



# BIRLA SHISHU VIHAR



ACADEMICS - ATTENDENCE - ATTITUDE



**Birla Shishu Vihar**

Pilani-333031(RAJ.)

Ph.: 0196-242208, 242195 web.: [www.bsvpilani.com](http://www.bsvpilani.com)

PROSPECTUS



# ABOUT THE SCHOOL



It was the vision of the Great philanthropist Padmvibhusham Shriyut G. D. Birla to awaken the people of the area and he realized that this is only possible by education. Particularly educated and cultured mothers can play most important role in the awakening of the area. Birla Shishu Vihar had been one of the parts of his vision. In 1953 a small nursery school was established at the western end of Saraswati temple of Vidya Vihar, Pilani with two rooms ,one teacher and 25 students. Educating a girl child was still not considered a priority hence most of students were conveyed to the school by the BET staff. The school was upgraded to class II and subsequently to class V to facilitate the primary education of wards of BET and BITS employees.

The school worked as a feeder school for Birla Balika Vidyapeeth and Birla Senior Secondary School. A dedicated and hardworking team of teachers soon put the school in recognition and the school became quite popular in the town. By the start of new millennium Birla Shishu Vihar earned a reputation of being the premier English medium school of the area. The parents from neighbouring cities/towns also started flocking in to get admission of their ward in the school.

Considering the popularity of the school, the management recommended for the up-gradation of the school which the Trustees immediately accepted. In 2001 class VI was started in the school and subsequently the school was affiliated to Secondary level with the Central Board of Secondary Examination (CBSE) in 2005. After that there was no looking back and today the school is a Senior Secondary Day school run under the aegis of Birla Education Trust, Pilani.



Dear Parents, Students & Well Wishers of BSV  
Warm Greetings to you all!!

Jack Stack says- When you appeal to the highest level of thinking, you get the highest level of performance. These words inspire me a lot. I strongly feel a good public school should aim at versatile personality development of each student. To ensure the overall development of each student, equal emphasis must be laid on intellectual and emotional development. Stress should be laid on imparting education with a firm moral base so that children may grow as men of character with a sense of dedication and duty towards the Society and Nation.

I visualize Education as the manifestation of the best in human beings. It helps to promote achieving the physical, aesthetic, intellectual & professional refinement for all round development.

We at Birla Shishu Vihar, Pilani aim to impart a blend of values and culture in addition to conventional learning. As we educate the learner of all ages of tomorrow's world, we must keep in mind that e-paradigms have already increased the need for educational planning. Let us contribute our educated foreside to build the e-highway, connecting present with the future- if we seek a future of our dreams & our needs.

I will conclude by quoting a few lines from a poem that describes my mission of achieving my goal of shaping the future of our children through education:

## From the Principal's Desk

*"No vision and you  
perish  
No ideal and you are  
lost  
Your heart must ever  
cherish  
Some faith at any cost.  
Some hope, some  
dream to cling to,  
Some rainbow in the  
sky,*

*Some melody to  
sing to, some service  
that is high.*

Yours sincerely

Pavan Vashishtha  
Principal

Maj. Gen S.S. Nair AVSM (Retd.)	Chairman SMC & Director BET	Mr. J. C. Pande	Dy. Director (GA) , BET
Mr. K. K. Pareek	Dy. Director (Finance), BET	Dr. P. S. Bhatnagar	Director, BK BIET
Dr. V. N. Dhaulakhandi	Director Birla Museum	Capt. (IN) Alokesh Sen (Retd.)	Principal, Birla Public School
Dr. (Mrs) M. Kasturi	Principal, Birla Balika Vidyapeeth	Mr. Sanjay Tiwari	Principal, Birla International school
Mr. Sanjiv Borbora	EA (Edu) to the Director, BET	Dr. R. K. Mittal	Parent Member
Mrs. Vandana Agarwal	Parent Member	Mrs. Harpreet Kaur	HRM, BET, Observer
Mrs. Meenal Sharma	Coordinator Middle Section (Teacher Member)		
Mr. Pavan Vashishtha	Convener and Secretary SMC and Principal, BSV		



## GENERAL FEATURES

Birla Shishu Vihar is run under the aegis of Birla Education Trust, Pilani. It is an English medium co-educational school from class I Junior to class XII under the CBSE scheme. The school is not limited to academic excellence but it gives equal emphasis on co-curricular & extra curricular activities aiming at all round development of a student.



