



Preparing minds for
integrated approach and cosmopolitan vision...



Prospectus

Sacred Heart Convent School

(Established, owned and administered by Diocese of Jalandhar)

Affiliated to the CISCE, New Delhi. (Vide No. PU041)

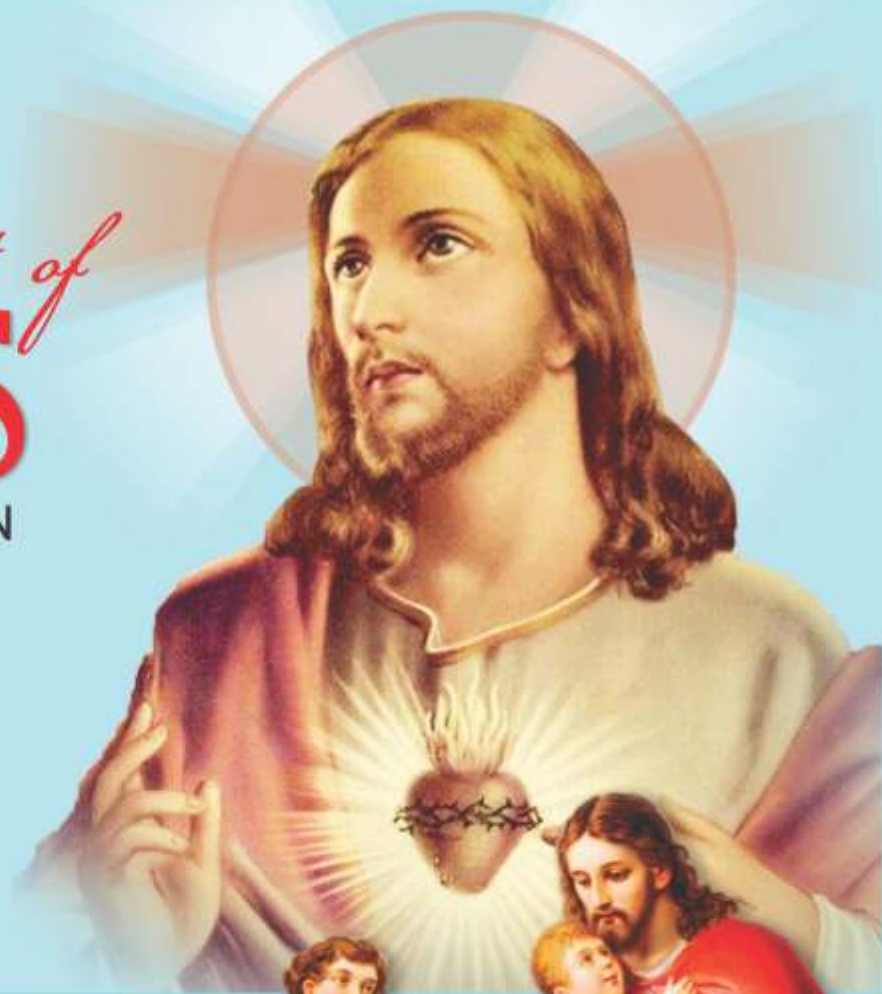
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Sacred Heart of **JESUS** OUR HEAVENLY PATRON



"Let the children come to me,
and do not stop them, because
the Kingdom of Heaven
belongs to such as these."
(St.Mt. 19:14)



Our Motto



ALL WISDOM IS FROM GOD

Daily Prayer

*Our Father who art in heaven,
hallowed be Thy name,
Thy kingdom come,
Thy will be done,
on earth as it is in heaven.
Give us this day our daily bread
and forgive us our trespasses
as we forgive those
who trespass against us.
And lead us not into temptation,
but deliver us from evil.
-Amen*



Spiritual Perception



SCHOOL ANTHEM

School Anthem

CHORUS : Sacred Heart, Sacred Heart (2)
Sacred Heart, Sacred Heart (2)
In whose shade always we feel
Pleasant and cool
Sacred Heart Convent School (2)

1. With blessings rich of peace and love
And every gift from heaven above (2)

CHORUS :
Dear teachers and parents so kind,
Sweet memories in our past we find
Our thankfulness we gladly owe,
When childhood years quickly go.

CHORUS :





Pope Francis on education...



“To go to school means to open the mind and the heart to reality, to the riches of its aspects, to its dimensions.....”

It's in school, where one learns truth, good and beauty. Obstacles to human development must not discourage teachers. “If we look at Jesus, incarnate Wisdom of God, we can realize that difficulties become challenges, challenges appeal to hope that generate the happiness of recognizing them as architects of something new. All this undoubtedly drives us to continue giving the best of ourselves.”

“I remember my first teacher, that woman, that teacher I had when I was six years old, in first grade. I love school, because this woman taught me to love it. I have never forgotten her. I visited throughout her life, until she passed away, at 98.”

School and the family always work together, in the education of the person “they are complementary, and therefore it is important that they collaborate.”

“To go to school means to open the mind and the heart to reality, to the riches of its aspects, to its dimensions. The school is not only for gaining knowledge, but also for learning “habits and values”.

A good education helps “three languages” to grow: “the language of the mind, the language of the heart, and the language of the hands. But, harmoniously, that is to think of that which you think and what you do; to feel well what you think and what you do; and do well what you think and what you feel.”



Franciscus
His Holiness Pope Francis
Head of the Catholic Church



MESSAGE



“The word ‘Prospectus’ comes from the Latin ‘Prospiciere’ which means to look ahead. That is what a Prospectus does: It gives us a glimpse of what lie ahead.”

Life always moves forward. One can never remain static, in a fixed position. We are ever starting afresh on a new journey. The start of a new academic year is a challenge to move forward. I am happy that Sacred Heart Convent School is bringing out an updated version of the School Prospectus. I wish the School All the Best as it starts a new academic year. The future is not something you await. It is something you create.

+ Agnelo Gracias

Bishop Agnelo Rufino Gracias
Apostolic Administrator
Diocese of Jalandhar

Chairman's Message



Dear Parents,

The changing trends in the sphere of education are opening novel ways for the holistic development of a child and all the parents strongly look for such an excellent institution where their desires and aspirations can be transformed into a dream come true situation. Sacred Heart Convent School, Sec-39, a prestigious school is a part of the Diocese of Jalandhar, a Registered Minority Religious and Charitable society, meant to extend quality and value based education particularly for the Christian minority and to all others who voluntarily opt to avail the service rendered by this institution. With my firm faith, I assure you of a quality and value based education strongly embedded in the Gospel values of Jesus Christ, the Universal Savior. I joyfully welcome you to be a part of the education mission of the Catholic Diocese of Jalandhar; a Minority undertaking. I also wish and pray that you and your child may be blessed more and more and realize your dreams. “For wisdom will enter your heart, And knowledge will be pleasant to your soul.”(Proverbs 2:10)



Fr. Jose Palakuzha
Fr. Jose Palakuzha

Chairman, Diocesan Board of Education,
Diocese of Jalandhar.

Director's Message



Education's purpose is to replace an empty mind with an open one.


– Malcolm Forbes

Education comes from the Latin word EDUCARE meaning to nourish, to bring, to lead out. The main aim of Education is to bring up, to develop and to shape up an individual's talent and inner potentialities. To educate means to bring out the true nature hidden in one person. "God created man in His own image and likeness", says the Bible. True human nature is similar to the Divine nature. "God is love", says St. John in the Bible. Original human nature is loving nature which is the source of all virtues like kindness, equality, liberty and justice. True human nature has no room for violence and various vices like selfishness, anger, covetousness, lust and pride. School is a place where a child learns to be more humane nurturing various virtues and appreciating universal values like truthfulness, goodness and beauty. With this in mind the school adds various extra-curricular activities that culture a child. Culture or *Sanskriti* is a combination of two words *Sam* and *Kriti* in making something refined and fine removing the ugly and the unpleasant.

In this endeavour of education, the role of the whole society is definitely involved but the importance of the parents and the teachers cannot be denied. The child learns its first lessons from the family and a child in the earlier stages of life sees or observes more than listening. A child selects a role model from the family before it comes to the school and the good examples presented by the members of the family so the people around play a decisive role in child's becoming more and more humane. The children are given opportunities to develop the potentialities hidden in them and the educator has the duty to see that the child must not miss the opportunities provided in the process. The students must be made aware that they should not miss these chances given in life.

In this process of self-realization, I carry out the mission given by my divine master along with others to make this world more and more human or rather more and more divine. I may not succeed alone but definitely I am sure that my humble contribution to it, is going to make a difference. If I fail in my mission, the whole will lack the humble contribution of mine. I wish this to be the driving force for all in the society and in special the parents, the teachers and the policy makers of the society and above all the students.

Pray that the Almighty God bless and keep all safe from all dangers and evil!


Fr. (Dr.) George P M
Director



Principal's Message

"All wisdom is from the Lord and with Him it remains forever."

(Holy Bible: Sirach 1:1)

Welcome to Sacred Heart Convent School, Sec-39 Ludhiana, a co-educational school, affiliated with the CISCE- New Delhi Vide No.PU-041. The school has been at the service of society for over 29 years.

"Intelligence plus character - that is the goal of true education". - Martin Luther King, Jr.

Education is not just a process of giving knowledge for a future job but a lifelong process that creates an understanding of moral and ethical values to guide one's life on the right path. Every individual is a unique creation. God has shaped man in a unique way and bestowed upon him many blessings according to the purpose and plan for his life. Each one is designed to accomplish the plans of the Almighty, progressively by cooperating in fulfilling the will of God, - the ordained purpose of his life. God is the real educator and imparting the right Education is the work of God done in perfect love for humanity.

The rich deposits, God has placed in every student, need to be discovered, revealed, and multiplied. Education is the channel that awakens one to his or her own fuller potentials in life. It helps one to become aware of one's own strengths and limitations. The students acquire a clear understanding of what they are and what they can become. Eventually, in the course of time, education also leads one to an honest acceptance of oneself and one's role in society at large and creates a compassionate heart to be tolerant towards others.

As one browses through the pages of this prospectus, it is undeniably clear that the education at Sacred Heart School is designed to identify latent potentials, sharpen the focus to achieve one's goal in life, and build up a vision to fulfill the mission of the student's life, to be lived in true happiness and satisfaction, making them a boon to society.

We, at SHCS, Sec-39, Ludhiana, have always envisaged an all-round and balanced education based on sound intellectual, physical, moral, and social formation. The formal and informal curriculum on various subjects develops students' multiple intelligence and aptitude for life-long learning. The school offers countless opportunities for students to take part in all sorts of co-curricular activities and community services to broaden their exposure and insight. To know more about what is happening at SHCS, you have this Prospectus in your hand. It will introduce you to the school and its resources.

Thank you sincerely, dear teachers, for your dedicated and selfless service and also to our loving parents for your constant support and encouragement that enflame our enthusiasm to make ourselves perform better each day. Let us be constantly reminded of our noble vocation as parents, teachers, and students to build a better world for all of us to live in.

Dear parents, kindly go through the rules and regulations of this esteemed institution before admitting your ward to it and decide to abide by the same.

Wish you pleasant, healthy and prosperous years ahead.

With all good wishes.

Rev. Sr. Crispin Maria DM
Principal



General Information



I. GENERAL INFORMATION

This school is established, owned and administered by the Diocese of Jalandhar, registered charitable society, as one among its several prestigious schools all over Punjab and certain parts of H.P. This is an unaided minority educational institution with all its privileges guaranteed by the Supreme Constitution of India, under the Articles 29, 30 (1). His Excellency, the Catholic Bishop of Jalandhar, appointed by the Holy Father (Pope) in Rome is the patron of this school and the president of the society.

The main aim of the school is to provide a sound, value based, and emancipating education, designed to train its pupils in achieving full human potential, for developing an equitable and just society, and to promote national development. Each student is encouraged to live up to his/her religious and cultural values by practicing love of God and humanity, by developing their multifarious talents through manifold activities; be it moral, spiritual, intellectual, social or professional. The school strives to maintain a student-friendly ambiance and encourages its wards to develop analytical, creative and independent thinking habit and assists the students to possess holistic perspectives, all round developments, positive thinking attitude and a sound domain of knowledge with particular applications of it in daily living situations by developing their skills.

