

Contents

1.	Introduction	2
2.	Vision	2
3.	Mission	2
4.	List of Staff Members	3-6
5.	Academics	6-7
6.	Assessment	7-8
7.	Promotions	8
8.	Co-Scholastic Activities	9
9.	Literary and Cultural Activities	9
10.	Moral Values, General Knowledge and Group Discussion	9
11.	Life Skills Education	10
10.	Work Education	10
11.	Attitude and Values	10
12.	Games and Sports	10
13.	Facilities in the School	11-14
14.	House System	14
17.	Awards	14-16
18.	Punishments	16
19.	Admissions (Pre-School to XI)	16-17
20.	Documents required at the time of Admission	17
21.	Withdrawal	18
22.	Rustication from the School	18
23.	Fee Structure of the School	18-19
24.	Mode of Payment of School Fees	19-20
25.	Academic Session	20
26.	School Uniform	20-22
27.	Concession in Tuition Fee	22
28.	General Guidelines for Parents/Guardians	22-24
29.	Leave Rules	24
30.	Names of the Localities of Delhi/New Delhi where school buses ply	25-26
31.	Occupation Code	26
32.	List of Supporting Documents required at the time of Registration for Admission to Pre School	27

1. INTRODUCTION

N.C. Jindal Public School was established in 1966 by Net Ram Chandrawali Devi Jindal Charitable Trust to cater to the educational needs of the children of Punjabi Bagh and other adjoining localities. During the span of 52 years, the school has crossed many milestones and has attained lofty heights in the field of academics, games, sports, cultural and literary activities. It is an English medium Co-educational school affiliated to the Central Board of Secondary Education, New Delhi and recognized by the Directorate of Education, Government of NCT, Delhi. The school runs classes from Pre- School to class XII. Three streams-Science, Commerce and Humanities are available for +2 students seeking admission after passing class X in the school.

2. VISION

The vision of the school is to impart quality education to its students for their overall development. We impart education which lays stress on character building and teamwork and infuses among the students a spirit of honesty, fairness, respect, responsibility and justice. We strive to develop among the students a feeling of pride in Indian ethos and cultural heritage and enable them to be truly Indian and rise above social, communal, religious and provincial prejudices to contribute in making the planet earth a place to live in harmony and peace.

3. MISSION

The school believes that change is a continuous process in life. Therefore, education should encourage in students the development of personal values and thinking process which will facilitate their intelligent adaptability to the changing society. We endeavour in each student the following :

- (a) Good health and physical fitness enabling the student to be energetic, wholesome and productive.
- (b) Appreciation for ethical, cultural and patriotic values as a world citizen.
- (c) Understanding and appreciation of cultural, scientific, technical, economic and political ideas and practices in respect of globalization and technological achievements in the world.
- (d) Mastery of the skills of communication and learning.
- (e) The ability to think clearly, logically and independently.

4. List of Staff Members

S.No.	Name	Qualifications
1.	Dr. D.K. Pandey, Principal Recipient of CBSE Award to Teachers-2011 & National Award to Teachers-2013	Ph.D, M. Sc. (Physics), B. Ed.
2.	Mrs. Namita Sharma, Vice-Principal Recipient of National Award to Teachers – 2016	M.A. (Sociology), M. Ed.
3.	Mrs. Madhu Khirbat	M. Com., B. Ed.
4.	Mr. Jitender Kumar Sharma	M. Sc. (Physics), B. Ed.
5.	Mrs. Bharti Pushkarna	M. Sc. (Home Sc.), M. Phil., B. Ed.
6.	Mrs. Veena Singh	M.A. (Economics), B. Ed.
7.	Mrs. Shalini Mukhija	M. Com., B. Ed.
8.	Mrs. Jyoti Pandhi	M.A. (English), M. Ed.
9.	Mr. P.C.Jha	M.Sc. (Mathematics), B. Ed.
10.	Mrs. Vijay Lakshmi Gupta	M. Sc. (Physics), MCA, B. Ed., P.G.D.C.A.
11.	Mrs. Menka Garg	M. Sc. (Zoology), M. Ed.
12.	Mrs. Monika Chopra	M. Sc. (Chemistry), M. Ed.
13.	Mrs. Sonika Madan	M. Sc. (Chemistry), B. Ed., PGDSL M
14.	Mr. Kumar Kant Jha	M. Sc. (Mathematics), M.A. (Edu.), B. Ed., PGDHJ
15.	Mrs. Maneesha Rajpal	M.A. (Psychology), B. Ed., CIG(Certificate of Guidance)
16.	Mr. Sunil Dabas	M.Sc. (Mathematics), M.Phil., B. Ed.
17.	Mr. Amrish Kumar	M.A. (Economics), B. Ed.
18.	Mr. Sudhir Gupta	M.Com., M.A. (Edu.) (Eco.), B. Ed . (Computer Certificate)
19.	Dr. (Mrs.) Shikha Miglani Sharma (Counsellor)	Ph.D., M.B.A., M . A . (P s y c h o l o g y)
20.	Mrs. Aarti Sachdeva (Spl. Educator)	B.Ed.,F.C. in Spl. Edu., P.G.P.D. (Spl. Edu.)
21.	Mr. Navin Kumar Tripathi	M.Sc. (Physics), B.Ed., M.Phil.
22.	Mrs. Ankita Ahuja Sharma	M.Sc. (Mathematics), M.Ed.
23.	Ms. Neha Malhotra	M.Com., M. Ed.
24.	Mrs. Monika Prashar Giroti	M.A. (English), B.Ed.
25.	Mrs. Monika Bhalla	B.Sc. , M.A. (English), M.Ed.
26.	Mrs. Renu Puri	B. Sc. (Home Science), B. Ed.
27.	Mrs. Manju Setia	B. Sc. (Gen 'A'), M.Sc.(Chemistry), B. Ed.
28.	Mrs. Sadhna Sharma	M.A. (Hindi, Economics, Sociology), B. Ed.
29.	Mrs. Harvinder Kaur	M. Sc. (Mathematics), B. Ed.
30.	Mrs. Sudha Arun Sharma	B. Sc., M.A. (Economics), B. Ed.
31.	Mrs. Harsha Ghai	B. Sc.(Gen A), M.A. (Hindi), B. Ed.
32.	Dr. (Mrs.) Nirupama Sharma	Ph.D., M.A. (Sanskrit), B. Ed.

