

## ADMISSION

1. Admission to this school is subject to certain Government regulations and by conditions of age, ability and conduct.
2. The age for admission to Std. 1 is 5 years as on 01.06.2022 with a corresponding increase for the higher classes.
3. Admission shall be finalised, only when original school leaving certificate from the previous school is submitted to the school. It is essential that the students coming from the other states of India should have their school leaving certificates duly countersigned by the appropriate educational authority.
4. The principal reserves the right to refuse any admission without having to assign reasons for his/her action.

## WITHDRAWALS

1. Parents are required to make a written application for the transfer certificate of a student one week in advance. The school leaving certificate (L.C.) shall be issued only after all school dues are paid in full.
2. A duplicate L.C. will be issued only after an affidavit is produced and by paying Rs. 25/-.
3. A student who is absent for 90 working days without prior permission from the Principal or without genuine reason will have his/her name struck off from the school register.
4. Irregular attendance, habitual idleness, disobedience or defiance of authority or conduct affecting the moral code of the school are major reasons for the suspension and the dismissal of a student.

## ATTENDANCE AND LEAVE

1. All students must attend the school for minimum 80% of the working days as per the rules of Education Department, in order to be eligible to appear for the final examination.
2. Students who do not fulfill the necessary attendance will not be allowed to appear for the examination.
3. Students leaving school during school hours is strongly discouraged. In case of emergency, Parents/Guardian should personally come and pick their children up after submission of a written request note to the Headmistress, Supervisor/Vice Principal/Principal.

## EXAMINATION

1. Marks of I, II Terminal Exams and Unit Tests are taken into consideration while preparing the Annual Result. Students would be evaluated for Internal Assessments

on the basis of regularity in homework, classwork, assignment projects, oral tests, punctuality, conduct etc.

2. The corrected answer papers may under no circumstances be taken home. However, it is compulsory for all the parents to come to school on the stipulated day and time and to go through the answer papers of their children and discuss their progress with class teacher/ concerned teachers.
3. No student should remain absent from the examination except on medical grounds. He/She, however, must produce a Medical Certificate along with the leave application from the Parent/Guardian.
4. It is compulsory for the parents to attend all the meetings arranged by the school.
5. Time table for all the terminal test will be given well in advance.
6. Students should reach the school 15 minutes prior to any examination.
7. Any student caught cheating during the Test/Exam will be made to realize the seriousness of the situation by counseling. An apology letter will be taken from the student acknowledged by the Parent.
8. Parents are expected to accept the decision of the school authorities regarding promotions as final.

### FEES STRUCTURE - 2022-23.

1. Fees will be determined from time to time and students should have to pay the fees as determined. The students will have to pay tuition fees quarterly. At the time of admission, students will have to pay the fees and for other activities as and when called for.
2. Parents are requested to pay the tuition fees regularly on or before 15<sup>th</sup> of first month of each term (June, September, December, March) of every quarter.
3. Online through (Flinnt Payment Gateway/Neft/Credit Card/UPI Payment/QR Code).
4. Fees to be paid in Karur Vysya Bank, Satellite Road Branch, No. 3, Shilp Arcade, Nr. Jodhpur Char Rasta, Ahmedabad. Ph. 26921551.

Days & Timings : Monday-Saturday 9.00 a.m. to 1.00 p.m. 3.30 p.m. to 5.00 p.m. Sunday : 9.00 a.m. to 12.00 noon. The bank slip will be provided from the school office.

Section	Medium	Standard	Annual Fees for A.Y. 22-23	Quarter Fees
Primary	English Medium	1 to 8	22050	5512
Secondary	English Medium	9 & 10	27825	6956
Higher Secondary	English Medium	11 <sup>th</sup> Gen	30450	7612
		12 <sup>th</sup> Gen	30450	7612
		11 <sup>th</sup> Sci	36488	9122
		12 <sup>th</sup> Sci	36488	9122

