

ALMANAC 2023 - 24



DELHI PUBLIC SCHOOL

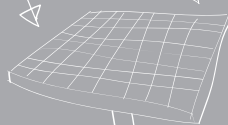


QUALITY POLICY

Takshila Educational Society is committed to:

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

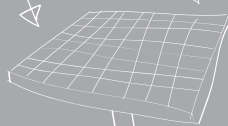
by complying with and continually improving the effectiveness of the Quality Management System.



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About the Almanac

It is essential that students and parents read the Almanac together and fully understand the contents. The Almanac aims at establishing an invaluable link between the school and the 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 wards are studying at school and their curricular progress.
 - to keep parents informed about home assignments.
 - to be a handy reference for various schedules.
 - to be used as a convenient tool for day-to-day correspondence for academics as well as other issues.

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

Parents should review current pages on a daily basis and must countersign and respond to the comments given by the members of the faculty. Parents should also countersign home assignments and provide an explanation if these are not completed due to some reason.

As a matter of policy, students will get home tasks on familiar subjects. These tasks are intended as revision exercises to reinforce what is learned by students in school. It is advisable that the students attempt these tasks without adult supervision. In case of any difficulty, they may seek help of the teacher the following day.

Comments made by parents in the Almanac should be productive and confined strictly to the student's work and his/her conduct. All other matters concerning school should be conveyed personally through letters/emails addressed to the Head of School.





From the Head of School

“Education is the kindling of a flame, not the filling of a vessel.”

– Socrates

In harmony with the comprehensive purpose of education, it has been our continuous endeavour to ensure integral development of our students and to establish their values and beliefs.

The learning odyssey of Dipsites is greatly influenced by the National Education Policy (NEP) 2020 that articulates ‘play’ to be at the core of the conceptual, operational and transactional approaches to curriculum organization. National Curriculum Framework (NCF) 2022 envisions the Foundational Stage to further strengthen our existing practices of pedagogy and content organisation in these classes.

We do not just emphasise on acquisition of cognitive skills, but also give due recognition to art in all its forms. The Art Education Programme enhanced the imagination of the children and subverted the traditional notions of art and its transmission. After its successful implementation in classes I to V, we are contemplating to extend it to classes VI to VIII this year.

Our motto, ‘Service Before Self’ reflects our commitment to empowering students to make a positive impact on humanity and the environment. The Annual Theme for this academic session is ‘Climate Change’, recognizing that it is a global emergency requiring urgent action. We can all play a role in helping to limit its impact by making eco-friendly choices, following the six Rs (rethink, refuse, reduce, reuse, repair, recycle). Together, we can create a brighter, greener, and a more sustainable future for all.

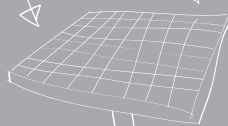
2023 being the International Year of Millets, we hope to unleash the potential of this environment friendly magical crop. We plan to adopt this ‘orphan’ crop and ensure that it becomes an essential part of our diet rather than wearing the ‘elite’ label.

In conjunction with our efforts to make our students readers, our Library Education Program has once again made the library the lynchpin of our enterprise. To cater to the needs of the learners with different learning styles, we continue to use the strategy of differentiated teaching and have overhauled our curriculum in all the classes. Our Accelerated Learning Program is helping us bridge the learning gaps and accelerate the conceptual understanding of the children.

With active parent partnership at the core, we encourage parents to work with children so that they flourish and accomplish their goals.

Together, we can make a difference!





Climate Change

If we pollute the air, water and soil that keep us alive and well, and destroy the biodiversity that allows natural systems to function, no amount of money will save us.

– David Suzuki

Climate change is an intricate and rapidly developing phenomenon that has far reaching impact on the environment and the human societies. We certainly risk denying the present and future generations the right to a healthy and sustainable planet. Human activities are driving up the Earth's temperature leading to a wide range of effects including rising sea level, more severe storms and floods, and changes to the distribution of biodiversity.

It is imperative to adopt a sustainable and eco-friendly life style and to spread this awareness, the Annual Theme for session 2023-24 has been selected as 'Climate Change'. Combating climate change can be a daunting task, but there are certain things that we can do to make a difference.

- Reduce, reuse and recycle: Simple steps like properly disposing of waste and using reusable bottles and bags can make a difference.
- Use public transportation, carpool or cycle to reduce your carbon footprint.
- Conserve energy: Turning off lights and unplugging electronics when not in use can help conserve energy and reduce greenhouse gas emissions.
- Support sustainable agriculture: Eating locally sourced and organic food can help reduce the carbon footprint of the food we eat.
- Invest in renewable energy: Use solar panels and other renewable energy sources.
- Plant trees and start a garden: Trees absorb carbon dioxide and gardens help to reduce the heat island effect in urban areas.
- Educate others: Share what you learn about climate change with your friends and community.

A significant journey of a thousand miles often begins with a single purposeful step. We embarked upon this conscientious journey years ago with the school premises being declared a 'no poly' zone. The paper recycling plant, the botanical garden, the school forest and the vermicomposting unit in the school effectively contribute towards a sustainable environment.

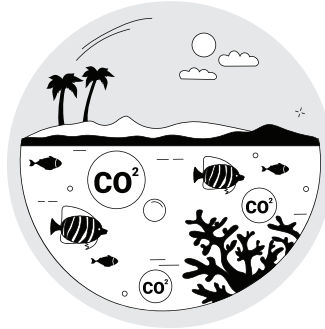
"We have a single mission; to protect and handover the planet to the next generation"

–Francois Hollande



WHAT CAUSES CLIMATE CHANGE?

- Burning fossil fuels for heating and cooking, generating electricity, and powering vehicles releases carbon dioxide into the atmosphere.
- Deforestation releases carbon dioxide and reduces the number of trees able to capture carbon dioxide from the atmosphere.
- The reduction of biodiversity creates an unstable ecosystem. Nature loss leads to ecosystems that are less able to capture carbon from the atmosphere and less resilient to rising temperatures.



"The eyes of all future generations are upon you. And if you choose to fail us, I say - we will never forgive you."
Greta Thunberg

WHAT ARE ITS EFFECTS?

- Higher temperatures and heat waves.
- Intense droughts and floods.
- Rise in sea levels.
- Loss of biodiversity.
- Destruction of ecosystems.
- More health risks.
- Storms and cyclones.
- Food shortage.
- Poverty and migration.

CYCLONES IN ODISHA

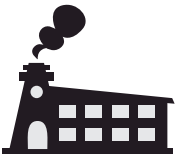
FLOODS IN ASSAM

HEAT WAVE IN NORTHERN INDIA

POOR AIR QUALITY IN DELHI

CLIMATE CHANGE- A PROBLEM FELT AROUND THE WORLD

Carbon dioxide (CO₂) is a natural gas that helps make the planet warm so life on earth can survive. Human activities are putting too much CO₂ gas in the earth's atmosphere and the ocean. This is harming our planet and is causing global temperatures to get warmer. This is called climate change.



"We are the first generation to feel the effect of climate change and the last generation who can do something about it."
—Barack Obama, Former US President



You can make a difference! What can you do?

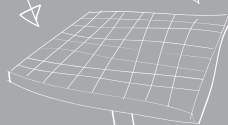
- Bike or walk instead of driving.
- Carpool to school.
- Conserve water
- Get educated about taking care of the environment!
- Use both sides of the paper.
- Be energy efficient... turn off lights, unplug electronics, use a powerstrip, and unplug chargers (cell phones, iPods, etc.) when not in use.
- Bring lunch in reusable containers.
- Use reusable bottles for water (save money, reduce pollution)
- Volunteer, act, and speak out.



