

## **PROSPECTUS**

### **ATOMIC ENERGY EDUCATION SOCIETY**

Atomic Energy Education Society (AEES) is an autonomous body, under the Department of Atomic Energy, Govt. of India. The Governing Council (GC) which is constituted by the Department of Atomic Energy (DAE) comprising Senior Administrative Officers, Scientists & Engineers of DAE and Educationists governs the Education Society.

Currently, AEES runs 31 Schools and Junior Colleges (AECS/JC) that are located at Mumbai and Tarapur in Maharashtra, Narora in Uttar Pradesh, Kakrapar in Gujarat, Hyderabad and Manuguru in Telangana, OSCOM in Orissa, Indore in Madhya Pradesh, Rawatbhata in Rajasthan, Anupuram, Kalpakkam, Kudankulam and Pazhayakayal in Tamil Nadu, Kaiga and Mysore in Karnataka, and Jaduguda, Narwapahar and Turamdih in Jharkhand.

### **GENERAL INFORMATION**

The AEES Schools and Junior Colleges aim at providing an all-round education to all students. AEC Schools run classes from I to Class X and up to Std. XII in selected schools to prepare the students for the All-India Secondary/Sr. Secondary School Examinations conducted by the Central Board of Secondary Education (CBSE), New Delhi; some centres run junior colleges / Sr. Secondary schools affiliated to state boards / CBSE. Where there are sufficient number of children, facilities for running Pre-preparatory / Preparatory / Kindergarten classes are also provided.

In Mumbai (AECS-4) and Tarapur (AECS-3) classes XI and XII are affiliated to CBSE and AEJC, Mumbai and AECS-1, Tarapur are affiliated to Maharashtra State Board. In Kalpakkam (AECS-2) Classes XI and XII are affiliated to Tamil Nadu Higher Secondary Education Board. In other centres, these classes are affiliated to CBSE, New Delhi. The academic year begins on 1st April and ends on 31st March.

### **LOCAL MANAGEMENT COMMITTEE**

A Local Management Committee (LMC), which comprises administrative officers, Scientists & Engineers of the local DAE units and school Principals, oversees the management of the school in the respective region in which a school / JC is located.

### **SCHOOL / COLLEGE ADVISORY COMMITTEE**

Every school/college also has a School/ College Advisory Committee (SAC/ CAC) which comprises teachers and parents for guiding and coordinating the functioning of the school/ College.

**SCHOOL TIMINGS: As per the local conditions prevailing/LMC guidelines:**

"अभ्यास का एक औस एक हजार शब्दों के लायक है।"

**Working hours remain the same for members of the staff i.e. 6 hours and ten minutes.**

Classes for Balavatika-I will be held for 2 hours

(No classes on Monday and last working day of the month)\* **As per the guidelines of the respective centre**

Classes for Balavatika - II & III : 2 1/2 & 3 Hours.

(Holiday on each Second Monday of the month)\* **As per the guidelines of the respective centre**

For Classes I to X : **As per the guidelines of the respective centre**

(Note: Students must be punctual in reporting to school. They must report at entry gate at least five minutes before the schedule.)

**The last working day of each month will be a half day for the students of classes from I to X.**

**Admission in Atomic Energy Central Schools/ Junior Colleges:**

Admission in these schools is restricted to the wards of employees working in the Department of Atomic Energy and its constituent units. A child completing 6 years of age and not completing 8 years as on March 31 of the calendar year is eligible for admission in class I for the academic year beginning from April 1 of that year. Children With Special Needs have certain concessions in this regard. Age criterion for admission in other classes is reckoned accordingly.

In all these schools, in class I, 25% of the seats are given to the children belonging to disadvantaged groups under Right to Education Act 2009. Admissions under RTE Act 2009 are given in class I only.

AEES has its flagship programme i.e., Societal Enrichment and Education Programme, S E P. This programme is mainly meant for providing free education to the students belonging to disadvantaged groups living near the Nuclear Projects.

This is available in the schools located in tribal areas only. The students selected under this programme are provided with not only free education but with uniforms, school books and refreshment money. These students are selected from the students admitted under RTE Act 2009.

After admitting the wards of employees working in the Department of Atomic Energy and its constituent units, and students under RTE Act 2009, if there are any seats left, these seats are given to other students under Non – DAE Category. The fee structure for the students admitted under Non- DAE Category is different from that of DAE Category.