- | | |
|---|---|
| 33. Mrs. Nivedita Sachdeva | M.A. (History), B. Ed. |
| 34. Mrs. Vidyotma Dhand | M.Sc. (Mathematics), B. Ed. |
| 35. Mrs. Dipika Chaudhary Sansanwal | M.A. (Eng.), B. Ed., P.G. Dip. (Journalism) |
| 36. Mrs. Rekha Rana | M.Sc. (Maths), B. Ed. |
| 37. Dr. (Mrs) Anju Mandawat | Ph.D., M.A. (Hindi), B. Ed. |
| 38. Mrs. Anshu Narula | M.A. (Sanskrit), B. Ed., M. Phil. |
| 39. Mrs. Harsha Agarwal | B.A. Hons. (English), B. Ed., M.A. (English) |
| 40. Mrs. Savita | M.A. (English), M. Ed., M. Phil. |
| 41. Mrs. Kavita Paliwal | M. Sc. (Maths, Computer Sc.), B. Ed., M |
| 42. Mrs. Neha Anand | M. Sc. (Mathematics), B. Ed. |
| 43. Mrs. Parul Mittal | B. Sc., B. Ed., Adv. Dip. in French |
| 44. Mrs. Anju Sharma | M.A. (Economics, Sociology, History), B.Ed. |
| 45. Mr. Prabhakar Mishra | M.A. (Geography), B. Ed. |
| 46. Mrs. Neha Jain | M.A. (Mathematics), B. Ed. |
| 47. Mrs. Payal Sachdeva | M.A. (Pol. Sc., History), B. Ed. |
| 48. Mrs Shubha Pradhan | M. Sc. (Zoology), B. Ed. |
| 49. Mrs. Divya Joshi | M. Sc. (Botany), B. Ed. |
| 50. Mrs. Geetika Tanwar | B.A. (H) (Geog.), B. Ed., M. Sc.(Geog.) |
| 51. Mrs. Kanika | B.A. (H) (Maths), B. Ed., M. Sc.(Maths) |
| 52. Mrs. Shikha Gurung | M.P. Ed. |
| 53. Mrs. Divya Anand | BA(H) Maths, B. Ed. Adv. Dip. in French |
| 54. Ms. Kriti Sharma | M.A. (English), B. Ed. |
| 55. Mr. Rupesh Kumar Pathak | B. Music-Tabla & Vocal Sr. Dip Tabla |
| 56. Mr. Azad Pal | M.P. Ed., M. Phil. |
| 57. Mrs. Bhumika Mahawar | M.A.(History), M.Ed., C.T.E.T.-II |
| 58. Miss. Meenakshi Arora | M.Sc. (Physics), B.Ed., C.T.E.T.-II |
| 59. Mr. Sahansah Sahani | M.F.A. Diploma in Computer |
| 60. Mr. Gaurav Gupta | B.Sc.(Phy. Edu.), M.P.Ed., NET Qualified |
| 61. Mr. Pooja Khandelwal | B.A. (H)(Eng.), M.A.(Eng.) B.Ed., C.T.E.T. –II |
| 62. Mrs. Payal Gupta | B.Com, M.A.(Eng.), B.Ed., C.T.E.T.I&II |
| 63. Mrs. Mahima Goel | B.Com, M.A. B.Ed, C.T.E.T.-II |
| 64. Mr. Rajesh Tyagi (Librarian) | B. Sc., M.L.I.S. |
| 65. Mrs. Geetanjali (Librarian) | M.A. (Hindi), M. Lib. |
| 66. Mr. Dharamvir Singh (Lab Asstt.-
Chemistry) | B. Sc. |
| 67. Mr. Shiv Narayan Kumar (Lab
Asstt.- Maths) | B.Sc.(H)-Maths, Basic Computer Diploma |
| 68. Mr. Praveen, Lab Asstt.-Physics | B.Sc. |

Primary School

1. Mrs. Indu Jain, Headmistress B.Sc. (Zoology), B.Ed.
2. Mrs. Nisha Singhal B.A. (Art), B. Ed.
3. Mrs. Anjana Gupta M. Sc. (Zoology), B. Ed.
4. Mrs. Meena Sharma B.A. Yoga Training
5. Mrs. Indu Sharma B.A.,(Hons.) English, B. Ed., N.T.T.
6. Mrs. Suman Arora B.A., N.T.T.
7. Mrs. Renu Bala Bisht B.A., B. Ed.
8. Mrs. Meenakshi Sharma B.A., N.T.T.
9. Mrs. Radha Shashidharan Intermediate, M.A. (Population Studies), N.T.T.
10. Mrs. Charu Kataria B. Com., N.T.T.
11. Mrs. Poonam Narula B.A., N.T.T.
12. Mrs. Rashmi Parashar M.A. (Economics), B. Ed.
13. Mrs. Ekta Arora B.A., N.T.T.
14. Mrs. Rajni Sachdev B.A. N.T.T
15. Mrs. Sangeeta Tyagi B.A. (Hons.) (Political Sc.), B. Ed.
16. Mrs. Deepika Chawla M.A. (English) N.T.T.
17. Mrs. Vanmala Mahajan B.A. Hons. (English), B. Ed.
18. Mrs. Shalini Gupta M.A. (Maths), B. Ed.
19. Mrs. Ashu Chawla B. Sc. (Home Science), B. Ed.
20. Mrs. Vibha Tyagi M. Sc. (Chemistry), B. Ed.
21. Mr. Jai Prakasha Sisodia B. Dance
22. Mrs. Chitra Pathak M.A. (English), B. Ed.
23. Mrs. Sunitha D.N. M.Sc. (Mathematics), B. Ed
24. Mrs. Renu Tanwar B.Sc. (H) (Physics), B. Ed.
25. Mrs. Aanchal Khurana M.A. (Hindi), B. Ed.
26. Mrs. Sangeeta Chugh M.A. (English), B. Ed.
27. Mrs Prapti Gupta B.A., B. Ed., M.A. (Eng.)
28. Mrs. Tripti Mullick M. Sc.(Ecology & Environment), B. Ed.
29. Mr. Rockinder B.A., Instt. Music Prabhakar
30. Ms. Anita Rajpal M.A. (English), B. Ed.
31. Mrs. Vandana Bhandari M.A. (English), B.Ed., C.T.E.T.-I
32. Mrs. Chetna Gupta M.A. (Economics), B.Ed., C.T.E.T.-I
33. Mrs. Kavita Bansal B.A., B.Ed., C.T.E.T.-I
34. Mrs. Supriya Arora M.A.(English), B.Ed., C.T.E.T.-I
35. Mrs. Sneha Sharma B.A.(H) History, B.Ed., C.T.E.T.I
36. Mrs. Roma Khanna M.A. (Hindi), B.Ed., C.T.E.T.-I
37. Mrs. Shikha Verma M.A., B.Ed., C.T.E.T.-I
38. Mr. Gaurav Kandara B.A., Dip. in Inst. Prabhakar-6 Years
39. Mrs. Meenakshi Bharti B.A.(Mathematics), B.Ed., C.T.E.T.-I