Be a part of the solution! What your family can do?

- Refuse, reduce, reuse, repurpose, recycle!
- Buy a hybrid car!
- Look for green energy alternatives!
- Use compact fluorescent light bulbs!
- Use less hot water, hang clothes out to dry.
- Buy local and less products.
- Shop at the farmers' market.
- Use products made from recycled paper.
- Bring a reusable cloth bag to the store.
- Plant a tree and also compost!
- Cut down on products with excess packaging.





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.....

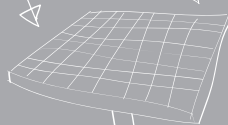
.....

.....

(Class Teacher's Name)

.....

(Class Teacher's Signature)



School SICKBAY Record

<i>Date & Time of Sick Bay Visit</i>	<i>Nature of Complaint</i>	<i>Teacher's Signature</i>	<i>Date & Time of Discharge from School Sick Bay</i>	<i>Signature of Duty Nurse/ Attendant</i>



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.)

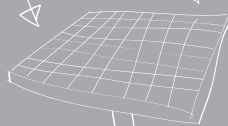
Date	Parent's/Teacher's Remarks	Teacher's Signature	Parent's Signature



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.

Date	Reason for Absence	Parent's Signature	Class Teacher's Signature



General SCHOOL Rules

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

- It is mandatory for all students to avail school bus facility except for students residing in nearby areas. (specified as 'supervision areas')
- Supervision students will be allowed to leave the school campus only when the nominated escort shows the Parent copy of the I-Card. In case of a delay in the arrival of the escort, parents should report the matter to the school office.
- It is compulsory for all students to observe the following and deviation will lead to disciplinary action:
- Every student must carry this Almanac to school every day and use it productively.
- The prescribed uniform is not just compulsory during school hours but for all school functions as well as occasions wherein students represent school.
- **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 as per the time table; unnecessary material to school should not be brought.
- 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 in suspension of the student and confiscation of the item.
- 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 fire crackers 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 their respective school functions.
- 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/cakes.**



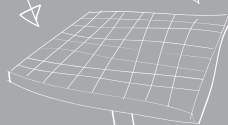
- **Students are not allowed to organise any get together outside school premises endorsing the name of school.**
- Students from class IV onwards are permitted to wear customized school watches. Watches other than prescribed ones shall be confiscated.
- Students are strictly prohibited from commuting 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 ward's 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.



Suggested Lunch Menu

A wholesome and balanced diet includes all vital nutrients in appropriate proportions. United Nations General Assembly (UNGA) has declared 2023 as International Year of Millets (IYM). Millets are often called nutri-cereals. A rich source of carbohydrates, millets also come with more protein, dietary fibre, iron, and calcium content than rice or wheat. Besides they are an excellent source of antioxidants and are gluten-free. Incorporating millet-based food products in the tiffin can help promote healthy eating habits and support overall child development. We shall begin with a millet-based tiffin on Tuesdays and Thursdays for a start. Parents can consult the following menu chart while preparing tiffin for their ward(s).

NUTRIENT BASED FOOD MENU

DAY	CARBOHYDRATES	PROTEINS	FATS	VITAMINS AND MINERALS
MONDAY	Poori-Potatoes, Bread Roll, Bread Pakora, Vegetable Sandwich, Vegetable or Cheese Toast	Besan Cheela, Soyabean Nuggets, Soyabean Granules Soyabean Cutlet	Veg. Samosa, Halwa (Suji/ Atta/ Besan/Gajar/Moong Dal)	Paranthas Stuffed with Seasonal Vegetables like Spinach, Fenugreek, Potato, Cauliflower, Radish
TUESDAY	Millet Dosa, Millet Fried Rice with Tofu and Vegetables, Millet Khichdi. Millet Parantha	Dhokla, Palak Paneer, Kababs (Any Grams or Beans), Mushrooms	Kathi Roll, Pao Bhaji, Vegetable Cutlet	Lauki Kofta Masala Bhindi
WEDNESDAY	Dosa(Plain/ Masala/ Rava), Curd Rice, Tamarind Rice, Lemon Rice, Veg. Pulav, Chinese Fried Rice, Vegetable Briyani	Besan Parantha, Dal Parantha, Paneer Bhurji, Corn Rice Paneer Wrap (Wheat)	Mix Vegetable Pakoras Kheer, Cutlet (Potato or Vegetable)	Spinach Corn, Stir- Fry Beans, Spinach Rice, Sprout Chat,
THURSDAY	Millet Poha with Peanuts and Green Chutney, Millet Vegetable Biryani, Millet Muffins, Millet Noodles with Vegetable Stir Fry, Millet and Vegetable Patties	Methi Matar Paneer, Cheese Chilli, Shahi Paneer, Cheese Tomato, Cheese Capsicum	Potato Wedges, Foot Long with lots of Vegetables	Any Seasonal Green Vegetable with Plain Parantha, Cauliflower- Potato, Masala Bhindi
FRIDAY	Parantha (Plain or Dal/ Leafy Veg./Aloo/ Paneer Stuffed) Soya Nugget Pulao	Chana Chat, Cheese Corn Roll Cheese Sandwich, Cheese Roll, Cheese Parantha	Paneer Tikka, Garlic Bread, Homemade Burgers, Vegetable Pasta (Whole Wheat/ Semolina/Millet)	Mixed Vegetable, Matar Mushroom, Carrot-Pea-Potato Vegetable



IMPORTANT POINTS-

Apart from this, parents can send additional lunch container with items like fresh fruits and dry fruits. The napkin and mat issued to children are an integral part of the school uniform hence students must carry these to school daily and use them while having their tiffin.

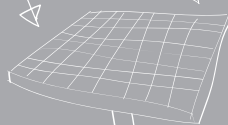
Prohibited food items-

- Junk food in the tiffin like biscuits, wafers, chips, namkeen, candies, toffees, chocolates, popcorns, cakes etc.
- Pickles, jams and Maggi.
- Carbonated drinks in water bottles.
- Egg cooked in any form or mixed with other eatables.
- Non-vegetarian food items or frozen snacks.
- White bread, white buns etc.



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 the previous day will not be allowed to attend class unless the parent has entered an explanation stating the reason 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	<i>Till the scabs fall off completely</i>	<i>Not more than 15 days</i>
Cholera	<i>Till the child has completely recovered</i>	<i>Not more than 15 Days</i>
Measles	<i>Two weeks after the rash disappears</i>	<i>Not more than 15 Days</i>
Mumps	<i>Until the swelling has gone</i>	<i>Not more than 15 Days</i>
Whooping Cough	<i>Till the doctor certifies all is well</i>	<i>Not more than 20 Days</i>
Hepatitis	<i>Till the doctor certifies all is well</i>	<i>Not more than 20 Days</i>
Swine Flu	<i>Till the doctor certifies all is well</i>	<i>Not more than 15 Days</i>
COVID	<i>Till the doctor certifies all is well</i>	<i>As per prevailing norms</i>