## VISION

Birla Shishu Vihar came into existence as a part of the mission to remove the dark covers of illiteracy in order to build a strong nation, a nation of responsible, sensitive and progressive citizens. With the changing scenario, the school has set new goals and kept it abreast with modern world. Time to time, new facilities, new skills and latest techniques have been incorporated in school programmes but it has never wavered from its vision and mission to literate the mass in a way that they become true citizens of the nation.



## LOCATION & INFRASTRUCTURE

The school is located adjacent to Saraswati Temple in the serene and green Vidya Vihar Campus. The peaceful environment of the campus is highly conducive for the studies.



The modest outset of a pre-primary school in 1953 is in ascent. Sprawling in 7 acres of land the school has strength of over 1250 students from I Jr to class XII. There are 34 classrooms, modern science labs for Physics, Chemistry, Biology and General Science. Two Computer and E Lab with internet connectivity to cater separately for Senior, Secondary and Junior classes are provisioned. The school has got a library which has been extended and renovated recently. Approximately 9000 books on various topics are available there. Separate departments are arranged for music, art/drawing and craft. The school building is built in 3.5 acres of land and the school playground was commissioned in 2008 in rest of 3.5 acres of land. Hockey, Basket ball, Cricket, Volleyball, Badminton and handball courts / grounds are made available for the games.



## CURRICULUM

The School follows CBSE curriculum and prepares the students for Secondary Examination. A well qualified team of teachers have been putting in their all out efforts for the academic excellence of the students.

To reduce the burden and create stress free environment of learning, the numerical marking system has been replaced with grading system and Continuous Comprehensive Evaluation i.e. CCE has been introduced in our school after in-depth training imparted to all the teachers to understand its goal.



## MEDIUM OF INSTRUCTION

The medium of instruction is English right from the beginning. Emphasis is given on spoken English of the students. Besides training through reading, writing and listening, audio visual aids are used as tools to improve the communicative skill among the students. The co-curricular activities like poem recitation, skit, one act play, debate, declamation, group discussion and extempore competitions are included in school calendar to reinforce the linguistic skills.



## SUBJECTS TAUGHT IN THE SCHOOL

English, Hindi, Mathematics, Science Environmental Studies, Social Science, Computer Science, Sanskrit, Physics, Chemistry, Biology, Accountancy, Business Studies, Economics, Drawing & Craft, Music/Dance, Life Skill, Environmental Education, General Knowledge, ITC, General Studies, History, Geography and E Lab

## COURSES

Up to class II – English, Hindi, Mathematics, Environmental Studies, General Knowledge Moral Education, Drawing, Craft and Music.

Class III&IV- English, Hindi, Mathematics, Environmental Studies, Computer Science, Life Skills, Drawing, Craft, Music, General Knowledge and Computer Science..

Class V - English, Hindi, Mathematic, Environmental Studies, Environmental Education, Sanskrit, Life Skills, Drawing, Craft/Music, General Knowledge and Computer Science.

Class VI to VIII - English, Hindi, Mathematics, Science, Social Studies, Sanskrit, Life Skills, Environmental Education, Drawing, Craft, Music, General Knowledge and Computer Science.

Class IX& X- English, Mathematics, Science, Social Studies, Hindi / Sanskrit, Environmental Education ,Life Skills, Drawing/Music and Computer Science..

Class XI & XII- English, Physics, Chemistry, Mathematics, Biology, Computer Science, Accountancy, Business Studies, Economics Hindustani Vocal Music, Drawing & Painting, Fine Arts, Physical Education, Craft, Information Technology, General Studies and E-Lab.

From session 2014-15, History & Geography can also be opted at Sr. Secondary level.

