre-Board-1 (PB-1)	PB1 (100%)	December	3 hours	• Written • Practicals/Projects
	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
<ul style="list-style-type: none"> <li>■ <b>Mid-Term Result:</b> PT1 (20%) + MT (80%) = 100 %</li> <li>■ <b>Pre-Board Result:</b> PB1/PB2 = 100%</li> <li>■ <b>Annual Result:</b> As per CBSE Guidelines</li> </ul>					

- *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 2022. 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
<b>NUR-PREP</b>	Continuous Thematic Assessment	English, Hindi, Mathematics	Art & Design, Play, All skills
<b>I–III</b>	Continuous Thematic Assessment	English, Hindi, Mathematics, EVS, 3rd Language , ICT, STEAM	Art & Design, Play, All skills Music, Outdoor
<b>IV–V</b>	PT1, MT, PT2 and Annual Examination	English, Hindi, Mathematics, EVS, 3rd Language , ICT, Robotics	Art & Design, Performing Arts, H&PE, SLP, Discipline, Work Education
<b>VI–VIII</b>	PT1, MT, PT2 and Annual Examination	English, Hindi, Mathematics, Science, Social Science, 3rd Language , ICT	Art & Design, Performing Arts, H&PE, SLP, Discipline, Work Education
<b>IX</b>	PT1, MT, PT2 and Annual Examination	English, Mathematics, Science, Social Science, 2nd Language , CA	Performing Arts, H&PE, Discipline, Work Education, SLP-SEWA
<b>X</b>	PT1, MT, PB1, PB2 & Board Examination	English, Mathematics, Science, Social Science, 2nd Language, CA	Performing Arts, H&PE, Discipline, Work Education, SLP-SEWA
<b>XI</b>	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####, Applied Mathematics	H&PE, Work Experience, General Studies, Attitude & Values, Personality Traits, SLP-SEWA
<b>XII</b>	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####, Applied Mathematics	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 is Sanskrit (in IV-VIII), at DPS Pune is Sanskrit (V-VIII) & Marathi (I-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. Applied Mathematics is offered only with Commerce and Humanities.*

## ■ Rules for Assessment

- Attendance is compulsory for all assessments held during the year, failing which the student will be marked a zero. Consideration, if any, will be **only on genuine medical grounds at 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 school office (during working 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, school will have the sole discretion in deciding a 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 awarded a zero in that subject. Parents and the concerned student will be called for a dialogue with 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 the total, 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.



## ■ Promotion Criteria

- **Classes Nursery to VIII:** No child is detained. Results are 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 the 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 the 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.
- **Class 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.

### ■ 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
11.07.2022	MON	EVS	MATHS	SCIENCE	MATHS	SOC. SC.
12.07.2022	TUES	3RD LANG.	EVS	ENGLISH	ICT	3RD LANG.
13.07.2022	WED	MATHS	3RD LANG.	MATHS	3RD LANG.	SCIENCE
14.07.2022	THU	ENGLISH	HINDI	HINDI	SOC. SC.	ENGLISH
15.07.2022	FRI	HINDI	ENGLISH	3RD LANG.	HINDI	ICT
16.07.2022	SAT	-	-	ICT	ENGLISH	HINDI
18.07.2022	MON	-	-	SOC. SC.	SCIENCE	MATHS

Note: Normal classes would resume for all classes, soon after the exam Dated: 18.07.2022 (Mon)  
 ICT Practicals for IV to VIII will be conducted between 04.07.2022 (Mon) and 08.07.2022 (Fri) during regular school hours

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

DATE	DAY	IX	X	XII
11.07.2022	MON	SCIENCE	MATHS	PHY./ACCNTCY./POL. SC.
12.07.2022	TUES	CA	ENGLISH	BIO/ECON
13.07.2022	WED	2ND LANG.	CA	IP/COMP. SC./PSYCH./LS/ENTR.
14.07.2022	THU	ENGLISH	2ND LANG.	ENGLISH
16.07.2022	SAT	MATHS	SOC. SC.	CHM./B.ST./HIST.
18.07.2022	MON	SOC. SC.	SCIENCE	MATHS/SOC.

