

## SCHOOL RULES

### **PAYMENT OF FEES :**

1. Full fees to be deposited at the time of new admission as mentioned in the fees-structure. In case of failure to deposit fees within the stipulated time limit, the offer of seat will be withdrawn and given to next deserving candidate in the waiting list.
2. Parents are requested to keep record of all fees/dues receipts as these may have to be produced at the time of settlement of disputes arising out of non payment of late fees.
3. Late fees will be levied if a parent does not manage to deposit fees within stipulated time limit:-

Registration & Admission Fees: At the time of Admission

Admission related other fees: At the time of Admission

Term Fee/Tuition Fee etc.:

For 1st Quarter	- Before 10th of April
For 2nd Quarter	- Before 10th of July
For 3rd Quarter	- Before 10th of October
For 4th Quarter	- Before 10th of January

Late Fee: Rs.5/- per day for the delayed period will be charged if fees is paid after 10th of each quarter. If fees is not paid within one month from the due date, the Student shall not be eligible for any further extension of time and defaulter's name shall be struck of the Roll without any notice to the parents.

Re-admission shall be subject to the discretion of the management and with payment of Registration & Admission Fee as per fee-structure.

4. No reduction/remission/refund of fees is permissible on any account, whatsoever.
5. No interest shall be payable on the Caution Money.
6. Pay the fees regularly as per the schedule given.

### **FEE-PAYMENT MODE (CASH-LESS TRANSACTION) :**

As per directives of Government and Education Dept., it has been decided to collect school-fees and other payable amounts from the parents as per following :

### **NEFT/RTGS/NET-BANKING :**

Parents have to make payment of school-fees and any other required amount by NEFT/RTGS/ONLINE MODE; and in such case the parents have to submit copy of certain valid bank-transactions received from their respective banks. The details of bank-account of school are mentioned here below :

Name of Bank : State Bank of India  
Address : Pratapnagar, Taluka-Nandod, Dist.: Narmada-393140  
IFS Code : SBIN0003521 (SBIN Zero Zero Zero Three Five Two One)  
Name of A/c. Holder : RAJASHREE VIDYA MANDIR (GENKA SANAJ KALYAN SANSTHA)  
Current A/c No. : 35591366201

#### CODE OF CONDUCT FOR STUDENTS:

A student's character and personality is moulded through discipline. therefore, this code of conduct is formulated to inculcate in them a sense of responsibility, respect for rules and regulations and make them aware of their duties as a student. To facilitate smooth administration, students must abide by the following rules:

##### 1. Personal Hygiene/ Appearance / Dress :

- a. Students are expected to maintain proper hygiene i.e. have trimmed and clean nails, wear clean clothes and carry a handkerchief all times.
- b. Boys are required to have well trimmed hair, properly brushed and combed.
- c. Girls with long hair must have them tied up neatly in two plaits with white ribbons and rubber bands. Ornamental clips, hair bands and jewellery are not permitted.
- d. Shoes should be well polished and uniforms well ironed to ensure a smart well-groomed turnout.
- e. White uniform must be worn on the scheduled days.
- f. Failure to comply with dress regulations may result in the student being sent home after two warnings. He/she will then be marked absent.
- g. Whenever a child requires coming to the school for any matter at any time or day, he/she is expected to come in uniform only.

##### 2. Behaviour/ Deportment/ Speech :

- a. Good manners, courtesy and politeness being the hall mark of a good student, he/she is expected to greet all staff members, visitors and elders showing due respect at all times.
- b. Use of vulgar and objectionable language, display of violent behaviour etc. will not be tolerated.
- c. Students must show due consideration to all members of society. His/her speech should not hurt or offend anyone.
- d. Misuse of school property, scribbling on walls, furniture, bulletin boards, toilet-walls etc. will be severely dealt with. Breakages of any kind are subject to a fine and/or payment for replacement/repairs.
- e. Library books, laboratory and class room equipments must be handled carefully and any loss or damage will have to be fully compensated.
- f. The school premises must be kept neat and clean. Litter of any kind must be thrown in dustbins/waste paper baskets.
- g. When students move along the corridors or lobbies while entering or leaving the school premises; while going to Computer-Lab, Science Lab., E-Learning Class, Play-ground, Library, Toilet-Blocks etc. they must maintain silence and walk in single line. Running, Playing or Shouting in the premises is strictly prohibited.
- h. The students are not allowed to go out of the school premises during school hours.

**3. Attendance / Leave / Absence :**

- a. Students should reach the school 5 min. before the bell rings. Late comers will be marked in the diary. For consecutive late arrivals, strict action will be taken.
- b. Attendance in the daily assembly / prayer is must.
- c. Attendance on the opening and closing days of a school term is compulsory.
- d. Students are required to be present at least for 75% of the total working days in an academic year for the grant of terms and to be eligible to appear for the Annual Examinations. In case the attendance is inadequate, the student will not be allowed to give the examination.
- e. Leave may be taken only after obtaining the Principal's sanction in writing. Leaves for marriages and functions will not be granted.
- f. Absence on medical grounds needs to be supported by a Medical Certificate from a Registered Medical Practitioner.
- g. Students must not attend school in case they have any contagious disease.
- h. Students suffering from the following diseases must observe the prescribed period of quarantine and shall produce medical certificate of fitness before returning to class: Chicken pox, Cholera, Measles, Mumps, Jaundice, etc.
- i. Absence, without prior information and sanction from the Principal, for 30 days continuously, will cause the name of the student to be struck off from the school register.
- j. Students must take permission for - Leaving the class, from the class /subject teacher. Leaving the school, from the Principal.