Important Instruction to Students and Parents

The students and their parents are strictly instructed to read and understand all the rules and regulations printed in the school prospectus, school diary and timely circulars issued from the office of the Principal. Any doubt or query pertaining to the rules and regulations can be conveyed or discussed on the day of the following PTM day.

It is informed to all concerned that the latest copy of the prospectus, the school diary and the latest notified circulars are always available with the office of the Principal and these shall, in any case, be valid for official reference as well as for the legal purposes. Ignorance of any of the laws/bye-laws shall not be considered as an excuse under any circumstances.



Introduction

Sacred Heart Convent School, Sec-39, Ludhiana was established in the year 1992 by the Diocese of Jalandhar under the patronage of Late Rt. Rev. Dr. Symphorian Keeprath, the first Bishop of the Diocese of Jalandhar and through the sustained effort and hard work of its first Director Rev. Fr. Hormise Nirmal Raj. The Patron of all the Diocesan schools is the Bishop of the Diocese of Jalandhar who is also the President of the Diocese of Jalandhar, Registered Charitable Society, registered under the Society Registration Act XXI of 1860; vide No. 134 of 1957-1958. All the Diocesan schools are established, owned and administered by the Registered Charitable Society of the Diocese of Jalandhar which is a Christian minority undertaking.

The school holds its status of Unaided Minority Educational Institution as per the provisions guaranteed under Articles 29 & 30 of the Supreme Constitution of India. Although it is established primarily for the benefit of the members of the minority community, admission to this school is open to the boys and girls of all communities irrespective of their religion, caste or creed as per the availability of seats. Every staff and student of this school is encouraged to admire and practice his/her religion. This is a co-educational school from Kindergarten (Nursery) to class XII. The medium of instruction is English. Each Diocesan School begins with admission to lower classes and Education is imparted in the syllabus pattern chosen by the school.



Rev. Fr. Hormise Nirmal Raj
Founder Director

Our Vision

“The fear of the Lord is the beginning of wisdom and the knowledge of the Holy One is understanding.” - Holy Bible

Our vision is to accompany every student to help him to grow as persons who are filled with true wisdom, knowledge and understanding to create a society of justice, peace and universal brotherhood.



Our Mission

Our mission is to be a beckon of light to the young generation to grow and develop as persons who will be instrumental to create a just and harmonious society where everyone can freely and fearlessly live and bloom to his full stature by giving glory to God his creator and rendering loving service to his fellowmen. Our mission aims at molding persons of true wisdom, knowledge and understanding filled with compassion for the less fortunate and courageous to act on their beliefs. We aim at the all-round development of each child; Spiritual, Moral, Intellectual, Social, Emotional and Physical.

We help the students to realize the presence of God within oneself and in others by teaching them to pray and to live in accordance with the dictates of God.

Aims and Objectives

The aim of the school is to impart quality education designed for the all-round development of the child. The students are prepared for their future duties by a careful cultivation of their minds and hearts. They are enlightened intellectually, morally, socially, professionally and spiritually. Although it is a Christian Minority school, every student is encouraged to practise his/her religion. Special emphasis is given for the practice of natural virtues like truthfulness, honesty, politeness, simplicity, self-discipline and orderliness.

Medium of Instruction

The medium of instruction is English and the method of teaching and the curriculum are in accordance with the scheme laid down by the Council for the Primary, Secondary and the Higher Secondary stages as approved by the council. Special importance is given to the mastery of English, including spoken English, for which a high standard is maintained. Hindi as a national language and Punjabi as the regional language are taught from Pre-Primary level with due priority. Punjabi is taught as compulsory subject up to tenth standard and all the students must appear for Punjabi subject in the Board examination and obtain pass mark for promotion to the higher class. Those students who wish to take Hindi as an additional language along with Punjabi for the Board examination will be allowed to do so. The school management will arrange, on special written request from the students, extra coaching classes for Hindi for those students who have taken Hindi as an additional optional subject in 9th and 10th Std. However an extra fee will be charged for the same. Due importance will be given to Punjabi, the regional language, as per the strict Government norms.

ADMINISTRATION



ADMINISTRATION

The school is locally administered by the guidance and direction of a Managing Director appointed by the Diocese of Jalandhar. The Sisters of the Congregation of Daughters of Mary help to run this school under the management of the Diocese of Jalandhar. The Diocesan Board of Education, Jalandhar supervises the education policies of the institution.

The religious Sisters who are serving in the various Christian institutions in Punjab and elsewhere are people who are voluntarily vowed to God to lead holy and dedicated life of selfless service to their fellow human beings. In order to surrender themselves and live in religious communities known as convents, a home of prayer and serenity. The School management is committed to the cause of education as the mission of Christ, the Divine Teacher.



THE SCHOOL EMBLEM



The school emblem symbolically demonstrates the motto and aim of the institution. The Holy Cross at the center stands for the motif of selfless love and service to humanity which the Lord Jesus Christ practiced by sacrificing himself on the cross. The institution wants to instill in the minds of the staff and students such selfless and self-sacrificing love for humanity. It emanates the wisdom of all great Gurus and Pundits who selflessly dedicated their lives to redeem the humanity. The Cross reveals the great mystery of God sacrificing Himself to raise man to Godliness by an act of love that is pure and pristine, with no selfish motives attached to it. The symbol invites everyone to make sacrificial love the center of all one's thoughts, words and deeds which will result in becoming a noble person who is intimately close to God and man.

The Holy Cross is planted in a small miniature of a double ended lantern illuminating the world. It symbolizes the vision that by paying homage to the symbol of divine love, represented by the cross, one pays true homage to the author of the entire universe at the same time.

There are a few inscriptions in this module. On the top, encircling the Holy Cross, is a quote from the Holy Bible, "All wisdom is from God" (Book of Ecclesiasticus 1:1). It means that whatever Wisdom we acquire and impart is from God who is the ultimate source of all knowledge. It is the wisdom that emanates from God is the source of all true knowledge. By acquiring wisdom

and knowledge, that comes from God we imbibe the Divine nature that will lead us to our Eternal destiny.

Within the illuminated lantern we have three invocations from the Vedic literature. From time immemorial the word "Om" was the replica of the Eternal word or intelligence which gave shape to the universe. In other words, it is a synonym for God Himself - (Jn 1:1) Guru Nanak Dev Ji placed this as the "Mool Mantra" in the beginning of his Japji. Sat Guru again is a synonym of God - the seat of Goodness and Truth (Sat), Wisdom (Chit) and unending Bliss (Anand). All these three invocations denote God who is the true Teacher (Guru) of mankind.

Finally, a few words describing the name of our school: 'Sacred Heart', which is inscribed around these symbols and motto. This name is derived from a devotional prayer in the middle ages to the Sacred Heart of Jesus Christ. In all cultures, heart has been considered as the seat of life, love and all noble feelings. The incarnated God, Jesus Christ, is the source of all the undying, forgiving and eternal love for mankind. The person of Jesus Christ has been the source of inspiration through the centuries for selfless love and sacrifice for humanity, in imitation of his nobility, expressed through his compassionate and forgiving love for all which is depicted and venerated in the symbolism of His Sacred Heart aflame with Divine Love.

Affiliation and Course of **STUDY**



The school is permanently affiliated to the Council for the Indian School Certificate Examination (CISCE), New Delhi (vide No. PU-041) which prepare students for the Indian Certificate of Secondary Education (ISC-Class-XII). The University of Cambridge Local Examinations Syndicate with the assistance of Inter State for Anglo-Indian Education established the Council for the Indian School Certificate Examinations in 1958. In 1973 the Govt. of India recognized the Council as a body to conduct Public Examination in India through an Act of the Parliament and the council was appointed as one of the Indian Examinations bodies. Indian Certificate of Secondary Education (ICSE) and the Indian School Certificate (ISC) examinations are recognized by all the Education Boards in the

country and many overseas too. The preference for the CISCE students during the competitive examination is widely acknowledged. This is a co-educational school which prepares students for the Indian Certificate of Secondary Education (ICSE-Class-X) and Indian School Certificate Examination (ISC-Class-XII).

A. The ICSE Section (Classes Nursery to X) prepares the students for the Indian Certificate of Secondary Education Examination in the following subjects:

English (compulsory to get pass-mark for obtaining the pass certificate.)

Punjabi is taught as a compulsory subject up to the tenth standard and all the students must appear and pass for Punjabi subject in the Board examination.

Hindi (being a National language of India, is compulsory up to 8th standard for all the students). Those students who wish to get a pass certificate in Hindi subject should continue to take Hindi as an optional language, also in the 9th and 10th std. The school will make the necessary arrangements to engage a teacher, monitored by the Principal, to teach Hindi on request and on payment of an extra fee.

- Mathematics
- Science (Physics, Chemistry & Biology)
- History, Civics, Geography
- Environment Studies (From 1st to 8th std. only)
- Physical Education / Computer Application

Socially Useful Productive Work & Community Service ICSE pass certificate will be awarded to candidates who attain the pass mark for all subjects. However, it is

compulsory to secure a pass grade in English & S.U.P.W. Additional or optional subjects : The Council offers 24 Subjects under three groups, namely, Group I. (Compulsory), in which there are three subjects; Group II under which there are 07 subjects out of which a student can choose any two or three subjects; and Group III under which there are 14 subjects out of which the student can chose any one. It has been the practice in most of the Diocesan schools that we chose from the first Group all the three subjects, namely, (1) English (Compulsory to pass) (2) Punjabi (Compulsory to pass) (3) History, Civics and Geography (three together as one subject). From the II Group - (4) Mathematics (5) Science (consisting of all the three sections of science- Physics, Chemistry and Biology); and from the III Group (6) Either Computer application or Physical Education. To obtain a pass certificate a student should pass for English, Punjabi, and for any three more of any other subjects. A student who has taken Hindi as another additional subject along with Punjabi and who fails for Punjabi will not be promoted even if he gets pass marks for Hindi.

A provision to help the students who are weak either in Math or Science: At the time of choosing and registering the subject for the BOARD EXAMINATION there is the possibility that a student can opt for any of the six other subjects than Math or Science, provided that the school has a teacher to teach the selected subject. In some of our Diocesan schools which have the senior secondary classes, they provide the opportunity for students of 9th std., to take Economics in the place of science. For the Plus one, those students can take Commerce with Economics. (For more details, Please go through the ICSE Rules & Regulations), page 3&4.



B. For ISC (Indian School Certificate Examination)



ISC Section (Classes XI-XII) accepts students who have passed ICSE or its equivalent, and prepares them for the Indian School Certificate Examination of the Council, in three streams :

- i) Science Stream (Med. & Non-Med.) and
- ii) Commerce Stream
- iii) Humanities

English (Compulsory)

Medical	: Biology, Chemistry, Physics
Optional	: Mathematics, Computer Science, Art, Physical Education
Non-Medical	: Mathematics, Chemistry, Physics
Optional	: Computer Science, Physical Education, Art
Commerce	: Economics, Accounts, Commerce
Optional	: Mathematics, Computer Science, Art, Physical Education
Humanities	: Political Science, Economics, Sociology
Optional (Any three)	: Mathematics, Computer Science, Physical Education, Art (Conditions Apply)

Selection Criteria:

1. Admission to ISC is entirely at the discretion of the school authorities even for the students who have completed the ICSE at Sacred Heart Convent School, Ludhiana.
2. Admission will be mainly on merit.
3. Provisional admission will be granted on the basis of marks obtained in the Pre-Board Examination with a nominal provisional fee which will not be returned in case a student withdraws later. Pass mark in English is compulsory.

Stream :

Required percentage for the students of this institution

Medical : More than 70% and above in total (Marks in Science will also be considered)

Non-Medical: More than 70% and above in total (Marks in Science & Math will also be considered)

Commerce : More than 65% and above in total (Marks in Math will also be considered)

Humanities : More than 60% and above in total (Marks in English will also be considered)



II. ADMINISTRATIVE MATTERS



Rules & Procedures

To be followed while seeking admission

Registration

Parents seeking admission of their ward must register the name in advance. Registration to the Nursery class starts in October. Registration for the admission to the other classes depends on the availability of seats, and the vacant seats are expected to be very few.