40. Miss Ria Rachel Singh	B.A., B.P.Ed.
41. Miss Anjali Saini	M.A.(Praveen), PGDCA, Dip (H) Kathak,
42. Mrs. Malvika Tanwar	MFA, Diploma in Fine Art
43. Mrs. Shivani Sikka	B.A.(Pol.Sc.), B.Ed., C.T.E.T.-I
44. Mrs. Jasbir Kaur Jaggi	B.A., B.Ed., C.T.E.T.-I
45. Ms. Mani	B.Com., M.A.(English), N.T.T., B.Ed., Dip. in Stenography, Dip. in PC Application
46. Mrs. Poonam Sharma	B.A., B.Ed., C.T.E.T.-I & II
47 Mrs. Prerna Gupta	B.Sc. (H), B.Ed., C.T.E.T. – II

ADMINISTRATIVE STAFF

1. Mr. R.K.Mittal	Academic Consultant
2. Mr. K.S. Singhal	Consultant : Administration & Finance
3. Mrs. Sangeeta Verma	Assistant
4. Mrs. Kavita Singla	U.D.C.
5. Mr. Vijay Prakash Sharma	U.D.C.
6. Mr. Amit Kumar	Accounts Assistant
7. Mrs. Vijeta Sharma	L.D.C.
7. Mrs. Veena Tanwar	L.D.C.
8. Mrs. Tripti	L.D.C.
9. Mr. Raj Kumar Sharma	Liaison Assistant
11. Mr. Jai Prakash	L.D.C.
12. Mr. Jagdish Lal	L.D.C.
13. Mr. Amit Sharma	L.D.C.
14. Mr. Sonu Kumar	Electrical Asstt.

5. ACADEMICS: COURSES OF STUDY

The school prepares students for All India Senior School Certificate Examination conducted by the Central Board of Secondary Education, New Delhi. The medium of instruction is English for all classes. The subjects which are taught in the curriculum from classes Pre-School to XII are as follows :-

(i) PRIMARY CLASSES

English, Hindi, Mathematics, Environmental Science, Drawing, General Knowledge, Moral Science, Physical Education/ Yoga, VPA – Art & Craft, Painting, Dance, Vocal Music, Instrumental Music included in curriculum under C.B.S.E.

(ii) SECONDARY CLASSES

English, Hindi, Sanskrit, French, Sc. & Tech. (Physics, Chemistry, Biology), Social Science (History, Pol. Science, Economics, Geography), Mathematics, VPA, Life Skills, Value Based Education, Physical Education, Sports/Indigenous sports and other activities as per t h e curriculum under C.B.S.E.

(iii) SENIOR SECONDARY CLASSES

a) Science Stream

English (Core), Physics, Chemistry, Mathematics / Psychology, Biology / Economics / Computer Sc., Physical Education as additional subject as per Senior School curriculum under C.B.S.E.

b) Commerce Stream

English (Core), Business Studies, Accountancy, Economics, Mathematics, Physical Education as additional subject as per Senior School curriculum under C.B.S.E.

c) Humanities Stream

English (Core), Psychology, Sociology, Economics, Home Science, Physical Education as additional subject as per Senior School curriculum under C.B.S.E.

d) Environmental Education

General Foundation Course and Work Experience are compulsory graded subjects for +2 Classes.

6. ASSESSMENT

(I) For classes Pre-School to I

The evaluation of the students of classes Pre-school to I will be done throughout the year in the classroom by the concerned teachers.

(II) For classes II to V

The evaluation of the students of classes II-V will be done through two Periodic Tests, Half-Yearly and Annual Examinations. Only grades are awarded and no percentage of marks is indicated in their report cards.

(III) For classes VI to VIII

The assessment of students will be done term wise i.e. Term 1 and Term 2. Each term consists of three parts of assessment.

1) Scholastic Area

2) Co-Scholastic Area

3) Discipline

1. Scholastic Area of each term consists of 20 marks of Periodic assessment/internal assessment and 80 marks each of Half Yearly and Annual Examinations. Each Periodic assessment consists of 10 marks of Periodic Written test, 5 marks of Notebook assessment and 5 marks of Subject Enrichment Activity.
2. Co-scholastic Area will be assessed in three parts a) Work Education b) Art Education c) Health and Physical Education.
3. Discipline assessment will be based on the factors like Attendance, behaviour, values, tidiness, respect for rules and regulations attitude towards society, nation etc.

(IV) For classes IX and X

The assessment of students will be divided into three parts

1) Scholastic Area 2) Co-Scholastic Area 3) Discipline

Scholastic Area consists of 20 marks of Periodic assessment/internal assessment and 80 marks of Annual/ Board Examination. Each Periodic assessment consists of 10 marks of Periodic Written test, 5 marks of Notebook assessment and 5 marks of Subject Enrichment Activity. 20 marks of Periodic assessment consists of three Periodic written tests of 40 marks each out of which the best two will be converted into 10 marks together with 5 marks for Notebook assessment and 5 marks for Subject Enrichment activities twice in a year.

Co –scholastic Area and Discipline will be assessed the same way as mentioned for classes VI to VIII

(V) For classes XI and XII

Two Periodic tests one before Half Yearly and other before Annual/Board Examination will be conducted out of 40 marks. Half-Yearly/Annual/Board Examination will be conducted as per the Board Examination scheme.

Work Experience, General Studies and Physical and Health Education will be assessed as per the CBSE guidelines.

7. PROMOTIONS

All students of classes Pre-school to V are promoted to next higher class. No student is detained.

For classes VI to VIII, 20% weightage is given to Periodic Assessment in each term and 80% weightage is given to Half-yearly and Annual Examinations while for final compilation the average of two terms will be considered.

For classes IX and X, 20% weightage is given to Periodic Assessment and 80% weightage is given to Annual/Board Examination.

For class XI, 20% weightage is given to Periodic Assessment, 30% weightage is given to Half Yearly Examination and 50% weightage is given to Annual Examination.