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

DATE	DAY	IV	V	VI	VII	VIII
12.09.2022	MON	-	-	SOC. SC.	MATHS	SCIENCE
14.09.2022	WED	-	-	HINDI	ENGLISH	3RD LANG.
16.09.2022	FRI	MATHS	EVS	ENGLISH	3RD LANG.	HINDI
19.09.2022	MON	EVS	MATHS	MATHS	SCIENCE	SOC. SC.
21.09.2022	WED	HINDI	ENGLISH	3RD LANG.	HINDI	ENGLISH
23.09.2022	FRI	ENGLISH	HINDI	SCIENCE	SOC. SC.	MATHS

Note: ICT Written Assessment (Classes VI-VIII) & 3RD Lang. (Class IV&V): 07.09.2022 (Wed.)  
 During normal school hours ICT Practicals for IV & V will be conducted from 05.09.2022 (Mon) to 13.09.2022 (Tue) during normal School Hours  
 ICT Practicals for VI-VIII will be conducted from 29.08.2022 (Mon) to 07.09.2022 (Wed) during normal School Hours



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

DATE	DAY	IX	X	XI	XII
12.09.2022	MON	SOC. SC.	MATHS	PHY./ACCNTCY./POL. SC.	CHM./B. ST./HIST.
14.09.2022	WED	2ND LANG.	ENGLISH	IP/COMP. SC./PSYCH./LS/ENTR.	BIO./ECON.
16.09.2022	FRI	CA	SCIENCE	MATHS/SOC.	PHY./ACCNTCY./POL. SC.
19.09.2022	MON	MATHS	SOC. SC.	CHM./B. ST./HIST.	MATHS/SOC.
21.09.2022	WED	SCIENCE	CA	BIO./ECON.	ENGLISH
23.09.2022	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
15.12.2022	THU	-	-	SOC. SC.	SCIENCE	MATHS	SOC. SC.	CHM./B. ST./HIST.
16.12.2022	FRI	-	-	ENGLISH	HINDI	3RD LANG.	CA	ENGLISH
19.12.2022	MON	EVS	MATHS	SCIENCE	MATHS	SOC. SC.	SCIENCE	PHY./ACCNTCY./POL. SC.
20.12.2022	TUE	ENGLISH	3RD LANG.	ICT	3RD LANG.	HINDI	ENGLISH	IP/COMP. SC./PSYCH./LS/ENTR.
21.12.2022	WED	3RD LANG.	HINDI	3RD LANG.	ICT	ENGLISH	-	BIO./ECON.
22.12.2022	THU	MATHS	EVS	MATHS	SOC. SC.	SCIENCE	MATHS	-
23.12.2022	FRI	HINDI	ENGLISH	HINDI	ENGLISH	ICT	2ND LANG.	MATHS/SOC.

NOTE: ICT Practicals for IV to VIII will be conducted between 05.12.2022 (Mon) and 09.12.2022 (Fri) during regular school hours

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

- Schedule of annual examination of Classes IV-IX & XI (for all subjects including ICT and 3rd Language) will be finalized only after the announcement of schedule for class X & XII CBSE Examination 2023. The schedule is expected by the end of January 2023.
- Annual examination for ICT (Classes VI-VIII) & for 3<sup>rd</sup> Language (Classes IV-VIII) would be conducted during regular school hours.

## ■ PRE BOARDS (PB): CLASSES X & XII

Pre-Board 1 (PB1)			
DATE	DAY	X	XII
01.12.2022	THU	SCIENCE	PHY./ACCNTCY./POL. SC.
03.12.2022	SAT	CA	ENGLISH
06.12.2022	TUE	ENGLISH	BIO./ECON.
09.12.2022	FRI	2ND LANG.	CHM./B. ST./HIST.
12.12.2022	MON	SOC. SCI	MATHS/SOCIO
15.12.2022	THU	MATH	IP/COMP. SC./PSYCH./LS/ENTR.

Pre-Board 2 (PB2)			
DATE	DAY	X	XII
04.01.2023	WED	SOC. SC.	PHY./ACCNTCY./POL. SC.
07.01.2023	SAT	ENGLISH	IP/COMP. SC./PSYCH./LS/ENTR.
10.01.2023	TUE	2ND LANG.	BIO./ECON.
13.01.2023	FRI	MATHS	CHM./B. ST./HIST.
18.01.2023	WED	SCIENCE	MATHS/SOC.
20.01.2023	FRI	CA	ENGLISH

# Open House

‘Open House’ is held to facilitate a 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. 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 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
<b>Nursery + new admissions (Prep - III)</b> <i>*Class Prep-IV(all) only for Coimbatore</i>	23.04.2022 (SAT)	As per assigned time slot	8:00 a.m. to 10:00 a.m.
<b>IV + new admissions (V)</b> <i>*Class V (all) only for Coimbatore</i>			
<b>VI + new admissions(VII-X)</b>			11:00 a.m. to 01:00 p.m.
<b>Nursery to I (8:00 a.m. to 10:00 a.m.)</b>	27.08.2022 (SAT) 03.12.2022 (SAT) 22.03.2023 (WED)	1-10	8:00 a.m. to 8:30 a.m.
		11-20	8:30 a.m. to 9:00 a.m.
		21-30	9:00 a.m. to 9:30 a.m.
		31 onwards	9:30 a.m. to 10:00 a.m.
<b>II &amp; III (11:00 a.m. to 1:00 p.m.)</b>	27.08.2022 (SAT) 03.12.2022 (SAT) 23.03.2023 (THU)	1-10	11:00 a.m. to 11:30 a.m.
		11-20	11:30 a.m. to 12:00 p.m.
		21-30	12:00 p.m. to 12:30 p.m.
		31 onwards	12:30 p.m. to 1:00 p.m.
<b>IV &amp; V (11:30 a.m. to 01:30 p.m.)</b>	23.07.2022 (SAT) 05.11.2022 (SAT) 28.01.2023 (SAT) 27.03.2023 (MON)	1-10	11:30 a.m. to 12:00 p.m.
		11-20	12:00 p.m. to 12:30 p.m.
		21-30	12:30 p.m. to 01:00 p.m.
		31 onwards	01:00 p.m. to 01:30 p.m.