- 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.**



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

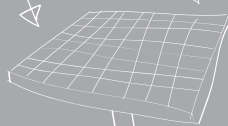
The academic year is divided into three terms. There are no formal examinations for these classes. However, evaluation of the child's progress is done on the basis of day-to-day performance under the Continuous and Comprehensive Evaluation (CCE). These theme-based assessments are carried out in various 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	Pre Mid-Term (PT-1)	Written=10% PF/NB=5% SE=5%	July	2 hours	<ul style="list-style-type: none"> Written Portfolio/Notebooks (PF/NB) Subject Enrichment (SE)
	Mid-Term (MT)	MT=80%	September	3 hours	<ul style="list-style-type: none"> Written
Term-2	Post Mid-Term (PT-2)	Written=10% PF/NB=5% SE=5%	December	2 hours	<ul style="list-style-type: none"> Written Portfolio/Notebooks (PF/NB) Subject Enrichment (SE)
	Annual Examination (AE)	AE=80%	February-March	3 hours	<ul style="list-style-type: none"> Written
<ul style="list-style-type: none"> Mid-Term Result: PT1 [Written (10%)] + [PF/NB (5%) + SE (5%)] + MT (80%) = 100 % Annual Result: PT2 [Written (10%)] + [PF/NB (5%) + SE (5%)] + [AE (80%)] = 100% 					

- Note:** For promotion to the next higher class, it is mandatory for 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.**

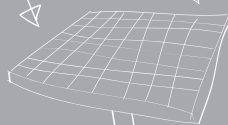
Evaluation of Academic Subjects: Class IX					
Term	Type of Assessment	Percentage of weightage in academic session	Month	Duration of Written Assessment	Components of Assessment
Term-1	Pre Mid-Term (PT-1)	Average of PT1, PT2, MT = 5% MA = 5% PF/NB=5% SE=5%	July	2 hours	<ul style="list-style-type: none"> Written Multiple Assessments (MA)
	Mid-Term (MT)		September	3 hours	<ul style="list-style-type: none"> Portfolio/ Notebooks (PF/ NB)
Term-2	Post Mid-Term (PT-2)		December	2 hours	<ul style="list-style-type: none"> Subject Enrichment (SE)
	Annual Examination (AE)	AE=80%	February- March	3 hours	<ul style="list-style-type: none"> Written
■ Mid-Term Result: [PT1 (5%) + MA (5%)] + [PF/NB (5%) + SE (5%)] + [MT (80%)] = 100 % ■ Annual Result: [Average of PT1, PT2 & MT (5%)] + [MA (5%)] + [PF/NB (5%) + SE (5%)] + [AE (80%)] = 100 %					

■ *Note: The aforementioned assessment scheme for class IX is based on CBSE Circular dated 06.03.2019 and is liable to change with new directives from the Board. For promotion to the next higher class, it is mandatory for 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) Portfolio/Notebooks (PF/ NB) Subject Enrichment (SE)
	Mid-Term (MT)		September	3 hours	
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>■ Mid-Term Result: $[PT1 (5\%) + MA (5\%)] + [PF/NB (5\%) + SE (5\%)] + [MT (80\%)] = 100 \%$</div> <div>■ Pre-Board Result: $PB-1/PB-2 = 100 \%$</div> <div>■ Annual Result: 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.



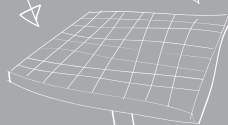
■ Class XI

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:

- **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 covered in Term-2 till the test date and few significant topics of Term-1.
- **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	Pre Mid-Term (PT-1)	PT1=5%	July	2 hours	• Written
Term-2	Mid-Term (MT)	MT=10%	September	3 hours	• Written • Practicals/Projects
Term-2	Post Mid-Term (PT-2)	PT2=5%	December	2 hours	• Written
	Annual Examination (AE)	AE=80%	February - March	3 hours	• Written • Practicals/Projects
<ul style="list-style-type: none"> ■ Mid Term Result: PT1 (20%)+MT(80%)=100% ■ Annual Result: PT1 (5%) + MT(10%)+PT2(5%)+AE(80%)=100% 					

- **Note:** The aforementioned assessment scheme for class XI is indicative and is liable to change as per the CBSE directives. For promotion to the next higher class, it is mandatory for students 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"> ■ Mid-Term Result: PT1 (20%) + MT (80%) = 100 % ■ Pre-Board Result: PB1/PB2 = 100% ■ Annual Result: As per CBSE Guidelines 					

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



■ Grading System - Internal Assessments: Classes IV-XII

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

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

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%

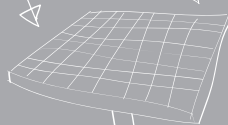
Note: For computation of grades, all decimal values will be rounded off.

■ 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
NUR-PREP	Continuous Thematic Assessment	English, Hindi, Mathematics	Art & Design, Play, All skills
I–III	Continuous Thematic Assessment	English, Hindi, Mathematics, EVS, 3rd Language, ICT, STEAM	Art & Design, Play, All skills, Music, Outdoor
IV–V	PT1, MT, PT2 and Annual Examination	English, Hindi, Mathematics, EVS, 3rd Language, ICT, Robotics	Art & Design, Performing Arts, H&PE, SLP, Discipline, Work Education
VI–VIII	PT1, MT, PT2 and Annual Examination	English, Hindi, Mathematics, Science, Social Science, 3rd Language, ICT	Art & Design, Performing Arts, H&PE, SLP, Discipline, Work Education
IX	PT1, MT, PT2 and Annual Examination	English, Mathematics, Science, Social Science, 2nd Language, CA	Performing Arts, H&PE, Discipline, Work Education, SLP-SEWA
X	PT1, MT, PB1, PB2 & Board Examination	English, Mathematics, Science, Social Science, 2nd Language, CA	Performing Arts, H&PE, Discipline, Work Education, SLP-SEWA
XI	PT1, MT, PT2 and Annual Examination	English, Physics, Chemistry, Biology, Mathematics, Economics, Computer Science#, Informatics Practices, Accountancy, Business Studies, Entrepreneurship##, History, Political Science, Sociology, Psychology, Legal Studies###, Applied Mathematics	H&PE, Work Experience, General Studies, Attitude & Values, Personality Traits, SLP-SEWA
XII	PT1, MT, PB1, PB2 and Board Examination	English, Physics, Chemistry, Biology, Mathematics, Economics, Computer Science#, Informatics Practices, Accountancy, Business Studies, Entrepreneurship##, History, Political Science, Sociology, Psychology, Legal Studies###, 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 I; 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 (in VI–VIII) & Marathi (in 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 is Hindi/Sanskrit, at DPS Pune is Hindi/ Sanskrit/ Marathi, at DPS Ludhiana is Hindi/Punjabi, and at DPS Coimbatore is Hindi/Tamil.

#Computer Science offered at DPS Patna, Pune & Coimbatore only; ##Entrepreneurship offered



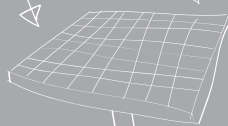
at DPS Patna, Pune & Ludhiana only; ###Legal Studies offered at DPS Patna & Pune only. Applied Mathematics is offered only with Commerce and Humanities.

■ 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 ₹200.