**4. Studies and Co-Curricular Activities :**

- a. Rajashree Vidya Mandir is an English Medium School. Students must therefore, converse in English during school hours.
- b. Students are required to attend all classes as scheduled in the respective class time table. They must study with diligence and sincerity.
- c. Students should use text books, note books and relevant literature for each subject as prescribed by the school. Guides to text books are strictly not to be used.
- d. Students must study systematically through regular class work and home work. Such discipline is essential for good academic performance. 'Home work' for each subject must be done and submitted on the specified day. 'Homework' should reflect the student's own effort and ideas.
- e. School examination and class tests are compulsory. However, a student may be exempted on medical grounds on presentation of a registered physician's certificate. Nevertheless, the school authorities reserve the right to have the medical certificate countersigned by a Civil Surgeon or a Physician nominated by the school.
- f. Private tuitions are discouraged; hence they should be resorted to only as a last measure.
- g. Students are required to preserve original copies of mark sheets of all examinations and testimonials issued by the school.
- h. Participation in co-curricular/ extracurricular activities / games and sports is compulsory. The progress of the same will be reflected in the report card as per the latest CBSE guidelines.

- i. **Laboratory Breakages:** In case of deliberate laboratory damage, the student will have to pay the cost of the equipment damaged, along with a penalty of 10% of the cost of damaged items.
- j. **General Damage:** For all damage to the furniture and fixtures and electronic equipments the student will have to pay the actual cost of the article damaged along with a penalty of 10% of the cost of damaged items. Such damages will mean serious action against the student.

**5. General :**

- a. The school authorities try their best to protect the students and to keep the school premises safe. However, the school will not be responsible for any accidents and hazards in the school campus.
- b. Students are strictly prohibited from bringing to school: Money, jewellery, valuables, electronic games, cellular phones and unlawful items of consumption.
- c. Students must report the following to the Class Teacher / Principal immediately:
  1. Any sickness / injury / contagious diseases.
  2. Any breakage.
  3. Any errant behaviour by other students.
- d. Students must look after their own belongings. The school will not be held responsible for any loss.

**PARENTS TO PLEASE NOTE :**

The School endeavours to offer ample opportunities to each child, to attain excellence in the chosen field of study, sports, hobbies and co-curricular activities. It is equally important for parents to encourage their children in the pursuit of these aims. They should also stress the importance of the qualities of virtue, learning and manners in their day-to-day life. In the interest of imparting sound education, moulding the character and personality of your child and efficient management of the School, a meaningful support between the Parent and the School must exist. We therefore advise Parents the following:

1. Please study the student's code of conduct carefully and ensure that the stated rules and regulations are strictly observed by your child.
2. Inculcate discipline, good manners, habits of orderliness, neatness in person and dress, and above all, influence your child to become a law-abiding and worthy citizen of the country.
3. Ensure that your ward is punctual and regular.
4. Pay the fees regularly as per the schedule given.
5. In the interest of your child's well-being, remember to send a leave note for his absence from school.
6. Rajashree Vidya Mandir is an English medium school and therefore your child will need to communicate in English. Please encourage your child to do so.
7. Please intimate in writing if your child has to be absent from school and do not send your child to the school if he / she is suffering from any contagious disease.

8. Students will not be allowed to leave the school in between the regular time except for emergencies. For safety and security reasons the parents must come personally to receive their ward and shouldn't depute anyone else. In case of visiting a doctor, take an appointment after school hours or on holidays.
9. Ensure that you do not disturb your child during class hours by making phone calls, visits etc. In case of emergency, please contact Principal who will arrange to call the child to see you.
10. The School does not allow parents to directly approach Teachers and /or other staff members, on days other than the PTM days. Prior appointment must be taken from the Principal to discuss academic problems. Do not contact teachers on phone.
11. Acknowledge all communications, notices etc. addressed to you and respond promptly. While corresponding with the school, parents are requested to mention the standard in which their child is studying.
12. Look into the child's diary everyday and see that homework assigned is completed.
13. Promptly inform the class teacher of any change in address, telephone number etc.
14. Take pride in sending your child smartly dressed in the prescribed school uniform.
15. Encourage your child to participate in all school activities.
16. Be regular at PTMs, other meetings, etc.
17. Encourage self help at work and study so that your child can become a resourceful and useful member of society.
18. Please inculcate a habit in your child that before going to bed at night he/she prepares school-bag with all required text-books, notebooks, pen, pencil, sharpener, compass-box etc. according to time-table as ours is a morning school.
19. Only vegetarian food is allowed in the school. Parents are requested not to develop junk food habits among their children.
20. Unfailingly send Tiffin-box/Snacks-box with your ward so you need not take trouble to come to school to give it afterwards.
21. Please don't use your mobile phone in school - campus.
22. Please park your vehicles out side school - compound.
23. Rules regarding Evaluation/Examination Test and promotion policy of the children are based on the directives introduced by CBSE.
24. K. G. will have 2 terminal exams & there is no unit test for KG section.
25. In case of withdrawals, four calendar months notice should be given in writing in advance. In lieu of that 3 months fees will be collected.