Registration does not guarantee admission and the validity of the registration is only for 3 months from the date of registration.

No candidate will be admitted without entrance test except for the Nursery class and the decision of the Principal will be final in this matter. There is no specific syllabus for the entrance examination.

An attested copy of the most recent results available from the present/previous school, if any, should be submitted along with the application form duly completed. Copies of certificates, reports etc. submitted, are not returnable.

The selection of the candidate will be done at the discretion of the Principal alone and Parents/Guardians of the candidate or other relations or others will not have any right to question the procedure of selection of students of any class.

Those students who join the school at any time of a current academic year will have to pay the complete fee of that academic year even if they join late.

For selection and admission of any candidate, no request or recommendation will be entertained. In all the matters the Principal's decision is final.

Those who wish to seek admission of their child to this school may fill up the Registration Form and submit it to the office within the specified period of time along with

the required preliminary documents and Registration fee. The Registration Fee is not refundable.

The school will examine the Registration Forms, and the eligible applicants as per the terms and conditions mentioned in the registration form will be invited to be present for the drawing of lots, if there are too many applicants on the fray.

Availability of vacant seats to higher classes would be very scarce, as it is very rare that any student leaves the school once taken the admission. Registration date for filling the vacant seats in higher classes may be informed to those who enquire from the school office.

Admission

Admission is welcomed mainly to the Nursery class. When there are too many applicants to the Nursery class the school management may adapt a system of drawing lots to maintain maximum impartiality in granting admission. The management reserves its right to determine its own criterion for deciding the management and other quota of seats as the school is an unaided minority educational institution totally exempt from the RTE Act, 2009, and is under the constitutional purview of the minority rights.

There shall be written test followed by an interview for admission to any class except for the Nursery Class. Selection will be strictly on merit, subject to the availability of seats in each class. The decision of the school authorities regarding registration and admission will be final. There is no specific syllabus for the

Entrance test to any class. However, the criterion is to have the necessary knowledge based on which the students can continue his/her studies as per the ICSE/CBSE/PSEB curriculum and syllabus, in the class to which the admission is sought. The test will be conducted according to the standard of the school, based on the subjects taught in the previous classes.

Admission Requirements

- i) The Academic year begins in March and ends in February.
- ii) Admission to the various classes shall be opened to all irrespective of class, creed or race and as per the availability of seats. However the school Authorities and the Principal reserve the right to refuse admission to a student who in their opinion is not or will not be able to cope up with the studies and syllabus as prescribed by the school or if the student is found to be of poor health or delinquent character which would affect him/her detrimentally during the course of studies, or may affect others in the school in their studies and character formation. In all such cases the decision of the school authorities and the Principal is binding and final. Registration of a child does not guarantee admission, it only means that the child is entitled to appear for an entrance test and interview, after which the school authorities and the Principal will decide whether admission is to be given or not.
- iii) Students are usually admitted only at the beginning of the school year. Registration and Admission process to Nursery class may begin from the Month of October. In the Month of March when the classes begin for the Nursery students their age should not exceed three to three and a half years.
- iv) Those who seek admission to classes other than to Nursery Section will have to bring the school leaving certificate from the school previously attended. At the time of the entrance test it would suffice to have a bona fide certificate from the previous school. The Principal is at liberty to assess the knowledge of the student so as to determine the standard/grade most suited to a child after considering the result of the entrance test. Birth certificate from the Municipality/Hospital, duly attested should be produced at the time of admission. If it is found that a false birth certificate has been produced to obtain admission, the candidate will be barred from studying in this institution. Date of birth as shown in the birth certificate once registered cannot be altered on any account.
- v) Parents/Guardians are asked to fill up the admission form with the utmost possible accuracy. No subsequent changes will be permitted thereafter for any reason whatsoever.
- vi) No student will be admitted, except for the Nursery class, without a prior test and interview. The admission procedure will be completed only after submitting the necessary documents and depositing the fees. Failure to do so within the stipulated date and time for availing the admission will result in the cancellation of admission within 3 days, and the seat will be allotted to the next child in the waiting list. Fee once paid will not be refundable. Admission to any class will be solely under the discretion of the Principal.
- vii) Due to the limitation of available seats, the school cannot guarantee seats for the siblings of the students already studying in the school.
- viii) When there are too many applicants the management may choose to provide admission by a system of drawing lots. There is no guarantee that all those who register the names will get admission; but however the registration fee will not be refunded to those who could not get admission.



Withdrawal and Dismissal

1. No school leaving certificate shall be issued without a written application from the parents/guardians (Father and Mother) after the payment of all dues to the school.
2. All applications relating to the Admission and Withdrawal of a student should have the signatures of both the Father and Mother. Any exception to this may be granted as per the discretion of the Head of the institution in consultation with the Education Board.
3. Prior to the withdrawal of a student from the school in the middle of a term, a month's notice or payment of a month's fee is required.
4. As a rule students who are dismissed from the school will not be re-admitted.
5. Irregular attendance, habitual idleness, disobedience, bad conduct, involvement in sexual harassment, sexual misconduct with the students of opposite or same gender, or sickness liable to be injurious to himself/herself or contagious to other

students, etc. will justify the demand for withdrawal of a student from the school. Children of those parents who regularly make complaints and are not satisfied with the facilities provided by the school management will be given notice to withdraw their ward; if not withdrawn T.C. will be issued along with their progress report after the final exam.

6. Re-admission to this school will be banned for those who, even if have passed or are promoted academically, but have received "Notice of information" for in-disciplinary behavior in the school, for more than 3 times with a final warning and have not shown any remarkable improvement. They will be issued the T.C. along with their progress report.
7. The Principal's decision shall be final in all cases of dismissal or withdrawal.
8. A child who uses unfair means or receives or gives assistance in any form for cheating during examination and class- tests will be given zero in the subject and repetition of the same fault will result in the dismissal of the student from the school.

Procedure for Withdrawal

Students can be withdrawn or removed from school as under:

- a) By giving one current month's notice in writing. In absence of such a notice one month's fee will be charged.
- b) By the school authorities on any one of the following grounds:
 - 1) Constant weakness and negligence in studies.
 - 2) Irregularity in attendance.
 - 3) Behavioral Problem.
 - 4) Overage in any class.
 - 5) Non-payment of the fees or chronic irregularity in payment.
 - 6) Moral breach considered serious by the school committee.
 - 7) Students who get married before completing Class X.
 - 8) Those who create any problem for the proper running of the school.
 - 9) Disobedience to the school rules and regulations.
 - 10) Children of parents who create undue demands and vitiate the peaceful atmosphere of the school and cause tension to the management.





Leave Rules

1. No leave is granted without prior written application from the parents or guardians and that also only for serious reasons. Parents must not make the children to write the leave application but must write it by themselves (in Punjabi/Hindi/English) in order to have a check on their ward's sincerity.
2. A student on returning to school after a contagious or infectious disease should produce doctor's certificate permitting him to attend regular classes. The school management should not be blamed if due to failure in producing such certificate a student may be barred from entering the class room till the parent comes to the school with the required documents.
3. All students and the staff are expected to attend school on the re-opening day after each of the vacations. Students of Std. VI to X/XI who do not return on the re-opening day after the holidays will be fined ₹50/- per day of absence, unless they have a genuine and valid reason due to which prior permission has been obtained.
4. Those absent because of sickness must present a medical certificate before they are admitted to class. Absence for more than fifteen class days will render the student liable to be struck off the rolls. Re-admission, if granted, will be done on payment of a re-admission fee of ₹5000/-
5. A student who remained absent for an entire term will not be allowed to take re-admission in the same academic year. Such students can appear for an entrance examination in the next year and if cleared in the test can take fresh admission to that class/grade to which the admission is sought, provided that there is vacancy in that class.
6. The school is not permitted to grant long leaves for students to go abroad. A minimum of 75% attendance is mandatory to sit for the term examinations as well as the final examinations.
7. Appointments with doctors, dentists etc. must not be arranged during the school hours.

Examination and Promotion

The School year has two Terms along with two Unit tests between the Terms.

Two Terms would be: From March to August & From September to February.

Unit Tests: 1st Unit Test in the Month of May and the 2nd Unit Test in November.

1. Examination will be held at the end of each term and no student will be allowed to take the examinations earlier or later. The Marks of the Unit Tests will be added for the final assessment of the result. Those students absent from an examination without a grave cause will be considered as having failed in the particular subject; in case of illness a doctor's certificate should be produced.
2. Those who absent themselves in any subject shall be considered failed in that subject and shall not be awarded any position, and shall not be re-examined. In case of grave illness, a medical certificate to the effect shall be produced.
3. Regular periodical class-tests will be conducted in addition to the term examinations and Unit Tests. Marks obtained in all the class-tests, Unit Tests and Term examinations will be taken into consideration for promotion.
4. Marks obtained for the Project work will be an important component for calculating the internal assessment Marks.
5. A pupil shall be eligible to appear in the Final Examination only if he/she has a minimum of 75% of the total attendance. The same may be applicable also for the Term examinations.
6. If anyone is found indulging in any malpractice during an examination he/she is liable to be debarred from further examinations.
7. For the benefit of the students the school has maintained: The Criteria for a student to pass to the higher class after Final Examination shall be 45% of the aggregate marks obtained by the candidate in all the papers and examinations besides the internal assessment made by the school. The Council Criteria for promotion to higher class will be strictly followed and such students will be given the progress report with a statement - "Pass Certificate Awarded" PCA; The unsuccessful students who could not obtain pass marks for a minimum of:- English + Four subjects and also Punjabi will be given the progress report with the statement - "PCNA (Pass Certificate Not Awarded)"



- ii) Regularity and quality of day-to-day participation in the class.
- iii) Assessment by the teachers of different subjects.
- iv) Marks obtained for the written works and projects assigned by the subject's teachers.
- v) Required Average of Marks obtained in the Term examinations, and Unit Tests.

8. The Principal is at liberty to follow strictly the ICSE/CBSE/PSEB promotion scheme for the students, when deciding to promote a student to the higher class. Result declared at the end of the year will be final and will not be reconsidered, nor will the answer paper be shown.
9. A student who fails in two consecutive final examinations in the same class will have to leave the school.
10. As the school is totally exempted from the RTE Act as it is an **Unaided Minority Private School**, promotion of all students to higher classes, irrespective of not obtaining the prescribed percentage of marks for different subjects, (as recommended by the RTE Act, 2009) is not applicable to this school. Those who do not obtain the required marks as per the Council/Board norms will be detained in the same class; but not for more than two consecutive years in the same class.
11. Those who seek admission in this school will have to accept this scheme of promotion. The decision of the school in the matter of promotion is final and irrevocable.
12. Guardians/Parents are requested to examine the home work diary of the students to review each report from the school. It will be helpful in understanding as to why a child has not come up to the expectation. Such issues should be discussed with the subject teachers during the PTM.
13. Promotion to a higher class will depend upon:
 - i) Regularity in attendance. (a minimum of 75% class attendance)

School Fee

1. Fees should be deposited in any one of the working days as specified in the fee-book (see the year-plan) in the beginning of the months.
2. All the details of the fee collection are given on the Fee Account Book.
3. The children who take new admission will pay one month's tuition fee along with the admission Fee, Maintenance Fee, Establishment Charges and Annual charges and Additional facilities charges. These fee items of the entire year will be calculated and divided by twelve months and the parents can pay the sum in installments. Annual Charges and maintenance fee will be charged every year. But the Admission Fee and the Establishment charges are charged only once at the time of admission. The Establishment charges, which is one-time contribution from the parents for the entire duration of a child's schooling is an essential component of the Admission Fee.
4. On an emergency or due to any extra-ordinary unforeseen circumstances a student may be permitted to write the examination without fee clearance, on a written request from the parents, after submitting a written undertaking that they will not demand the result of their ward till the payment is done. It would be left to the discretion of the Principal or the management to release the result.