■ 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 theory) in all examinable subjects and in aggregate, and have an optimal level of mandatory attendance as stated by CBSE, New Delhi.
- **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 as stated by CBSE, New Delhi.
- **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.
- **Students who missed their scheduled assessment and have been given an average score or have appeared for a retest will not be eligible for a Proficiency Certificate.**

■ 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
10.07.2023	MON	HINDI	ENGLISH	SCIENCE	MATH	SOC. SC.
11.07.2023	TUE	3RD LANG.	EVS	ENGLISH	ICT	3RD LANG.
12.07.2023	WED	MATH	3RD LANG.	HINDI	3RD LANG.	SCIENCE
13.07.2023	THU	ENGLISH	HINDI	MATH	SOC. SC.	ENGLISH
14.07.2023	FRI	EVS	MATH	3RD LANG.	HINDI	ICT
15.07.2023	SAT	-	-	ICT	ENGLISH	HINDI
17.07.2023	MON	-	-	SOC. SC.	SCIENCE	MATH

*Note: Normal classes would resume for all classes, soon after the exam Dated: 17.07.2023 (Mon)
 ICT Practicals for IV to VIII will be conducted between 03.07.2023 (Mon) and 07.07.2023 (Fri) during regular school hours*

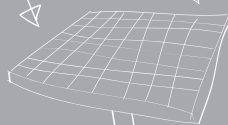
■ PRE MID-TERM ASSESSMENT (PT1): CLASSES IX-XII

DATE	DAY	IX	X	XI	XII
10.07.2023	MON	SCIENCE	MATH	PHY./ACCNTCY./POL. SC.	CHM./B.ST./HIST.
11.07.2023	TUE	CA	ENGLISH	BIO/ECON	IP/COMP. SC./ PSYCH./LS/ENTR.
12.07.2023	WED	2ND LANG.	CA	IP/COMP. SC./PSYCH./ LS/ENTR.	ENGLISH
13.07.2023	THU	ENGLISH	2ND LANG.	ENGLISH	MATH/SOC./ APP. MATH
15.07.2023	SAT	MATH	SOC. SC.	CHM./B.ST./HIST.	PHY./ACCNTCY/ POL. SC.
17.07.2023	MON	SOC. SC.	SCIENCE	MATH/SOC./APP.MATH	BIO/ECON

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

DATE	DAY	IV	V	VI	VII	VIII
04.09.2023	MON	-	-	SOC. SC.	MATH	SCIENCE
06.09.2023	WED	-	-	HINDI	ENGLISH	3RD LANG.
08.09.2023	FRI	HINDI	ENGLISH	ENGLISH	3RD LANG.	HINDI
11.09.2023	MON	MATH	EVS	MATH	SCIENCE	SOC. SC.
13.09.2023	WED	ENGLISH	HINDI	3RD LANG.	HINDI	ENGLISH
15.09.2023	FRI	EVS	MATH	SCIENCE	SOC. SC.	MATH

*Note: ICT Written Assessment (Classes VI-VIII) & 3RD Lang. (Class IV&V): 01.09.2023 (Fri) during normal school hours. ICT Practicals for IV & V will be conducted from 28.08.2023 (Mon) to 05.09.2023 (Tue) during normal School Hours
 ICT Practicals for VI-VIII will be conducted from 21.08.2023 (Mon) to 01.09.2023 (Fri) during normal School Hours*



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

DATE	DAY	IX	X	XI	XII
04.09.2023	MON	SOC. SC.	MATH	PHY./ACCNTCY./POL. SC.	CHM./B. ST./HIST.
06.09.2023	WED	2ND LANG.	ENGLISH	IP/COMP. SC./PSYCH./LS/ENTR.	BIO./ECON.
08.09.2023	FRI	CA	SCIENCE	MATH/SOC./APP. MATH	PHY./ACCNTCY./POL. SC.
11.09.2023	MON	MATH	SOC. SC.	CHM./B. ST./HIST.	MATH/SOC./APP. MATH
13.09.2023	WED	ENGLISH	CA	BIO./ECON.	ENGLISH
15.09.2023	FRI	SCIENCE	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
15.12.2023	FRI	-	-	SOC. SC.	SCIENCE	MATH	SOC. SC.	CHM./B. ST./HIST.
16.12.2023	SAT	-	-	ENGLISH	HINDI	3RD LANG.	CA	ENGLISH
18.12.2023	MON	EVS	MATH	SCIENCE	MATH	SOC. SC.	SCIENCE	PHY./ACCNTCY./POL. SC.
19.12.2023	TUE	ENGLISH	3RD LANG.	ICT	3RD LANG.	HINDI	ENGLISH	IP/COMP. SC./PSYCH./LS/ENTR.
20.12.2023	WED	3RD LANG.	HINDI	3RD LANG.	ICT	ENGLISH	-	BIO./ECON.
21.12.2023	THU	MATH	EVS	MATH	SOC. SC.	SCIENCE	MATH	-
22.12.2023	FRI	HINDI	ENGLISH	HINDI	ENGLISH	ICT	2ND LANG.	MATH/SOC./APP. MATH

NOTE: ICT Practicals for IV to VIII will be conducted between 04.12.2023 (Mon) and 08.12.2023 (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 2024. The schedule is expected by the end of January 2024.
- Annual examination for ICT (Classes VI-VIII) & for 3rd 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
01.12.2023	FRI	SCIENCE	PHY./ACCNTCY./POL. SC.
04.12.2023	MON	ENGLISH	BIO./ECON
06.12.2023	WED	CA	ENGLISH
08.12.2023	FRI	2ND LANG	CHM./B. ST./HIST.
11.12.2023	MON	SOC. SCI	MATHS/SOC./APP MATH
14.12.2023	THU	MATH	IP/COMP. SC./PSYCH./LS/ENTR.

Pre-Board 2 (PB2)			
DATE	DAY	X	XII
10.01.2024	WED	SOC. SC.	PHY./ACCNTCY./POL. SC.
12.01.2024	FRI	2ND LANG	IP/COMP. SC./PSYCH./LS/ENTR.
15.01.2024	MON	ENGLISH	ENGLISH
18.01.2024	THU	MATH	CHM./B. ST./HIST.
20.01.2024	SAT	SCIENCE	BIO./ECON.
22.01.2024	MON	CA.	MATH/ SOC./ APP. MATH

- The schedule for Pre-Board 2 is tentative and is subject to change with respect to CBSE Practicals and Board Date Sheet.



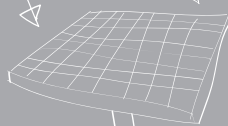
Open House

‘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 (Tentative)
Nursery + new admissions (Prep - III) <i>*Class Prep-IV (all) only for Coimbatore</i>	15.04.2023 (SAT)	As per assigned time slot	8:00 a.m. to 10:00 a.m.
IV + new admissions (V) <i>*Class V (all) only for Coimbatore</i>			
VI + new admissions(VII-X)			11:00 a.m. to 01:00 p.m.
Nursery to I (8:00 a.m. to 10:00 a.m.)	26.08.2023 (SAT) 02.12.2023 (SAT) 20.03.2024 (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.
II & III (8:00 a.m. to 10:00 a.m.)	02.09.2023 (SAT) 09.12.2023 (SAT) 21.03.2024 (THU)	1-10	8:00 a.m. to 8:30 a.m.
		11-20	8:30 a.m. to 9:00 a.m.
		21-30	9:00 a.m. to 9:30 a.m.
		31 onwards	9:30 a.m. to 10:00 a.m.
IV & V (11:30 a.m. to 01:30 p.m.)	22.07.2023 (SAT) 14.10.2023 (SAT) 27.01.2024 (SAT) 27.03.2024 (WED)	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.



VI to VIII (7:30 a.m. to 9:30 a.m.)	05.08.2023 (SAT) 14.10.2023 (SAT) 20.01.2024 (SAT) 27.03.2024 (WED) (Report Card - Tentative)	1-10	7:30 a.m. to 8:00 a.m.
		11-20	8:00 a.m. to 8:30 a.m.
		21-30	8:30 a.m. to 9:00 a.m.
		31 onwards	9:00 a.m. to 9:30 a.m.
IX & XI (11:30 a.m. to 01:30 p.m.)	05.08.2023 (SAT) 07.10.2023 (SAT) 20.01.2024 (SAT) 28.03.2024 (THU) (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.
X & XII (9:30 a.m. to 11:30 a.m.)	05.08.2023 (SAT) 07.10.2023 (SAT) 22.12.2023 (FRI) 27.01.2024 (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 2024.
- Printed Report Cards of Pre-Board 1 & 2 (combined) for Classes X & XII would be distributed during the Open House scheduled in January 2024.