Every year AEES publishes circulars related to these admissions in the last week of December or January in its website [www.aees.gov.in](http://www.aees.gov.in) . Interested people can go through these circulars for detailed information and fee structure.

**Reading encourages to think out of the box and imagine the impossible.**

### School Fee : Its payment

All the schools collect the fee in two instalments - the first instalment in the month of April and the second in the month of October of the respective academic years. Particulars of the fee to be paid by the students is given below.

#### A. Balavatika I, II & III

Component	Term -1 (April to September)	Term - 2 (October to March)
Tuition Fee	Rs. 5,400/-	Rs. 5,400/-
PUVVN	Rs. 1,800/-	Rs. 1,800/-
Computer Fee	NIL	NIL
Total	Rs. 7,200/-	Rs. 7,200/-

#### B. Classes I to X (For DAE Wards)

Component	Term -1 (April to September) DAE Wards	Term - 2 (October to March) DAE Wards
Tuition Fee	Rs. 5, 400/-	Rs. 5, 400/-
PUVVN	Rs. 1, 800/-	Rs. 1, 800/-
Computer Fee	Rs.180/-	Rs. 180/-
Total	Rs. 7,380/-	Rs. 7,380/-

#### C. Classes I to X (For Non- DAE Wards) :

The Tuition fee for the students admitted under Non-DAE Category differs from the schools located in Urban areas to that of rural areas. The schools located in Hyderabad, Indore, Mumbai, and Mysore, are considered as schools located in Urban Areas and all other schools are considered as located in Rural Areas.

Component	Term -1 (April to September)		Term - 2 (October to March)	
	Urban	Rural	Urban	Rural
Tuition Fee	Rs. 18,000/-	Rs. 9,000/-	Rs. 18,000/-	Rs. 9,000/-
PUVVN	Rs. 1,800/-	Rs. 1,800/-	Rs. 1, 800/-	Rs. 1,800/-
Computer Fee	Rs. 180/-	Rs. 180/-	Rs. 180/-	Rs. 180/-
Total	Rs. 19,980/-	Rs. 10,980/-	Rs. 19,980/-	Rs10,980/-

गुणी लोग अपने गुणों का घमंड नहीं करते उन्हें इसकी आवश्यकता नहीं है।

**Other Fees**

Sl. No.	Fee for providing	Amount (Rs.)	Remarks
1	Application Form	100/-	
2.	Bonafide Certificate	50/-	
3.	Duplicate Report / Mark Sheet / TC	50/-	
4.	Railway Concession (HT)	10/-	For Single Journey
5.	Late Payment of Fees	20/-	
6.	Readmission	100/-	

**D. Exemptions :**

- (i) The students admitted under Right to Education Act and the students selected under SEP need not pay any component of the fee.
- (ii) The third child be a boy or a girl of an employee belonging to SC/ST categories need not pay Tuition Fee alone. Other components of fee he/ she has to pay. This is applicable to the wards of DAE Employees only against the production of a certificate from the Competent Authority, to the effect that employee is not eligible for the claim of CEA for his/her third child.
- (iii) For all other students – belonging to both DAE and Non- DAE categories - there is no exemption from paying any component of the fee.
- (iv) However, the students belonging to Non- DAE category who were admitted in various classes till the academic year (including that academic year) 2017- 18 will enjoy the following fee concession.

The Non-DAE category students who were granted admission in AEC Schools till the academic year 2017-18 and whose parents' (both father and mother) combined Annual income is less than Rs. 2.5 lakhs, they are presently extended the fee concession of 50% in the tuition fee alone. This concession will be extended to the student concerned on production of the income certificate of parents issued by the competent revenue authorities.

**E. Dates for Fee Collection:**

The parents have to pay fee online on the dates mentioned below.

	Term -1 (April to September)	Term – 2 (October to March)
Without Fine	Up to Mid June	October - 01 to 31
With Fine	Mid June to August	November - 01 to 15

Note: 1.The fine for paying the fee late is Rs. 10/- each for PUVVN account and society account (10+10=20) This is paid into the AEES A/c.