5. Fee defaulters will be charged ₹25 per week as fine. The students are liable to have their names struck off the rolls, if they make default in paying fee for more than two consecutive installments. The parents will be informed in advance the decision of the management so that the student may not face an embarrassing situation.
6. Fee for any number of months, even for the whole year can be paid in advance. But however it will not be refunded in the case of withdrawing the child during the academic session.
7. Fees once paid will not be refunded. The parents must collect from the school office the entire information regarding the Fee structure and should apply for admission of their wards only if they can afford to pay the school fee.
8. New admissions in the middle of an academic term/year are very rarely done and are discouraged, except in rarest of rare situations. In such instances of granting admission to students in the middle of a term/an academic year, except the Tuition Fee all other Fee components in full for the whole year will be charged. Tuition fees will be charged only for the remaining months of the academic year.
9. Maintenance charges will be charged every year. This will include the AMC of all the electronic and other equipments, software installation and maintenance, building maintenance, Lab and Library maintenance, campus care, emergency incidental expenses, etc.
10. The Annual charges which comprise consumable expenses on the students, such as: electricity, water, sanitation and hygiene, first aid and health services, security, sports and games, HRD & welfare schemes, personal growth assistance like seminars/webinars and motivational programmes, generator, office expenses, Municipal corporation charges like, house tax, water consumption charges, Tube well levy, Sewage and water connection charges etc. will also be charged every year. However, the admission fee will be charged only at the admission, with an additional ICSE entrance/enrolment charge at the time of admission to the 1st STD.
11. Additional Facilities charges: It comprises charges for those extra facilities introduced in the school after obtaining the consent of the majority of students and their parents for the benefit of the students, such as Smart classes, Junior IELTS, Abacus, specialization in fine arts, Music, Dance, Yoga, Martial arts, skating, etc.
12. As long as the school does not receive any grant in aid from the Govt., the school is constrained to revise the fee structure annually to meet the rise in expenditure due to the increase of the cost of living. The enhanced rates of tuition fee and other dues if any will be informed at the time of admission in March or before starting the new session. However, the charges for any additional facilities introduced on the request of the parents or with the consent of the majority of parents will be charged as extra fee in addition to the normal school fee.
13. The school may introduce certain additional advanced teaching technologies or facilities for the benefit of the students after gaining the consent of the majority of parents for which an additional fee will be charged. Such additional fee will not be part of the regular fee and therefore should not be considered as part of the fee enhanced for the year.
14. Class-IX students have to pay I.C.S.E. Registration Fees and X & XII class I.C.S.E./ISC Exam Fees, in addition to the regular Fees.



SCHOOL UNIFORM

Kindergarten



Summer

Boys : Sky blue shirt with navy blue stripes on collar, navy blue tunic shorts, belt with school logo, navy blue socks with light blue stripes, velcro shoes, blue patka

Girls : Sky blue shirt with navy blue stripes on collar, navy blue tunic, belt with school logo, navy blue socks with light blue stripes, velcro shoes, blue ribbon.



Winter

Boys: Full Sleeved Fawn Shirts (tie collar), Red Check Trousers, Fawn Woollen Socks, Black Velcro Shoes, Pullover-Fawn with Red Stripes V neck with red neck line school crest.

Jacket:Fawn with red stripes with school crest, School Belt (Red with fawn stripes) and Bow Tie Red, Red turban for boys.

Girls: Full sleeved fawn shirts (tie collar), Red Check Tunics, Fawn Woollen Socks, Black Velcro Shoes, Pullover- Fawn with red stripes with school crest, School Belt (Red with fawn stripes) and Bow Tie Red, Fawn leggings, red ribbon

Class I-II



Summer

Boys : Half sleeved white shirts (tie collar), blue shorts, red socks, black shoes, school belt and tie, maroon turban for Sikh boys.

Girls : Blue Tunic for Girls, half sleeved white shirt, red socks, black shoes, school belt and tie, red ribbon.



Winter

Boys: Full sleeved white shirts (tie collar), grey trousers, grey woollen socks, black shoes, red plain pullover (v-neck) maroon blazer with school crest (compulsory), School belt and tie, maroon turban for Sikh boys.

Girls: Grey tunic, full sleeved white shirt, grey woollen socks, black shoes, red plain pullover (v-neck), maroon blazer with school crest (compulsory) school belt, tie and red ribbon.

Class III-V



Summer

Boys: Half sleeved white shirts (tie collar), Blue pants, red socks, black shoes, school belt and tie, maroon turban for Sikh boys.

Girls: Half sleeved white shirts (tie collar), blue divided skirt, red socks, black shoes, school belt and tie, red ribbon.



Winter

Boys: Full sleeved white shirts (tie collar), grey trousers, grey woollen socks, black shoes, red plain pullover (v-neck) maroon blazer with school crest (compulsory), School belt and tie, maroon turban for Sikh boys.

Girls: Grey skirt, full sleeved white shirt, grey woollen socks, black shoes, red plain pullover (v-neck), maroon blazer with school crest (compulsory) school belt, tie and red ribbon.

Class VI-XII



Summer

Boys & Girls :

Half sleeved sky blue striped shirt (tie collar) with school crest, carbon blue trouser and carbon blue waist coat with school crest, sky blue socks, black shoes, school belt and tie, sky blue turban for Sikh boys, sky blue ribbons for girls.



Winter

Boys & Girls :

Full sleeved sky blue striped shirt (tie collar) with school crest, carbon blue trouser and carbon blue waist coat, sky blue sweater with carbon blue strip (V Neck) school crest, Carbon blue blazer with school crest, sky blue socks, black shoes, school belt and tie, sky blue turban for Sikh boys, sky blue ribbons for girls.

Special Note

1. Girls with long hair should make two plaits with blue ribbons.
2. Jewellery, Nail Polish, decorative hair pins and bands are not allowed.
3. Narrow toe shoes, low waist and tight bottom pants are not allowed.
4. Use of hair gel, hair colour or any imitative hairstyles are strictly prohibited.
5. Any alteration done with the uniform resulting in change of size, shape, style, design, colour or fabric is not approved of by the school and such act will be considered as grace disobedience to school discipline. It is compulsory to wear the school uniform:
 - i. For extra classes
 - ii. For trips/picnics
 - iii. For inter-school competitions
 - iv. For Board Examinations etc.

Teacher's Uniform

- There is a special dress code for all categories of staffs as decided by the school management.
- The Principal is the authority to decide the design, colour and to specify the days of usages.
- One day a week shall be granted to the teaching staff to have any other decent and moderate dresses of their choice.
- No teacher is allowed to use any extra modern dresses or ornaments/jewellerys so as to attract the attention of the other or to use such colours or fashions that distract the others.
- Lady teachers shall have specially designed sarees as decided by the management for the specified occasions.

School Timings

Summer : 7:45 am to 1:45 pm
Winter : 8:45 am to 2:45 pm

General Office

Summer : 8:30 am to 1:30 pm
Winter : 9:30 am to 2:00 pm

Accessibility to the Principal

Summer : 9:00 am to 10:30 am
Winter : 10:30 am to 11:30 am

III. RULES OF CONDUCT AND DISCIPLINE

Code of Conduct for the Parents, Students and Teachers

A. Code of Conduct and Information for the Parents

1. Prior to seeking admission to this school the parents are instructed to be familiar with the prospectus of the school. They must read and study the terms and conditions, rules and regulations and the code of conduct for the students and parents who will be associated with this school. Ignorance of the rules and regulations, terms and conditions will not in any way justify its violation.
2. All those who seek admission of their students in this school are bound to sign an affidavit after going through the prospectus of the school that they are willing to abide by the terms and conditions inscribed in it as a precondition for taking the admission.
3. The school is established, owned and administered by the Diocese of Jalandhar, registered charitable society, primarily to cater to the educational needs of its minority community members. Therefore the parents who take admission of their students in this school should respect the right of the Christian minority community members who play a major and primary role in the administration of the school.
4. Being an unaided minority educational institution its administration is entirely with the Christian minority registered society as per the provisions contained in the Supreme Constitution of India.
5. The school enjoys its administrative freedom as provided by the Supreme Constitution of India in its Articles 29, 30 (1) which grants autonomy of administrative powers to minority educational institutions.
6. Admissions of students, fee structure, appointment, disciplinary action against the employees, dismissal of the employees, etc. are as per the administrative powers endowed on the minority institutions in conformity with the provisions of the Supreme Constitution of India, for minority educational institutions.
7. The school welcomes any suggestion and advice which is positive and constructive for the welfare of the children and better functioning of the school. But however the management reserves its right to accept or reject such suggestions. It is left to the prerogative of the management whether to implement such suggestions or not remaining within the administrative purview of the minority rights. The school is not bound to respond to the demands of any self-made associations or groups or even to the self-created associations of parents and to their demands; but would be listening to the individual parents and their wards during the parents-teachers meetings.
8. Being an unaided minority private school the administration of the school is entirely under the provisions of the Articles 29 & 30 (1) of the Supreme Constitution of India which grants autonomy to the minorities to administer its own educational institutions without undue interference from any unconstitutional external forces.
9. Those parents who cause any agitation and incite others to do so against the school or join with any anti-social element to disturb the peaceful atmosphere of the school forfeit the right to continue teaching their children in this school. Their children will be rusticated without giving any other reason. On special request, their children may be allowed to complete the current academic session provided the school is given the legal guarantee by submitting a written undertaking by the parents through the proper legal procedure, that the atmosphere of the school will not be disturbed for the sake of the majority of children studying in the school. The children of such parents will be issued the TC along with the final result of the academic year. The same will be applicable to the students who commit the similar offence.
10. The parents must sign a self- declaration at the time of taking admission of their children that they would send them only by such transportation which is run in accordance with the "safe-school vahan" policy of the Government to ensure the safety of their children. Any parent in connivance with private vehicle operators defy the "safe school vahan" policy of the government and send their children in vehicles which do not conform to the safety measures will be issued notice and subsequently will be asked to change the mode of transportation or withdraw their students from the school, for the sake of their safety.
11. Parents are strictly forbidden to send their children to the school by vehicles which do not run in compliance with the traffic regulations of Hon'ble Punjab and Haryana High Court on children's safety. The school issues permission to ferry the children only to those vehicle owners who have submitted their legal documents to the

III. RULES OF **CONDUCT AND DISCIPLINE**

- school in compliance with the Hon'ble High Court order.
12. Since the school does not own adequate number of its own vehicles for the transportation of all the students who take admission in this school, the parents are instructed to make their own arrangements with private vehicle owners or transporters. However, they must make sure that such vehicles are being operated in compliance with the safety measures ordered by the Government. The school management gives approval only to those vehicle owners who run the vehicles in conformity with the "safe school vahan" policy of the government.
 13. The Transportation of the children to and from the School is a collective responsibility of all stake holders. The school-management cannot be held solely responsible for the safety of the children during their transportation, especially in case of private transporters with whom the parents have made agreement without any consultation with the school authority. In such cases the matter should be dealt with the concerned Government authorities, and the school management should not be unjustly dragged into controversies which would adversely affect the peaceful teaching atmosphere of the school.
 14. The management has the right to take disciplinary action against students/parents who do not comply with school-rules and requirements.
 15. The parents are requested to contact the school office in the month of March, before the beginning of the new academic year to know the fee structure of the coming year. Every year the school is constrained to enhance its fee structure, remaining within the limits permitted by the competent authority, as the school does not receive any financial aid from the Government.
 16. Being an unaided minority educational institution, the school is not bound to constitute a Parents association with members from the majority community to be involved in the administrative matters of the school. However, the school has its own arrangements to know the minds of the parents through the PTM (parents teachers' meeting) being conducted in regular intervals, and through the Local Managing Committee meetings (LMC) in which the parents' and teachers' representatives are present.
 17. All major decisions of administrative matters are taken by the Governing Body of the registered society which runs the school in consultation with the Local Managing Committee in which the representatives of the parents and teachers are members.
 18. Parents and guardians are not permitted to walk into class-rooms or interview teachers without the permission of the Principal.
 19. All letters and correspondence addressed to pupils are subject to the scrutiny of the Principal. Involvement of a student in any unhealthy friendship or indecent relationship with a person of the opposite or even of the same gender, or any remarks, commends, jokes, exchanging of letters, sexually nuanced gestures etc. through verbal, textual, graphic or electronic media, of demeaning nature that goes against sexual modesty, will be treated as very serious offence and those involved will be asked to discontinue studies in this school with immediate effect, after due enquiries through the (ICC) internal complaint committee duly constituted.
 20. The school is not responsible for articles or money lost. It is not advisable to bring valuable articles (like expensive watches, fountain pens etc.) to school. Pupils below V Std. are advised not to wear costly wrist watches in the school.
 21. Parents are requested to refrain from disturbing the teaching staff of the school with any school matters outside the school hours, unless the matter is of very serious and urgent in nature. Phone calls or visit to the families of the teaching or non-teaching staff at odd hours which disturb their private family life is absolutely forbidden; and legal procedures will be initiated against those parents who violate the rules. All school matters relating to their students should be dealt



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with during the school hours only, preferably with prior appointment.