<b>VI to VIII</b> (7:30 a.m. to 9:30 a.m.)	30.07.2022 (SAT) 05.11.2022 (SAT) 21.01.2023 (SAT) 27.03.2023 (MON) (Report Card - Tentative)	1-10	7:30 a.m. to 8:00 a.m.
		11-20	8:00 a.m. to 8:30 a.m.
		21-30	8:30 a.m. to 9:00 a.m.
		31 onwards	9:00 a.m. to 9:30 a.m.
<b>IX &amp; XI</b> (11:30 a.m. to 01:30 p.m.)	30.07.2022 (SAT) 15.10.2022 (SAT) 21.01.2023 (SAT) 28.03.2023 (TUE) (Report Card - Tentative)	1-10	11:30 a.m. to 12:00 p.m.
		11-20	12:00 p.m. to 12:30 p.m.
		21-30	12:30 p.m. to 1:00 p.m.
		31 onwards	01:00 p.m. to 01:30 p.m.
<b>X &amp; XII</b> (9:30 a.m. to 11:30 a.m.)	30.07.2022 (SAT) 15.10.2022 (SAT) 24.12.2022 (SAT) 28.01.2023 (SAT) (Report Card - PB)	1-10	9:30 a.m. to 10:00 a.m.
		11-20	10:00 a.m. to 10:30 a.m.
		21-30	10:30 a.m. to 11:00 a.m.
		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 2023.
- Printed Report Cards of Pre-Board 1 & 2 (combined) for Classes X & XII would be distributed during the Open House scheduled in January 2023.

## 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 (as applicable), and the Report Cards of Pre Mid-Term & Mid Term Assessments (PT1 & MT) for Classes X & XII would be uploaded/published on 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	25.08.2022 (THU)
	Term-2	02.12.2022 (FRI)
IV–V	Pre Mid-Term Assessment (PT1)	22.07.2022 (FRI)
	Mid-Term Assessment (MT)	20.10.2022 (THU)
	Post Mid-Term Assessment (PT2)	13.01.2023 (FRI)
VI–VIII	Pre Mid-Term Assessment (PT1)	29.07.2022 (FRI)
	Mid-Term Assessment (MT)	20.10.2022 (THU)
	Post Mid-Term Assessment (PT2)	13.01.2023 (FRI)
IX & XI	Pre Mid-Term Assessment (PT1)- only IX	29.07.2022 (FRI)
	Mid-Term Assessment (MT)	14.10.2022 (FRI)
	Post Mid-Term Assessment (PT2)	13.01.2023 (FRI)
X & XII	Pre Mid-Term Assessment (PT1)	29.07.2022 (FRI)
	Mid-Term Assessment (MT)	14.10.2022 (FRI)
	Pre-Board (PBI)	23.12.2022 (FRI)



## 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 a 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., are given due weightage for assessment of an assignment.
- Assignments are designed with utmost care, keeping in mind their 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 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 Accelerated Learning Programme?***

- One to one teaching to bridge the gap in pre-requisite knowledge required by students to augment academic performance.
- Classes are conducted for students on a weekday for a particular subject and on working Saturdays for 3 hours from 8.00 a.m. to 11.00 a.m.

### ***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 help a student gain wholesome intellectual, personal, social, emotional and social growth. SEWA takes learning beyond the walls of the classroom and sometimes even beyond the boundaries of 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?***

Read Programme is directed towards nourishing and nurturing the reading mind of students by deploying the 'power' of literature to shape thinking and actions for an inclusive world. This is achieved through prescribing curated set of books for every class level. Book selection is designed:

- to cater to varied development age levels and reading interests.
- to stimulate critical thinking by responding to literature.
- to enable joy, surprise, thoughtfulness, reflection, awareness and knowledge.
- to provide diverse range of stories that reflect common and uncommon experiences.
- to entice thinking about values, choices, context and dilemmas through characters, plots and consequences.
- to turn reading into a lifelong engagement.