**Knowledge without action is useless. Knowledge with action brings prosperity.**

### **F. Fee Defaulters:**

- (a) The names of students who do not pay the fee after the last date with fine as mentioned in the above table, will be struck off from the attendance rolls of the school.
- (b) The students whose names are struck off from the attendance rolls, have to take re-admission by paying an amount of Rs.100-00 towards the re-admission fee.
- (c) In all such cases as mentioned at 'a' and 'b' above, the schools have to prepare a challan and the student has to deposit the fee mentioned in the challan in the bank account mentioned in the challan and submit the second copy of the challan to the school.
- (d) The name of the student is to be restored only after realizing the re-admission fee and the fines on PUVVN and tuition fee.

### **G. Miscellaneous issues related to fee:**

- I. In case of new admissions, irrespective of the month of admission all the components of the fee have to be realized for 12 months.
- II. In case of students joining on Transfer Certificate, all the components of fee have to be realized reckoning from the next month upto which the student has paid the fee in the previous school.
- III. In case a student applies for Transfer Certificate, all the components of fee have to be realized till the month in which the student has applied for Transfer Certificate, irrespective of the student attending the classes or not.
- IV. However, if a student applies for Transfer Certificate in the month of March, TC can be issued after publication of result without collecting any component of fee for the next academic session.
- V. In case of students promoted after the re-test (in classes IX and XI), all components fee can be accepted without any fine or re-admission fee within seven working days from the publication of results, failing which such students have to pay the fee with fine and re-admission fee.
- VI. In all such cases as mentioned at 'V' above, the schools have to prepare a challan and the student has to deposit the fee mentioned in the challan in the bank account mentioned in the challan and submit the second copy of the challan to the school.

जीवन में सदैव सुख ही मिले यह बहुत दुर्लभ है।

**DRESS CODE:****A. For Balavatika I, II & III**

Boys	Girls
1. Boys-Red Shorts and Blue Striped Shirts	1. Dress- Red and Blue Striped frock.
2. Haircut - Neat and presentable haircut. (Fashion trends are not allowed)	2. Hair Dressing - Two plaits / Two pony tails with Red Ribbons or Red simple hair-band. Cotton hair band must be used / plastic items should be avoided. (Fashion trends are not allowed)
3. a. Footwear - Black shoes with Velcro and Red socks. b. Rain Footwear (Permitted only during monsoon) : Only Black strappy flat sandals / Floaters - Pattern should be uniform for the students / No FLIP-FLOP	3. a. Footwear - Black shoes with Velcro and Red socks. b. Rain Footwear (Permitted Only during monsoon) : Only Black strappy flat sandals / Floaters - Pattern should be uniform for the students / No FLIP-FLOP
4. Woollen garments : Navy blue with "V" cut neck half / full sleeves sweater or Navy blue blazer are permitted. (Sweatshirts, Cardigans with hoods and shawls are not permitted)	4. Woollen garment : Navy blue with "V" cut neck half / full sleeves sweater or front open cardigan or Navy blue blazer is permitted. (Sweatshirts, Cardigans with hoods are not permitted)
5. Logo of AEES-Pocket size cloth badge (stitch-able) bearing Logo of AEES on Left side of pocket	5. Logo of AEES - Pocket size cloth badge (stitch-able) bearing Logo of AEES on Left side of pocket.

Note : Gold / Fashionable ornaments, mehendi, nail polish or any sort of cosmetics are prohibited in the school campus.

**B. For classes I to VII (Days of white uniform : Monday and Thursday)**

Boys	Girls
1. White shirt half sleeves without shoulder flaps.	1. White shirt half sleeves without shoulder flaps.
2. Grey shorts & White shorts.	2. Grey tunic & White tunic.
3. Navy blue socks & White socks.	3. Navy blue socks & White socks.
4. White canvas shoes with laces; Velcro shoes are not allowed.	4. White canvas shoes with laces; Velcro shoes are not allowed.
5. Black leather shoes with laces; Velcro shoes are not allowed.	5. Black leather shoes with laces; Velcro shoes are not allowed.
6. Navy blue neck tie with light blue stripes (diagonal) - <b>Not compulsory in Summer season.</b>	6. Navy blue neck tie with light blue stripes (diagonal) - <b>Not compulsory in Summer season.</b>
7. Navy blue with light blue stripes (diagonal) nylon belt with brass buckle with the school emblem engraved on the buckle.	7. Navy blue with light blue stripes (diagonal) nylon belt with brass buckle with the school emblem engraved on the buckle.
8. Logo of AEES-Pocket size cloth badge (stitch-able) bearing Logo of AEES on Left side of pocket.	8. Logo of AEES - Pocket size cloth badge (stitch-able) bearing Logo of AEES on Left side of tunic
9. Woollen garments : Navy blue with "V" cut neck half / full sleeve sweater or Navy blue blazer are permitted (Sweatshirts, Cardigans with hoods and shawls are not permitted)	9. Woollen garment: Navy blue with "V" cut neck half / full sleeve sweater or front open cardigan or Navy blue blazer is permitted. (Sweatshirts, Cardigans with hoods are not permitted)

Note : Gold / Fashionable ornaments, mehendi, nail polish or any sort of cosmetics are prohibited in the school campus.

