



**DPSG**  
**DEHRADUN**

An initiative of Delhi Public School Ghaziabad Society

# ALMANAC

— 2020-21 —



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**DEHRADUN**  
**SESSION 2020-21**

**STUDENT'S PERSONAL RECORD**

Latest  
Photograph of  
the Student in  
School Uniform

Latest  
Photograph  
of the Parent/  
Guardian

Name.....

Class..... Section..... Admission No.....

House..... Bus Route No.....

Bus Stop.....

Date of Birth..... Blood Group.....

Father's Name.....

Mother's Name.....

Guardian's Name.....

Occupation and Designation (Parent's/Guardian's).....

Resi. Address.....

..... Res. Tel. No.....

Tel. No.Off (Father)..... (Mother).....

Mobile No..... Guardian.....

E-mail(Father).....

E-mail(Mother).....

Emergency Contact No..... Class Teacher.....

Name of Sibling studying in DPSG .....Class/Sec.....

**Student's Signature**

**Parent's Signature**

**Guardian Signature**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Class Teacher's Signature**

\_\_\_\_\_

*Note: Parents have to ensure that this page is duly filled and signed.*

# MEDICAL CARD OF THE CHILD

(TO BE FILLED UP BY THE PARENTS/GUARDIAN)

1. Name of the Student:.....

2. Age in years .....

3. Height (cm) ..... Weight (kg).....

4. Teeth (Good/Needs Care).....

5. Specific diseases suffered in the past.....

6. Operation undergone in the past, if any, specify.....

## 7. Blood Group:

Student..... Mother..... Father.....

8. Allergies, if any .....

9. Vision(6/6 / weak / spectacles).....

## 10. Immunization

(a) Polio Yes/No

(b) DPT Yes/No

(c) Measles Yes/No

(d) DT Yes/No

(e) Tetanus Yes/No

(f) Typhoid and Cholera Yes/No

(With date of last vaccination):

(g) Any others.....

11. Any other disease for which the child is on regular medication :

.....  
.....

Parent's Signature .....

*Note: Parents have to ensure that this page is duly filled, signed and submitted to their ward's class teacher.*

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## FOREWORD

Dear Parents,

Education is often mistaken to mean literacy and academics alone. A Perfect score of 100% even in humanities, let alone the sciences, is now considered to be the final measure of success. As technology steps in with major interventions and the world ushers in new paradigms of learning, school education now seems set for a major overhaul in ways that we prepare our future generations for life as professionals and productive and useful members of the civil society.

Even more importantly, the schools have evolved as social organisations, co-extensive with families and communities and together they address the challenges of development of the child; physically, intellectually, spiritually, academically and emotionally. To protect and promote the development of each student, schools and families must accept responsibility of maintaining conditions conducive to the development of intellectual, academic, physical and emotional health of all students.

As a leader in school education, Delhi Public School Ghaziabad Society is reaching out to build vibrant partnerships with families and communities. It will focus on creating structures, opportunities and events that will bring stakeholders together. Put together, they bring a wealth of expertise and experience and we need to harness that in the teaching-learning cycles. Families learn a lot about their children's needs and learn to work collaboratively, as they navigate complex systems.

The society may further assist families with parenting skills, family support, understanding child and adolescent development, and setting home conditions to support learning at each age and grade level. Schools become an extended family and families provide learning opportunities to their wards, in sync with curricula for scholastic and co-scholastic outcomes.

As we step into the academic session 2019-20, we assume that students, parents, teachers and community would Connect with Curriculum-In & Out of Classrooms. We unleash force multipliers and optimise learning through real world experiences from our peers and mentors, in addition to classroom experience. It is this spirit and cooperation that we bring to this almanac that also provides a clear understanding of what the school; its teachers and students are trying to achieve.

The policies, rules, code of conduct, instructions and advisories enshrined herein are all designed to promote the wholesome development of every child in the school and it is important that you commit yourself to such policies so that every student can not only learn and perform better, but also become a very useful and productive member of the larger Indian community.

To ensure that you and your ward derives full value from the school, this almanac lists out some important policies and a framework of working relationship amongst all the stakeholders; the school, parents and the student hereby commit themselves irrevocably to comply with and be bound by letter and spirit of such policies.

## DPSG SOCIETY

We have carefully read the school rules, policies, norms and procedures as contained herein. In addition the school may issue directions, instructions and advisories from time to time. We hereby agree to abide with all policies, rules, procedures, directions, instructions and advisories. We will also ensure that our child/ward conforms to the expected standards of good behavior, academic pursuits and general conduct as a student at the DPSG Schools.

\_\_\_\_\_

Student's signature

Name \_\_\_\_\_

Admission No. \_\_\_\_\_

Class \_\_\_\_\_

\_\_\_\_\_

Mother's signature

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Father's signature

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Class Teacher's signature

*Note: Parents have to ensure that this page is duly filled, signed and submitted to their ward's class teacher.*

## A BRIEF HISTORY OF THE SOCIETY AND SCHOOLS

The Delhi Public School Ghaziabad Society was conceived, founded and promoted by Mr. Om Pathak, IAS, the then District Magistrate of Ghaziabad with support from Delhi Public School Society presided over by Sh. Dharamvira, ICS and Lt. Colonel (Retd.) Dr. GPS Waraich, the then Principal of DPS, Mathura Road, New Delhi. Sh. Dharamvira, President of the Delhi Public School Society, New Delhi and Col. Sadhu Singh who were first President and Secretary respectively of the Delhi Public School Ghaziabad Society.