22. Disciplinary Action:

Since the school management has strictly instructed its staff to avoid all kinds of corporal punishments, it has become the dire need to discipline the students only with the co-operation of the parents. Therefore it has been decided that on any serious in-disciplinary behaviour of a student a "Letter of Information" will be sent to the concerned parents. The parents must then visit the school and discuss the matter with the Principal or the class-teacher and find a solution to discipline the child. If a child does not improve after three such interventions of sending the 'Letter of information' and giving corrections to improve, the student may be asked to discontinue his studies in this school, in consultation with the parents in the light of the information letter. Periodical Reports and the Report Book will keep the Parents/Guardians informed of the progress of their students. These reports are to be signed and returned in time as per the information supplied through the school diary.

23. Special classes, sports and games, cultural and literary activities may be organized on Saturdays as and when required. Participation will be deemed compulsory, in such cases.

24. Co-curricular activities and outdoor activities such as class picnics, camps, and study-tours shall be compulsory for all and expenses will be charged from the students.

25. Annual celebration and other such functions in which the parents are invited are expensive and needs special financial support of the parents. On such functions an additional fee will be charged from the parents other than the charges the participants would incur on the costume and special training.

26. The school will organize various functions and celebrations for the enrichment of the students on a regular basis. A small contribution from the parents would be charged for such functions and celebrations (preferably in the beginning of the year) which would not be included in the annual charges, or maintenance charges which the parents must pay annually other than the tuition fee.

27. In order to keep pace with the advancement in the process of teaching and learning, additional facilities would be added to the school curriculum

in consultation with the parents. If the majority of the parents opt for such additional facilities, the rest of the parents should also opt for the same. An advance notice mentioning the proposed additional fee for the facility would be sent to all.

28. Just because one child of yours is admitted to this school, it is not bound to give seats to all your other children/or of your relations.

29. Parents/Guardians are welcome to meet the Principal from 10:00 a.m. (or on any specified time as per the notification issued) on working days, preferably with a prior appointment to save time and to avoid unnecessary inconveniences.

30. Please remember, education also means character formation and we need to discuss the matters with you. As per instructions from the council, value education and character formation need to be given prime importance during a child's years of schooling. Therefore, henceforth, the remarks registered in your child's "Student's Log Book" will also be entered in their Progress Report. We need Parent's co-operation in molding the child's behaviour through open dialogue between the teachers and the parents on days allotted for the P.T.M. (Parents-Teachers Meet).

31. The parents should be prompt to reach the school whenever they are invited either by the Principal or by any staff member. Continuous neglect from the part of the parents to visit the school will be serious violation of the terms and conditions for getting admission in this school. Therefore notice will be served to such parents and if they do not heed they will be asked to withdraw their child.

32. Parents are expected to visit the school in decent and modest attire. Visiting the school and the teaching staff or the Principal in short pants or casual dress which may be offensive, scandalous or considered to be immodest can be a serious offense. Such parents will be issued warning notice at the first instance. If continues to behave against the discipline of the school their intention will be considered as rebellious and the child will be issued T.C.

33. The school management will give due consideration to the decisions of the parents of a student only if both the parents are in agreement with the decision. This is to avoid all possible disputes and litigations later. Therefore, all the applications of any request concerning their children should be signed by both the parents. If any contingency arises that one of the parents is unable to sign an application, the necessary and convincing documentary evidence should

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- accompany such application. The Principal of the school will be at liberty to verify the documents presented before him/her prior to granting the request.
34. It is not permitted for a parent to shout at a teacher either privately or in front of the student during the PTM. Such behaviour will be considered as serious indiscipline amounting to criminal offense and legal action will be initiated against such parent.
 35. The parents should show due respect to the teachers as they belong to noble families and are engaged in a noble and respectable service to humanity. As human as they are, any of their human frailty should not be made use to ridicule or belittle them before the students. Such acts will be considered as serious in-disciplinary behavior from the part of the parents and the concerned teacher will be at liberty to initiate legal action against the offender.
 36. Any matter of dispute or clarification with regard to the progress in the study of a student should be discussed with the concerned teacher amicably by the parent; and if the matter is not settled, it should be brought to the knowledge of the Principal in written form. The parent should patiently wait for its written reply from the Principal or for a call from the Principal's office to discuss the matter.
 37. Any unruly behavior of a parent of a student to any staff member of the school (either teaching or non-teaching) will be considered as serious criminal offense and serious legal action will be initiated against such parent.
 38. Lack of the knowledge of the law is no justification for its violation. Therefore the parents are requested to thoroughly read and understand or ask someone to explain these rules and regulations, terms and conditions before they take admission of their child in this school.
 39. Moral uprightness and respectable social status is expected of every parent who takes admission of their children in this school. The children learn from their parents. The school does not expect a student to misguide another due to his improper upbringing at home by his parents.
 40. Parents of those students studying in this school are expected to maintain respectable social status and should avoid getting involved in any criminal activities which will affect the student detrimentally in his life and progress in his studies.
 41. The parents are not permitted to shout at the Principal or the staff or behave in a disrespectful manner with an attitude of intimidation which will demoralize the staff and they will not be able to carry on with their duty of guiding their students with tranquility and impartiality.
 42. All the parents and visitors to the school are bound to fulfill the security regulations. Defying the security regulations by anyone will be construed as actions with evil or mala fide intention and the matter will be reported to the police for necessary action.
 43. The security guards at the gate are employed to safeguard your children and the entire school staff. The parents should cooperate with the school by their compliance to the security norms. All disputes with the security guards are to be avoided as they are at your service and under the orders from the management for the benefit of your children.
 44. The ID cards, supplied from the school, must be brought along if any of the parents or relatives wishes to meet a child during the school hours. To avoid any mishap to a student the school Principal and the staff will take maximum care not to divulge the identity of a child or any information regarding a child to any stranger, if he/she does not carry with him/her the identity card supplied from the school.
 45. Being an unaided minority educational institution the school enjoys total exemption from the RTE Act, and therefore the students who fail to obtain the required marks for promotion as per the ICSE/CBSE/PSEB/ norms would be detained in the same class and the students will be asked to repeat the year.
 46. The tendency of the students to go for private tuition is strongly discouraged; instead they should be encouraged to participate in the remedial classes provided in the school itself. The school teachers shall not engage themselves for private tuition, except with the permission of the Principal.
 47. Parent-Teacher Meeting (PTM) is to be attended by all parents/guardians of the students. Those students whose parents/guardians have not attended the PTM, without getting prior permission from the Principal, due to any unavoidable reasons, will not be allowed to attend the classes unless and until they bring their parents/guardians to the school.

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48. Character formation of each student based on universal and eternal values is one of the key motives of the entire school administration. Therefore, textbooks on moral science are compulsorily taught in the school. Besides, extra instructions based on the booklet, "Hints for Personality development" is regularly imparted to the students.
49. In the progress report, along with the marks for different subjects taught in the school Grade is marked for the personality traits of each student. The parents should show keen interest in the personality development of their children by checking the progress marked in the progress report.
50. The school administration with the cooperation of the parents attempts to impart **Strength of Character** for every student that joins this institution.
51. **The strength of character consists in developing the maximum of the following virtues: 1. Strength of Wisdom and Knowledge** (Creativity, Inquisitiveness, Open-mindedness, Love of learning, Counseling perspective) **2. Strength of Courage** (Bravery, Persistence/ perseverance, Integrity/ authenticity/ honesty, Vitality). **3. Strength of Humanity** (Love that prompts to share and care, Kindness/ compassion/ altruistic love, Social Intelligence.) **4. Strength of Justice** (Citizenship/ social responsibility, Fairness/ treating everyone without biased decisions, Leadership) **5. Strengths of Temperance** (Forgiveness and mercy, Humility/ modesty, Prudence, Self-regulation/ self-control.) **6. Strengths of Transcendence** (Appreciating beauty and excellence and being grateful to the Creator, Gratitude for the good things that happen in life, Hope/ optimism/ future expectation for the best, Humour/ seeing the light side of things, Spirituality/trusting in religious faith. These strengths are explained in the booklet "Hints for personality development".
52. If anyone, be it a teacher, parent, student or an employee, be found in an inebriated state in the school campus stringent legal action will be initiated against him/her with immediate effect, leading even to the dismissal.
53. While sending letters or making remittance of fee or inquiries, please note the full name (as written in the admission form) of the child. His/her class and Roll Number/Admission No. are very important to enter because there are many students in a class/school with the same name.
54. Parents and guardians are requested to notify the school of any change in their address and phone numbers failing which the communications will only be sent on the address available in the school. The school will not entertain any complaint if one has not obtained the communication.
55. Children with any contagious illness should not be sent to the school until the doctor certifies that he/she is no more a carrier of the illness to another by contact.
56. The parents should not send children who are sick to take the examination during the exams. If the child is sick he/she must remain at home and send a leave application. If a student comes to school to take the examination, he/she will not be sent home before the scheduled time. But however in an emergency the parents will be informed for necessary intervention.
57. The parents should not intentionally withhold from revealing any serious health issue of a child to the Principal or the class teacher. Lack of transparency in such issues can be very much detrimental to the child; instead, right information in due time to the school staff will benefit your child.
58. It is strictly forbidden for children to consume Junk food. The parents are requested to supply homemade healthy and hygienic food items as the Tiffin to be brought to the school.
59. Parents must regularly monitor their children; even check their school bag, so that they do not bring to school any items which are forbidden. If any such items are found they will be confiscated and strict disciplinary action will be taken against the offender.
60. The parents should forbid the children to bring to the school the following items and any other similar items which are in no way related to any school activities without obtaining prior permission; items such as: Fireworks materials, Matches, Expensive toys or Weapons, Valuables, Computer games, Razor, Perfume, Knife, Yoyos, Darts, Sling shots and other potentially dangerous toys.
61. No student should possess any unauthorized sharp instrument or any lethal weapon which is in no way related to the study materials and neither should they bring any contraband items, intoxicants, drugs or anything objectionable to any inmate of the school. If any such material is found in possession of anyone he/she will be suspended from the school with immediate effect, and if the evil intention of the possessor is

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proved he/she will be debarred from further attending this school.

62. The parents should not permit the children to imprint Tattoos on any part of their body and displaying it before others. Such acts are not considered to be conducts of persons with nobility and are considered to be showing disrespect to one's body.
63. The school will not entertain any anonymous letters; instead every parent is permitted to lodge any of their complaints or suggestions through the suggestion box or through the provided provisions.
64. Any grievance should be conveyed in the written form to the Principal of the school in the first instance. If the grievance could not be settled by the Principal it should be brought to the notice of the Director of the school. Only those issues which could not be settled locally should be brought to the Chairman of the Diocesan Board of Education at Jalandhar. The decision of the Chairman should be respected as full and final.
65. An appeal against the decision of the Chairman may be filed before the President of the registered society within thirty days of the receipt of the copy of the decision. After the expiry of thirty days, if no appeal was made, the matter will be disposed of and the decision will be considered as full and final.
66. The decision taken by the office bearers of the Diocese of Jalandhar in the capacity of the office being held will not have any personal repercussion on him during his office or after relinquishing the office. The society as a juridical person will be responsible for all the decisions of its office bearers.
67. Any legal dispute between the management and the grieving party will be dealt with only in the court within the jurisdiction of Jalandhar, as the school is established, owned and administered by the Diocese of Jalandhar, charitable society which has its headquarters in Jalandhar city.