**A journey of a thousand miles must begin with a single step.**

**C. For classes VIII to X (Days of white uniform : Monday and Thursday)**

Boys*	Girls*
1. White shirt half sleeves without shoulder flaps.	1. Grey Kurta & White Kurta up to knee length, Sleeves 2 inches above the elbow, Stand Collar with V neck.
2. Grey trousers & White trousers.	2. White Salwar and White Dupatta.
3. Navy blue socks & White socks.	3. Navy blue socks & White socks.
4. White canvas shoes with laces; Velcro shoes are not allowed.	4. White canvas shoes with laces; Velcro shoes are not allowed.
5. Black leather shoes with laces; Velcro shoes are not allowed.	5. Black leather shoes with laces; Velcro shoes are not allowed.
6. Navy blue neck tie with light blue stripes (diagonal) - Not compulsory in Summer season.	6. Not applicable for girls.
7. Navy blue nylon belt with brass buckle with school emblem engraved on the buckle.	7. Not applicable for girls.
8. Logo of AEES-Pocket size cloth badge (stitch-able) bearing Logo of AEES on Left side of pocket.	8. Logo of AEES - Pocket size cloth badge (stitch-able) bearing Logo of AEES on Left sleeve on the Kurta
9. Woollen garments : Navy blue with "V" cut neck half / full sleeve sweater or Navy blue blazer are permitted. (Sweatshirts, Cardigans with hoods and shawls are not permitted)	9. Woollen garment: Navy blue with "V" cut neck half / full sleeve sweater or front open cardigan or Navy blue blazer is permitted. (Sweatshirts, Cardigans with hoods are not permitted)
Note : Gold / Fashionable ornaments, mehendi, nail polish or any sort of cosmetics are prohibited in the school campus.	

\*Other than the students of AEJC, Mumbai

**Please Note :**

1. Days of white uniform : **Monday and Thursday** ; It should be followed uniformly at all the centres.
2. All girls with long hair should tie their hair properly in two plaits.
3. All girls with short hair (not touching shoulders) should use hair band.
4. Black ribbon / black hair band for girls - All days except Monday and Thursday.
5. White ribbon / white hair band for girls - Monday and Thursday.
6. Hair cut (Boys) - Boys should get their hair cut which should be neat, decent and presentable (fashionable and trendy hair style is not allowed).
7. On Monday and Thursday, white uniform with white socks & white canvas shoes.

"सब कुछ अपनी गति से होता है। माली सी बाल्टी पानी दे सकता है फल अपने मौसम में ही आता है।"

8. Neck tie & Nylon belt should strictly be as per AEES specifications.
9. During monsoon season students can wear black rainproof shoes / black sandals.
10. During winter season, students can wear white full sleeve shirt, grey / white full trousers for boys & grey / white slacks for girls of classes I to VII.
11. During winter season, students can wear navy blue sweater or navy blue blazer.
12. Caps / Scarf / Muffler of blue colour only allowed.
13. Jacket / Jerkin / Wind cheater / Cardigan and casuals are not allowed.
14. Bathroom slippers are not allowed.
15. Electronic devices (mobile / watches, etc.) are not allowed in the school.
16. Gold / Fashionable ornaments, mehendi, nail polish or any sort of cosmetics are prohibited in the campus.
17. Bringing any electronic device, cicret bracelet, pebble steel, smart watch, camera, cosmetics or any objectionable material in the school is prohibited and condemnable; such non-returnable material will be confiscated. Students should come decently dressed during special occasions.