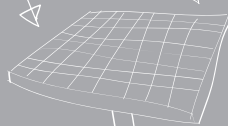


Report Cards

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	24.08.2023 (THU)
	Term-2	01.12.2023 (FRI)
IV–V	Pre Mid-Term Assessment (PT1)	21.07.2023 (FRI)
	Mid-Term Assessment (MT)	13.10.2023 (FRI)
	Post Mid-Term Assessment (PT2)	12.01.2024 (FRI)
VI–VIII	Pre Mid-Term Assessment (PT1)	28.07.2023 (FRI)
	Mid-Term Assessment (MT)	13.10.2023 (FRI)
	Post Mid-Term Assessment (PT2)	12.01.2024 (FRI)
IX & XI	Pre Mid-Term Assessment (PT1)	28.07.2023 (FRI)
	Mid-Term Assessment (MT)	06.10.2023 (FRI)
	Post Mid-Term Assessment (PT2)	12.01.2024 (FRI)
X & XII	Pre Mid-Term Assessment (PT1)	28.07.2023 (FRI)
	Mid-Term Assessment (MT)	06.10.2023 (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?

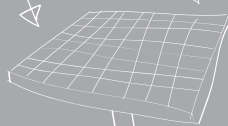
- Multiple Assessment tool is a component of Periodic Assessment, introduced by CBSE in 2019-20 for classes IX & X. It uses variety of strategies like quizzes, oral test, concept map, exit cards, visual expression etc.

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)?

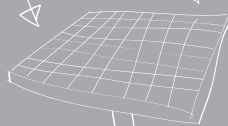
- The Student Leadership Programme (SLP) is an international pedagogical approach that uses sports for development (S4D).
- S4D refers to the intentional use of sports, physical activity and play to impart leadership skills and life skills to students through an experiential method.
- Implemented in 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:

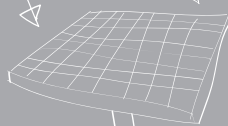
- Ensure that they are prepared with whatever stationery supplies are needed for homework.
- Inform their parents if any extra material is needed for projects and other such home assignments, so that these can be acquired without inconvenience.
- Have an appropriate environment at home for quiet study 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 is neatly combed. Also, they are not allowed to grow beards.
- **In case of untidy turnout, students are liable to be sent home from the bus stop/school.**
- 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.



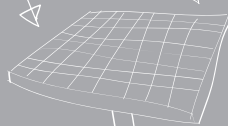


LIBRARY Rules

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.**
 - **It is not permissible for the students to bring aerated drinks in their water bottles. Any violation of this rule will lead to strict disciplinary action.**
 - **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.

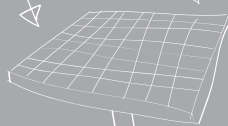
Criteria and Method of Selection of the Student Council

- 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**





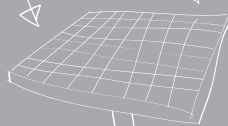
School TRANSPORT Rules

- 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.
- 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.
- **For all queries/requests regarding transport, parents should approach the Transport In-charge through e-mail to transport.jw@dpspatna.com or transport.sw@dpspatna.com/transport@dpspune.com/transport@dpsludhiana.com/transport@dpscoimbatore.com.**





Payment of FEES

■ SCHOOL FEES

The only method of remitting fees to the school is through an electronic transaction between the school and the parent's bank. The school does not accept any other mode of payment, except under certain circumstances that are explained later in this section.

Under this fees collection system, the parent has to submit an e-NACH (Electronic-National Automated Clearing House) Mandate which, when registered with the National Payments Corporation of India (NPCI) by the banking system, enables the school to collect the bi-monthly fees of the student.

■ e-NACH Mandate

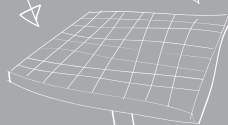
e-NACH or NACH is a centralised bank-to-bank transfer system that is enabled after registration by NPCI. A unique number is generated for every student, which also identifies the bank details from which the bi-monthly fees are to be collected. The parent / guardian has to log in to the school ERP to access and submit an e-NACH Mandate for registration. Registration of the Mandate usually takes three working days from the date of submission. In case a parent wants to change the bank from which fees are collected, the school Accounts office must be informed in advance and only after approval should the e-NACH Mandate Form be filled up and submitted. Cancellation of a Mandate is not permitted until a new Mandate is registered and the old Mandate will continue to be treated as valid for fees collection.

■ Fees

The school collects Education Fee from all students and Transport Fee from students who use school transport. Fees will be collected every two months using the NACH payment system, directly from the bank account of the parent / guardian, ordinarily by the first day of every alternate month commencing from April, 2023. The Fee Structure for a particular session is communicated through email before the beginning of an academic session. Usually, the school sends an email to all parents before sending the Mandates for collection of bi-monthly fees. However, non-receipt of such an email cannot be an excuse for not paying the school fees regularly and on time. The school does not accept any fees in advance, i.e., before the due date.

■ Return / Dishonour of NACH Mandate

In the event of any of the bi-monthly Mandates being returned, parents are expected to deposit the due amount online through the payment gateway provided in school ERP, as the NACH Mandate will not be re-presented for collection of fees. Administrative Charge will need to be paid along with the due fees. Parents should



visit the school website and click on the “Online Payments” box on the right side of the Home Page, before logging in with the relevant credentials.

■ Administrative Charge

Administrative Charge is given in the table below. It should be noted that the period for levying Administrative Charge is calculated from the first day of the month in which the fees become due. The due amount cannot be edited in school ERP as it gets updated as per the due date.

<i>Fees Due Dates</i>	<i>Actual Payment Date (from Fees Due Date)</i>	<i>Administrative Charge</i>
April 01, 2023 June 01, 2023 August 01, 2023 October 01, 2023 December 01, 2023 February 01, 2024	In first month	₹ 500
	In second month	₹1000
	In third and fourth months	₹ 2000

After lapse of four months from fees due date, student’s name will be struck-off the school rolls. Thereafter, Administrative Charge will be payable as decided by the school.

Non-submission of e-NACH Mandate, cancellation without providing an alternate e-NACH Mandate or withdrawal / stopping payment of the Mandate will attract an additional Administrative Charge of ₹2,000 for every bi-monthly fee cycle till the student’s name is struck-off from the school rolls.

■ Waiver of Administrative Charge

If the Mandate is returned with the reason “Insufficient Balance”, but your Bank Statement / Passbook shows sufficient balance on the day BEFORE the NACH Mandate hit your bank account, Administrative Charge will be waived. Administrative Charge will also be waived if your bank account was sufficiently funded before presentation of the Mandate for fee collection, but was returned for technical reasons beyond your control. In the above cases, parents are required to email us a scanned copy of the Bank Statement / Passbook, for consideration of waiver of Administrative Charges. Administrative Charge levied on account of non-submission of Mandate will not be waived, even if the school fees are paid on time. There is no provision for waiver of Administrative Charges on any other ground.

■ Refund of Excess Amount

On the rare occasion that fees are collected / paid twice – once by the parent through the online payment gateway and again through the NACH Mandate – the excess amount will be returned. Parents must carefully read the bi-monthly email regarding fees collection and subsequent reminders and follow the instructions given therein.



All communication regarding fees and e-NACH Mandates should be sent to the school's "accounts" email ID, with a copy to the "info" email ID.

■ 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 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 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 paid online.

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 paid online.

