

GENERAL RULES AND REGULATIONS

1. The students of all the classes will have to attend the prayer assembly. Late arrivals, after the first five minutes, may not be admitted to class without the Principal's permission.
2. Every student should wear the prescribed college uniform only
3. Guardians of the servants are not allowed to enter any class room. They shall not be allowed to be on the school premises without purpose, till time to take the child home.
4. No child is to be absent without a written leave application. In case of infectious disease, the child will only be allowed, to attend the school, after a fitness certificate from the doctor.
5. All the guardians have to attend the Parent Teacher meeting at the scheduled time to discuss the problems of their ward with the class teacher and the subject teacher every month.
6. The guardians are requested to ensure that their ward brings the Home Work Diary and the homework given in the diary is duly completed. The remarks given in the diary must be countersigned by the guardian
7. A Student who is absent from the class continuously for 5 days or more, without having the leave sanctioned by the Principal, will have his name struck off the rolls without any notice.
8. Guardians cooperation is solicited in maintaining punctuality regularity and discipline.
9. Our School is an English medium institution, therefore guardians are requested to encourage their ward to speak in English.
10. Respect for one's property as well as for that of the college and for the things belonging to other is a mark of a well-bred and responsible student Furniture, teaching aids and charts should be kept in their respective places after use. Any kind of damage done in the college premises must be compensated
11. No other books, news papers, periodicals, pictures, games, articles, mobiles or any electronic instruments not pertaining to their daily use, should be brought to college without the class teacher/Principal's permission. If detected or found to have bad influence on the fellow students, these will be confiscated and students found guilty may be punished.
12. Use of mobile phone in the campus is strictly forbidden.

13. The college does not accept responsibility for the loss of books, money, stationary etc. Each student is responsible for his/her own things. Bringing of valuables-like gold to the college is not permitted.
14. No fines or collection for any purpose whatsoever made without the previous sanction of the Principal, so also presentation of the gifts to members of the staff required sanction
15. No student may take private tuition in any subject from member of the college staff outside the school campus. All tuitions within the campus must be discontinued one week before the examination.
16. All must come to college in time neatly dressed with lesson prepared and home-work done. Text and exercise books material for Art & Craft, should be brought to school according to the day's routine.
17. Students should keep their classes and the college compound spotlessly clean using the bins provided for waste paper and rubbish.
18. Students are not allowed to visit staff-room without permission of either the Principal or the teacher.
19. Any pupil who is persistently insubordinate or repeatedly and willfully mischievous or is guilty of other malpractice in connection with examinations or has committed an offence of serious indiscipline/behaviour or who in the opinion of the Principal, has an unhealthy influence on his fellow students, may be removed for a specific period or expelled permanently from the college.
20. Students repeatedly coming late on forgetting to bring books or coming without proper uniform may be punished or sent back home.
21. The name, class and section of the pupil should be clearly marked on all belongings of the students. Blazers, ties and jerseys should also bear the name of the students.
22. Yoga dress is compulsory.
23. Students coming to school on motorcycles/cars should possess driving license. While coming on motorcycle/Scooty should wear helmet for their safety. Else they will not be allowed to park in school campus. School is not liable for any damage caused to the vehicle or the belongings kept in the vehicles which are parked in school campus. School can deny parking of students vehicle at any point of time.
24. The Principal reserves the right to relax, add or waive off any the above rules and his/her decision is final, there will be no ground for any interpretation.

Fee rules

1. Fee is charged for full academic year, irrespective of date of admission In case of late admission fee from the beginning of the session has to be paid
2. The fee for an academic session is deposited in the bank in four installments, in the month of April, July Oct & January Fee can also be paid in advance for the whole year or a term
3. The Fee will be accepted with a late fee fine of Rs 50/- from 11th of the month till 20th & Rs 200/- from 21st till 25th of the month and thereafter, the name of the child will be struck off the rolls and can only be restored on payment of re-admission fee of Rs 500/- from 26th of the month till 15th of next month with the permission of the Principal Student withdrawn from the school during the Academic Year without notice of withdrawal to the school will be required to pay the fees for the next three months, before issuing the TC or re admission can be considered
4. Students whose fee falls into arrears shall not be allowed in the class or to appear in the examination.

Note:- In the current session of 2020-2021 the order given by the government will be followed

Rules for withdrawal

1. A month notice, for withdrawal before the beginning of the session must be given in writing duly acknowledged, to the office or a month's fee in lieu, thereof be paid, before the withdrawal of the candidate. The written application must be accompanied with the transfer fee. Generally the transfer certificate will be issued within 3 days
2. In case the application for withdrawal is given after the child is enrolled in the next class the dues will have to be cleared till the month the T.C application is given
3. No T.C will be granted unless all school dues have been cleared and "NO DUES CERTIFICATE" is obtained from the fee counter Librarian, Laboratory-in-charge, etc