**Note: Above guidelines (page no. 1&2) must be followed uniformly and strictly by all the AEC schools.**

-----

**The greatest leader is one who inspires others to be leaders.**

### **Infrastructure and other Facilities - Library**

Parents and teachers are requested to encourage good reading habits among the pupils. Library is a great knowledge pool, and not merely a storehouse of books. AECS-1, Hyderabad library has a rich collection of 18,000 number of books. It subscribes to 14 periodicals and 6 newspapers in 3 languages. Students and members of the staff have access to books, periodicals, magazines and newspapers in the library. Pupils of classes I to V will follow the class library system and the books will be issued to them by the teachers. Pupils are permitted to make use of the library during the recess. Students are expected to take good care of the library books. Special markings on the valuable assets with pencil or ink, tearing the pages or spoiling the same in any other way shall be viewed very seriously. Damages, if any, must be reported to the librarian immediately, on receipt of the books. In case the book is lost or damaged, the cost will be recovered from the concerned pupil. The library remains open between 08:00 hrs. and 14:30 hrs. on all working days. Every year new reference books, year books and the best selling novels are added to the existing knowledge hub. Library celebrates National Book Week and World Book & Copyright Day annually.

### **Laboratory**

Activity is the heart of the student's attempt to make sense of the world around him/her. Therefore, the schools provide well-equipped laboratories where students are required to perform experiments under the guidance of the teachers. Students must handle apparatus with utmost care and ought to follow the instructions by the teachers strictly. Any damage to the apparatus, other laboratory appliances or furniture will have to be made good in full by the defaulter/ s, who is / are responsible for the damage, as decided by the Head of the School/ College.

### **Games and Sports**

Policy on assessment & evaluation of Health and Physical Education is subject to the updates by CBSE and respective State Boards [wherever applicable] from time to time.

All the students must take part actively in Physical Education, games and sports arranged in school. Competitions in Sports and Games will be held on the basis of house system or in the manner prescribed by the school/JC.

### **Co-curricular activities**

CCA form an integral part of the student's life and in shaping his/her personality. In its efforts to help students develop their unique talents, coordination skills and creative facets of personalities, each school provides facilities for a wide range of co-curricular activities. Competitions in co-scholastics like debate, dance, elocution, song, poetry recitation, orchestra and a variety of co-educational vistas &

कथनी से बड़ी करनी होती है।

aptitudes like exhibitions, SBM initiatives etc. are being conducted by the school. These activities are held House-wise or individual.

Also, Atomic Energy Education Society [AEES] institutes All India Inter AECS competitions to appraise and award students with exceptional brilliance in CCA talents. The best performers of each school participate in All India Inter-AECS cultural meet, debate, Hindi Vigyan Prashna Manch, exhibitions etc. as per the guidelines issued by the Central Office of AEES headquartered at Mumbai.

Prestigious trophies like Dr. Homi Bhabha Trophy for best overall performance, Dr. Vikram Sarabhai Trophy for the best academic performance, Dr. Raja Ramanna Trophy for the best performance in Co-scholastic activities and Dr. Homi Sethna Trophy for the Sports achievements are also awarded to the schools/JCs on the basis of students' performance.

### **Attendance:**

For the successful implementation of the academic programme regular and punctual attendance is imperative.

### **THEREFORE**

- a. Students should obtain prior permission of the class teacher for not attending the classes. If prior permission is not obtained due to unavoidable circumstances, an application for leave should be sent to the class teacher the same day or latest by next day;
- b. All applications for leave are to be signed by the parent;
- c. Applications for leave on medical ground is to be supported by an authentic medical certificate;
- d. Student suffering from infectious disease will not be allowed to attend the Classes or to appear in the examinations;
- e. If the attendance is less than the prescribed percentage i.e., 75% of the total working days (including attendance put in a previous school, if the student has been admitted on transfer) the student will not be allowed to appear at the Annual Examination; and
- f. A prolonged absence (without application for leave) for ten consecutive days will result in the removal of the name from the rolls.

### **CONDONATION:**

A minimum of 75% of the total attendance of the academic session would be necessary to appear at the Annual Examination. In case of genuine illness if supported with Medical Certificates from the Departmental Dispensary/Government Hospital or on account of participation in AEC School activities or any other reason beyond the control of the student, the authority concerned shall be competent to condone shortage of attendance.

**Little progress everyday adds up to big results.**

These rules are governed by the Rules 13 & 14 of the examination bye laws of CBSE Circular dated 08/10/2009, read with the Circular COORD/ROS/2019 dated 18/07/2019, and Circular No. COORD/ROS/Attendance/2010 dated 27/12/2019.