68. The sole authority to order an investigation or grant permission to conduct an investigation on any matters of dispute, as exigencies demand, is vested with the President of the society and with the Chairman of the Diocesan Board of Education to whom he may delegate his authority as per his discretion.

Transportation

69. The transportation safety of the children is of at most concern for all of us. Therefore we request the parents to consider seriously the following terms and conditions and take the necessary safety measures.
 - a) The school does not own adequate number of its own vehicles for the safe transportation of all the children taking admission in this school. Therefore, the parents must get the help of private vehicle operators for the transportation of their children.
 - b) While choosing the private vehicles the parents are requested to choose only those vehicles which ply in conformity with the "Safe School Vahan Policy" of the Government for the safety of their children.
 - c) Concerning the implementation of the "Safe School Vahan Policy" the school administration has been fully endorsing the ruling of the Hon'ble High Court of Punjab and Haryana and the instructions from the transportation department of the state by instructing the parents, students, the private vehicle owners, operators, and drivers to comply strictly with the policy norms.
 - d) An office order has been issued by the Principal to all the vehicle operators and the parents, instructing them to comply with the "Safe School Vahan Policy".



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- e) The parents should sign a self-declaration at the time of taking admission of their children, stating that they would choose only those vehicles which comply with the "Safe School Vahan Scheme" for the transportation of their children.
- f) A school transportation committee has been set up in the school to call the vehicle owners and drivers to instruct them periodically and to inspect their vehicles regularly to forewarn the defaulters. The committee will report to the competent Government authority the details of the vehicles which do not comply with traffic safety measures. The parents must cooperate with the School transportation committee.
- g) The school has officially banned all the defaulting transporters from transporting the students to this school. Parents are requested not to engage such vehicles to transport your children.



B. Code of Conduct And Information For Students And Staff

- 70. Students are expected to reach the school campus five to ten minutes before the first bell for morning assembly. Those who are late must obtain permission from the concerned person in charge, who makes entries at the gate in the diaries of late comers before allowing them to enter the school campus.
- 71. After making three late arrival entries in the diary, ₹20/- will be charged as fine for every subsequent late arrival from the late-comer.
- 72. The students are not permitted to arrive too early to the school campus. If such need arises, such student should report his/her early arrival to the security guard and should spend the time under the scrutiny and protection of the security guard. He/she will be allowed to enter the school building or the class room only 10 minutes before the assembly bell.
- 73. If the necessity arises for the parents to leave their child in the school much early than the permitted time, the parent should make sure that the child is entrusted to the security guard or any staff member in the office who will make an entry of the child's arrival and will take care of the child responsibly.
- 74. The students who arrive too early before beginning the assembly are not allowed to loiter around. They should not be seen either alone or in company with other students in any isolated corners in the school campus. Instead, they should be in the playground in the visibility of the security guard and would be allowed to enter the school building or the class rooms only 10 minutes before the assembly bell. Students should enter the class rooms only in groups of a minimum three or more. A single student should not be sitting alone in a class room nor should be found in the company of another single student. Minimum of three students should enter together in a class room. Till then the student who came too early to the school should wait either in the campus in the vicinity of the security guard or should remain in the veranda of the school building.
- 75. Once a student has entered the school campus he/she will not be allowed to leave the campus without obtaining the gate pass from the competent authority.
- 76. The warning bell before the assembly is a signal for students to go to their respective class-rooms in perfect silence.
- 77. At the bell for beginning the assembly the students will be marching to the assembly ground from their respective class rooms in perfect silence and discipline. The class teachers will monitor their discipline.

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78. All pupils are expected to be present for the assembly during which they pray together and no student should be allowed to stay back in the class room. For reasons of ill health, such student should be brought to the infirmary and allowed to take rest, but for no reasons a child should be allowed to stay alone in the class room.
79. The attendance will be marked in the attendance register at the beginning of the two sessions: one at the arrival in the class after the assembly and the other after the noon-break.
80. The students are not allowed to roam about idly in the school campus or stay on in the classrooms after the last bell is rung for leaving the school.
81. Any student whose transportation facility is delayed should inform the matter to the school office and wait at the reception other than loitering about outside the school gate or crowding around the street vendors or entering the adjacent shops to while away time.
82. Students should be proactive in promoting a friendly school atmosphere and should work for making the school a positive, supportive, safe and welcoming place.
83. Every student should bring daily the school diary to the school to facilitate the Principal/ teachers to convey any information or request to the parents/guardians through the diary. If the parents/guardians are asked to meet the Principal/ Teachers, they must do it without fail.
84. The students who are sick should not come to the school to take the examination during the exams days. If one is sick he/she must remain at home and send a leave application. If a student comes to school to take the examination, he/she will not be sent home before the scheduled time for the examination to get over. If any emergency arises the parents will be informed for their immediate intervention.
85. A leave application signed by the parents should be submitted to the office, if a student wants to take a day's leave. Any absence without prior leave application should be supported by a leave letter from the parents explaining the reason for absence. Such a letter of explanation should be given to the class teacher signed by the Principal/Vice-Principal on the day the absentee student returns to the school. In the absence of such leave application a student may be granted permission by the Principal to attend the class on the same day but will be barred from entering the classroom on the next day.
86. Serious disciplinary action will be taken against a student who submits fabricated or fake leave letters or medical certificates to justify his absence. Forging the signature of anyone including those of one's parents will be considered as serious criminal offense. If any such behaviours is detected the student will be suspended from the school with immediate effect. His/her parents will be called to the school before allowing him/her to leave the school campus.
87. A total of 75% school attendance is compulsory to be eligible to sit for the examinations; both for the first Term examination and for the final Term examination in all classes.
88. Equal importance will be given for the academic progress and the character formation of every student. Therefore it would be marked in the progress report the marks obtained for the academic subjects as well as the Grade obtained in the personality traits.
89. In each class a register will be maintained in which all the staff members are free to add points for every significant good character trait, mentioning the date and the description of the good deed as well as to enter minus point for every violation of the expected character trait or any delinquent behaviour. At the end of every term the plus and minus points will be tallied and the students who obtain above 90% points in good personality traits will be given appreciation award.



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90. The Progress report/Proficiency profile record will be prepared after taking into consideration the remarks mentioned in the personality traits register maintained in each class.
91. In the progress report, along with the marks obtained for different subjects taught in the school, Grade is marked for the personality traits of each student. The parents should show keen interest in the personality development of their students by checking the progress marked in the progress report.
92. It is compulsory for the students to read the specified number of books from the Library in each term. Marks will be added for the books read and marks will be reduced for noncompliance of the rule. From the Fifth grade onwards a summary of each book read, consisting of answers to the questions: Namely, (1) what was the book all about? (2) What did you gain from reading the book? (3) Which chapter or what idea, what concept, what incident, or what expression etc. of the book struck you/impressed you most? should be written and submitted to the respective language teacher. At the end of the term the language teacher will pick up any of those summaries and may ask questions to make sure that the person still remembers what he/she had read. Accordingly marks will be awarded as per the instruction of the Principal.
93. All letters and correspondence addressed to pupils are subject to the scrutiny of the Principal. Involvement of a student in any unhealthy friendship or indecent relationship with a person of the opposite or same gender, or any remarks, commends, jokes, exchanging of letters, sexually nuanced gestures etc. through verbal, textual, graphic or electronic media, of demeaning nature that goes against sexual modesty, will be treated as very serious offence and such students will be asked to discontinue studies in this school with immediate effect.
94. The students are forbidden to bring to the school the following items and any other similar items which are in no way related to any school activities without obtaining prior permission: Fireworks materials, Matches, Expensive toys or Weapons, Valuables, Computer games, Razor, Perfume, Knife, Yoyos, Darts, Sling shots and other potentially dangerous toys. If any such items are found with any student strict disciplinary action will be taken.
95. It is not permitted for children to imprint Tattoos on any part of their body and to display them to others. Such acts are not considered to be conducts of persons with nobility and are considered to be showing disrespect to one's body. The same rule is applicable to girls who decorate their bodies for attracting others which may be considered as immodest and socially unacceptable to children of noble families. Those who defy the rule will be issued the "letter of information" to be shown to the parents and the matter should be settled in consultation with the parents.
96. Any criminal activity through the social media amounting to cyber crime among the students will be considered very serious offense for which a student may be suspended from the school with immediate effect; and the parents will be contacted to take the student home. Subsequently he/she may be dismissed from the school as per the seriousness of the case.
97. No student should go on ruminating in his/her mind thoughts and plans of personal vendetta against any staff or student. If ever it is detected that someone is carrying on with revengeful thoughts and hatred against another the matter will be treated as very serious offense as amounting to attempting to cause injury to another. Such a student will not be allowed to continue to study in the school unless and until the parents of both the parties submit written undertaking that they alone will be responsible for any future eventualities of hurt or harm to anyone of the parties.
98. All the students should make it a point to settle any matter of dispute as soon as it arises with the help of the staff or the Principal.
99. Attempt to express or actually expressing any physical intimacy which is socially unacceptable either in private or in public between two students, either of the same gender or between the opposite genders is a serious offense. Strict disciplinary action will be taken against the offenders. Whenever such offense is detected the parents of both the parties will be called to the school and the matter will be settled in their presence with a written undertaking from the concerned parents. If the incident has caused serious scandal the students will not be allowed to continue their studies in the school.
100. Use of abusive language in written or oral form by any student is a serious offense and such students

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will not be allowed to continue in the school if he/she does not give up such habit.

101. Bullying in any form either physically or mentally or through social media among the students is a serious offense and if anyone is found to be engaged in such activities he/she will be suspended from the school with immediate effect. As per the seriousness of the matter disciplinary action will be initiated against the delinquent student.
102. The students are to immediately report to the Internal Complaint Committee member of the school any type of offensive behavior with sexual intent from the part of any person in the school campus or outside. In this way one can help the school authority to book the offender. One must not gossip around such delicate issues to anyone and everyone, instead, such issues should be immediately brought to the knowledge of one of the Internal Complaint Committee members only. At the same time it is to be borne in mind that if an innocent person is falsely implicated, the complainant shall be prosecuted with severe penalties.
103. Watching any pornographic videos through any type of social media or through the internet is absolutely forbidden to children. If ever such behavior is reported to the school authority strict and stringent disciplinary action will be taken against the student.
104. The students are not permitted to develop any clandestine, secret, friendship with anyone either inside or outside the school campus. All their friends should be known to their parents and even to the teachers. If ever it is found that such friendship is going on severe disciplinary action will be taken against the students and even they could be expelled from the school.
105. The school is not responsible for articles or money lost. It is not advisable to bring valuable articles (like expensive watches, fountain pens etc.) to school. Pupils below V Std. are advised not to wear costly wrist watches in the school.
106. In the case of girl students they are not allowed to wear costly ornaments when they come to the school. If ever they bring such costly adornments and if they are lost the school will not entertain any such complaints.
107. No student shall be allowed to go out or to be taken out of the school compound without obtaining the 'out pass' from the Principal. The out pass shall not be issued unless the Principal is



convinced of the genuineness of the need and the credentials of the person who has come with the request to take the student from the school for whatever purpose.

108. A student will not be allowed to meet any visitor unless he/she carries with him/her the identity card issued from the school.
109. Personal Cleanliness and grooming is expected of every student. The school uniform must be clean, well pressed and complete without any type of decorations. Students coming to the school with untidy dress, hair etc. will be fined and if one does not oblige to follow the school instruction a "letter of information" will be sent to the parents. The student will be allowed to continue studies in the school only after the settlement of the issue in consultation with the parents.
110. The class-teachers are duty bound to check diligently the uniform of the students regularly. They should regularly insist on the hair-style of the boys and girls that they follow the regulation of the school.
111. During the recess for the lunch break pupils are expected to leave the classrooms only after having eaten their lunch. The teachers on duty are expected to take care that the students peacefully consume their Tiffin.
112. The students should be highly motivated to bring their Tiffin consisting of only those food items which are prepared at their home kitchen by their mothers or their dear ones. It is highly injurious for children to consume junk food. All kind of junk food items are strictly banned.