■ Issue of Certificates and other documents

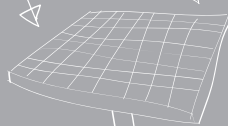
Issue of Bonafide Certificates, Fee Payment Certificate, showing the tuition fee paid to school for reimbursement, and other documents required by parent, will be issued on a specific request sent through email, free of cost. Duplicate/Subsequent copies of Bonafide Certificate and Fee Payment Certificate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

Set of documents (including transcripts, recommendation letters etc.) required for admission to higher educational institutions will be issued to Class XII students on a written request from parents along with a fee of ₹500, against which the softcopy and one hardcopy of the set will be provided. For every additional copy of the set, 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 viewed. 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 URL begins 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 school website.
- For classes Nur-V, monthly Newsletters are uploaded on school website. Apart from providing updates and glimpses 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 2023						
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June 2023						
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July 2023						
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August 2023						
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September 2023						
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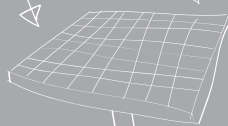
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December 2023						
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January 2024						
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February 2024						
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March 2024						
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FREQUENTLY Asked QUESTIONS

■ Regarding Education & Transport Fees

(Refer pg.52-53 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, 2023.

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 fees are being debited, please contact our Accounts Office. A fresh e-NACH Mandate will have to be submitted online.

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

In the event of NACH for Bi-monthly Education and Transport fees, if applicable, being dishonoured, you are expected to deposit the amount, along with the prescribed Administrative Charge, through the online payment gateway accessible through school website using the login credentials of your ward. Please see link titled "Online Payments" in the right 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 email the original Bank Statement/Pass Book to support this. If correct, only the fees due will be payable and the Administrative Charge will be waived. However, any undue 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. 24-31 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?**

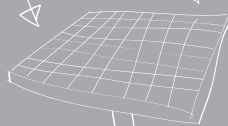
All students shall be issued Annual Report Cards which shall contain consolidated details of all assessments held throughout the year. However, if a report card is required for any independent term assessment, an application must be submitted in school office citing the reason for the same.

■ 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?

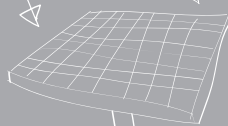
Your child's safety is our priority as long as s/he is not handed over to you/designated person at the bus stop. Students should also make sure that they follow all safety norms while travelling, which are mentioned in the Almanac. Unruly behaviour in the bus is strictly prohibited.

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/info@dpspune.com/info@dpsludhiana.com/info@dpscoimbatore.com and you will receive the reply within two working days.

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

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

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

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

■ Regarding Issue of Documents & Withdrawal

(Refer pg.54 for details)

Q. What is the procedure for issue of duplicate Report Card for any class?

A duplicate of Report Card (if lost/damaged) shall be issued on a payment of ₹200. An application from parents addressed to the Head of School/ Exam Department needs to be sent to school. It takes minimum 03 working days to issue a duplicate Report Card for any class.

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

Issue of 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 request through email, 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 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 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 Induction 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?

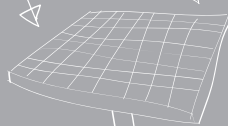
An application from parents addressed to the Head of School/Subject Teacher needs to be sent to school and a fee of ₹500 needs to be paid at least a week before the set of documents (including transcripts, recommendation letters etc.) may be issued. The softcopy and one hardcopy will be provided. For every additional copy of the set of documents, 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

Climate Change



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. A fine may also be imposed by the School.

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?

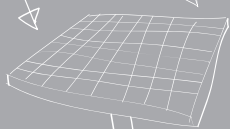
It is not permitted.

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	Timings
Nursery–V	9:50 a.m. – 2:50 p.m.
VI–XII	7:00 a.m. – 1:00 p.m.

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 a 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:

7:00 a.m. – 4:00 p.m. (Monday–Friday)

7:00 a.m. – 2:00 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@dpspune.com. For all queries/requests related to transport of your ward to and from school, e-mails may be sent to transport@dpspune.com.

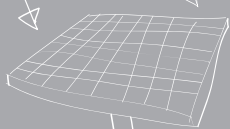


Summer Uniform

CLASSES	BOYS	GIRLS
Nursery – III	a) Khadi White Half Shirt b) Khadi White Shorts c) School Belt d) White Socks with Green Band e) Black Velcro/Lace Shoes (Bata Customised Shoes) f) Khadi White Handkerchief (13" x 13")	a) Khadi White Tunic b) School Belt c) Green Hair Band/Rubber Band d) White Long Slips & Bloomers e) White Socks with Green Band f) Black Velcro/Lace Shoes (Bata Customised Shoes) g) Khadi White Handkerchief (13" x 13")
IV – V	a) Khadi White Half Shirt b) Khadi White Shorts c) School Belt d) Grey Sports T-Shirt e) Grey Track Pants f) White Socks with Green Band g) Black Lace Shoes (Bata Customised Shoes) h) Khadi White Handkerchief (15" x 15")	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 (Bata Customised Shoes) i) Khadi White Handkerchief (15" x 15")
VI – X	a) Khadi White Half Shirt b) Khadi White Trousers c) School Belt d) Grey Sports T-Shirt e) Grey Track Pants f) White Socks with Green Band g) Black Lace Shoes (Bata Customised Shoes) h) Khadi White Handkerchief (15" x 15")	a) Khadi White Half Shirt b) Khadi White Divided Skirt c) School Belt d) Grey Sports T-Shirt e) Grey Track Pants f) Green Hair Band/Rubber Band g) White Long Slips & Under Skirt h) White Socks with Green Band i) Black Lace Shoes (Bata Customised Shoes) j) Khadi White Handkerchief (15" x 15")
XI – XII	a) Khadi White Half Shirt b) Khadi White Trousers c) School Belt d) Grey Sports T-Shirt e) Grey Track Pants f) White Socks with Green Band g) Black Lace Shoes (Bata Customised Shoes) h) Khadi White Handkerchief (15" x 15")	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 (Bata Customised Shoes) g) Khadi White Handkerchief (15" x 15")

Mandatory Items:

School Belt	For all students, except girls of XI-XII
School Pencil Pouch	For all students
Khadi White Handkerchief	Size: 13" x 13" (Nur-Prep), 15" x 15" (Classes I-XII)
White Bloomer under the Tunics	For girls from Classes Nursery to III
White Long Slips	For girls from Classes Nursery to X
Under Skirts	For girls from Classes IV to X
Lab Apron	For all Science students of Classes XI & XII
Bata Velcro/Lace Shoes*	For all students
Green Patka	For Sikh students only