## HOMEWORK Policy

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

As a policy, no homework is given till class I. However, some reinforcement worksheets may be given. School tries to assign interesting homework based on the matter that has been covered in school and distribute it uniformly among various subjects per week.

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.
- Inform their parents if any extra material is needed for projects and other such home assignments, so that these can be acquired without inconvenience.
- Have 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.
- Ask their parents, on a daily basis, to review their homework tasks, show them the completed work and ensure that the parents sign notes in the Almanac.





## 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 the students and hair band for girls are integral parts of the uniform and must be worn at all times.
- Students 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 school in school uniform only.
- **Students who are not in complete/neat and tidy uniform can be debarred from boarding the bus/entering 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 the 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 the students.
- Each student is supposed to carry a clean handkerchief to school every 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 the 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 mandatory 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. White cycling shorts are mandatory for girls from classes IV to X.
- It is mandatory for girls to wear stockings if 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. They are also 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 school campus, inside the bus as well as outside school campus while representing school. Failure to follow the rules 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 the students.
- Sikh boys of all classes must wear bottle-green patkas/turbans as prescribed by the school.
- 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 if they are worn 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.

***Non-compliance of aforementioned rules will result in disciplinary action and repeated offence will result in suspension for a week.***



# LIBRARY Rules

*The school's Library is open to all students. However, only Classes IV to XII have a Library period in their weekly schedule. Students visiting the Library have to observe the following rules:*

- Students are encouraged to:
  - treat and use Library as a shared resource.
  - follow code of conduct in Library and maintain the zone of silence.
  - participate in activities planned in Library schedule.
  - issue and read books regularly.
  - keep books with care.
  - return books timely (within 1 week).
  - use Reference books (not meant for issue) in Library premises.
  - suggest books they wish to be added to the Library collection.
  - recommend ways in which the Library facilities may be improved for its users.
  - help maintain the open access system of the Library by keeping the order and organization of the collection in various shelves. Books should be placed under consultation with the Librarian.
- Students are discouraged to:
  - bring personal books or belongings to the Library.
  - issue fresh books until the previously issued book is returned.
  - return books late without a valid reason. In such cases, the student's borrowing facility will be withdrawn for a period of up to 4 weeks.
  - mark, disfigure, damaged or misplace book. Such books will have to be replaced by the student, failing which s/he will be billed thrice the cost of the book.
  - damage or deface Library resources. In such cases, the student may be debarred from the Library for the entire term or academic year and a heavy fine will be levied.
- **Class Library (Classes Nursery to V):** Classes Nursery to V have a tub of exciting age-appropriate books that are refreshed by the Library every term for children to browse during specified class hours. For Classes IV and V, the entire process of book issue and return, care and maintenance is managed by students. For issue/return, the same rules of the main Library apply.
- **Little Free Library (Classes IV to X):** Students of Classes IV to X get to enjoy reading a separate set of 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.
- **Read Programme Shelves (Classes IX to XII):** Since the students of Classes IX to XII are given to choose 3 titles from a larger menu of Read Programme books for personal reading, multiple copies of all titles from the book menu are stocked in the Library for them to borrow and read books not chosen by them.





## 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 given 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 school in dealing with the students who behave 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 to 30 days)
  5. Rustication
  6. Withdrawal of transport facility for improper behaviour in school bus.  
In such cases, parents will be responsible for their ward's pick and drop to school.
- It is expected from all Dipsites that they maintain a very cordial relation with the teaching/non-teaching/housekeeping/transport staff of 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 deface/cause damage 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).
  - Weapons or sharp instruments, such as blades, knives etc are not allowed in school premises. Only scissors with rounded edges used for Art & Craft activities may be brought to school.
  - Students are forbidden from bringing cosmetics, combs, perfumes, deodorants, etc., to school.
  - Students are not allowed to bring ink whitener pens or correction 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. The Student Council acts as a link between the Head of school, teachers and students. They help to organise different activities scheduled in the event calendar along with the teachers.*

*The objective behind constituting the Student Council 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 the Student Council

- Students with a minimum of 75% score in all subjects in the previous session.
- Those with suspension, divesting of badge, malpractice in exams, -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 and untidy uniform will not be considered at all.
- Aspiring students may give their names to the In-charge for various positions. List of eligible candidates shall be displayed on School Notice Board; these 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 a 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 school 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 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, 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 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 school's website. The application form duly filled and completed must be submitted at 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 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 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 school office. The parents will then have to pick up the student from 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 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 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 school commences.
- Parents/Guardians of students who do not avail school transport should present themselves at school gate fifteen minutes after the start of dispersal of students from 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 school in the prescribed format (available on 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 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.
  - School Leaving Register must be signed.
  - A Permission Slip generated by school office through ERP must be obtained and shown at school gate before leaving the campus.
- Under no circumstance are students allowed to go behind or under the buses parked in 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 the 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 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](mailto:transport@dpspatna.com), [transport@dpspune.com](mailto:transport@dpspune.com), [transport@dpsludhiana.com](mailto:transport@dpsludhiana.com), [transport@dpscoimbatore.com](mailto:transport@dpscoimbatore.com).**





## Payment of

## FEEs

The only method of remitting fees to school is through an electronic transaction between school's and the parent's bank. 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, 2022.

