



**MIRAMAR**

## **SHARADA MANDIR SCHOOL**

Miramar, Panaji, Goa | Phone: 0832 - 2463401 / 02 / 03

### **RULES & PROCEDURES**

The rules & procedures referred to herein form an integral part of the application for admission and parents are therefore required to read this document carefully and submit the duplicate, duly signed, with the application form. The Management has introduced a Code of Conduct which is applicable to Secondary section students from Std. 5 upwards. The Managing Committee, by notice, may extend all or any of the provisions of this Code to other sections of the school and / or to anyone in and around the school premises from time to time as it deems fit.

#### **ADMISSIONS:**

1. The Application Form is to be duly completed and signed.
2. Management reserves the sole right to accept / reject any application without assigning a reason.
3. All communication following the submission of the Application Form should quote the serial number on the form and be addressed to the Administrator. On admission, the student will be allotted a permanent number.

#### **ATTENDANCE AND PUNCTUALITY:**

1. The school insists on regular attendance and punctuality.
2. 75 % attendance is compulsory in every term for promotion to the next class.
3. Parents/Guardians should state the reason for their child's/ward's absence on the "Record of Absence " page, failing which, the student will be debarred from attending classes.
4. Students must carry the School Diary and Identity Card to school everyday, failing which action as deemed fit will be taken.
5. No leave of absence shall be granted except for extraordinary reasons. An application for leave must be made in advance by the Parent / Guardian and the necessary sanction should be obtained. No extension of a vacation is allowed without prior sanction.
6. If exemption is desired, for health reasons, from Physical Education, Sports & Games, a Medical Certificate must be submitted to the Principal.
7. The Administrator reserves the right to revoke the admission of any pupil whose conduct / performance is deemed unsatisfactory.
8. The names of pupils who remain absent without leave for two school weeks continuously shall be struck off the rolls.
9. Promotion is based on the year's work done by the student. Hence due importance must be given to assessments and regularity in attendance and work.

## DISCIPLINE:

1. Good conduct is expected from students both in the school and outside the school campus. The Student Code of Conduct should be adhered to.
2. Indiscipline and misbehaviour is punishable and may be sufficient cause for dismissal.
3. Notes from teachers should be signed by Parents/ Guardians. In case the student fails to obtain the required signature he / she is liable to be punished.
4. Students will not leave the school premises during school hours (including during recess) without permission from the Principal / Co-ordinator.
5. A student who is guilty of negligence in studies and other obligations may not be permitted to continue in the school.
6. Students are expected to throw waste material in the baskets / bins provided for this purpose.
7. Parents / Guardians are requested to co-operate with the school authorities in maintaining discipline by ensuring that their children / wards follow the rules of the school and maintain regular attendance and discipline.
8. To protect our students from the undesirable effects of indiscriminate cyber-viewing, we strongly urge parents to be vigilant about the time spent online and the websites visited by their children.
9. To promote all-round discipline, a system of Merit and Demerit cards will be followed in the Secondary section.
10. The system is fully explained in the Code of Conduct and in the School Diary.

## PAYMENT OF FEES:

1. The fee structure for the Academic Year commencing March 2021 will be:

	Monthly Fee	Term Fee
Kindergarten	₹ 6500	₹ 6500 (2 Terms - June and November)
Stds. 1 to 7	₹ 6500	₹ 6500 (2 Terms - June and November)
Stds. 8 to 10	₹ 6600	₹ 6600 (2 Terms - June and November)

2. Though the academic year starts in March, the increase in fees of 10% will be effective from June onwards and the revised increased fees shall be payable from June to May of the following year.
3. Payments should be effected between the 1<sup>st</sup> and 10<sup>th</sup> of each month. Post-dated cheques will not be accepted. A late fee will be charged after the 10<sup>th</sup> of the month.
4. Parents who wish to pay their fees after the 10<sup>th</sup> would have to pay at the school Front Office from the 11<sup>th</sup> to the 20<sup>th</sup> of the month, with a late fee of ₹ 100. After the 20<sup>th</sup>, the late fee will be automatically generated by the billing software, while generating new monthly bills. For the 1<sup>st</sup> default, ₹ 200 will be due and for every subsequent default ₹ 300 will be due. If the fees remain unpaid for 2 months, a reminder will be sent and if the arrears are not cleared in the third month, the name of the child will be struck off the general register.

5. Payments should be accompanied by the bill and be made by CTS crossed cheque drawn on a bank at Panaji only, or by Demand Draft payable at Panaji. The Permanent number of the child has to be written on the reverse of the cheque /DD.
  - A) For Elementary Section (KG): Cheque in favour of SHARADA MANDIR ELEMENTARY SCHOOL.
  - B) For Junior Section (Stds. 1 to 4): Cheque in favour of SHARADA MANDIR JUNIOR SCHOOL.
  - C) For Secondary Section (Stds. 5 to 10): Cheque in favour of SHARADA MANDIR SECONDARY SCHOOL.
6. If the bank does not honour the cheque issued towards payment of dues, the drawer will be charged ₹ 300 as bounced cheque charges in the next bill.
7. If the bill of dues is not received between the 25th and 30th of the month, parents / guardians are requested to contact the school office and obtain a duplicate bill. 3 days prior notice is required for the issue of a duplicate bill.
8. Students admitted during the year and those leaving before the end of the year, will pay fees for the whole academic year up to May. However, a pupil leaving the school after admission, before completing the 1<sup>st</sup> Term, will be permitted to leave on payment of 50% of the applicable fees up to May.
9. All dues should be cleared by the specified date, failing which answer booklets / reports / official documents will be made available only if the delayed payment is made by demand draft, or on realization of the cheque.
10. Arrears of fees for the last academic term should be paid before the declaration of the final results, failing which the student's name will be deleted from the school rolls.
11. All outstanding dues need to be paid by demand draft or pay order.
12. All fees are subject to annual revision by the Management without prior intimation.
13. Notwithstanding the above, the Management reserves the right to collect fees for the full year, in advance, from those who have defaulted in payment of fees for two continuous months on more than one occasion.