Winter Uniform

CLASSES	BOYS	GIRLS
Nursery & Preparatory	a) Khadi White Full Sleeve Shirt b) Grey Trousers c) Green 'V' Neck Full Sweater with School Monogram d) School Belt e) Grey Socks with Green Band f) Black Velcro Shoes (Bata Customised Shoes) g) Khadi White Handkerchief (13" x 13")	a) Khadi White Full Sleeve Shirt b) Grey Tunic & Bloomers c) Green 'V' Neck Full Sweater with School Monogram d) School Belt e) Green Hair Band/Rubber Band f) Grey Stockings with Green Band h) Black Velcro Shoes (Bata Customised Shoes) i) Khadi White Handkerchief (13" x 13")
I – X	a) Khadi White Full Sleeve Shirt b) Grey Trousers c) Green Blazer with School Monogram d) Green 'V' Neck Half Sweater with School Monogram (Optional) e) Green 'V' Neck Full Sweater with School Monogram (Optional) f) School Belt g) Grey Track Upper (Class IV onwards) h) Grey Track Pants (Class IV onwards) i) Grey Socks with Green Band j) Black Velcro Shoes (I-III)/Black Lace Shoes (Class IV onwards) (Bata Customised Shoes) k) Khadi White Handkerchief (15" x 15")	a) Khadi White Full Sleeve Shirt b) Grey Tunic (Up to Class V)/Grey Divided Skirt (VI onwards) c) Green Blazer with School Monogram d) Green 'V' Neck Half Sweater with School Monogram (Optional) e) Green 'V' Neck Full Sweater with School Monogram (Optional) f) School Belt g) Grey Track Upper (Class IV onwards) h) Grey Track Pants (Class IV onwards) i) Green Hair Band/Rubber Band j) Grey Stockings with Green Band k) Black Velcro Shoes (I-III)/Black Lace Shoes (Class IV onwards) (Bata Customised Shoes) l) Khadi White Handkerchief (15" x 15")
XI – XII	a) Khadi White Full Sleeve Shirt b) Grey Trousers c) Green Blazer with School Monogram d) Green 'V' Neck Half Sweater with School Monogram (Optional) e) Green 'V' Neck Full Sweater with School Monogram (Optional) f) School Belt g) Grey Track Upper h) Grey Track Pants i) Grey Socks with Green Band j) Black Lace Shoes (Bata Customised Shoes) k) Khadi White Handkerchief (15" x 15")	a) Khadi White Salwar Kurta with Dupatta b) Green Blazer with School Monogram c) Green 'V' Neck Half Sweater with School Monogram (Optional) d) Green 'V' Neck Full Sweater with School Monogram (Optional) e) Grey Track Upper f) Grey Track Pants g) Green Hair Band/Rubber Band h) Grey Stockings with Green Band i) Black Lace Shoes (Bata Customised Shoes) j) Khadi White Handkerchief (15" x 15")

* Adidas shoes have been replaced by Bata shoes for students for all classes. However, students having Adidas shoes from previous year will be allowed to use it till they are in good condition.

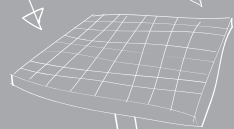


Socially Useful Productive Work (SUPW – Classes IV-X)

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. **Since any particular activity can accommodate only a fixed number of students, activities are allotted to students on the basis of an impartial draw.** Once allotted, students have to compulsorily continue as members of that activity for one academic session.

Senior Wing

Archery	Electronics Club	Pottery & Sculpture
Astronomy	English Literary Club	Quiz Club
Atal Tinkering Club	Extended Reality	Ramanujan Club
Badminton	Financial Literacy Club	Red Cross And First Aid Club/School Safety Club
Basket Ball	Folk Art Club	Robotics Club
Best Out Of Waste	Football	School Band
Bharatnatyam	Good Earth Club	School Safety
Book Club	Guitar	Science & Environment Club
Calligraphy	Health & Wellness Club	Skaters
Carrom	Hindi Literary Club	Sketching & Painting
Chess	Hockey	Synthesizer
Vocal Music Club	Home Science	Tabla
Code Comrades	Intach Heritage	Table Tennis
Cookery and Bakery	Kabaddi	Tennis
Craft & Designing	Kathak	Theatre
Crossword Club	Kho-Kho	Thimble Thumbs Club
Darts	Model Un & Parliament Club	Volleyball
Designing/Interior Decoration	Philately	Yuva Tourism Club
Electoral Literacy	Photography	



Junior Wing

Badminton	Craft and Designing	Pottery and Sculpture
Basketball	Extended Reality	Ramanujan Club
Best Out of Waste	Folk and Art Club	School Band
Bhartnatyam	Football	Skaters
Calligraphy	Good Earth Club	Sketching And Painting
Carrom	Health & Wellness Club	Tabla
Chess	Hockey	Table Tennis
Choir	Kabaddi	Tennis
Code Comrades	Kathak	Theatre
Cookery	Kho-Kho	

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



List of Festivals

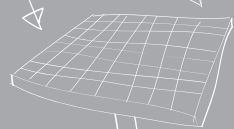
Occasion	Day	Date
Ambedkar Jayanti	Friday	14.04.2023
Id-ul-Fitr*	Saturday	22.04.2023
Palki**	Monday	12.06.2023
Palki**	Tuesday	13.06.2023
Id-ul-Zuha*	Thursday	29.06.2023
Moharram*	Saturday	29.07.2023
Independence Day***	Tuesday	15.08.2023
Raksha Bandhan	Wednesday	30.08.2023
Ganesh / Vinayak Chaturthi	Tuesday	19.09.2023
Ganesh Visarjan	Thursday	28.09.2023
Gandhi Jayanti***	Monday	02.10.2023
Dussehera	Monday & Tuesday	23.10.2023 & 24.10.2023
Diwali	Thursday to Monday	09.11.2023 to 13.11.2023
Guru Nanak Jayanti	Monday	27.11.2023
Christmas	Monday	25.12.2023
Republic Day***	Friday	26.01.2024
Holi	Monday	25.03.2024

* 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 2023-24	24.04.2023 (Monday) to 04.06.2023 (Sunday)
Winter Break	24.12.2023 (Sunday) to 03.01.2024 (Wednesday)
Last Working Day (Classes Nursery-III)	15.03.2024 (Friday)
Start of Academic Session 2024-25**	01.04.2024 (Monday)
Summer Break for Session 2024-25 (tentative)	29.04.2024 (Monday) to 09.06.2024 (Sunday)

**Subject to change with CBSE exam schedule



Trips and Excursions

Class	Place
IV	Lal Mahal
V	P.L. Deshpande Japanese Garden
VI	Joshi Railway Museum
VII	Dr Babasaheb Ambedkar Museum and Memorial
VIII	Gandhi National Memorial - Aga Khan Palace
IX	Mahatma Phule Vastu Sanghralaya
X	Parvati Museum
XI	Self Learning Camp
XII	Shaniwar Wada

Important Events - Tentative Dates/Days

Events	Dates/Days
Summer Special Classes (X, XI & XII)	24.04.2023 to 29.04.2023 (Monday to Saturday)
Summer Special Classes (IX - XII)	29.05.2023 to 03.06.2023 (Monday to Saturday)
100 Days (Nursery)	14.07.2023/Friday
Investiture Ceremony	03.08.2023/Thursday
Inter – School Music, Dance & Art Competition	10.08.2023/Thursday & 11.08.2023/Friday
English Literary Fest	12.10.2023/Thursday
Self Learning Camp (XI)	14.10.2023 to 19.10.2023 (Saturday to Thursday)
Annual Function (IV - IX)	03.11.2023 & 04.11.2023 (Friday & Saturday)
Bal Sangam	14.11.2023/Tuesday
Khoj (V)	25.11.2023/Saturday
Get Set Go (Nur - III)	08.12.2023/Friday
Open Mic	29.01.2024 to 31.01.2024 (Monday to Wednesday)
Spic Macay Zonal Convention	03.02.2024/Saturday & 04.02.2024/Sunday
Jashn-E-Bachpan (Nur - III)	16.02.2024/Friday & 17.02.2024/Saturday

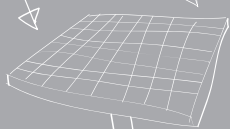


Co-curricular Activities

Classes Nursery-III	
Month	Name of the Activity
April	Blooming Flowers
July	Hundred Days (Nur) / Season’s Delight (Prep – I)
August	I Love my India
September	Helping Hands
October	Fun & Frolic
November	Bal Sangam
December	Get Set Go
January	Wonderland
February	Annual Function
March	Down the Memory Lane