### ■ 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, school will issue and collect a 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 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 30 and 45 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

School charges Education Fee and, if the student is a school transport user, Transport Fee. School collects these fees bi-monthly using the registered NACH Mandate. The Fee Structure for a particular academic session is communicated through email to all parents before, or at the beginning of the session.

### ■ 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 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 Date	Actual Payment Date (from Fee Due Date)	Administrative Charge
April 01, 2022	Within one month	₹250.00
June 01, 2022	Within two months	₹500.00
August 01, 2022	Within three months	₹750.00
October 01, 2022	Within four months	₹1000.00
December 01, 2022	In fifth month (after student's name is struck-off)	₹1250.00 + 2500.00 (Re-activation Charge)
February 01, 2023 (Education & Transport Fee, if applicable)	In sixth month	₹1500.00 + 2500.00 (Re-activation Charge)

For detailed information on online payment of due fees, please refer to the link titled “Online Payments” 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 circumstances will the Administrative Charge be waived.

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 school regularly and on time.

## ■ Information regarding Change of Bank

In case you wish to change your bank account from which the NACH Mandate was issued and fees were being debited, please contact our Accounts Department. A fresh NACH Mandate Form will have to be submitted at school office. Till the fresh NACH Mandate is registered by NPCI, the old Mandate will continue to be treated as valid for collection of fees.



## ■ 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 school office).

Security Deposit submitted at the time of admission by old students (admitted to school in or before academic session 2013-14) 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/collection 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 application stating the loss of the said document 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. Efforts are being made to make Bonafide Certificates and Fee Payment Certificates available online for download.

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, subject to availability. 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 school website.





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

A lot of emphasis is laid on integration of information technology for smooth functioning of school and for minimizing efforts in communication. With this in view, we maintain 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. 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, school mobile app is the most efficient way to communicate with school on issues related to school transport, issue of duplicate I-cards and other documents, intimation of absence as well as other queries.

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 for easy download and perusal.

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

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

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

- All Report Cards and Statement of Marks, are published on school Mobile Application and no printouts, except for Annual Report Card, are issued to the students.
- All circulars are uploaded on 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 school website.
- School calendar mentioning all the activities and Assessment schedules of 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 school website. Apart from providing updates and glimpse of school activities, this newsletter serves as 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 school website. Mails from only the primary/parents' e-mail ID will be entertained.

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



April 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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

July 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31					1	2
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24	25	26	27	28	29	30

October 2022						
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January 2023						
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29	30	31				

May 2022						
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29	30	31				

August 2022						
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November 2022						
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February 2023						
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26	27	28				

June 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2022						
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December 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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March 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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## FREQUENTLY Asked QUESTIONS

### ■ Regarding Education & Transport Fees

*(Refer pg.51-53 for details)*

**Q. How do I remit fee to 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, 2022.

**Q. What if I change my bank account from one bank to another? How do I intimate 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 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 penalised, 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 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?**

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 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 awarded zero or will average marks on the basis of his/her previous performance be awarded?**

There is no provision for retesting the 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 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. to 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 student-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 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 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 school 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 school). Students arriving late will not be allowed to enter 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 school campus during school hours, the following rules will be observed:

- A written request must be submitted by the parent well in advance.
- The parents' copy of identity card must be produced.
- School Leaving Register must be signed.
- A Permission Slip must be obtained from school office and shown at 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 Head of School by submitting the application in person. If prior information is not given, 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-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 exam/test day. Child will be awarded zero for the exam conducted on that particular day.

## ■ Regarding Transport Facility

*(Refer pg. 49-51 for detail)*

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

It is mandatory for all the 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 and 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 affected by submitting the prescribed application form along with the prescribed fee. 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 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 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 up to class V. Should you want this for your child of class VI onwards, you need to give an application for the same to 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 her/him, at her/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., school bus may be delayed. Under such circumstances, you may call 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 school in advance to ask for an appointment and visit 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 Head of School/Headmistress/Headmaster?**

You can meet the Head of School/Headmistress/Headmaster on all working days with prior appointment.

