

## Rules & Regulations

*These Rules and Regulations cannot and are not meant to be exhaustive. They have been framed to act as guidelines. Clarifications should be sought from the Principal/Secretary/Chief Executive Officer/Administrative Officer as and when necessary.*

### 1. General

- 1.1 All correspondence, unless otherwise mentioned below, should be addressed to the Principal.
- 1.2 The Work Diary/Report Card/Classwork exercise books must not be used for any communication to teachers or Class Teachers.
- 1.3 **A guardian should inform the School immediately of any change in his address and telephone number.**
- 1.4 Guardians can meet the Director (Primary Department)/Vice-Principal/Principal/Secretary/Administrative Officer/Chief Executive Officer/Pro-Rector/Founder-Rector on any working day during office hours, provided he/she is free. *To avoid waiting and any inconvenience, a prior appointment should be made.*
- 1.5 Guardians will not normally be allowed to see their wards or teachers during school hours. Teachers can be met either before classes begin or after the School gives over, preferably by prior appointment.
- 1.6 The School or any member of its staff shall not be responsible, wholly or partly, for any mishap, accident or injury which, in spite of the normal precautions taken by the School, might befall or be suffered by a pupil during the period of his stay in the School or during any educational tour, excursion, or camp organized by the School.

### 2. Attendance

- 2.1 Minimum attendance required for Council Examinations:
  - (a) ICSE Examination: 75% in both Class IX and Class X
  - (b) ISC Examination: 75% in both Class XI and Class XIIThe last date for computing attendance is 15 February of the year of the Examination.
- 2.2 *A pupil of Nursery I – Class VIII is required to attend at least 85% of the classes held during the Academic Year.*
- 2.3
  - (a) Guardians must ensure that their wards are regular and punctual in attendance.
  - (b) The guardian/escort of a pupil, who is late in reporting to school, must sign the 'Late Attendance Register' kept at the School gate. However, the pupil will not be allowed to attend the first period on that day.
  - (c) If a pupil, who has already reported late to school three days in a particular term, is late again on a subsequent day, he will not be allowed to attend any class on that day.
  - (d) *No pupil will be allowed to enter the School premises if he reports 40 minutes after his first class of the day is scheduled to commence.*

- 2.4 In case a pupil cannot attend his classes, a letter giving the reason for such absence and requesting for its condonation must be sent to the Class Teacher or the School Office at the earliest opportunity.
- 2.5 If a pupil is absent for three or more days, the guardian should meet the Class Teacher personally, not only to explain the absence but also to ascertain how much progress has been made meanwhile in different subjects.
- 2.6 A pupil, who has been absent for more than three days on medical grounds, will not be allowed to attend classes unless an application explaining the nature of the ailment together with a fitness certificate from a registered medical practitioner is produced.
- 2.7 Frequent absence or late attendance may compel the Principal to take appropriate disciplinary steps against the pupil concerned.
- 2.8 A guardian must apply for and obtain the permission of the Principal in writing if his ward has to leave station for any reason. Such permission is not to be taken for granted, and suitable disciplinary steps, including suspension, may be taken by the Principal in case of any violation of this rule.
- 2.9 If a pupil is absent without any information for 30 days (inclusive of all holidays), particularly immediately after the beginning of the Academic Year, his name is liable to be struck off the rolls without any prior intimation to his guardian.

### 3. Uniform & Dress Code

- 3.1 Pupils must attend school in the uniform prescribed for the season.
- 3.2 Uniforms should be procured from suppliers recommended by the School to ensure uniformity and quality. Guardians are requested to cooperate with the School in this matter.
- 3.3 Shoes, schoolbags (satchels), and other items of uniform that may be prescribed from time to time must be procured from suppliers recommended by the School.
- 3.4 Only pupils belonging to Class IX and higher classes will be permitted to wear watches. Girls may wear only one pair of simple earrings or earstuds. Pupils will not be permitted to wear jewellery of any other kind to school. Any jewellery brought to school in contravention of this rule may be confiscated and suitable disciplinary steps taken against the pupil concerned.
- 3.5 Nails must be clipped short. Use of *mehendi*, hairdyes, make-up, nail polish, styling gel, etc. is not permitted.
- 3.6 Girls may wear only black hairbands or clips. Hair longer than shoulder-length should be tied up neatly and not left loose.
- 3.7 Boys must have their hair cut above ear-level. Hair must be neatly combed.