### Note to parents:

1. Parents are expected to co-operate with the school authorities by ensuring regularity, punctuality and discipline in the children. They must ensure that the children prepare their lessons and take interest in school activities.
2. Parents are expected to sign messages, progress report, or any other similar document, when so requested. Failure to do this, may put their children to great inconvenience. They should also keep a watch on the reports in the calendar. Explanation for absence should be written in the school/college calendar. Absenting student must get acknowledgment of respective class teachers in Teacher's remarks column as a receipt of the information.
3. The School (Class Teacher) must be notified about any change in address or telephone number. Parents are expected to be prompt in informing any such change. Changes shall be incorporated in the official records likewise.
4. While communicating with the Headmaster, Vice Principal or Principal of the school, parents are requested to mention the class and section of their wards.
5. Parents or guardians are not allowed to see their children or the teachers during school hours, without the permission of the Vice Principal or the Principal. If required, they may meet the Vice Principal or the Principal during visiting hours.
6. Breakfast box should be sent with the student in the morning. Parents will not be permitted to handover the breakfast / tiffin-box during the recess.
7. Parents should not send their children to the school if they are suffering from any contagious diseases.
8. Parents must also ensure, **and it is highly recommended**, that their wards come to school /college after taking proper breakfast. Students must not come empty stomach to school/college.
9. Parents are requested to see that their children come to school in neat uniform. Parents must also ensure that necessary learning material, exercise books, notebooks, pencils, erasers etc. are there in their wards' bags.
10. Parents should not allow the girl students to wear any jewellery / valuables / cosmetics when they come to school.
11. Parents are requested to send the leave application of their wards if they are going to be absent for a period of six continuous working days. Absence without permission / leave beyond six working days

"गंभीर मत बनो, ईमानदार बनो"।

may lead to striking off the name of the student from the class attendance register. Re-admission fee of Rs. 100 must be paid by the absented student (exemption - valid medical / any other serious grounds requested through parent's application). A medical certificate from doctors of DAE / BARC / UCIL hospital [also any government doctor] must be submitted if it's a medical ground.

**In any case, prior information of absence must be given to the class teacher by any means of communication.**

12. There is no provision of half-day leaves. However, in unavoidable circumstances, parents must receive/drop their wards from/to the school/ college. A leave application, endorsed by the parent with his/her contact number is mandatory.
13. Parents must ensure that their wards fulfil at least 75% attendance record and they do not miss any of the tests or examinations conducted by the school/ college.
14. Parents are expected to visit school/college whenever informed by the Principal, Vice Principal, HM or teachers. Parents are not only role models for their wards but also the stakeholders of their wards' respective school / college, so they must ensure a decent dress etiquette whenever they visit school/college.
15. Parents/Guardians are expected to be available at the campus gate to receive their ward/s, particularly from pre-prep to primary, during the students' departure time.

#### **Tips to Parents of Primary Section:**

##### **Reducing the weight of school bag:**

There is a common request from the parents of primary section (I-V) to devise measures to reduce the burden of the school bag. Considering the concern of the parents, some tips given below may be followed by the parents to reduce the weight of the school bag.

1. Split the text books into two parts on the basis of semester-wise syllabus. i.e.,  
Book 1- April to September.  
Book 2- October to March.
2. Send only the required number of note books in the school bag every day as per the time table. To reduce the weight of the school bag, students will carry books as per the timetable.
3. The water bottles should be half litre in size.
4. Keep away story books, play materials and other unnecessary items.
5. The bag must be durable and light-weight.
6. The recent NCERT guidelines on 'School bag Policy-2020' shall be followed.

Link: [https://www.education.gov.in/sites/upload\\_files/mhrd/files/School\\_Bag\\_Policy\\_2020\\_0.pdf](https://www.education.gov.in/sites/upload_files/mhrd/files/School_Bag_Policy_2020_0.pdf)