#### **ASSESSMENT:**

##### Elementary Section

Promotion is based on the year's work done by the student. Accordingly, due importance must be given to assessments and regularity in attendance and work.

##### Junior Section

1. The criteria for promotion to the next class will be the student's performance in written, oral and practical work during the course of the academic year.
2. There are no formal examinations for students of the Junior section. Promotion of these students depends on their performance and progress during the year, as a continuous assessment system has been introduced from Stds. 1 to 4.
3. Performance of students is also assessed in subjects like Physical Education, Art & Craft, Needle Work, Computers and Project Work.

## EXAMINATIONS:

### Secondary Section

1. 2 Terminal Examinations are held during the course of the academic year, in addition to regular reviews, project work, oral and aural assessments.
2. A student of Std. 9 who fails in two or more subjects on the average of the year's results is liable to be detained in the same class. Likewise, students who fail in English will be detained, in accordance with the ICSE rules.
3. The performance of students is also assessed in other subjects: Physical Education, Art / Craft, Needlework, SUPW (Socially Useful Productive Work) and Computer Studies, for which no examinations are held. For these subjects, student performance is indicated by grades, as follows:

Excellent	A	Very Good	B
Good	C	Satisfactory	D
Failure	E		

### GENERAL:

1. Besides good personal hygiene, students must be neat and tidy, wearing the prescribed uniform.
2. Parents / Guardians are requested to notify the school, in writing, of any change in their address, telephone numbers or mobile numbers.
3. The School Diary and Identity Card will be billed for, when issued.
4. Students should avoid wearing jewellery on the school campus.
5. Damage caused to school property will have to be paid for by the concerned student. Failure to comply could lead to suspension from school.
6. The school does not take responsibility for the loss of, or damage to, any student's personal property.
7. The school does not provide any transport facility.
8. Use of cash by students within the school premises is not permitted. Parents are requested to purchase coupons from the Stores which can be redeemed by their children in the school canteen.
9. Upon a child being enrolled in the school, the parent(s) become member(s) of the PTA (Parent Teacher Association).
10. Documents issued by the school should be kept very carefully. In case duplicate document are required, an application should be made to the School Office. A fee of ₹ 100 will be charged for the issue of a duplicate document.
11. Any certificate with the exception of bonafide certificate shall be charged at the rate of ₹ 30 per certificate.
12. Personal books, novels, newspapers, paperbacks, CDs, periodicals and any other printed material will not be allowed within the school premises without the Principal's prior written permission.
13. Students are expected to follow the Library rules strictly and take utmost care of books and other reading material issued to them.
14. Parents / Guardians are not allowed to see students or teachers during school hours without prior written permission of the Principal.
15. No parent is allowed to remain on the school campus when the school is in session.
16. Giving presents / gifts to any staff member is not permitted.
17. Private tuitions by teachers of the school are not allowed.

18. If sweets are distributed on children's birthdays, they should be in accordance with the specifications laid down in the School Diary.
19. Mobile phones / tablets / electronic gadgets are not permitted on the school premises. If brought to school, the same will be confiscated and returned later at the end of the academic year.
20. The school authorities will do all in their power to ensure the safety / security of the students while they are within the school premises. However, the school authorities will not be responsible for any unforeseen accidents. Similarly, the school authorities will not be held liable for the safety / security of the students after school hours.
21. Students visiting / staying on campus after school hours on weekdays or on holidays will be allowed to do so only on producing identity cards / passes issued by the Principal.
22. Management reserves the right to make / amend rules & regulations from time to time, as deemed necessary.
23. The decision of the Management in all matters is final and binding.
24. Notwithstanding anything contained herein, the Board of Trustees of the school is entitled to forthwith place any student under suspension and / or to prevent the student and his / her parents from entering the school premises, if in its opinion, the presence of such a student or parent would be detrimental to the best interests of the school.

**IMPORTANT NOTE FOR PARENTS ONLY:**

1. Parents are requested to adhere to traffic rules outside the school gate in order to avoid congestion and for the safety of our students. Avoid wrong parking, rash driving and using the wrong lane to drop off your child.
2. Parents have to strictly wear the visitors entry badge around their neck while entering / exiting the school premises. Entry / exit for parents is through Gate 1 only.

We have read the rules & procedures detailed above and agree to abide by the same. We sign below in approval and acceptance.

<b>Father's Name</b> : _____	<b>Mother's Name</b> : _____	<b>Guardian's Name</b> : _____
<b>Phone</b> : _____	<b>Phone</b> : _____	<b>Phone</b> : _____
<b>Signature</b> : _____	<b>Signature</b> : _____	<b>Signature</b> : _____
<b>Date</b> : _____	<b>Date</b> : _____	<b>Date</b> : _____