Environmental Education & Life Skill are taught to enable the students to know about their surroundings and themselves.

Drawing - Craft education, Music & dance are included in the curriculum to develop the creative expression among the students.





CLASS XII BOARD RESULT AT A GLANCE

Year	No of students	I Div	II Div	Distinctions	Failures	Class Average
2014	37	37	0	31	0	82.90%
2015 (Science)	40	40	0	35	0	85.50%
2015 (Commerce)	19	19	0	16	0	86.10%

CLASS X BOARD RESULTS AT A GLANCE

Year	No of students	I Div	II Div	8 & Above	Failures	Class Average
2011	39	38	1	28	0	8.23
2012	56	56	-	-	-	8.68
2013	69	69	-	-	-	8.86
2014	68	66	2	-	-	8.31
2015	92	83	9	48	0	7.93

ACADEMIC SESSION

The school academic session begins from 1<sup>st</sup> April and completes on 31<sup>st</sup> March every year. The session is divided into two terms:

- First Term- April to October
- Second Term- November to March

Vacations

- Summer Vacation - May second week to June for eight weeks
- Winter vacation - 3<sup>rd</sup> week of December to 2nd week of January

School Timings

	Summers	Winters
Ist Jr to class II - III to XII -	7.30 am to 12noon 7.30 am to 1.30pm	8.45 am to 01.10 pm 8.25 am to 2.40 pm

One hour remedial classes are also held for weak students after the school hours. Extra classes are held during the vacations for class X and XII students to coach and prepare them for Board Examinations.



ACADEMIC COUNCIL

There is an academic council comprising of Director, Dy. Directors, Education Officer, Principals/ Heads of the schools and Senior teachers of BET. The Council discusses and decides the progress and academic activities of the school.



WORKSHOPS & SEMINARS

Workshops and seminars are held to keep the teachers updated on new teaching methodology and academic requirements of the students. Eminent educationists are called as the resource persons for workshops and seminars.



SCHOOL ASSEMBLY

Each day the school begins its activities with morning assembly. It is the congregation of staff and students where besides prayer relevant information is passed to the students. The morning assembly starts with Shloka Chanting. The students speak on various topics like current affairs, news headlines, sports update and other topics on social /economy /science & inventions. Master on Duty is also supposed to present an informative topic in the assembly. Occasionally eminent visitors and speakers are also invited to address the students.





## EXAMINATION & PROMOTION

The school follows the new scheme of Continuous Comprehensive Evaluation up to class X which is aimed at stress free examination system. The scheme helps in eliminating the fear of studies and examination from the mind of students.

Under this scheme the numerical marking system has been replaced with the grades. Earlier grading system was being followed up to class V. Now the performance of a student is not only evaluated on the basis of his scholastic achievement but the criteria of the evaluation has been kept on the basis of his abilities like expression, participation in class activities and co-curricular activities, regularity and discipline throughout the year.

However the numerical marking system is followed in class XI and XII only.

## EVALUATION OF SCHOLASTIC AREAS

Each term has two formative assessments and one summative assessment for Evaluation of Scholastic areas.

**Formative Assessment:**

Formative assessment is a tool used by the teacher to continuously monitor student progress in a non-threatening and supportive environment.

**Summative Assessment:**

The Summative assessment is the terminal assessment of performance at the end each term and it is in the form of a pen-paper test conducted by the schools themselves.

The Weightage of Formative Assessment (FA) and Summative Assessment (SA) is as follows:

### FIRST TERM

Type of Assessment	% of weightage in acd. session	Month	Term wise weightage
Formative Assessment 1 (FA.1)	10%	April- May	Formative assessment 1+2=20%
Formative Assessment 2 (FA.2)	10%	July- August	
Summative Assessment 1 (SA.1)	30%	September	Summative Assessment 1=30%

### SECOND TERM

Type of Assessment	% of weightage in acd. session	Month	Term wise weightage
Formative Assessment 3 (FA3)	10%	Oct- Nov	Formative assessment 3+4=20%
Formative Assessment 4 (FA4)	10%	Jan- Feb	
Summative Assessment 2 (SA2)	30%	March	Summative Assessment 2=30%

Total Formative Assessments = FA,1+FA,2+FA,3+FA,4 = 40%

Summative Assessments = SA,1+SA,2 = 60%

## EVALUATION OF CO-SCHOLASTIC AREAS

In addition to the Scholastic areas, co-scholastic areas like Life Skills; Attitudes & Values; Participation & Achievement in activities involving Literary & Creative Skills, Scientific Skills, Aesthetic Skills and Performing Arts & Clubs; and Health & Physical Education will also be evaluated.