8. CO-SCHOLASTIC ACTIVITIES

- A. VPA-Vocal Music, Instrumental Music, Home Skills, Sculpture, Dance, Gardening, CDP
- B. Work Experience
- C. Computer Science
- D. Life Skills
- E. Literary & Creative Skills
- F. Scientific Skills
- G. Organizational & Leadership Skills
- H. ICT
- I. Value Based Education
- J. Physical Education, Yoga, Sports/Indigenous Sports
- K. NCC, Girl Guide, Boy Scouts
- L. Gardening & Shramdan

9. LITERARY AND CULTURAL ACTIVITIES

The following literary and cultural activities are carried out in the school :-

- (a) Dramatics
- (b) Debating
- (c) Elocution
- (d) Essay Writing
- (e) Story Writing
- (f) Quiz
- (g) Extempore Speech
- (h) Public Speaking
- (i) JAM (Just A Minute)
- (j) Theatre & Stage Management

Students have continuously shown excellent performance both in school activities as well as in Inter School Competitions on different occasions.

10. MORAL VALUES, GENERAL KNOWLEDGE & GROUP DISCUSSION

The school gives due stress to inculcate moral values among its students. The basic moral values on which due attention is paid are respect, responsibility, honesty, tolerance, prudence, compassion, co-operation, helpfulness, self-discipline, courage, patriotism etc. The General Knowledge for increasing awareness about the advancement made in the contemporary world has been made part of the curriculum for classes I to VIII. Group discussion is compulsory for each and every student from class VI onwards to take part in.

11. LIFE SKILLS EDUCATION

1.Thinking Skills

- i. Self Awareness
- ii.Problem Solving
- iii. Decision Making
- iv. Critical Thinking
- v. Creative Thinking

2. Social Skills

- i. Interpersonal Relationships
- ii. Effective Communication
- iii. Empathy

3.Emotional skills

- i. Managing Emotion
- ii.Dealing with Stress

12. WORK EDUCATION

It refers to skill-based activities resulting in goods or services useful to the community.

13. ATTITUDE AND VALUES

Attitude towards - Teachers, School Mates, School Programmes & Environment and Value System.

14. GAMES & SPORTS

The school provides facilities for all major games and sports to inculcate and encourage healthy competition, character building and physical stamina of the students. Inter House competitions are held in all these games. The popular sports and games played in the school are : football, basketball, handball, cricket, badminton, volleyball, table tennis, lawn tennis, skating, gymnastics, yoga and athletics. It is compulsory for each student to play at least one game. Our students perform very well in Zonal, State and National level competitions.

15. FACILITIES IN THE SCHOOL

(I) CANTEEN

The school has a canteen where the students are provided healthy snacks and other eatables, juices, healthy drinks etc. on cash payment at fixed rates. The members of the Canteen Committee frequently monitor the quality, sanitation and hygiene of the items.

(ii) TUCK SHOP

Books and stationery, school uniform, can be purchased from the tuck-shop which remains open during the school hours. Summer Uniform and Winter Uniform are made available at reasonable rates in the tuck shop. Rates of all items are displayed on the notice board for the convenience of students and parents both. Parents and students are free to buy books, stationery and uniform from any other place of their choice as it is not compulsory to buy any item from within the school premises.

(iii) CLINIC

The school has the facility of a clinic where a trained doctor (on call) and two nurses look after the sick students for minor ailments and provide immediate First Aid. In case of emergency, students are taken to the nearby Hospital/Nursing home where only qualified doctors attend to ailing students.

(iv) TRANSPORT

The school has its own buses as well as 'hired buses' for commutation of students. Students can avail school bus facility subject to the availability of seats. Generally, the school does not entertain any change in the bus route to suit the individual convenience. Change of the bus stops for a day or a week is not permitted. The bus charges vary according to the location of the residence of the child from the school. Parents must give clear one calendar month notice for discontinuation of the bus facility only up to 30th November, 2018.

(v) LIBRARY

The school has a library with computer facility. This facility is available to all bonafide students of the school during the school hours. All classes are provided at least one library period per week. The library has open shelf system. Students are not allowed to bring their personal books and bags etc. inside the library. Students are allowed to borrow books on their bar coded photo identity cards only. Educational C.D.'s and internet facility are also available inside the library.

(vi) LABORATORIES & ART ROOM

The school has a well equipped Physics, Chemistry, Mathematics, Biology and Home Science laboratories. It also has a well set Sculpture Lab, Activity Room, Painting Lab and Art room.

(vii) EDUCATIONAL AIDS

The school has educational toys available in each classroom for Pre -School and Pre-Primary. Many other teaching aids are also available in the Primary Wing of the school. CDs with rhymes are played for the children in the Activity room. For Pre – school and Pre – Primary students, a mini Gym has been set up for the fun filled physical activities in an enclosed and environment friendly area. A Reading Corner with attractive Pop up Books has been designed in the activity room with the colourful back drop related to different books to make the art of story telling and reading more enjoyable to the children.

(viii) COMPUTER LABORATORIES

There are two Well equipped Computer Laboratories in the school, one for Senior School and the other for Primary School. All Computers are installed with Multimedia, LAN and Internet facilities. Computer education is compulsory for students from class I to VIII and for rest of the classes, computer studies are offered under VPA/Work Experience. For the students of classes XI and XII, Computer Science is available as an elective subject also.

(ix) INTERNET & E-MAIL FACILITIES

Internet and E-mail facilities are available in the school for the students. Students are involved in exchanging the projects with the students of other countries through ISPT programme.

(x) COMPETITIVE CLASSES

The school arranges special classes for the competitive tests such as NTSE, J.S.T.S.E., I.I.T. Entrance Examination, P.M.T. and N.D.A etc.

(xi) GUEST SPEAKER PROGRAMME

Eminent scholars and personalities are invited to deliver lectures for the benefit of the students of Senior classes and to enlighten them about different career openings.

(xii) CAREER INFORMATION DISSEMINATION

The school arranges for information regarding various professional courses of Armed Forces as well as academic and applied streams in order to orient them for various careers offered in the present scenario.

(xiii) AUDIO VISUAL

The students of Primary classes are exposed to audio visual facility with the help of L.C.D. Projector on a regular basis. The learning modules are arranged keeping in mind the requirements of each class.

The school has a big hall which is equipped with latest flood lights, spot lights, colour wheels, halogen lamps, dimmer boards, curtains etc.