### **Q. If I make a complaint against 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](mailto:info@dpspatna.com)/[info@dpspune.com](mailto:info@dpspune.com)/[info@dpsludhiana.com](mailto:info@dpsludhiana.com)/[info@dpscoimbatore.com](mailto: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](mailto: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.54 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?**

I-cards will normally be replaced after every three years. In case the I-card is lost or mutilated, you may log in to school website with your ward's credentials, go to Online Payments and, after selecting the correct option, use the payment gateway to remit the

prescribed amount. After payment, you should preferably send an email to school's 'info' and 'accounts' IDs, mentioning your ward's details, requisition and payment details. The cost, payable online through 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 Student I-Card Cover with Lanyard/Parent I-Card Cover, 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/collection of TC. Parent/guardian must ensure that the 'Application for Issue of TC' is downloaded from the website and 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 Head of School/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 and 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, the item will be confiscated and returned to the parent only after the end of the academic session or a lapse of three months, whichever is later.

**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 school?**

Change/correction in the name of the child is allowed only till the child is in Class VIII. For changing the name of your ward in 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 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 school?**

*Change/Correction in the Date of Birth is not allowed. The Birth Certificate, submitted by the parent, at the time of admission of the child, is considered as proof of the date of birth. Any request for alteration in the date of birth 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 date of birth 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

School would like the parents to maintain a close rapport with their ward's teachers and meet them periodically. The Head of School and members of the faculty will make every effort to make themselves available to meet parents on request, at mutually convenient time on working days, by prior appointment. Parents are required to call up school in advance to ask for an appointment and visit 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**

##### **Summer Timings**

7:00 a.m. – 4:00 p.m. (Monday–Friday)

7:00 a.m. – 2:00 p.m. (Saturday)

##### **Winter Timings**

7:30 a.m. – 4:00 p.m. (Monday–Friday)

7:30 a.m. – 2:30 p.m. (Saturday)

##### **Summer/Winter Break**

7:00 a.m. – 2:00 p.m. (During Summer Break)

8:00 a.m. – 3:00 p.m. (During Winter Break)

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

***All important information from school shall be communicated through school website/e-mail/SMS. You may contact school through e-mails to [info@dpsludhiana.com](mailto: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](mailto:transport@dpsludhiana.com)***

## Summer Uniform

CLASSES	BOYS	GIRLS
Nursery – III	a) Khadi White Half-sleeve 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-sleeve 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-sleeve 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-sleeve 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-sleeve 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
<b>Nursery &amp; Preparatory</b>	a) Khadi White Full-sleeve Shirt b) Grey Trousers c) Green 'V' Neck Sleeveless Sweater with School Monogram d) Green 'V' Neck Full-sleeve 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 Sleeveless Sweater with School Monogram d) Green 'V' Neck Full-sleeve 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
<b>I – X</b>	a) Khadi White Full-sleeve Shirt b) Grey Trousers c) Green Blazer with School Monogram d) Green 'V' Neck Sleeveless 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 Sleeveless 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
<b>XI – XII</b>	a) Khadi White Full-sleeve Shirt b) Grey Trousers c) Green Blazer with School Monogram d) Green 'V' Neck Sleeveless 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 Sleeveless 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. Students will be allotted the SUPW clubs as per the preference criteria. Once allotted, students have to compulsorily continue as members of that activity for one academic session.

Applied Art and Advertisement Club*	Drums & Tabla*	Photography*
Atal Tinkering Club*	Electoral Literacy*	Punjabi Literary Club*
Badminton	Electronics Club*	Puppetry
Basketball	English Literary Club*	Ramanujan Club*
Best Out of Waste**	Financial Literacy Club*	Robotics
Bhangra	Football	School Media Club*
Bharatanatyam*	Green School Club*	School Safety Club **
Carpentry Club*	Guitar*	Science Club*
Carrom*	Health & Wellness Club	Sculpture
Chess	Hockey	Skating
Choir	Home Science*	Sketching **
Code Comrades	Instrumental Music**	Table Tennis
Cookery	Kathak	Theatre
Crossword Club*	Lawn Tennis	Thimble Thumbs Club
Darts	Painting**	Volleyball*

\* Offered from Class VI onwards

\*\* Offered till Class V



## List of Festivals

Occasion	Day	Date
Baisakhi	Thursday	14.04.2022
Id-ul-Fitr*	Tuesday	03.05.2022
Id-ul-Zuha*	Sunday	10.07.2022
Moharram*	Monday	08.08.2022
Raksha Bandhan	Thursday	11.08.2022
Independence Day***	Monday	15.08.2022
Gandhi Jayanti***	Sunday	02.10.2022
Dussehera	Tuesday & Wednesday	04.10.2022 & 05.10.2022
Diwali	Friday To Tuesday	21.10.2022 to 25.10.2022
Guru Nanak Jayanti	Tuesday	08.11.2022
Christmas	Sunday	25.12.2022
Guru Gobind Singh Jayanti**	Thursday	29.12.2022
Lohri	Saturday	14.01.2023
Republic Day***	Thursday	26.01.2023
Holi	Wednesday	08.03.2023