**Creativity of children has to come out from the classroom.**

## अभिभावकों से अपेक्षाएँ

१. सभी अभिभावकों से ऐसी अपेक्षा की जाती है कि वे अपने बच्चों को प्रतिदिन सही समय पर विद्यालय भेजकर एवं अनुशासित रखकर विद्यालय को सुचारू रूप से चलाने में सहयोग दें। वे इस बात की जिम्मेदारी लें कि उनके बच्चे न केवल अपने गृह-कार्य को प्रतिदिन समय पर पूरा करेंगे बल्कि समय-समय पर विद्यालय में होने वाले सभी कार्यक्रमों में, समान रूप से रुचि लेते हुए सक्रिय भाग लें।
२. अभिभावकों से अपेक्षा की जाती है कि विद्यालय की ओर से समय-समय पर भेजी जाने वाली सूचनाओं, प्रगति पत्र और इस तरह के अन्य निर्देशों पर अपने हस्ताक्षर अवश्य करें। यदि किसी कारण वश वे हस्ताक्षर नहीं कर पाते हैं तो हो सकता कि उनके बच्चों को असुविधा का सामना करना पड़े। अभिभावक प्रतिदिन दैनन्दिनी में दिए गए प्रतिवेदन पर ध्यान दें। यदि किसी कारण से आपका बच्चा विद्यालय आने में असमर्थ है तो इसकी सूचना दैनन्दिनी में दिए हुए अवकाश पत्र के माध्यम से दें।
३. अभिभावकों से निवेदन है कि घर के पते या टेलीफोन के नं., में किसी भी तरह के परिवर्तन की सूचना शीघ्र से शीघ्र विद्यालय को दें।
४. विद्यालय के मुख्य अधिकारियों से पत्राचार करते समय अपने बच्चे की कक्षा एवं विभाग का सही-सही उल्लेख अवश्य करें।
५. बच्चों के अभिभावक एवं उनके घर के किसी भी सदस्य को विद्यालय इस बात की अनुमति नहीं देता कि वे पढ़ाई के दौरान अपने बच्चे से या उसके शिक्षक से मिलें। यदि मिलना अति आवश्यक हो तो पहले सक्षम प्राधिकारी से इस बात की अनुमति लें।
६. अभिभावकों से निवेदन है कि मध्यावकाश के लिए जलपान आदि प्रातः अपने बच्चों के साथ ही भेजें, क्योंकि अभिभावकों को विद्यालय में उस समय आने की अनुमति नहीं दी जाएगी।
७. किसी भी तरह की संक्रामक बीमारी से ग्रस्त अपने बच्चे को विद्यालय भेजने से यथा संभव बचें।
८. अभिभावकों से यह भी अपेक्षा की जाती है कि वे अपने बच्चों को साफ-सुथरी पोशाक में, उनकी पढ़ाई की आवश्यक सामग्री, जैसे कॉपियाँ, पेन, पेन्सिल आदि देकर भेजें।
९. अभिभावक विशेष रूप से इस बात का ध्यान रखें कि उनकी बेटियाँ सोने के आभूषण पहन कर विद्यालय न आएँ।
१०. यदि आपका बच्चा ५ कार्य दिवसों से अधिक दिनों के लिए विद्यालय में अनुपस्थित रहने वाला है तो इसकी अग्रिम सूचना दें, ताकि आपके बच्चे को विशेष परिस्थिति के अंतर्गत उतने दिनों का अवकाश दिया जा सके। अग्रिम सूचना के अभाव में विद्यार्थी का नाम कक्षा उपस्थिति पंजिका से काटा जाएगा एवं विद्यार्थी को पुनः प्रवेश एक सौ रुपया शुल्क देकर दिया जा सकेगा।
११. अभिभावकों से निवेदन है कि बिना सक्षम प्राधिकारी की आज्ञा के कक्षा में प्रवेश न करें।
१२. अभिभावकों से अपेक्षा की जाती है कि वे विद्यालय में शालीन पोशाक में ही प्रवेश करें।