(xiv) LANGUAGE LABORATORY

A language laboratory with a capacity of 50 students at a time has been set up in the school. The students benefit to a great extent in improving their proficiency in different language skills like listening skills, speaking skills, besides mastering the grammar.

(xv) MATHEMATICS LABORATORY

The school has a Mathematics Laboratory. The students make innovative models with the help of material easily accessible. This helps them to study the subject in a playway method and make it more interesting. Activities help students in learning by doing.

(xvi) SMART CLASS ROOMS

Recognising the powerful impact of modern technology on The process of teaching and learning, the conventional classrooms have been turned into smart classes. The enriching environment of Smart class makes learning more enjoyable, effective and fruitful. With smart classes, the school aims to bring its educational level in congruence with the global standards.

(xvii) LARGE SCREEN LCD PROJECTORS

To explore infinite possibilities of technology and to keep pace with the new digital world, high-tech large screen mounted projectors have been installed in the School Hall, Seminar Room, Laboratories. And Conference Room. It has facilitated in imparting I.T. based information more effectively.

(xviii) CCTV

Under the directives of the Directorate of Education, GNCT Delhi, CCTV Cameras have been installed at the vital locations in the school premises to support the mechanism of surveillance ensuring the safety and security of students and members of the staff. It is a step towards value addition to enable us to become safe school.

(xix) SMS FACILITY

In order to keep the parents updated about their wards, facility of instant messaging through SMS has been initiated through which the channels of communication are strengthened. It will establish better and fast communication among all stakeholders of educational realm.

(xx) INTERCOM FACILITY

To accentuate connectivity and efficiency for the smooth functioning of the school processes, the already existing provision of intercom facility has been extended to cover more departments of the school.

(xxi) INTRA SCHOOL DIGITAL DISPLAY BOARDS

LED digital display boards (one each for Primary School and Senior School) are set-up to display important guidelines, Circulars, Notices, Honor Boards/Information about School Toppers, Gold-Medalists, Members of the School Council besides showcasing various activities, functions, celebrations, events, facilities and infrastructure of the school.

(xxii) PHOTO IDENTITY CARDS

- (a) Bar-coded Student Photo Identification Cards are issued for all purposes including issuing of Library Books, etc.
- (b) Bar-coded Parents Identification Cards with Photo of the Escort and both parents are issued to enable the parents to get easy access while visiting the school for attending PTM or escorting the child from the school.
- (c) School staff is issued Radio Frequency Identification (RFID) Employee Card with Photo for Biometric Attendance.

(xxiii) VISITOR MANAGEMENT

Visitors are issued computerised Gate-Pass for entry and, then logged-out on exit keeping in view the safety and security of the students, staff and the infrastructure of the school.

16. HOUSE SYSTEM

To promote the team spirit, loyalty, healthy competition, responsibility and interaction among the students, they are segregated among the six houses, namely Gandhi, Jawahar, Patel, Subhash, Tagore and Shastri House. Each student at the time of admission is placed in one of these houses. Each house is headed by a student known as House Captain. The Sports Captain, the Vice House Captain and four Prefects are also provided for help to the House Captain for conducting various activities. A member of the staff assisted by several other teachers, known as Tutors, acts as the House Warden. Points are awarded to the students throughout the year for the extra curricular activities, games and sports. At the end of the academic year, the house which gets maximum points is awarded a running trophy. During the course of the academic year several inter-house competitions are organised in sports, games, debate, art & craft, extempore speech, essay writing, story-writing, quiz, calligraphy, solo song, group song, group dance, skit, JAM etc. Every year two houses celebrate their house functions.

17. Awards

The school awards the students in the following four categories:

- a) Pre School-II b) III-V c) VI-VIII d) IX-XII
- (i) All Round Best Student (Primary School)
All Round Best Student (Senior School)

Most Disciplined Student (Primary School)

Most Disciplined Student (Senior School)

(ii) Trophy for the Overall Best House

(iii) Prizes for the Best Singer, Dancer, Instrumentalist, Speaker, Yoga, NCC, Computer, Actor, Band, Artist, Artisan, Scout and Guide

(iv) MERIT SCHOLARSHIP

Merit Scholarship is awarded to the student who achieves the highest score among all the sections of a class. In case number of students securing the highest score is more than one in the class (including all sections), then they will appear in a proficiency test to be conducted in the second week of April, 2018 from the syllabus of his/her class in which the student appeared last. The student scoring highest in the said test will be eligible for Merit Scholarship. In case of a tie in the proficiency test, the youngest one among them will be entitled for the Merit Scholarship.

(v) SCHOLARBADGE, BLAZER & GOLDMEDAL

Scholar Badges are awarded to the students who are declared scholars on the basis of the year's academic / sports performance. Scholar Badges in academics are awarded from class III onwards to encourage the students in their studies. The Sports Scholar Badges are also awarded from Classes III to XII.

(a) ACADEMICS

For students of Classes III to V:

Grade A* in all main subjects

For classes VI to X:

90% or above in all main subjects

For Classes XI & XII:

80% or above in all main subjects separately.

(b) YOGA, GAMES & SPORTS

One boy and one girl from each category who is declared the Best Sports Person of the year is eligible for the award in sports.

The following criteria is used for the awards:

(a) A student who has earned scholar badge for continuously three years will be awarded a Brown Blazer.

- (b) A student who has earned scholar badge for continuously six years or more will be awarded Gold Medal along with a Brown Blazer and a Brown Tie. In case of outgoing students, Gold medal along with a memento will be awarded.
- (c) Ranks and Scholar badges will not be awarded to those who fail to appear in any of the examinations either partially or fully. However, for the purpose of the total percentage or grade only the performance in the main subject of studies will be considered excluding the additional subject offered, if any, i.e. only The subjects studied/taught in the class. For students of class XII, the performance of Board's result will be considered.

(vi) Special Prize: Jindal jubilee Gold Medal sponsored by "Sita Ram Jindal Foundation.

This medal is awarded to one of the outgoing students who is meritorious, outstanding and has excellent character and good moral values.