### GRADING SYSTEM

CO-SCHOLASTIC AREA

Grade	Grade Point
A	5
B	4
C	3
D	2
E	1

For Classes (VI to X)

SCHOLASTIC AREA

Marks Range	Grade	Grade Point
91-100	A1	10.0
81-90	A2	9.0
71-80	B1	8.0
61-70	B2	7.0
51-60	C1	6.0
41-50	C2	5.0
33-40	D	4.0
21-32	E1	
00-20	E2	





## ACCREDITATION

Today the world is in search of new directions and education is also not untouched by this. It is to be brought at global parameters.

Birla Education Trust and Birla Shishu Vihar are also not unaware of this fact. To attain this faculty development programme are the regular features of the calendar. Seminars to catch up the global standards are conducted.

## NABET

Birla Shishu Vihar has taken Initiative to get accreditation from National Accreditation Board for Education and training (NABET) .



## BRITISH COUNCIL INTERNATIONAL SCHOOL AWARD

Birla Shishu Vihar, Pilani has been accredited for Outstanding Development of the International Dimension in the Curriculum.

The school has been awarded with British Council International School Award (2015 - 18).



## ACADEMIC ACTIVITIES

The school has a well equipped computer lab with 100 latest machines with internet facility. The computer education is included in the school curriculum from class III onwards.



## CREATIVE EXPRESSIONS PERFORMING ART

The school provides opportunity to enable a child to develop his creative expressions. Drawing, craft and poster making are included in the curriculum. Periods for music and dance are also allotted in the school time table.

## LIBRARY

The school has a well equipped library with a collection of more than 9000 books on various subjects. 28 periodicals are also subscribed in the library. KINDLES have been introduced in the library. Teachers and students can use the library to enrich their knowledge and information. Each class from II onwards is allotted one period in a week for library. The school library is kept open in the evening time. The library is used as resource centre where quiz on G.K., essay writing and other competitions based on books are held time to time.





## BEYOND THE BOOKS & CLASSROOMS

Birla Shishu Vihar never confined its their students merely to the books. Lessons on charity and books on moral science can teach and motivate someone for noble causes but it would be only momentary. It is important to inculcate those noble feelings with lasting effect and it is only possible by the active participation in social work.

The school associated itself with 'Help-age' India and our students collect a handsome amount to noble causes undertaken by this organization. Every year our students visit slums at the onset of winters and distribute clothing and eatables to them.

The school celebrates Grandparents' Day in the month of September every year. Grandparents of the students are invited to the school and they are felicitated and are asked to share their experiences with the students. The motive behind this celebration is to make the kids understand their responsibilities and duties towards the old generation as they are quite vulnerable in this age of nuclear family.

## PROJECT WORK

The students are given the project work on science, social science and environment so that they are able to understand the practical aspects of the subject. The students are also sent to Birla Museum to see the working models. Quiz competitions on science and other subjects are also organized.



## EXHIBITIONS

The school holds Science, Mathematics and Social Science Exhibition to showcase the works and experiments of the students. These exhibitions give them opportunity to know the application of the theoretical knowledge.

## FACILITIES & ACTIVITIES

### HOUSES

Students are divided into four Houses:  
Gandhi House – Colour of the House- Yellow  
Tagore House- Colour of the House – Blue  
Subhash House- Colour of the House – Red  
Raman House- Colour of the House – Green  
Major activities and competitions of the school are held as inter-house competitions.