## RULES OF DISCIPLINE

1. Students must reach the school at least five minutes before the first bell. Late coming is considered as an act of indiscipline and the student would be sent back home.
2. Students should come to school in proper and neat uniform with their identity cards and they must not enter the school premises for any reason without proper uniform.
3. The almanac should be brought to the school everyday. Parents should go through the almanac daily and sign the remarks. If a student loses it, a new copy will be issued against payment of its cost.
4. Students who remain absent on the previous day, must bring a leave note from the Parent/ Guardian giving reasons for the same.
5. Students must bring only the required number of books as per the timetable and school library books if needed.
6. Mobiles, I-pod, MP3 players and other electronic devices are strictly banned in the school premises. If found, it will be confiscated by the school authorities. The school will not be responsible for the loss of any valuable articles.
7. The school reserves the right to dismiss a pupil whose diligence or progress in studies is consistently unsatisfactory or whose conduct is harmful to others or whose guardians show little interest in the progress of their children.
8. Students are expected to take care of the school property. Any kind of damage done in the school premises will be treated as breach of discipline. Scribbling on desks/ chairs/ walls etc. shall be fined. Also the students will have to pay for the repair/ replacement as the case may be.
9. Silence must be observed outside the Headmistress's/Supervisor's/Vice Principal's/Principal's office.
10. No student will be excused from games, drill etc. unless a Medical Certificate is produced.
11. Sale of any kind and collection for any purpose whatsoever should be done with the prior permission of the Principal.
12. All school fees should be cleared within the stipulated time.
13. During school hours, no student should move in the corridor without the permission of the Class Teacher/Subject Teacher.
14. Girls are not allowed to wear fancy earrings, rings or bangles. They should not keep long polished nails or bleach their hair. The colour of hair bands, clips and ribbons should be black. Boys must trim their hair and nails at regular intervals.
15. Students having driving license are submit a photo copy of the same to the respective class teacher. Without license, student are not allowed to bring vehicle.
16. Refinement of manners, politeness, obedience to the rules and regulations of the Institution and punctuality are required at all times.
17. In the class room, students should support and co-operate with the teachers and create a conducive environment to serious study.
18. Students must speak only in English within the school premises.
19. Gate Pass will be issued only during emergency.
20. To build up a healthier generation and to improve the food habits of our students, parents are requested to send home made food for lunch avoiding junk food.

## GENERAL INFORMATION

### SCHOOL TIMINGS FOR ENGLISH MEDIUM

#### Std. I to V

**From Monday to Friday** : 7.20 a.m. to 12.00 p.m.

**Saturday** : 11.00 a.m. to 2.00 p.m.

Last working day of every month the school will function only upto 10 a.m. If it falls on Saturday then upto 1 p.m.

#### Std. VI to VIII

**From Monday to Friday** : 7.20 a.m. to 12.30 p.m.

**Saturday** : 11.00 a.m. to 2.00 p.m.

Last working day of every month the school will function only upto 10 a.m. If it falls on Saturday then upto 1 p.m.

#### Std. IX to XII

**From Monday to Friday** : 7.20 a.m. to 12.30 p.m.

**Saturday** : 7.20 a.m. to 10.20 p.m.

Last working day of every month the school will function only upto 10 a.m. If it falls on Saturday then upto 9 p.m.

### VISITING HOURS FOR PARENTS

#### To meet Principal

from 1.00 p.m. to 2.00 p.m. on Tuesdays and Thursdays.

#### To meet Vice Principal / Supervisor

Between 12.30 p.m. to 1.15 p.m. on Tuesdays and Thursdays.

#### To meet Class Teacher

between 12.30 p.m. to 1.00 p.m. on week days and

between 10.20 a.m. to 10.45 a.m. on Saturdays.

Parents are requested not to go directly to the class rooms. In case of emergency parents should take permission of Principal.

## HOUSE SYSTEM

The spirit of competition in Sports, Literary and Co-curricular activities is fostered through a wide range of Inter House events. We want children to excel through friendly and healthy competition and have sportsman spirit.

There are four houses in the School. The mottos and significance is given below :

### **LION**

(strive for excellence)

### **TIGER**

(stand for challenges)

### **PANTHER**

(positivity, perseverance, performance)

### **CHEETAH**

(alertness, attitude, altitude)

All students are allocated a House, to which they will belong throughout their school life. Each House is headed by a House Captain, a House Vice- Captain and a number of House Prefects.

The House Representative is a member of staff, who is in-charge of each House. Several other teachers attached to each of the respective Houses assist the House Representative. These teachers are called House Tutors and serve as mentors to the children in their respective Tutorial Groups. They are responsible for developing close relationship with students and looking after their general well-being, as well as their academic, sports and co-curricular performance / mentees files will be maintained.

Points are awarded to students of each house throughout the year for their individual and collective performance in academics, co-curricular activities, games and sports.

Inter House competitions are organised in the following disciplines: Games and Sports; Dramatics; Literary Activities; Quiz; Art; Music and Dance.

**Morning Assembly** : is conducted classwise based on themes. It begins with "Vandematram" followed by Prayer, Pledge, Scientific demo, Pep talk, Poetry recitation. Assembly concludes with prize distribution (Vice Principal/ Headmistress) Principal's address, National Anthem.

SNGV has special assemblies celebrating various festivals.

Students do March past for Independence Day, Republic Day and Investiture Ceremony along with mass physical training for enhancing fitness.

Thus, Assembly is an excellent platform to provide opportunity for developing over all personality of students and helps to overcome stage fear.

## ACTIVITIES

### **Inter House / Inter School activities for Grade I to X in :**

**Games and Sports :** Badminton, Karate, Carrom, Chess, American Base Ball and Kho-Kho.

**Yoga :** Breathing and Stretching exercises; asanas; surya namaskar; concentration

**Art and Craft :** Drawing, Various kinds of Painting, Clay modelling and craft from wastes.

**Computer :** Multimedia Presentations, Graphics Designing, Desk Top Publishing (DTP), Computer Hardware, Maintenance and Troubleshooting, Programming, Designing, Online Projects etc.