18.PUNISHMENTS

Serious offences, which reflect adversely on a student's conduct, e.g breaking bounds, disobedience, telling lies, bunking class/assembly, creating indiscipline inside the class/school, coming out of class without out-pass, using unfair means in examination/Periodic test not wearing proper uniform, boys not having proper hair cut, late coming to school, damaging school property, bringing any electronic device, auto vehicle, mobile phone, camera or valuable thing etc. in the school invite imposition of fine/issuance of warning/suspension. A fine of 2000/- (Rs. Two Thousand) will be imposed for bringing mobile phone/camera/any electronic device in the school. Use of mobile phone or camera in the school campus is strictly prohibited. Three warnings/suspension may lead to the expulsion of the offending student from the school on disciplinary grounds. On imposition of fine or suspension a badge holder student may lose his/her decoration. Student caught using unfair means in any Test/Examination, once fined or suspended on disciplinary ground will not be eligible for any badge/appointment in the next session. Also such students will not be allowed to attend tour/picnic/educational visit organized, if any, during the session as well as in the next academic session. Fined/suspended students will not be eligible for Re-admission. Use of abusive language or passing filthy/vulgar comment will invite immediate stern action.

19. ADMISSIONS (PRE-SCHOOL TO CLASS XI)

(a) For registration, every candidate will be required to fill up an online Registration Form available on the school website attached with this prospectus and the same will be submitted to the school office. The class / classes for which registration opens is notified every year. The admission seekers are requested to complete the formalities by the specific date.

Admission to Pre-School class will be done as per directions of Education Department, Govt. of N.C.T. Delhi.

(b) General Criteria for allotment of stream in class XI:

SCIENCE STREAM: On the basis of merit

COMMERCE STREAM: On the basis of merit

HUMANITIES STREAM: All students who have passed Class X from NCJPS.

AGE LIMIT FOR ADMISSION

Each student seeking admission should have completed the age as mentioned below on 31st March of the year of admission (subject to change).

CLASS	AGE	CLASS	AGE
Pre. School	3 years	VI	10 years
Pre. Primary	4 years	VII	11 years
I	5 years	VIII	12 years
II	6 years	IX	13 years
III	7 years	X	14 years
IV	8 years	XI	15 years
V	9 years		

20. DOCUMENTS REQUIRED AT THE TIME OF ADMISSION

- (I) Transfer Certificate from the school last attended
- (ii) Latest Passport Size Photograph of the Candidate, Mother , Father & Guardian Two Each (Only when the parents are out stationed)
- (iii) Photocopy of the mark sheet of the class last attended (Not Required for pre-school admission)
- (iv) Medical fitness certificate from a qualified medical practitioner not less than an M.B.B.S. or from a Government Hospital.
- (v) Photocopy of Aadhaar Card
- (vi) Photocopy of valid Address Proof

21. WITHDRAWAL

Registration charges, Admission fee and Tuition fee for one month are non refundable in case of withdrawal within a month of admission. Transfer Certificate is issued only when all dues are cleared.

22. RUSTICATION FROM THE SCHOOL

A student can be asked to leave the school on the following grounds:

- (I) Disciplinary
- (ii) Unsatisfactory Progress in work
- (iii) Repeated detention in the same class

A student who fails twice in the same class will not be permitted to continue in the school, specially if he/she is overage for that class. Where the withdrawal takes place due to any of the above mentioned reasons, the question of one month's notice or one month's fee does not arise.

23. FEE STRUCTURE OF THE SCHOOL AS ON 01-04-2017

Registration Fee	25.00
Admission / Re-Admission Fee	200.00
Caution Money (Refundable)	500.00
Annual Charges	1500.00 (Half yearly)
Magazine Fee	100.00 (Annual)

TUITION FEE

Pre-School & Pre-Primary	2830.00 (per month)
I to V	2970.00 (per month)
VI to VIII	3300.00 (per month)
IX to XII	3810.00 (per month)
Activity Fee	100.00 (per month)
Development Fee	15% of Tuition Fee
Examination Fee	100.00 (per month)
Almanac and Student & Parent I.cards	250.00 (Annual)

SCIENCE / HOME SCIENCE LAB FEE

IX to XII	200.00 (per month)
Computer Fee : I to XII	200.00 (per month)

Note : Please read in conjunction with Para 24(X)

24. MODE OF PAYMENT OF SCHOOL FEE

(i) All school fee is payable in advance only through account payee cheque/D.D. on quarterly basis by 10th of the due month i.e. April, July, October and January respectively. Thereafter, a late fee at the rate of 10/- per day subject to a minimum of 50/- will be charged upto the end of that quarter. After this the name of the student will be struck off from the School Rolls and the re-admission will be at the discretion of the school authorities. All arrears of fee, fine and re-admission charges will be payable in full before re-admission is granted.

(ii) Fee can be deposited in advance for any number of months or for full session, if so desired by any parent.

(iii) Fee is acceptable only through an A/c Payee Cheque /D.D. drawn in favour of N.C. Jindal Public School, Punjabi Bagh, New Delhi. All the writing on the cheques should be legible and free from any over-writing or cutting . At the back of the cheque name of the student, class, section, admission number and mobile number should be mentioned.

(iv) Any cheque returned by the Bank will be treated under the category of non-payment of fee.

(v) In case of dishonoured cheque due to any reason, a penalty of 200/- will be charged. Therefore, parents are requested to be careful while making payment of fee through cheques.

(vi) Collection of Cheque/D.D. at N.C. Jindal Public School, Punjabi Bagh, New Delhi will be made according to the following fixed timings :-

Monday to Friday
Saturday

8.30 am to 12.30 pm
8.30 am to 10.30 am

The school office will remain closed on Second & Fourth Saturdays of each month.

- (vii) In case of any doubt regarding the payment of any dues, parents are advised to make the payment first and then seek refund later on.
- (viii) Parents are also advised to keep each receipt in safe custody and produce the same to the school as a proof of their payment or else they may quote the receipt No. and date of payment in the school ALMANAC of their ward for ready reference.
- (ix) Caution Money paid at the time of admission is refundable in full only after settlement of all dues.
- (x) The school reserves the right to amend the fee structure given in the prospectus.
- (xi) Duplicate report card or certificate etc. are issued on payment of 200/- in case it is required.

25. ACADEMIC SESSION

Our academic session is from April to March. It has been divided into the following two terms

1st Term	: April to September	
2st Term	: October to March	
School Timings	: Regular Days	Last Working Day
Primary School	8:00am to 12:30pm	8:00am to 11:00am
Senior School	8:00am to 2:00pm	8:00am to 12:30p

26. SCHOOL UNIFORM

It is compulsory for all students to follow the school uniform code strictly, as given below. Parents are requested to contact the school office in case of any confusion before they buy the uniform items.