\* 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 for Session 2022-23	16.05.2022 (Monday) to 26.06.2022 (Sunday)
Winter Break	25.12.2022 (Sunday) to 03.01.2023 (Tuesday)
Last Working Day (Classes Nursery-III)	15.03.2023 (Wednesday)
Start of Academic Session 2023-24**	03.04.2023 (Monday)
Summer Break for Session 2023-24 (tentative)	15.05.2023 (Monday) to 25.06.2023 (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	Self-Learning Camp
XII	Industrial Visit*

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

## Important Events - Tentative Dates/Days

Events	Dates/Days
Summer Special Classes (X & XII)	20.06.2022 to 25.06.2022 (Monday to Saturday)
Summer Special Classes (XI)	06.06.2022 to 25.06.2022 (Monday to Saturday)
100 Days (Nursery)	12.07.2022/Tuesday
Investiture Ceremony	28.07.2022/Thursday
Inter-school Social Science Event (Online)	04.08.2022/Thursday & 05.08.2022/Friday
Scholar's Honour	09.08.2022/Tuesday
Self-Learning Camp (XI)	09.10.2022 to 14.10.2022 (Sunday to Friday)
Takshila Basketball, Chess & Hockey Championship	03.11.2022/Thursday & 04.11.2022/Friday
Bal Sangam	14.11.2022/Monday
Inter-school Science Carnival	17.11.2022 /Thursday & 18.11.2022/Friday
Khoj (V)	19.11.2022/Saturday
Khoj (VI & VII)	26.11.2022/Saturday
Annual Athletic Meet (VI - XII)	29.11.2022/Tuesday & 30.11.2022/Wednesday
Get Set Go (Nur - II)	08.12.2022/Thursday
Get Set Go (III - V)	09.12.2022/Friday
Hindi Literary Interschool Event (Online)	12.01.2023/Thursday & 13.01.2023/Friday
Open Mic	09.02.2023/Thursday & 10.02.2023/Friday



## Co-curricular Activities

Classes Nursery-III	
Month	Name of the Activity
April	Super Stars
July	Hundred Days (Nursery); Jungle Walk (Prep & I)
August	India – My Pride
September	Happy to Help
October	Rock & Roll
November	Bal Sangam
December	Get Set Go
January	Stay Fit
February	Annual Activity
March	My Learning Ladder

Classes II-III	
07.04.22	Who Am I? (Class II); Books - Our Friends (Class III)
21.04.22	My Creative Story
28.04.22	Post a Wish
05.05.22	Creative Visuals (Class II); Story Depiction (Class III)
12.05.22	The Hungry Wolf (Class II & III)
30.06.22	I Spy (Class II); My Story Strip (Class III)
07.07.22	I Am Important (Class II); Water Mysteries (Class III)
14.07.22	Dance Mania (Class II); Halt or Go (Class III)
21.07.22	Creativity at Its Best!
28.07.22	I can Speak
04.08.22	Roll and Bowl (Class II); Fun with Umbrellas (Class III)
18.08.22	Let's Know Each Other
25.08.22	Conserve Water Conserve Life (Class II); Water - My Life (Class III)
01.09.22	Gratitude Cards (Class II); Farmers - Our Heroes (Class III)
08.09.22	Bouncing Bees
15.09.22	Expand Your Vocabulary
22.09.22	Happiness at the Doorstep! (Class II); Voyage of a Letter (Class III)
29.09.22	Swachata ka ek kadam
06.10.22	Magical Seeds- (Class II); Healthy Bhel (Class III)
13.10.22	Halt or Go (Class II); Dance Mania (Class III)
20.10.22	If I were an Author
27.10.22	My Green World (Class II); Farmer in the Fields (Class III)



### Classes II-III

03.11.22	Rainbow in my Plate (Class II); Paper Bag Bird (Class III)
10.11.22	Sur Sangam (Class II); Blindfold (Class III)
17.11.22	My Book Mark
24.11.22	Shape Up the Clay
01.12.22	Get Set Go Practice
08.12.22	Get Set Go
15.12.22	Little Chefs (Class II); Healthy Nut Balls (Class III)
22.12.22	Food on My Platter (Class II); Quiz O' Mania (Class III)
05.01.23	You and Me (Class II); Life Around Plants (Class III)
12.01.23	Blindfold (Class II); Sur Sangam (Class III)
19.01.23	Let's Go for Spelling Relay
02.02.23	Hairy Head (Class II); Spice it Up (Class III)
09.02.23	Get on your Feet
16.02.23	JEB Practice
23.02.23	ABC Book of Animals (Class II); Plants Need LAWNS (Class III)
02.03.23	Down the Paper Lane (Class II); Virtual Tour (Class III)
09.03.23	Virtual Tour (Class II); Down the Memory Lane (Class III)