दुनिया में आप जो बदलाव देखना चाहते हैं, वह आपको खुद बनना चाहिए।

**CODE OF CONDUCT:****For Students:****Dos':****It is the duty of every student:**

1. To strive to become an educated and cultured citizen of the country.
2. To study diligently and to be punctual in attendance.
3. To respect the teachers, HM, VP and Principal in and out of the classrooms without aggressive questioning. Also, to be respectful and be cordial with all the staff members of the school/JC.
4. To carry Identity Card, school calendar as well as all the relevant learning material to school regularly.
5. To come to school clean, well-groomed and neatly dressed.
6. To come to school in decent dress on birthdays & on special occasions as per the instructions of school.
7. To keep the surroundings neat and tidy.
8. To enter and leave the classroom only with the permission of the teacher.
9. To sit upright in the classroom and be attentive.
10. To complete the class work, home assignments, projects etc. neatly and promptly, complying with the dates/deadlines set by their respective teachers.
11. To be polite and humble.
12. To come to school in uniform even when coming to office or attending extra classes/ activities after regular school/college hours.
13. To protect the school property.
14. To have compassion for animals and plants and to take care of the environment; also, to value and preserve the surrounding rich heritage and composite culture.
15. To obey parents and help the younger ones.
16. To carry the school calendar to note down the announcements correctly so as to inform the parents.
17. To observe silence in library.
18. To bring healthy food to school and to avoid junk food.
19. To keep the wash rooms neat.
20. To use water judiciously and to turn off the faucets, fans and lights when not needed and before leaving the classroom.
21. To participate actively in CCA, cultural programme, national functions etc.,
22. To always speak the truth and to be honest.
23. To respect the National Anthem, National Song and the National Flag; also, to safeguard public property and to abjure violence
24. To accept and appreciate the spirit of unity and inclusiveness; also, to report the incidents of bullying or acts of indiscipline to the teachers immediately.
25. All inexplicit righteous acts, in case not mentioned above, are to be subsumed under this code of conduct.

**Don'ts****It is the duty of every student to refrain from indulging in the acts mentioned below:**

- a) The following acts and conduct on the part of the students will amount to misconduct:
  - (i) Any act that demeans or is arrogantly expressive against the spirit of inclusiveness and harmony of the school/JC
  - (ii) Misbehaviour towards teachers or any other employee of the school.

**The flowers of knowledge blooms from the petals of books.**

- (iii) Late coming to class, labs, library, causing disturbance to the peaceful activities of the class.
- (iv) Absence from classes without intimation to / permission of - the teacher/ the Headmaster / Headmistress / the Vice-Principal / the Principal.
- (v) Bullying / intimidating others.
- (vi) Eve-teasing/misbehavior towards fellow students
- (vii) Damaging / disfiguring school property.
- (viii) Propagating a strike / disruption of classes.
- (ix) Association with banned organizations.
- (x) Propagating communal / caste / regional feeling amongst the students.
- (xi) Indulging in physical violence in any manner.
- (xii) Disobeying lawful orders of the staff/ teachers, the HM / the Vice – Principal/the Principal.
- (xiii) Bringing unauthorized people / articles inside the school.
- (xiv) Misuse/ theft / rigging/ pilferage / damage to school's /students' / teachers' /staff property.
- (xv) Any behaviour unbecoming of a student / willful disobedience / delinquency.
- (xvi) Indulging in acts of moral turpitude.
- (xvii) Use of unfair means, tampering of marks, copying / cheating during exams.
- (xviii) Intentional disturbance in class.
- (xix) Not submitting journals, assignments and monthly reports on time.
- (xx) Not coming to school in proper uniform, identity card, school bag etc.
- (xxi) Any incident of untoward behavior or waywardness.
- (xxii) Use of un-parliamentary language.
- (xxiii) Littering and loitering in and around the school.
- (xxiv) Driving unlawfully (without Driving License, without helmet etc.)
- (xxv) Smearing the walls or scraping the desks with graffiti.
- (xxvi) Bringing electronic gadgets to school.
- (xxvii) Spreading rumors about others.
- (xxviii) Not following SOPs and guidelines post lock-down - masks, shield, sanitizing, social distancing etc.
- (xxix) Teasing and calling teachers or students by derogatory names, nicknames or short names.
- (xxx) Bringing electronic gadgets (mobile phones, tablets, cicret bracelets, pebble steel, android bands, cameras, video games etc) and expensive materials.

**b) In the above acts of misconduct, the Principal/Vice Principal/HM shall take suitable action, as per the observation of the disciplinary committee, depending on the gravity of the misconduct, which may include:**

- (i) Referring to Counselling sessions / Moral lectures / performing exercises or physical work under the guidance of the PETs if it is a formal misconduct, advancing, but not amounting to a grave misconduct / moral or legal sin.
- (ii) Recovery of loss to school property.
- (iii) Oral / written warnings about the students' misconduct to the parents
- (iv) Suspension from attending classes / school for a specified period.
- (v) Issue of Transfer Certificate.
- (vi) Expulsion/rustication from school in extreme/rarest of the rare cases.

मैं एक ऐसे धर्म में विश्वास करता हूँ जो स्वतंत्रता, समानता और भाईचारे का प्रचार करता है।