SESSION CLASSES UNIFORM FOR BOYS

Winter	Pre School to Class V	White Full Sleeves Shirt with badge. Woollen (Worsted) Steel grey trousers* School Tie and Belt Navy Blue Blazer with school crest Navy Blue Jersey V-necked with three stripes White, Red, White. Black shoes
---------------	-----------------------	---

and grey woollen socks with white stripes. Black Patka or Pagri for Sikh Students.

VI to XII White Full Sleeves Shirt with badge
Woollen (Worsted) Steel grey trousers*
(Drainpipes or Bell Bottom trousers are not allowed)
School Tie and Belt, Navy Blue Blazer with school crest.
Navy Blue Jersey cnecked with Three stripes White, Red,
White. Black shoes And Grey Woollen socks with white stripes
Black Patka or Pagri for Sikh students

Summer Pre-School White half sleeves Shirt with badge School Belt Steel grey
to Class V shorts with bottom ends not more than 2 1/2” from
knee* Black shoes with grey socks with white stripes

VI to XII White half sleeves Shirt with badge School Belt
Steel grey trousers, Black Shoes and grey socks
with white stripes*
Black Patka or Pagri for Sikh students

FOR GIRLS Pre-School White Full Sleeves Shirt with badge
Winter to Class V Woollen (Worsted) Steel Grey Trousers*.
(Drainpipes or Bell Bottom Trousers are not
allowed.) School Tie and Belt. Navy Blue
Blazer with school crest. Navy Blue Jersey V-
Necked with three strips White, Red, White.
Black shoes and grey woollen stockings. White
Ribbons/plain white hair band.

VI to XII White Full Sleeves Shirt with badge
Woollen (Worsted) Steel Grey Trousers.*
(Drainpipes or Bell Bottom Trousers are not
allowed) School Tie and Belt.
Navy Blue Blazer with school crest.
Navy Blue Jersey V-necked with three stripes
White, Red, White. Black shoes and grey
woollen stockings. White Ribbons/plain white hair
band.

Summer	Pre-School to Class V	White half sleeves Shirt with badge School Belt. Steel grey undivided skirt* with bottom ends not more than 1” from knee. Black shoes and grey socks with white stripes. White Ribbons/plain white hair band.
	VI to XII	White half sleeves Shirt with badge School Belt, Steel grey trousers* (Drainpipes or Bell Bottom Trousers are not allowed). Black shoes with grey socks and white stripes. White Ribbons/plain white hair band.

PARTICULARS OF CLOTH

For Winter Uniform

	Cloth Shade	Mills	Shade No.
1. Trousers /Shorts / Skirts	Steel Grey	Asha Fab	999
2. Blazer	Navy Blue	OWM	UB
3. Shirt (Full Sleeve)	White (Terrycot)	Asha Fab	Indica
	65/35		

For Summer Uniform

	Cloth Shade	Mills	Shade No.
1. Trousers /Shorts / Skirts	Steel Grey	Asha Fab	TC-46
2. Shirt (Half Sleeve)	White (Terrycot)	Asha Fab	Indica
	65/35		

27. CONCESSION IN TUITION FEE

Concession in tuition fee to some of the deserving students on the basis of merit-cum-means is granted by the Management on the written application submitted by the parents. Such concession in tuition fees is granted keeping in view the income of the parents and the performance of their child in studies. Concession once granted may be discontinued if progress of the child is not satisfactory.

28. GENERAL GUIDELINES FOR PARENTS/GUARDIANS

(i) The school believes in strict discipline and firmness. Slackness, disobedience and disregard of rules will not be tolerated and any work or action likely to lower the image of the school is regarded as breach of the school discipline.

(ii) The school reserves the right to expel a student whose diligence or progress in studies is considered unsatisfactory or whose conduct is harmful to other students. Immorality, insubordination or contempt of authority and breaking of school rules are always sufficient reasons for immediate expulsion or rustication.

(iii) Parents are requested not to enter classrooms to meet their children during school hours without the permission of the Principal.

(iv) Parents are required to inform the school in writing if there is any change in their address or telephone number/Registered Mobile Number.

(v) Short Leave or half-day leave should not be asked for security reasons. In emergency, written permission must be taken from the Vice-Principal / Headmistress through the class-teacher. The bus-incharge should be informed accordingly.

(vi) Children, when sick, should not be sent to attend tests/classes.

(vii) Parents are requested not to criticise the teachers or the school in the presence of their children because it causes the students to lose respect for their teachers with the result fail to learn from them. It also further retards their progress.

(viii) Parents are advised to grant pocket money to their children very judiciously.

(ix) If there is any legitimate complaint, please meet the Principal or write to him in a separate letter. He will look into the matter personally.

(x) Any communication made by the parents / guardian should be addressed to the Principal only and not to any other person.

(xi) The Personality Profile for classes Pre-School and Pre-Primary and Achievement Record for classes I to V will be available to the parents at the end of each term on Parent Teacher Meeting.

(xii) The name, class and section should be clearly marked on the belongings of the children such as bag / blazer / jersey / tiffin box, water bottle, etc.

(xiii) Parents are advised to cooperate with the school in its attempt to help the progress of their children by paying attention to their regularity, punctuality and discipline and by taking interest in their homework and other instructions mentioned in their school diaries. In case of small children, the parents are requested to check their bags / School Almanac regularly to see if any notice or invitation has been issued.

(xiv) Care must be taken of all school property and any damage caused by a student will be made good by the student concerned. In addition to it, a fine may be imposed for the offence.

(xv) Parents are advised to see it positively that their children do not bring to school camera, mobile phones, valuable articles like expensive watches, fountain pens, electronic gadgets, calculators, golden chains and other jewellery etc. In case of loss of any article in the school, the school authorities will try their level best to trace it but shall not take any responsibility for the loss.

(xvi) Parents are advised to inculcate among their children good behaviour, moral values and good habits so that they not only are recognised by the uniform they wear but by their behaviour and conduct as students of N.C. Jindal Public School, Panjabi Bagh, New Delhi.

29. LEAVE RULES

(i) Every student must have atleast 80% attendance to appear in any of the terminal examinations. Those who fail to fulfil this criterion for any terminal, will be debarred from that terminal examination and marked zero for the same in the mark sheet. Requests from the defaulters in this regard will not be entertained. 80% attendance criterion is applicable to each of the two examinations separately. Benefits of having more attendance for a particular terminal examination will not be transferred to the other examination. However, an award for 100% attendance will be given on the basis of the total attendance in an academic year.