## CO-CURRICULAR ACTIVITIES

The school has included a wide range of activities in the school calendar to give its students ample opportunities to participate in co-curricular activities.

Declamation, debate and poem recitation competitions in English & Hindi are included at intra class, inter class and inter house level in the school calendar. Students are also being given exposure for participating in inter- BET institutional competitions, Jhunjhunu District Sahodaya Schools Complex Competitions, other state level and IPSC competitions. Quiz, science and social science projects & model competitions are also held in the school. The students express their views on various topics in the assembly in class wise turns.

Cultural activities are regular during the session. Cultural programmes are held on occasion of Janmashtami and Republic Day celebrations besides the cultural bonanza on Annual day and Prize distribution Day in which whole school participates. The school has set a standard of being one of the most vibrant, refreshing and breathtaking Annual day programmes which always acclaimed praises from all the quarters. Music is taken as one of the hobbies and interested students are given special classes during the evening.



## CELEBRATIONS



The school celebrates national and religious festivals with great fervour. Independence Day is celebrated in the school where as Republic Day and Gandhi Jayanti is celebrated together by all the institutions of BET.





## SOCIAL SERVICE

The students are not only prepared for academic excellence but our sincere efforts are there to make them sensitive towards the society and responsible citizens. The students are sent to under privilege people to know their difficulties and problems and also to help them time to time.

The school is a member of Help-age India and our students enthusiastically participate in it.

The school contributed in National Harmony Programme also.

Adopted one Government school for teaching by senior students



## PHYSICAL EDUCATION

The school also organizes supervised games during the evening hours. Athletics, foot ball, hockey, cricket, volleyball, hand ball and badminton are held under the supervision of Physical Education Teachers and other teachers on duty. The students participate in BET inter-institutional sports competitions and CBSE sports meets.



## JUDO-KARATE

The students are also given coaching of Judo and Karate by a qualified coach in the school.

## YOGA

A qualified yoga instructor is engaged to give yoga & meditation training to the students.



## BAND & ORCHESTRA

School band is another attraction of the school. Band training is given by the Band Master. The school has Senior and Junior Band troops. They are seen in colourful band dresses in the school functions and Republic Day parade of BET.



## NCC

NCC was introduced in the school in August, 2009. Selected cadets are given NCC training and they are also sent to participate in NCC Camps. Our cadets also participated in RD camp parade at Jaipur and Delhi. NCC has also been introduced as one of the subject for secondary classes.



## TOURS & TREKS

Tours & treks are the integral part of education. The school organizes tours and treks every year. This includes educational trips, sight-seeing and adventurous trips of rock climbing & hiking. The students are being sent to the different visiting places like Shimla, Nanital, Jim Corbett and Goa.



## LABORATORIES

The school has well equipped labs of Physics, Chemistry, Biology and General Science. Newly constructed labs have all the facilities to conduct Science practical up to Senior Secondary level. The school has a Mathematics lab for the use of the students by which they could know the practical aspects and application of Mathematics. Separate Computer labs for Senior and Junior classes and E Lab have been provisioned with 100 latest machines and internet facilities.



## SMART CLASSES

Teaching methodology is changing fast. New methods and technologies are being introduced in teaching. It is not confined to the chalk and black board. The student requires much more than text books hence the teaching through media is introduced all over the world. The system caters information beyond the textbooks and syllabus. The additional information can be provided to the students from resource centre. The school has provided the classes with smart boards and projectors. A resource centre is also provisioned.

## AUDIO-VISUAL ROOM

The school also has an Audio Visual Room in which TV, DVD player and LCD projector are available. The students are shown informative CDs /visuals/audios in Audio Visual room. Teachers also give the educative power point presentations in the lab.

## MEDICAL CARE

BITS medical centre is located only at a distance of about 200mts and in case of urgent medical need /help Medical Superintendent /Medical Officer on duty is available.