#### 4. Conduct & General Discipline

- 4.1 Good manners and proper conduct are an integral part of education. It is extremely important that pupils remember this and conduct themselves in a manner befitting the reputation and dignity of the School which they represent and which will be known to the outside world through them. Their conduct both within the School and outside it must at all times be beyond reproach.
- 4.2 Once a pupil has entered the School premises, he will not, except in an emergency, be permitted to leave until classes are over for the day and his assignments have been completed.
- 4.3 Pupils must take proper care of the School building, furniture, and facilities they use. Wilful damage to or destruction of school property will not only attract a fine, but may result in suspension.
- 4.4 Pupils must also take proper care of the articles they bring to school. The School shall not in any way be responsible for the loss of any personal belonging, including money, brought to school.
- 4.5 Pupils must not bring expensive stationery or articles like i-Pods, i-Pads, pen drives to school. Such expensive articles, if found on any pupil inside the School premises, will be confiscated, nor will the School be responsible for the loss of any such article.
- 4.6 **Pupils must not bring cellphones to school under any circumstance. Any violation of this rule will attract severe disciplinary action, including suspension. Guardians are advised to be particularly cautious in this regard.**
- 4.7 No books other than textbooks and/or School Library books should be brought to the School without the express permission of the Class Teacher or the Principal.
- 4.8 A pupil may be given detention assignment for misconduct.
- 4.9 **Pupils are not permitted to give gifts to other pupils or members of staff. Only token gifts like candies or toffees may be distributed on birthdays.**

#### 5. Transport

- 5.1 Guardians of pupils of Nursery I to Class II must ensure that their wards wear their respective bus badges to school.
- 5.2 The School Office must be informed in writing of any change in address well in advance.
- 5.3 Any complaint regarding school transport must be submitted in writing to the Principal to enable the School to deal effectively with the agency appointed to provide such service. It is difficult to take any official action on the basis of an oral complaint.
- 5.4 A pupil availing of school transport may not be collected from the School by his guardian. In an emergency, the Principal may grant the permission to do so, provided (i) a written application, explaining the circumstances, is submitted to the School Office in advance, and (ii) the relevant ID Card is produced by the escort.

#### 6. Promotion

Promotion will be granted in accordance with the guidelines laid down by the CISCE and the RTE Act 2009, as amended and in force at the relevant time.

## Assessment of Pupils

### 1. Nursery I – Class II

Pupils of these classes will not be required to sit for any examination. They will be assessed on the basis of the work done in class throughout the Academic Year.

### 2. Classes III – IX, & XI

*The CISCE has decided that 'In tune with the National Policy on Education, 1986/92, School-based Evaluation shall cover both the scholastic and non-scholastic aspects of pupil growth'.*

#### A. Scholastic/Academic Achievement

##### 1. Unit Tests/Assignments

Experience has proved conclusively that the use of the term 'test' to denote any attempt at an evaluation immediately puts pupils under a strain. Secondly, not only does a system of 'unit tests', usually spanning two or more periods, eat into teaching time, it also denies pupils an opportunity to correct their errors and to clear any doubts they might have because of the lack of sufficient time in between any two events of the sequence: a unit test (any subject) – correction and return of scripts to pupils – the next unit test (same/different subject). It also makes the task of cross-checking, which is essential in any form or system of evaluation, difficult. Thus, this School will rely on assignments in the form of classwork rather than unit tests as a basis for continuous evaluation.

##### 2. Examinations

Pupils will be required to take two examinations in an Academic Year: a Half-Yearly Examination and an Annual Examination.

#### B. Non-Scholastic Aspects

Pupils will also be assessed internally on the following:

- (a) Socially Useful Productive Work and Community Service (SUPW)
- (b) One activity out of literary, scientific, cultural, and adventure activities  
(for Classes III–X only)

#### C. Attitudes

The attitudes that will be considered for rating will include attitudes towards teachers, peers, studies, school events, school property, etc.

#### D. Co-Curricular Activities

Co-curricular activities form an integral part of the routine, and efforts are being made continually to make them as diverse as possible without disrupting the academic routine of the School in any way.

## Miscellaneous Information

### School Houses

Pupils of Classes III – XII are placed in four Houses: CEDAR (yellow), CHINAR (green), OAK (red), and PALM (blue). Inter-House competitions are held throughout the Academic Year. Each House, under the guidance of a Housemaster or Housemistress, strives to instil pride and competitiveness amongst its members.

