

RULES

ADMISSION

- An Application for admission must be submitted on the school's prescribed form obtainable from the school or downloaded from the school or downloaded from the school's website.
- Incomplete applications will not be considered.
- It is mandatory to submit the Birth Certificate of the child at the time of admission in Pre-Primary and Class 1 in case no school was attended previously.
- T.C. from the previous school is compulsorily required.
- No change in the date of birth will be made afterwards.
- A student selected for admission must join on the date specified, failing which the admission may be canceled.
- The Principal reserves the right without specifying any reason whatsoever, to accept/reject any application.

ATTENDANCE

- Regular attendance is an important factor for a good performance. A prior written application for leave must be submitted well in advance.
- 90% attendance is compulsory for the child to be eligible for appearing in the exams.
- The name of the student who remains absent for 10 days without information shall be struck off the roll call. (Without any medical reason)
- Every student must be present on the reopening day after each vacation.
- No student will be allowed to leave the school premises during school hours. (without parents/teacher permission)
- All requests regarding absence or late-coming should be mentioned in the school diary.

CLASS WORK AND HOME WORK

- Class work includes oral and written work. Class tests are conducted on regular intervals and are taken into consideration for promotion to the next class.
- Home work in all the subjects is given every day in all the classes. Parents/Guardians are requested to see that the child completes the home work regularly and must sign the home work diary every day.

CONTINUOUS ASSESSMENT:

- In order to make learning stress free in the early years of childhood, their performance is continuously assessed through class tests and worksheets in each academic year.

PROMOTION CRITERIA

- Pass marks in each subject is 50%.
- Grades are given based on a child's performance in various curricular and Co-curricular activities
- Decision regarding promotion will be based on the overall performance of the child throughout the year in the exams/tests/

- In any case, medical certificate is not a guarantee for promotion to the next class. If a student fails to appear in a part or whole of the examination, he should secure the required marks in the other examinations held during the year.
- The decision of the Principal regarding promotion is final.

EXAMINATIONS/TESTS

- Examinations in each academic session will be held as following:
- September/November: Half Yearly Examination.
- February/ March: Annual Examination.
- MCQ Exams are also conducted every year to enhance the power of reasoning in our students.
- Marks obtained in the tests will be included in the Grand Total of the examination.
- If a student remains absent in any test/examination, he/she will not be re-examined.
- Students using unfair means in the tests/examinations will be duly punished.

PROGRESS REPORT

- The children's progress report is shown/ given to the guardians during the Parent Teacher Meetings usually held on a second Saturday or any other fixed date after every Examination.
- Parents are requested to collect the monthly progress report of their ward on the dates referred to. The report card after being signed by the parent must be returned to the Class Teacher within three working days. It will be given finally after Annual Examination results.

PARENTAL CO-OPERATION

- To bring about co-ordination between the parents and teachers, regular Parent Teacher Meetings are organized. Orientation programs are also organized to bring harmony between parents and teachers. Parents are requested to attend the Parent Teacher Meetings regularly to keep themselves aware of their ward's progress.
- Parents are requested to check their ward's School Diary every day and ensure that the work assigned is duly completed. Remarks made in the diaries should also be acknowledged and countersigned regularly.
- Parents should take proper note of all the circulars and information sent to them from time to time.

TRANSFERS

- Students may be transferred from one branch to another on request (depending on the seats lying vacant).
- Parents should submit an application addressed to the Principal with all the details.

GENERAL RULES

- Every child is to follow all the disciplinary rules and regulations of the institution to maintain the school decorum.
- Students not in proper uniform will not be allowed to enter the class.
- The school does not take any responsibility for the loss of books, watches, money and so on. Each student is responsible for his/her own belongings.
- The child will not be allowed to leave the school on any condition during school hours.
- Parents and other persons are not allowed to meet their children or teachers during school hours without permission of the Principal.
- The Principal is liable to rusticate any student whose conduct is not good.
- When the assembly is over, students shall go to their classes in an orderly manner.

- By maintaining decorum and or orderliness while leaving the school, the students should ensure smooth exit for themselves.

Proper discipline must be maintained throughout the school hours.

Each child is required to contribute to the high standards of the school by his/her conduct, discipline, manners and commitment to studies and other school activities.

Students using their own conveyance are required to follow traffic rules for their own safety. Students are not allowed to ride two wheelers without a proper driving license. for such riders, Principal's prior permission is necessary

Students are expected to take part in Games, Sports, Debate, Art Competition, Collage Competition, On the Spot Essay Competition, G.K. Quiz, Elocution Contest, Writing Competition, Flower Show, Science & Craft Exhibition, Outdoor Activities and other competitions in extracurricular activities organized by the school from time to time.

LABORATORY RULES

The school has well equipped laboratories to carry out experimental work in various sciences. The following rules are to be followed in the laboratories:

Equipment for use in laboratories will be issued to students as per rules laid down by the science teachers.

No equipment is to be taken out of the laboratories without a written permission.

In case of any damage, during practical lessons, expenses for the repair of the equipment will be borne by the student. Any item issued from the laboratories must be returned before the Annual Examination and a no dues certificate obtained from the Science teachers should be submitted to the Class teacher to allow the students to appear in their Annual Examination.

SCHOOL IDENTITY CARD

Students should have their identity cards in their possession at all times when they come to school or go elsewhere in school uniform to represent the college.

CONCLUSION

The Managing Body of the school reserves the right to add/amend/waive off any of the rules and regulations contained in the school prospectus without assigning any reason thereof.

The interpretation of any of the rules as contained in the Prospectus rests solely and entirely with the Managing Body of the School. Its interpretation shall be final and binding on Parents/Guardians and students of the institution. All disputes are subject to Namakkal Jurisdiction only.

SCHOOL UNIFORM

- The details of school uniform can be obtained from the school office.
- Uniform should be bought from the authorised dealers only.
- Any change in the colour and design of the uniform will not be allowed. School Uniform Details Download

LIBRARY RULES

- Books will not be issued without the library card.
- Books will be issued and returned every day.
- Reference and fiction books are issued for a week.
- If a book is subjected to any damage or if any pages are found torn or missing, the borrower will be held responsible and shall have to replace the book. The students are also advised to check the books before borrowing them and if they discover any sort of damage it should immediately be reported to the librarian
- If a book is lost the borrower shall have to replace it or pay a heavy fine. It is at the discretion of the Principal to take action against a student for misusing the library or breaking the rules.
- All books should be returned before the beginning of each exam. Failure to do so will debar the student from appearing in the exam.

FEE SCHEDULE

- Fees must be paid by the prescribed dates.
- Fee is charged in instalments as given in fee card by cash/cheque/demand draft/online.
- All dues are to be paid up to the 10th of every month.
- Fees can also be paid with a late payment of Rs 100/- by 20th and Rs 200/- on the last working day of the month, thereafter the name of the child will be struck off the register. Re-admission can be taken on payment of Rs 350/- with the approval of the Principal.
- If a child is withdrawn in the mid-session, minimum six months fees will be charged.
- No exemption or deduction in fees will be made for holidays or absence on any grounds.
- The students will not be allowed to appear in the test/examinations and report card will not be shown unless all the dues have been cleared.
- It is compulsory to bring the fee card at the time of depositing the fee.
- Any fee deposited once is non-refundable.

- A special concession of Rs 500 will be given if the fee of the whole session is deposited in the beginning of the session.