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113. It is highly encouraged for children of all classes to have a fruit break after the second period in the morning. The students should be motivated to bring any fruit item or healthy and homemade snacks and consume it in the class during the fruit recess.
114. It is not healthy and hygienic for children to have their lunch (Tiffin) squatting on the floor or in the ground; and therefore the meals should be taken sitting on benches in the class room itself.
115. The Principal has the right to confiscate books, newspapers, periodicals, mobile phones and any other items which may be considered objectionable. No student should possess any unauthorized sharp instrument or any lethal weapon which is in no way related to the study materials and neither should they bring any contraband items, intoxicants, drugs or anything objectionable to any inmate of the school. If any such material is found in possession of anyone he/she will be suspended from the school with immediate effect, and if the evil intention of the possessor is proved he/she will be debarred from attending this school.
116. The academic session of the school will be from March to Feb. The medium of instruction and expression is English within the school campus. Punjabi, the mother tongue is taught from L.K.G. and Hindi, a national language from U.K.G.
117. All students are advised to practice speaking English within the school Campus. But however no child shall be punished or fined for speaking in their mother tongue. Speaking in English should be encouraged not by punishment but by motivation. Children shall be encouraged to appreciate Punjabi, the mother tongue and there shall be no ban on its use, instead, it shall be in use as per the Government instructions. Punjabi shall be a compulsory subject till X Standard and it is mandatory to obtain pass mark for Punjabi to gain a pass certificate from the Council/Board.
118. The school management will arrange special coaching classes for Hindi on special request for those students who have taken Hindi as an optional subject in 9th and 10th Std. However an extra fee will be charged for the same.
119. Money should not be lent or borrowed or articles exchanged between the students, without due permission from the class-teacher.
120. No collection of money for any purpose whatsoever is to be started and no meeting, demonstration, party or picnic may be held without previous sanction of the Principal.
121. Giving presents or gifts to the members of the staff or any type of demonstration of gratitude towards them also requires previous sanction from the Principal.
122. Any pupil desiring to be exempted from PT, games or any other activities in the school must produce a doctor's certificate to the effect that he/she is physically unfit to take part therein. However, such student will not be allowed to stay alone in the class room during the PT period.
123. Children have no permission to attend parties or to go to the cinema or to go to friend's house on their way to the school or on the way back home from the school.
124. All Children especially the girls should avoid at any cost the company of any stranger on their way to the school or on the way back home. Never should they accept any edible items from strangers and neither should they accept if a stranger offers a free lift in their vehicle to reach you to the school or to home.
125. All pupils should have their books in a canvas or leather bag. Aluminum suitcase will not be allowed.
126. Care must be taken to protect all school-property. No pupil should scratch or carve on the desks or chairs or damage any school furniture. Writing or drawing pictures on the walls, breaking or damaging school property or things belonging to others are all strictly forbidden. Damage done to any property even by accident should be reported at once to the class teacher or to the Principal. Any damage done must be made good by the one who does it. Anyone who sees that something is damaged should report the matter even if he/ she does not know who has done it. No Pupil should bring razor blade or any sharp instruments unwarranted to school.
127. Students are not permitted to wear such wrist watches which functions as minicomputers or mobile phones which can be used to do clandestine activities in the class, in the examinations and in the school campus.
128. Running, playing, shouting and whistling inside the school building is never allowed.
129. The name, Admission number, standard and section of the pupil should be clearly marked on all his/her belongings.

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130. The students should behave in a refined and polite manner wherever they go; they should always remember that the standard of the school is judged by the behavior of its students. They should always greet their teachers, elders and friends in a pleasant and audible tone of voice wherever they meet them in school or outside. They should be gentle and polite to their companions and others.
131. Pupils shall be cheerful in their obedience to their parents and teachers giving them always the respect and affection that is their due and accepting their guidance and correction with gratitude.
132. Cycles must be kept locked at the cycle stand only. Students should not ride around the school compound on bicycles. While entering or leaving the school gate, one must walk instead of riding.
133. Students who do not possess a valid driving license are not allowed to come to the school by driving Motor vehicles.
134. Students who come to school under the care of servants or any guide or guard, should never leave before they arrive to fetch them. In case of delay they should report to the school office.
135. Those who go home alone should not loiter about on the way. They should be prompt in returning home. Students are warned not to buy anything especially eatables from street vendors.
136. Students will not be called to answer phone calls during class hours, unless it is very urgent.
137. The Principal has the right to suspend or request the withdrawal of any pupil in the interest of the school provided that he/she judges that such a step is necessary. It is not necessary that the Principal should convince the concerned student or his/her parents the reason why the student is asked to be withdrawn from the school. The matter is left to the discretion of the Principal alone.
138. The school has the right to teach any subject that is required and approved by the Board of Education both as compulsory and optional.
139. No student is permitted to bring cell phone to the school complex without obtaining prior permission. If any student is found with a mobile phone, the phone will be confiscated and will be returned only at the end of the academic year on condition that such violation of discipline will not be repeated in future. Parents and teachers are required to switch off their mobile phones in the school complex.
140. The students are not permitted to invite any of their friends to the school campus from outside who are not presently studying in the school for whatever purposes without taking prior permission from the Principal.
141. After the school hours no student will be allowed to roam around or loiter outside the school gate. Those students whose transportation vehicles or their parents happened to be late to arrive to pick them up, must spend their waiting time inside the school campus. A negative remark will be entered against the character traits of those students who are found loitering outside.
142. Duplicate copies of Transfer Certificate are ordinarily not issued. In special case of urgency a bona fide certificate may be issued after verification, on payment of ₹100/- stating that the particular student was studying in this school during a particular tenure.
143. A student who is caught using unfair means in the examination will be awarded zero in the concerned paper and it could lead to his dismissal from the school.
144. A student who threatens the parents or the school authority with dire consequence of himself/herself committing suicide or to harm oneself or others on any disciplinary action on him/her will be immediately dismissed from the school. Information of any such oral or written threat will disqualify him/her to continue the studies in this school except through a written undertaking by the parents that they will not hold the school in any way responsible for such drastic step by their son/daughter. And a copy of the written undertaking (affidavit) will be given to the Police station.
145. No student should hold any personal vendetta against any staff member or any student in the school. If a student has any dispute against anyone it should be brought to the knowledge of the Principal or any staff member in whom the student has confidence. If any personal feud or vendetta is found to be going on, all involved persons will be suspended from the school with immediate effect.
146. The school will be free to introduce additional facilities in consultation with the parents as per the need and advancement in the method of teaching. The parents should be willing to

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subscribe to such additional facilities for the benefit of their children. If the majority of the parents give their consent to such additional facility the other parents should cooperate with the majority.

147. **IMPORTANT INFORMATION:** Duplicate copy of "School Diary" will be issued only with the consent of the Principal, after verification of the request and on a payment of ₹100/-. Children must remember to bring their school diary daily to school and should take care of it that it is not lost.
148. Each student must possess two identity cards issued by the school. One should be worn around neck by the student whenever he is in the school complex and the other should be with the parents to show at the gate whenever the parents want to meet their students.
149. No physical or verbal violence is permitted in the school. If anyone is found having recourse to such behaviour, he/she will be suspended with immediate effect and an enquiry will be conducted which may lead to one's dismissal if proved guilty.
150. The school has constituted an internal complaints committees (ICC) to look into any sexual or physical harassment (POCSO & POSH) of the students or employees in the school. Any matters pertaining to such issues should be immediately reported to the said committees. The committee will then deal with the matter as per the legal norms.
151. These committees will look into all matters pertaining to the POCSO Act 2012 and sexual harassment of women at work place (prevention, prohibition and redressal (POSH) Act, 2013 and will follow the necessary legal procedure.
152. Allotting to students different Sections/ Houses and shuffling them into different classes, as and when required, is fully at the discretion of the school authorities and no request for a particular Section/House or changing of Section/House will be entertained, unless it is found very essential.
153. The tendency of the students to go for private tuition is strongly discouraged; instead they should be encouraged to participate in the remedial classes provided in the school itself. The school teachers shall not engage themselves for private tuition, except with the permission of the Principal.
154. Parent-Teacher Meeting (PTM) is to be attended by all parents/guardians of the students. Those students whose parents/guardians have not attended the PTM, without getting prior permission from the Principal, due to any unavoidable reasons, will not be allowed to attend the classes unless and until they bring their parents/guardians to the school.
155. If anyone, be it a teacher, parent, student or an employee, be found in an inebriated state in the school campus stringent legal action will be initiated against him/her with immediate effect, leading even to the dismissal.
156. While sending letters or making remittance of fee or inquiries, please note the full name (as written in the admission form) of the child. His/her class and Roll Number/Admission No. are very important to enter because there are many students in a class/school with the same name.
157. The students are requested to notify to the school office any change in their address and phone numbers through a letter of application from their parents in which there should be the signature of both the parents.
158. The school will not entertain any anonymous letters; instead every parent is permitted to lodge any of their complaints or suggestions through the suggestion box or through the provisions provided.
159. Character formation of each student based on universal and eternal values is one of the key motives of the entire school administration. Therefore textbooks on moral science are compulsorily taught in the school. Besides extra



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instructions based on the booklet “Hints for Personality development” is regularly imparted to the students.

Use of Library

160. The school has a rich library with a variety of books considering the multifarious interest of the students. The students are encouraged to read as many books as possible to quench their thirst for knowledge. The following guidelines are to be followed for the orderly use of the library.

- a) Strict discipline and silence is to be observed in the library and reading room.
- b) Library books will be issued to the senior classes which can be returned only during Library period. Anyone failing to return the book on the due date shall incur a fine of ₹20/- per day.
- c) Marking, underlining, cutting, erasing or damaging pages of the books are strictly

prohibited. Any damage or loss of library books shall be restituted by replacement of the book or by paying its cost with an additional fine by the borrower according to the discretion of the Librarian/Principal.

- d) Periodicals/Magazines are to be read in the Library/Reading Room only and the same are to be placed in their specific places after use.
- e) If necessary the Librarian/Principal may recall a book at any time.
- f) All pupils from Fifth standard onwards must read a minimum of 12 English books, 6 Hindi books and 6 Punjabi books in a year. These could be equally divided in three terms. A one page summary of each book read must be shown to the class teacher or else 2 marks for every book not thus read will be deducted from English, Hindi and Punjabi paper in the Final examination. The number of books to be read during the academic year could be divided for each of the three terms in the year.



SALIENT FEATURES

Enriching Facilities

- Digital Classrooms - to nurture the inherent potential and talent of each child and create lifelong learners who will be the leaders of tomorrow.
- Extraordinarily designed air-conditioned, multi-media theater cum language lab for the whole round development of students based upon the use of most modern method in studies.
- Specially designed, well equipped, spacious and well set indoor auditorium cum examination hall; Multi skills development and confident building programmes; to examine and rate the calibre and intellectual progress of the students.
- To have better concentration and intellectual astuteness, Karate is practiced by all students guided by professionals.
- Dance, Music Band, Vocal music and Art are given special importance and students are encouraged to participate according to their aptitude.
- Well equipped outdoor stage for multipurpose activities.
- Skating Ring, Basket Ball ground, Volley Ball, Badminton, Handball and Kho-Kho courts which give amazing chances of growth in physical fitness, personality growth and competitive spirit among students.
- The large campus with greenery, safety and security; a group of well informed dedicated staff under the management; always under the showers of blessings from Sacred Heart of Jesus, our Heavenly Patron; and many more remarkable facilities and specialities are the features of the school you chose to admit your ward.



Digital Classroom

The school has introduced "Smart Class", from Classes Nursery to XII, to make education more interesting to its wards. This type of learning will help the students to understand various topics in a familiar way and for the teachers the explanation of a concept or matter becomes much easier.