### Activity Club

1. At present, this Club offers pupils of Classes III – IX the opportunity to be trained under the guidance of an experienced coach in any one of the following activities: Bharatanatyam, Odissi, Roller Skating, Elocution and Dramatics, Karate, Violin, Synthesizer, Guitar and Chess. Classes are held weekly. Detailed information is available with the School Office.
2. No fee is payable for the following: Scouts & Guides (Classes V–XII), Cubs & Bulbuls (Classes II–IV), Quiz (Classes III–XII) and Film Appreciation (Classes VIII–XII)

### School Prizes & Awards

1. General Proficiency: Prizes are awarded to the three top pupils of each class from Classes III–XII on the basis of marks obtained in the Annual Examination/Prelims.
2. Prizes for proficiency in individual subjects are awarded on the basis of performance in the Annual Examination/Prelims of respective classes from Classes III–XII.
3. Prizes are awarded for 100% attendance to pupils of all classes from Classes III–XII.
4. Satikanta Guha Foundation has instituted eight special prizes to be awarded annually:
  - (a) *Satikanta Guha Memorial Prize* for the Best All-Round Pupil (Senior Category) – a certificate and a cheque for ₹25,000
  - (b) *Prity Lata Guha Memorial Prize* for the Best All-Round Pupil (Junior Category) – a certificate and a cheque for ₹25,000
  - (c) *Sanjay Sen Memorial Prize* for Creative Arts – a certificate and a cheque for ₹15,000
  - (d) *Arkaprabha Deb Memorial Prize* for the highest aggregate in Physics & Mathematics in the Half-Yearly & Annual Examinations of Classes IX & X combined – a certificate and a cheque for ₹15,000
  - (e) *Tarak Nath Sen Memorial Prize* for the highest aggregate in English in the Half-Yearly & Annual Examinations of Classes XI & XII combined – a certificate and a cheque for ₹15,000
  - (f) *Utpal Dutt Memorial Prize* for the highest aggregate in English in the Half-Yearly & Annual Examinations of Classes IX & X combined – a certificate and a cheque for ₹15,000
  - (g) *Kamal Kumar Majumdar Memorial Prize* for the highest aggregate in Bengali in the Half-Yearly & Annual Examinations of Classes IX & X combined – a certificate and a cheque for ₹15,000
  - (h) *Pratap Mukhopadhyay Memorial Prize* for the highest aggregate in History in the Half-Yearly & Annual Examinations of Classes IX & X combined – a certificate and a cheque for ₹15,000
  - (i) *Jayanta Dasgupta Memorial Prize* for outstanding achievement in any extra-curricular activity – a certificate and a cheque for ₹15,000
  - (j) *Samridhi Roy Memorial Prize* for the highest aggregate in Home Science in the Half-Yearly & Annual Examinations of Classes IX & X combined – a certificate and a cheque for ₹10,000

## Parental Supervision

The School wants a pupil to excel as much as his parents do. While every effort is made by the School to provide a pupil with the guidance and attention that he needs, at least one of the parents must give some time to the child, not only to ensure that the pupil revises the lessons taught in class or completes the tasks set, but to give him the company he needs. It must be remembered that a pupil spends only a limited time at school, and many a problem can be nipped in the bud if only a parent spends a little time with the young, curious and demanding learner at home. This has become all the more necessary in the modern social structure, particularly with the decline of the joint-family system. It is essential that a parent knows who the child is mixing with, how he is spending his time, what he likes, and which subject he is purposely neglecting to pay attention to. A parent can thus help by encouraging the pupil to devote some time and effort to that particular subject.

## Private Tuition

In accordance with the RTE Act 2009, the Government of West Bengal in its Notification dated 21 February 2011 has stated: 'A recognized school ... shall ensure that none of the teachers of the School provide private tuition to any student of the said school or of any other school and shall provide in its service conditions that breach of such restriction shall result in termination of service.'

## Remedial Classes

Remedial classes are held by the School usually on Saturdays without any extra charge.

Some guardians of pupils, advised to attend remedial classes, take such advice as a final assessment of the academic ability of their wards. They are, therefore, reluctant to send their wards to such classes. A guardian must understand that recommending a pupil to attend remedial classes should not be taken as an unfavourable assessment of his merit. On the contrary, such a recommendation assumes that he has the capacity to do better *and all that he needs is a little special attention or guidance in some specific areas for some time.*

Guardians are earnestly requested to cooperate with the School authorities in this matter by ensuring that a pupil attends these classes regularly. The pupil must also be allowed to work independently, for errors, perhaps more than correctness, serve as true indices of the proficiency attained.

## Counselling

A qualified and experienced counsellor has been appointed by the School to advise pupils and guardians. The School Office should be contacted for further details.

## Medical Emergency

A medical emergency may require a pupil to be admitted to a medical centre without any delay. In such a case, the School will take all possible steps to have the pupil admitted to a suitable medical centre as soon as possible without waiting for the formal approval/permission of the guardian concerned. The guardian, however, will be informed of the matter at the earliest opportunity and shall be liable to pay all expenses incurred by the School for such admission and treatment of the pupil.