# ADMISSION

## REGISTRATION & ADMISSION

A student can apply for admissions from class 1<sup>st</sup> Junior to class IX and Class XI. From class I Sr. onwards admissions are subject to vacancies in the class. To admit a child in the school application for registration on prescribed form should reach the Principal BSV along with a non-refundable Registration fee of Rs. 1000/- by 31<sup>st</sup> January through a bank draft/banker's cheque in favour of Birla Shishu Vihar, Pilani payable at UCO Bank/SBBJ/ICICI, Pilani. The Prospectus cum Registration form can be obtained on payment from the school office. Registration is not a guarantee for admission. Entrance Tests are held in the month of February and March and admissions are offered on the basis of merit against the vacancies.

The child is tested for English, Hindi and Maths. The school administration can also test the child in other core subjects. However there is no entrance test but only a meeting with parents for admission to class 1<sup>st</sup> Jr.





## ELIGIBILITY

The minimum age for admission in class 1st Jr. is 4.5 years+ as on 31<sup>st</sup> March and the eligibility of age will be calculated likewise for other classes.

The following documents are required to be submitted at the time of admission:-

- An authenticated Date of Birth Certificate (either from Municipal Board or from a recognized institution)
- Transfer Certificate from the previous school (applicable only from II onwards)
- Date of birth once entered in the admission form will in no case be altered.

## SCHOOL FEES & PAYMENT SCHEDULE

The school fees and its details are given on separate sheet with the prospectus

The fee is payable in two instalments. However admission fee will be collected at the time of admission from new - students with first instalment of fee.

Last date of payment of fee instalments

First Instalment of fee - 10<sup>th</sup> April

Second Instalment of fee - 10<sup>th</sup> October

If the fee is not paid in stipulated date, a fine of Rs. 25/- per day will be charged for another 20 days. After that the name of the child will be struck off the rolls and he/she will be taken back in the school only after payment of readmission charges of Rs. 4000/-. The school also reserves the right to fill up the vacancy by a new admission.

Payment of fee is not accepted in cash.

Payment is to be made through a bank draft/banker's cheque in favour of Birla Shishu Vihar, Pilani payable at UCO Bank/SBBJ or any other bank of Pilani.

Fee once deposited will not be refunded.

## PARENTS TEACHER FORUM

The school has Parents –Teacher forum which provides a common platform to communicate between the school and the parents. The parents are one of the stake holders. Birla Shishu Vihar always believes that the development of a child is only possible with the co-operation of parents. Therefore the school always care for the valuable suggestions of the parents and incorporate these in the school functioning. To keep in touch with the parents the school organizes Parents Teacher meeting every month. Important circulars are sent to the parents to keep them informed about the school activities and progress.



## SCHOOL UNIFORM

It is compulsory for all the students to wear the proper uniform in the school. The turn out should be of high standard.

### SUMMER UNIFORM FOR BOYS

- |   |                      |
|---|----------------------|
| 1. a) Blue terry-cot shorts (half pant) up to class V | 4. Socks white plain |
| b) Grey **1** trousers terry-cot from VI onwards      | 5. School belt       |
| 2. White terry-cot half –sleeves shirt                |                      |
| 3. Black leather shoes Bata simple w/o any design     |                      |

### SUMMER UNIFORM FOR BOYS

- |   |   |
|---|---|
| 1. a) Blue terry-cot shorts (half pant) up to class V | 3. Black leather shoes Bata simple w/o any design |
| b) Grey **1** trousers terry-cot from VI onwards      | 4. Socks white plain                              |
| 2. White terry-cot half –sleeves shirt                | 5. School belt                                    |

### SUMMER UNIFORM FOR GIRLS

- Light blue\*\*2\*\* terry-cot skirt with box pleats and loop for belt
- White terry-cot blouse half sleeves with tie collar
- Black leather shoes Bata Ballerina or similar design
- Socks white plain
- School belt

### WINTER UNIFORM

- Grey woollen trousers for Boys  
Or  
Grey woollen skirts (box pleated) for girls
- White terry-cot full sleeves shirt
- Navy Blue Blazer with school monogram
- Navy Blue V neck plain sweater (full & half sleeves)
- Black leather shoes as mentioned above
- School Belt
- School tie
- Badges
- School T-Shirt