### Classes IV-V

07.04.22	The Innovative Folks
21.04.22	Natural Healer
28.04.22	Trash to Art
05.05.22	Blind Artist
12.05.22	Tales From Another Land
30.06.22	Discovery of India
07.07.22	Nature Scavenger Hunt
21.07.22	The Sky is My Canvas
28.07.22	My Positive Self Image
04.08.22	Jungle Sensory Bin
18.08.22	India's Real Hero
25.08.22	Visheshan Phooldaan
01.09.22	Healthy Plate
08.09.22	Dictionary Dig
29.09.22	Festive Beats
06.10.22	Celebration Wind Chimes
13.10.22	Sur Sangam
20.10.22	Young Scientist
27.10.22	Mask Making



Classes IV-V	
03.11.22	Protective Souls
10.11.22	JAM
17.11.22	What I Am Stuck With
24.11.22	Acrostic Poem
01.12.22	Get Set Go Practice
08.12.22	Get Set Go
05.01.23	Earth Chargers
12.01.23	Cyber Awareness Challenge
19.01.23	Positive Post
02.02.23	Our Assets
09.02.23	Healthy Heart
16.02.23	Grandparent's Biography

Classes VI-VIII	
07.04.22	Get - Go
21.04.22	My Well-Being Plate
28.04.22	Wonderful Verse - VIII - English Poetry Recitation
05.05.22	Myriad Colours - Earth Day Poster Making
12.05.22	Wonderful Verse - VII - English Poetry Recitation
30.06.22	An Epistle to Yourself 2.0
07.07.22	Wonderful Verse - VI - English Poetry Recitation
21.07.22	Strokes Of Thought
28.07.22	Investiture Ceremony
04.08.22	Beautiful Bond - Raakhi Making
18.08.22	Voice Over- Self-Created Story Telling
25.08.22	True Talent - VIII - Group Singing Competition
01.09.22	Comically Yours - Creating Cartoon Strip
08.09.22	True Talent - VII - Group Singing Competition
29.09.22	True Talent - VI - Group Singing Competition
06.10.22	Muhavre - Chitratmak Prastuti
13.10.22	Art Carat - Making Diwali Decorations
20.10.22	Parley Parlour - VIII - English Debate
27.10.22	My Travel Journal - Brochure Making

**Classes VI-VIII**

03.11.22	Takshila Sports
10.11.22	Parley Parlour - VII - English Debate
17.11.22	Cutting Edge - Artful Collage
24.11.22	Practice for Annual Athletic Meet
01.12.22	Parley Parlour - VI - English Debate
08.12.22	Mind Bender - Crossword Puzzle
05.01.23	Tribal Mask Making
12.01.23	Carefree Cooking - Cooking without Fire
19.01.23	Badge of Honour - Badge Making
26.01.23	Republic Day
02.02.23	Geodesic Dome Making
09.02.23	Diorama on the Theme of the Year
16.02.23	Live by the Rules - Class Discussion

**Classes IX-X**

07.04.22	Get - Go
21.04.22	Wonderful Verse - X - Poetry Recitation
28.04.22	Myriad Colours - Earth Day Poster Making
05.05.22	Wonderful Verse - IX - Poetry Recitation
12.05.22	Truth Hunt
30.06.22	Tickling the Grey Cells- Quiz
07.07.22	Strokes of Thought
21.07.22	My Well-Being Plate
28.07.22	Investiture Ceremony
04.08.22	Act Enact - IX & X - One Act Play English
18.08.22	True Talent - X - Group Singing Competition
25.08.22	Voice Over - Self-Created Story Telling
01.09.22	True Talent - IX- Group Singing Competition
08.09.22	Comically Yours - Creating Cartoon Strip
29.09.22	Wiz Quiz - Literary Quiz
06.10.22	Vigyapan - Hindi Ad Making
13.10.22	Techno Craft - IX & X - Showcasing Tech Talent



Classes IX-X	
20.10.22	Art Carat - Making Diwali Decorations
27.10.22	Parley Parlour - X - English Debate
03.11.22	Takshila Sports
10.11.22	An Epistle to Yourself 2.0
17.11.22	Parley Parlour - IX - English Debate
24.11.22	Practice for Annual Athletic Meet
01.12.22	Mathemagic - Maths Crossword
08.12.22	Jago Grahak Jago - Skit
05.01.23	Geodesic Dome Making
12.01.23	Mind Bender - Crossword Puzzle
19.01.23	Badge of Honour - Badge Making
26.01.23	Republic Day
02.02.23	Across the Waves - Radio Show
09.02.23	Diorama on the Theme of the Year
16.02.23	Live by the Rules - Class Discussion



# Record of Late Coming

*Each time a student is late, the gatekeeper will make an entry on this page. In the event of a student being late more than once a month, he/she will not be allowed to enter the class.*

[illegible]





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