**Community development programmes :** Visiting old age Home; Orphanag awarness; Cleanliness and Charity.

**Reading Scheme Activities :** Students are exposed to words, sentences, their level so that they enjoy hearing, repeating and understand demonstrating.

**Language Enrichment Programme (LEP) :** Providing opportunity to study the language through constant exposure to audio and audio-visual in expression and vocabulary using dialogues and discussions.

**Personality Development Programme (PDP) :** Paper Presentation, Radio Talks, Lectures and Seminars, Communication Skills in English, Manners and Etiquette Education.

**Audio Visual Learning Supplement :** Learning by doing is the call of the ... for the junior classes. The school enriches the curriculum with AV aids to ensure understanding and retention.

Subjective enrichment Activities Under New Assessment policy for classes I to IX. Beyond subjects will have activities in each semester to encourage students to perform pen and paper test.

**Students Counselling :** School caters to counselling and guidance of developing their personality and shaping their future.

## **BULLYING POLICY**

### **What Is Bullying?**

"Bullying behaviour abuses an imbalance of power to repeatedly and intentionally cause emotional or physical harm to another person or group of people. Isolated instances of hurtful behaviour, teasing or arguments between individuals would not be seen as bullying."

### **Forms of Bullying :**

- Being unfriendly, spreading rumours, excluding, tormenting (e.g. hiding bags or books)
- Physical pushing, kicking, hitting, punching, slapping or any form of violence
- Verbal name-calling, teasing, threats, sarcasm
- All areas of internet misuse, such as nasty and/or threatening emails, misuse of blogs, gaming web sites, internet chat rooms and instant messaging, Mobile threats by text messaging & calls Misuse of associated technology, i.e. camera and video facilities
- Racial bullying and Homophobic bullying
- Bullying based on disability, ability, gender, appearance or circumstance.

### **Why is it Important to Respond to Bullying?**

Bullying hurts. No one deserves to be bullied. Everybody has the right to be treated with respect.

Students who are bullying need to learn different ways of behaving.

Schools have a responsibility to respond promptly and effectively to issues of bullying.

### **The following disciplinary steps may be taken :**

- Official warnings to cease offending
- Detention and Exclusion from certain areas of school premises
- Minor fixed-term exclusion and Major fixed-term exclusion
- Permanent exclusion (Issuing school leaving Certificate)

### **Signs and Symptoms :**

Many children and young people do not speak out when being bullied and may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and should investigate if a child :

- Is frightened of walking to or from school
- Doesn't want to go on the school
- Changes usual routine
- Is unwilling to go to school (school phobic)
- Begins to truant and starts stammering
- Becomes withdrawn anxious, or lacks confidence



## APPRECIATION / DISCIPLINARY CARD



**SHREE NARAYANA GURU VIDYALAYA**

### GREEN CARD

This card is issued to Master / Miss \_\_\_\_\_ of \_\_\_\_\_ of Class : \_\_\_\_\_ Sec : \_\_\_\_\_ on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ for Improvement in work / Integrity / Commendable performance in Assembly / Best Student of Class / Achievement in CCA, ECA / Voluntary Services / Others

CT                  HM                  PRINCIPAL



**SHREE NARAYANA GURU VIDYALAYA**

### YELLOW CARD

This card is issued to Master / Miss \_\_\_\_\_ of \_\_\_\_\_ of Class : \_\_\_\_\_ Sec : \_\_\_\_\_ on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ for Extreme defiance towards teachers/ Disruptive or Bullying or Aggressive behaviour/ Violating school rules/ Damaging school property/ processing electronic gadgets/ Physical or Verbal assault/ Passing lewd comments/ graffiti on walls or furniture. Issuance of Yellow Card thrice will lead to Red Card.

CT                  HM                  PRINCIPAL



**SHREE NARAYANA GURU VIDYALAYA**

### RED CARD

This card is issued to Master / Miss \_\_\_\_\_ of \_\_\_\_\_ of Class : \_\_\_\_\_ Sec : \_\_\_\_\_ on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ as a final warning. The final step after Red Card is expulsion/ rustication.

CT                  HM                  PRINCIPAL



**SHREE NARAYANA GURU VIDYALAYA**

### BLUE CARD

This card is issued to Master / Miss \_\_\_\_\_ of \_\_\_\_\_ of Class : \_\_\_\_\_ Sec : \_\_\_\_\_ on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ for Improper Uniform/ Indecent Hair style & cut/ Nail cut/ Reporting late to School/ Not conversing in English/ Non completion of work assigned/ Use of unfair means during exams.

CT                  HM                  PRINCIPAL

## DISCIPLINARY MEASURES

The following disciplinary measures may be adopted by the school in dealing with students behaving in unruly manner.

1. Oral warning and counselling.
2. Written warning.
3. Detention during the recess.
4. Suspension (ranging from 7 days to 30 days.)
5. Rustication.
6. Withdrawal of Sports facilities/ Educational tours/ Field trips.
7. Issuance of Yellow/ Blue/ Red Cards



## HELP AVAILABLE TO PARENTS

The School has a wide range of people available to help parents with any issues they have please contact the school office to request for an appointment.