Classes II-III	
06.04.2023	Friendship Flower (II)/Magic Wand (III)
13.04.2023	Shape Catcher (II & III)
20.04.2023	Scavenger Hunt (II & III)
08.06.2023	Know your Classmates (II)/Story Walk (III)
15.06.2023	Climate Change (II & III)
22.06.2023	I Can Follow Class Rules (II)/Books-A Gift you Can Open Again and Again (III)
06.07.2023	Play your Part ,Be Water Smart (II)/Rain Water Harvesting (III)
13.07.2023	Subway (II & III)
20.07.2023	Finger Puppet (II & III)
27.07.2023	Let us Find Out (II & III)
03.08.2023	My Creative Pot (II)/My Rainbow (III)
10.08.2023	Dazzling Stars (II)/Builders & Bulldozers (III)
17.08.2023	Fun with Words (II & III)
24.08.2023	My Water Cycle Wheel (II)/Raindrop Chimes (III)
31.08.2023	Builders & Bulldozers (II)/Dazzling Stars (III)
07.09.2023	Know me Well (II)/Old Macdonald had a Farm (III)
14.09.2023	Beat Explosion (II)/Ace of Space (III)
21.09.2023	Countdown (II & III)
05.10.2023	Tooth Collage (II)/Yummy Bhel Puri (III)
12.10.2023	Ace of Space (II)/Beat Explosion (III)
19.10.2023	Indoor Safari (II & III)

Climate Change



Classes II-III	
26.10.2023	Healing Hands (II)/A Visit to a Farm (III)
02.11.2023	I am a Chef (II)/Spelling Chain (III)
16.11.2023	Little Potter's All Around! (II & III)
23.11.2023	Get Set Go Practice
30.11.2023	Get Set Go Practice
07.12.2023	Get Set Go Practice
14.12.2023	My Rainbow Diet (II)/My Dream Playground (III)
21.12.2023	My 3D Snowman (II & III)
04.01.2024	Paper Bag Fall Tree (II) / Watch me Grow (III)
11.01.2024	Garden Explorer (II & III)
18.01.2024	Pass the Drawing (II & III)
25.01.2024	My Useful Tree (II) / Spice Up my Senses (III)
01.02.2024	Annual Function Practice
08.02.2024	Annual Function Practice
15.02.2024	Annual Function Practice
22.02.2024	Trees: Terrific Inside and Outside! (II)/ Build a Sprout House (III)
29.02.2024	डाकिया डाक लाया (II & III)
07.03.2023	Mind Quest (II & III)
14.03.2023	Down the Memory Lane (II & III)

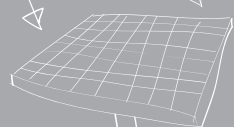
Classes IV-V	
06.04.2023	Clime –Rhyme
13.04.2023	Nature's Trail
20.04.2023	Track your Carbon Footprint
08.06.2023	Catch the Clue
15.06.2023	Catch the Clue
22.06.2023	Thanking for the Compliment
07.06.2023	Creative Hub
20.07.2023	Build the 'I Can' Attitude
27.07.2023	Masters of Melody
03.08.2023	Masters of Melody
10.08.2023	Value Spectrum
17.08.2023	Piece by Peace
24.08.2023	Voice Culture
31.08.2023	Voice Culture
21.09.2023	Yum Lawn
05.10.2023	Ecosystem Restoration



Classes IV-V	
12.10.2023	Ecosystem Restoration
19.10.2023	My Book Jacket
26.10.2023	Annual Function Practice
02.11.2023	Annual Function Practice
16.11.2023	Puppets with Effects
23.11.2023	Make A Rainbow Poem
30.11.2023	ज्ञान मंथन
07.12.2023	ज्ञान मंथन
14.12.2023	Holly Jolly Christmas
04.01.2024	सुनो समझो और लिखो
11.01.2024	उड़ी पतंग
18.01.2024	Math Race
25.01.2024	Math Race
01.02.2024	Educational Trip
08.02.2024	कवि गोष्ठी
15.02.2024	Historical Newspaper
22.02.2024	Identify the State

Classes VI-VIII	
06.04.2023	Potpourri
13.04.2023	Save the Scrap
20.04.2023	Bell the Word - VIII
08.06.2023	Mindscape - Quiz
15.06.2023	Bell the Word - VII
22.06.2023	कथादेश
06.07.2023	Bell the Word - VI
20.07.2023	Ad Lib
27.07.2023	Melody Map - Collage
03.08.2023	Investiture Ceremony
17.08.2023	Sargam - VIII - Patriotic Song Competition
24.08.2023	Waste Warriors
31.08.2023	Sargam - VII - Patriotic Song Competition
21.09.2023	Sign Assign
05.10.2023	Staunch Stands - VIII - English Debate
12.10.2023	English Literary Fest
19.10.2023	Sync with Ink - Calligram - Shape Poem

Climate Change



Classes VI-VIII	
26.10.2023	Annual Function Practice
02.11.2023	Annual Function Practice
16.11.2023	Climatoon - Comic Strip
23.11.2023	Mandala Magic - Fun with Maths
30.11.2023	Diligent Deliberations - VII - Speech
07.12.2023	Petal Power - Garden Planters
04.01.2024	Robust Resolves - New Year Resolutions
11.01.2024	Diligent Deliberations - VI - Speech
18.01.2024	Word Hunt - Skim & Scan Reading Skills
25.01.2024	Heritage Advantage - Know your State
01.02.2024	Chromatic - Poster Making
08.02.2024	Brain Buzz - Science Quiz
15.02.2024	Logo Log - Logo Designing
22.02.2024	Dear Diary - Diary Entry

Classes IX-X	
06.04.2023	Potpourri
13.04.2023	Bell the Word - X
20.04.2023	Save the Scrap
08.06.2023	कथादेश
15.06.2023	Mindscape - Quiz
22.06.2023	Bell the Word - IX
06.07.2023	Melody Map - Collage
20.07.2023	Ad Lib
27.07.2023	Sargam - X - Patriotic Song Competition
03.08.2023	Investiture Ceremony
17.08.2023	Waste Warriors
24.08.2023	Sargam - IX - Patriotic Song Competition
31.08.2023	Climatoon - Comic Strip
21.09.2023	Sign Assign
05.10.2023	Staunch Stands - X - English Debate
12.10.2023	English Literary Fest
19.10.2023	Staunch Stands - IX - English Debate



Classes IX-X	
26.10.2023	Annual Function Practice
02.11.2023	Annual Function Practice
16.11.2023	Petal Power - Garden Planters
23.11.2023	Act Right - X - Skit on Human Rights
30.11.2023	Mandala Magic - Fun with Maths
07.12.2023	Act Right - IX - Skit on Human Rights
04.01.2024	Robust Resolves - New Year Resolutions
11.01.2024	Code Encode -ICT Crossword
18.01.2024	Word Hunt - Skim & Scan Reading Skills
25.01.2024	Heritage Advantage - Know your State
01.02.2024	Sync With Ink -Calligram - Shape Poem
08.02.2024	Logo Log - Logo Designing
15.02.2024	Brain Buzz - Science Quiz
22.02.2024	Dear Diary - Diary Entry



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.



Class Routine

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



DELHI PUBLIC SCHOOL

PATNA

Vill. Chandmari, P.S. Shahpur

Danapur Cantonment

Patna - 801 502

Phones: +91 99733 11118, +91 99738 11118

E-mail: info@dpspatna.com

<https://www.dpspatna.com>

PUNE

Nyati County

Vill. Mohammadwadi

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Phones: +91 91759 52118, +91 91759 53118

E-mail: info@dpspune.com

<https://www.dpspune.com>

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P.O. Ayali Kalan

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<https://www.dpscoimbatore.com>