(ii) In case a child remains absent for three consecutive days without permission after a long vacation or in the beginning of the session or a reported absence without granting of leave or unexplained absence for six consecutive days may result in the student's name being struck off the School Rolls. Re- admission will be purely at the discretion of the Principal and that too, with re-admission fee. A fine of Rs. 20/- per day will be charged for every unexplained absence of a student from the school. Leave will not be granted (except in emergency) if 20% or more students remain absent in a class on a particular day.

30. NAMES OF THE LOCALITIES OF DELHI/NEW DELHI WHERE SCHOOL BUSES PLY

CODE	LOCALITIES	BUS CHARGES
A	Bhagwan Das Nagar, Jai Dev Park, Power House, Shivaji Park, J.J. Colony (Madi Pur), Ordinance Depot, Paschim Puri DDA Flats, Paschim Puri Extn., Punjabi Bagh, ESI Hospital, Bali Nagar (Block C, D, F & G), Raja Garden	1260/-
B	Paschim Vihar A-3, 4, 6, B-1 to B-5, BG-1 to BG-7, Avtar Enclave, Priyadarshni Aptt., Saakshar Aptt., C.A. Aptt., Nav Bharat Aptt., Manav Aptt., Nivedita Enclave, Shiva Enclave, Sahridaya Aptt., Cottage Enclave, Multan Nagar, Rampura	1375/-
C	Inderlok, Tri Nagar, Shankar Chowk, Kanhaiya Nagar, Lawrence Road, Ashoka Park Main Metro Station, Shakur Pur, Samrat Enclave, Rani Bagh, Rajdhani Enclave, Raj Nagar, Jiwan Jyoti Aptt., Lok Vihar, Sainik Vihar, Karampura, Moti Nagar, Sudarshan Park, Rattan Park, Basai Dara Pur, Ramgarhiya Colony, Ramesh Nagar, Mansarover Garden, Sharda Puri, Vishnu Garden, Sham Nagar, Khyala, Raghubir Nagar, Vishal Enclave, Tagore Garden, Tagore Garden Extn., Shivaji Enclave, Rajouri Garden, Subhash Nagar, Kirti Nagar, Maya Puri, RBI Colony Paschim Vihar, Paschim Vihar A-1, 2, 5, GH-1 & 2, IFCI Colony, A-2B MIG Flats Paschim Vihar. Ashoka Aptt.	1600/-
D	Ashok Vihar, Satyawati Colony, Shalimar Bagh, Pitam Pura, Rajasthali Apt., Tarun Enclave, Pushpanjali Enclave, Saraswati Vihar, Gulabi Bagh, Sarai Rohilla, Subhadra Colony, Shastri Nagar Metro Station, Anand Parvat, Liberty Cinema, Dev Nagar, Patel Nagar, Baljeet Nagar, Ranjeet Nagar, Naraina, Inder Puri, Tilak Nagar, Ashok Nagar, Ajay Enclave, Mahavir Nagar, State Bank Nagar, GH-4 To GH-14 Paschim Vihar, Guru Harkishan Nagar, Inder Enclave, Ambika Vihar, Meera Bagh, Sunder Vihar, LIC Colony, Bhera Enclave, Ashoka Enclave, Peera Garhi, Mundka, Nangloi	1800/-
E	Azad Pur, Adarsh Nagar, Model Town, Shakti Nagar, Vivekanand Puri, Prasad Nagar, Dasghara Todapur, Rajinder Nagar, Vikas Puri, Hari Nagar, Avantika, Rohini Sec 1 to 8, Nahar Pur Village, Tilang Pur Kotla	2030/-

F Kingsway Camp, Prashant Vihar, Rohini Sector- 9, 13, 14, 15
16 & D.C. Chowk, Savera Aptt., Janak Puri, Pankha Road Red
Light, Uttam Nagar Terminal, Lajwanti Garden, Dabri More,
Ghewra , Rani Khera

2240/-

G Kanjhawala, Rohini Sec-18, Sec-24, Dwarka More Metro Station

2290/-

Note :

- (i) Bus fee may be revised w.e.f. 01.07.2018. Bus routes are subject to change at the time of assigning contracts.
- (ii) Transport facility is subject to the availability of seat
- (iii) Buses are provided only on main roads.
- (iv) No request for change in bus route is entertained.

31. OCCUPATION CODE

Code	Occupation
ADV	Advocate
AWS	Airways
ARC	Architect
DEF	Army / Navy / Air Force-Defence Service
BNK	Bank Employee
BUS	Business
CA	Chartered Accountant
DOC	Doctor
EDU	Educationist
EMB	Embassy Employee
FIN	Financial Organisation Employee
HTL	Hotel
CIV	Civil Service
INT	International Organisation
NWS	Journalist / AIR / Print Media
MER	Merchant Navy
SCT	Scientist
PVT	Private Sector Employee
PUB	Public Sector Employee
RWS	Railway Employee
SED	Self Employed
OTH	Others

32. LIST OF SUPPORTING DOCUMENTS

1. Self attested photocopy of the Date of Birth Certificate of the Child from Municipal Corporation to be attached at the time of Registration
(Minimum Age limit to apply for admission is 3 years as on 31st March, 2018.)
2. Self attested photocopies of the following documents to be attached at the time of admission:-
 - i. Medical Certificate of the Child (from a qualified Medical practitioner less than MBBS, preferably from Govt. Hospital)
 - ii. Photocopy of Aadhaar Card of the Child.
 - iii. Proof of Residence : *Documents valid as proof of address of parent/child as per circular No. DE.15(172)/PSB/2016/77 dated 19.12.2016 issued from Directorate of Education Act-I Branch are as follows:-*
 - a) Ration Card/ Smart card issued in the name of Mother/Father (having name of the child).
 - b) Domicile certificate of the child or of his/her parents.
 - c) Voter I-Card (EPIC) of any of the parents.
 - d) Electricity bill/MTNL telephone bill/passport in the name of any of the parents or child.
 - e) Aadhaar card/UID card issued in the name of any of the parents.
3. Proof of sibling, if studying in this school (Photocopy of the current year Identity Card of the Sibling)
4. Proof of Alumni (Copy of Class X/XII passing certificate or having studied atleast for continuous 5 years)
5. Single child/First child must submit an affidavit to this effect.

**RESIDUARY
THE MANAGEMENT
RESERVES THE RIGHT TO
ADD, ALTER, AMEND OR
CANCEL ANY OF THE
RULES IN THIS
PROSPECTUS AT ANY
TIME, WHICH WILL BE
BINDING ON PARENTS /
GUARDIANS.**