Computer Education

In today's world, Information and Technology get the pick of the bunch. Man is out-fashioned without the knowledge of computer. Also, now the time has come when every person seeking employment either in private or in Govt. sectors inevitably finds himself/herself, confronted with the need to be competent in computer technology to meet the challenges of the time. Students must be exposed to the computer environment at an early age, when they are at the primary learning stage and when their ability to grasp is high. Exposure to computers at this stage of life will certainly help them in future, no doubt for a better career in the computer field, engineering etc.

To this effect the school provides a well-equipped and furnished computer lab for the



students from Class I to XII. Computer Science is being introduced in the school curriculum and it is being taught as an additional compulsory subject. This is also one of the optional subjects for the ICSE and ISC Board Exams.

Science Laboratories

The school provides adequate facility to the students for experimental learning. The school has modern and well equipped labs for Physics, Chemistry and Biology where students have Practicals under the keen guidance and supervision of the concerned teachers.



Computerised Library

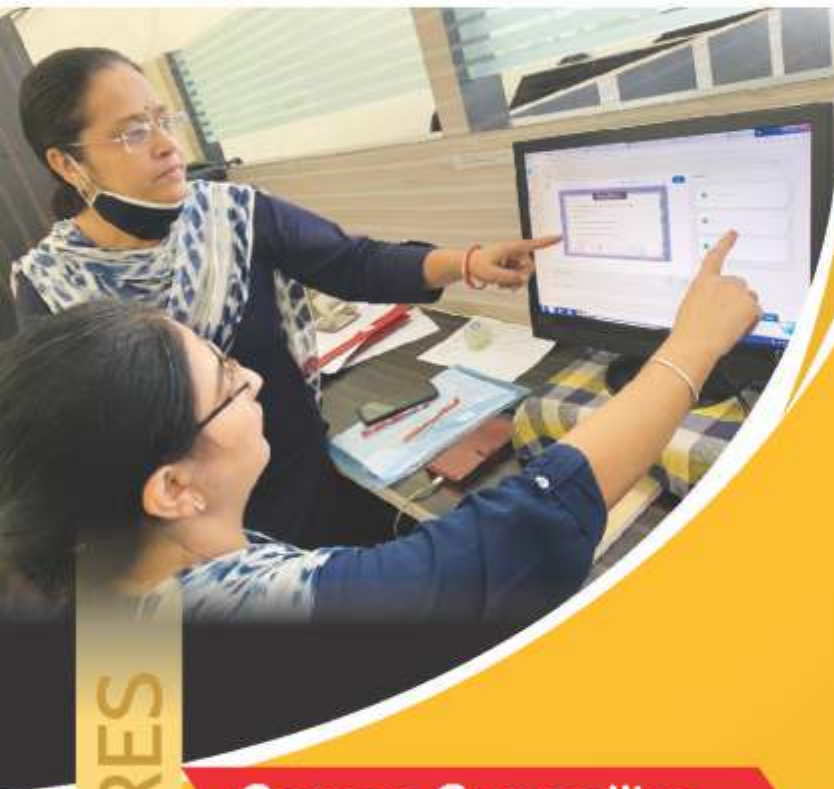
It goes without saying that a library is the soul of a school. The school has a well-stocked library, which is housed in a large, properly ventilated, well-lit and well furnished hall with comfortable furniture. The school subscribes regularly to a large number of journals, magazines and newspapers to broaden the mental horizon of the students.



EDISAPP ERP

ELOIT- Leading Provider of Academic ERP

Technology in an institution plays a vital role in streamlining the whole system of education. Efficient management through disciplined action distinguished the best school from the good ones. The school office is efficiently managed by Edisapp ERP by ELOIT. Online Parent-Student Portal through website keeps the parents updated with all development of their wards.



Multimedia Room

Learning with visual aid is the trend of the time. We are having an air conditioned audio visual mini theater equipped with Computer, DVD Player, Audio System, Computer Projector and Screen.



Language Lab

Keeping pace with the need for a proficiency in spoken English the school has furnished Language Lab for the Lower and Senior class students. Various teaching aids are used to stimulate the students into thinking and articulating their thoughts in English.



Career Counselling

SHCS offers best choice in excellent education where children achieve full potential in the academic, physical, moral and spiritual development. Career Guidance programmes are organized time to time for the students of Class IX to XII to assist them in choosing their future career.



Additional Activities

The school arranges specialized trainers for children who opt for developing their inborn abilities in fine arts, music, dance, sports, games, martial arts, yoga, skating, karate... etc.

Performing Arts

Music is the language of the soul. In its endeavour to impart an all embracing and comprehensive formation of its wards, the school encourages all fine arts. A music room with all modern musical instruments is a unique feature of the school and well qualified musical teachers are employed to groom the future musicians.

Dance is one of the best tools for character formation and personality development in beauty and serenity. With an aim to provide quality dance training, the school provides opportunity to all interested students on request with an extra payment, in various dance styles especially on Kathak and Bharatanatyam. Dance practiced systematically sharpens rational acumen supporting other studies and all round imaginative developments.



Karate

To have better concentration and intellectual astuteness, Karate is practiced by all students guided by professionals.

Overcoming one's weakness result in self confidence. Improved physical fitness, self-discipline, mental strength are just some of the benefits of Karate training for children.



Appreciation Certificate for Commendable Behavioural Qualities

The school awards appreciation certificates to the students assessing their commendable behavioural qualities and personal traits through a continuous and comprehensive monitoring of their quest for growth in moral values. The school is trying to inculcate in them these values through moral science classes, seminars, orientation programmes, value-based theme-presentation during the assembly etc. In the certificate issued clear mention is made of those outstanding moral qualities in a student.





Art & Craft (S.U.P.W.)

Children learn more through doing than seeing and listening. The compulsory subject of 'Socially Useful Productive Works' SUPW, instills in them creativity and provides opportunities to discover and develop the dormant talents in them.

Community Service

In order to instill in the minds of the growing generation a sense of social responsibility, community service programs are organized, in class-wise. Children are given opportunity to encounter various social realities like life in the villages, struggles of the labour class and economically weaker sections of the society, political and social responsibilities of citizens to care for the elderly, physically and mentally challenged, poor and marginalized, etc. and thus preparing the students to take up the responsibilities of administration of the nation. Students are prepared from the very young age to be I.A.S. and other administrative officers for the nation.

Publications, Exhibitions, Alumni Gathering, Inter-school, State and National Level Talent Hunt Exposures, Tours and Excursions

School provides opportunities for students to showcase their multifarious talents and to participate in programmes arranged for various value-based exposures and out-reach activities to widen the experiential horizon of the students by sharing and interacting with highly talented and luminous personalities.



SALIENT FEATURES

The School Parliament

The all-round activities of the school are carried out by the school parliament comprising of the representatives of teachers and students. This indeed provides a forum for the staff and students to develop their leadership qualities and help them to be integral human beings. The school cabinet is elected at the beginning of the academic year to assist the Principal and the staff in the efficient running of the school. The election is held on the basis of all round proficiency in academics, healthy moral aptitudes, and leadership qualities through a process of nomination and election. The elected candidates are then formally commissioned during a colourful investiture ceremony and they are distinguished from others by their badges and sashes.



Club & House System A Unique Identity of SHCS

Clubs and Houses are integral part of our System of Education. It provides wide range of opportunities for the students to display their literary talents and to boost up their creative thoughts. The students from all the classes clustered into different clubs like Literary Association, Science Club, Sports Club and Arts Club, as members, according to their taste and talent. Each one, then vows to fulfill the motto, 'Bloom to Brighten the World', by pledging to discover and develop their inborn talents to brighten up the world around them. These clubs organize various competitions throughout the year to provide platform for the children to display and unfold their potential. Each club is allotted its own staff in-charge and student representatives.

To inculcate the spirit of competition and cooperation among the students the entire school is divided into 4 houses and is named after a Saint. St. Alphonsa (Red), St. Antony (Yellow), St. Mother Teresa (Green) and St. Joseph (Blue). All activities in the school are organized among the houses. This indeed inculcates sportsmanship and develops healthy competition among the students. The House activities are under the supervision of the House Incharge teachers and House Captains. Each house performs various duties for a month in rotation.



Social Initiatives and Outreach Programmes

Parent Teacher Interaction An exemplary step...

Cordial Parent-Teacher Interaction is well-rooted in our tradition and culture. Every class teacher meets the parents of every student to foster better relationship with them and enhance their understanding of the child's behaviour. The insights gained at these interactions enable teachers and parents to help their ward to discover his or her potential and to develop it in the best possible way.

The school makes the pupil not only the best in the academic excellence but makes its wards to excel in humanitarian virtues as well. It instills in them the true statesmanship and the spirit of brotherhood and selfless service to humanity.



Social Awareness Programmes

SALIENT FEATURES

Social awareness programmes are conducted at regular intervals. Theme-wise assemblies, Mock-Parliament and assembly, Public rallies for social awareness drive, Tree-plantation to save the planet, "Swachh-Bharat" drive, campaign against social evils like drug addition, use of tobacco, air and water pollution, atrocities against women and children, communal violence and lynching etc. are some of the regular programmes arranged in the school to make the students aware of their social responsibilities as responsible citizens of the Nation.



Sports & Games

Sound body carries sound mind. To keep the students fit and flexible, the school provides the students with various Sports Activities like football, volleyball, basketball, kho-kho, badminton, cricket, shooting and various athletic events. Physical Education is being introduced in the school curriculum as one of the optional subjects for the ICSE and ISC Exams. Our students have been given ample opportunities to participate in various sports and games which are conducted by the school, PSEB Sports & games and by the Association of Schools for the India School Certificate (ASISC) from time to time.



Celebrations @ SHCS

In order to develop and nurture the spirit of patriotism, national integrity and unity among the students, we celebrate in the school all the national and religious festivals.



SALIENT FEATURES

You can be proud of your child if you care for her/him

1. Good education is the joint effort of the school and the parents. Though the school does a lot for the child, it cannot do everything. The home is the place where he/she undertakes his/her first education. So education of your child can be complete only with the help of your full co-operation.
2. Parents are advised to allow the children to watch only educational and useful programmes on TV. Habitual watching of movies and serials may take the children away from the realities of life, and may have disastrous consequences.
3. The parents should encourage the child to cultivate the habit of cleanliness in all his/her work and person. Encourage your child to dress neatly and properly. Do not allow him/her to bring costly things to the school so as to make a display of such item or to show that he/she is more privileged than the rest. Help the child to understand that in the school he/she is just like any other student.
4. If children complain to their parents concerning school matters, parents are requested to notify it to the Principal and to withhold their judgements until proper investigation is made. Do not jump into hasty conclusions and angry reactions. A little carefulness in such matters often prevents unhappy consequences.
5. If there are habits or traits of character in your child which needs special watching or scrutiny, please report to the Principal, so that proper care/attention can be given on your ward.
6. Children are attracted to even trifling things which they would like to acquire for themselves. If he/she brings home anything from the school without teacher's knowledge, send it back the next day itself and inform about it to the persons concerned. The child will benefit from this experience in later life.
7. While sending letters or making remittance of fee or inquiries, please note the full name (as written in the admission form) of the child, his/her Class and Roll No./ Admission No. is very important because many students are there in a class/school with the same name.
8. Parents are requested to see the diary of their wards regularly and note the remarks, if any, made by the teacher or Principal.



9. Parents and guardians who want to discuss the welfare and the progress of their children must first meet the Principal. Any discussion with the class teacher should always be done in presence of the Principal during their leisure periods.

10. Special attention is to be given by the parents to ensure high standard of morality and discipline in the child.

11. Students who are sick should not be sent to school.

12. If you have a legitimate complaint, report it to the Principal directly and not to any other member of the staff.

13. Always pay the fees and other dues on time and avoid embarrassment to the child.

14. Private tuition by the school staff is discouraged for students.





Sacred Heart Convent School

(Established, owned and administered by Diocese of Jalandhar)
Affiliated to the CISCE, New Delhi. (Vide No. PU041)
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