(Note: Tie, Belt and T-shirts are available in school store and can be Purchased on cash payment)

\*\*1\*\* Quality no 55038 of Grasim. Shade no. 27

\*\*2\*\* Quality no 55038 of Grasim. Shade no. 24





## SCHOOL RULES

- It is compulsory for all the students to come to the school in prescribed school uniform. The turn out should be of high standard. The uniform should be clean and well ironed. Personal hygiene should also be maintained. The boys are not allowed to keep long hair. These should be well trimmed.
- Students must be punctual for the school. Late comers will not be allowed entry
- The students should be regular in their classes. A student whose attendance is less than 75% in an academic year will not be permitted to appear for the final examination.
- Leave will be granted if there is a genuine cause for which a written request is required to be sent to the Principal. Absentees will be fined.
- Damage to the school property is to be made good by the parents of the students involved.
- Defacing the school walls, furniture and other property is forbidden, violation of school rules is subject to punishment.
- The students should show respect and reverence towards the school rules and the teachers. The student should be gentle, polite and co-operative towards the fellow students.
- It is prohibited to bring any book other than the text books to the school unless specified by the teacher.
- Students are not allowed to wear expensive jewellery or bring any other expensive item. Mobile phones cannot be brought to the school. The students are also advised not to use mehndi or tattoos.
- Books are to be brought in the school bags (Rucksacks cannot be used as the school bags) soft binding of the books and exercise books is advisable to reduce the load of the bag.
- Cycles are to be kept at the cycle stand. Students below class III are not allowed to bring their cycles in the school.
- The students should look after their belongings. The school is not liable for the loss of any item of the student.

In the event of indiscipline and a behaviour which could be termed as bad influence or immoral, the student is liable to be expelled from the school.

## WITHDRAWALS

The student can be withdrawn at the end of the academic session by giving a written application in one month advance. The admission is granted in the school on this understanding that the child will remain in the school for entire session. In case a child is withdrawn by the guardian in the middle of the session, the fees paid will not be refunded and T.C. will be issued only after clearance of all school dues.

## SOME IMPORTANT SUGGESTIONS TO THE PARENTS

- The parents should furnish their latest office and residential address, telephone numbers and mobile no. This is vital in the interest and safety of the child.
- The parents should monitor the progress of their wards regularly. The parents are welcome to interact and discuss the progress of their ward with the Teachers/ Principal.
- The parents are requested to read the contents of the school diary and check the diary regularly. The diary can also be used to communicate with the staff.
- The students should carry text books and exercise books according to the time table of the day and come to the school in proper uniform. We request the parents to ensure it.
- All the parents are requested to encourage their wards to take interest in all the activities of the school. Apart from studies he/she also takes part in co-curricular activities and sports.
- If a student has to leave the school campus during the school hours, he must bring a letter signed by the parent/guardian and obtain a gate pass/seek the permission of the class teacher and the Principal.
- The parents are requested to caution their wards to be careful about their belongings. They should not bring expensive items like mobile, camera, video games, jewellery, costly watches to the school. Such articles will be confiscated and returned to the child at the end of the term.
- The school is not liable for any article lost in the school. In case of a loss the details may be given to the class teacher.
- The student should not bring crackers, colours to the school. Bursting of crackers or playing colour (unless a festival is not being celebrated under supervision) in the school is an infringement of school rules and can lead to a disciplinary action against the child.
- Student suffering from infectious diseases like conjunctivitis, dermatitis, scabies etc. should not be sent to the school.
- Conveying the child to & fro from the school is the responsibility of the parents.
- Parents are expected to make it convenient to attend the parents-teachers meeting in the interest of their wards.
- If the school calls a parent, a prompt response is appreciated.

## STAFF

The school has a team of dedicated, hardworking and well qualified teachers. All the teachers are trained and fulfill the requisite qualification laid down by the education department and the Board. The class and teachers ratio is 1: 1.5 and teachers and student ratio is 1:21. It has made mandatory to all the teachers to know personally each and every student to whom he/she is teaching. All the teachers are very well versed with computers and ICT.