The DPSG Society is currently chaired by Mr. Om Pathak.

### ABOUT THE SCHOOLS

**Delhi Public School Ghaziabad, Meerut Road**, commenced operations in

a hired building in Raj Nagar on the 5th September 1980. The foundation stone of the new building was laid on the 19th of April, 1981 and soon thereafter, the school shifted to its present locale. The school has made steady progress over the past 40 years. Since its affiliation to the CBSE in 1985, 31 batches of class XII have passed through the portals of the school. DPSG is the first school in NCR to get ISO 9001:2008 certification by the International body Det Norske Veritas. The school today is recognized as an institution par excellence for imparting quality education with due emphasis on extracurricular activities.

DPSG Schools at Meerut Road and Dasna are amongst first in bringing International education to Ghaziabad. The schools have been authorized by International Baccalaureate at Geneva, Switzerland to offer Primary Years Program [PYP], a futuristic and international program for classes 1 to 5 students. DPSG has also introduced International Baccalaureate Diploma Program [DP] program for classes XI & XII, which prepare students for international education in the best higher educational institutions.

**Delhi Public School Ghaziabad Vasundhara** commenced on May 3, 1999 and has carved a niche for itself in the vicinity. DPSG Vasundhara with its comprehensive vision of, 'A happy school with a blend of values, tradition, technology and a quest for excellence' stands committed to impart quality education for the holistic development of the children. The school



encourages and endeavours to hone all creative and intellectual faculties of the children. The School's approach illustrates the inter-relationship of all disciplines of knowledge, promotes social and reflective thinking, and fosters the ability to face the myriad challenges of life comfortably. The technology enabled classrooms coupled with interactive curriculum transaction, makes learning a more engaging and joyous experience. A constant drive for excellence distinguishes the school as one of the top ten schools of the country.

**The DPSG International** came into being in the year 2008 - a school that has established systems to enable lifelong learning, self-development and improved performance for excellence all round. The school involves all stakeholders in understanding and implementing the mission and quality objectives and ensures effective delivery of curriculum keeping in view current educational thinking and pedagogy - a school that makes learning a joyful experience. DPSG International is now an IB World School running Primary Years Program [PYP] of International Baccalaureate. PYP is a futuristic and international program for classes 1 to 5 students.

**DPSG Dehradun** is the first co-educational day school established outside Ghaziabad in the year 2014 by the DPSG Society. The School offers the CBSE curriculum from Grade 1-12. The School has been designed to provide world class education complemented with the best day- school facilities.

**DPSG Palam Vihar, Gurugram**, Delhi Public School Ghaziabad Society acquired erstwhile Chiranjiv Bharti School, Palam Vihar and its associate schools in 2016 under the expansion programme to mark its presence in Gurugram. DPSG Palam Vihar is now poised to redefine school education, setting new benchmarks to become a destination school for the students residing in Gurugram.

DPSG schools are known for their high academic excellence together with achievement in sports and co-scholastics. DPSG PV is committed to imparting world-class education to each student that shall foster academic excellence, physical fitness, psychological and spiritual health with social consciousness.

**DPSG Sushant Lok, Gurugram**, DPSG Society also acquired the erstwhile Chiranjiv Bharti School, Sushant Lok in 2016 with the objective to impart worldclass education for the overall development of the students.

DPSG Sushant Lok offers to its students an education, which is 21st century in its approach, driven by a passion for knowledge and seeking brilliance in every idea of student and learning.

DPSG Sushant Lok is built on the culture that fosters innovative thinking, application of technology in traditional systems of education, together with a commitment to revolutionize learning for a better tomorrow. Sushant Lok is a school that offers the most modern, world-class infrastructure while imparting age-old values to the coming generation.

**DPSG Starz**, In 2016, the DPSG Society had set up pre-school in Gurugram with the concept of empowering each child to be an enthusiastic and life-long learner and to be a confident and responsible global citizen. It takes into consideration that every child is unique and has the ability to grow multi-dimensionally with able guidance of talented teachers and conducive learning environment of the school.

- **DPSG Starz, F Block**, Palam Vihar, Gurugram

**DPSG Damoh**, a co-educational day school opened in 2015 by the DPSG Society as a partner school under its expansion program to establish destination schools providing high quality education across India and abroad.

**DPSG Sehore**, a co-educational day school is promoted by Delhi Public Ghaziabad Society. The school, located at Sehore, M.P is designed to provide world-class education complemented with the best day-school facilities. The school offers the CBSE curriculum from Nursery-Grade 12.

## NEW SCHOOL

**DPSG Faridabad**, Among its many acquisitions, DPSG Society acquired the erstwhile Presidium School in April of 2019, putting its 40 plus years of experience in the field of education into awakening our young learners' minds, while pursuing excellence in every field. Founded with the hope and dream that the quality of education imparted would help see our great nation and its youth grow into responsible, ethical young people of integrity and substance, the name DPSGS has always been synonymous with holistic development.

Our new campus located in the beautiful city of Faridabad, spreads over seven acres of lush landscape, equipped with the latest teaching tools and technology, coupled with committed and dedicated staff, is the first school

in the area to have a fully functioning 3D Lab which maps the school curriculum for Science and Mathematics from Grade I to Grade XII.

Be it the scholastic or co scholastic domain, our able and trained staff deliver the best possible teaching learning experience a child could wish for, while modelling the values and ethics a child should imbibe.

Pursuing excellence is no mean feat and that is why the USP of the school is "Touching hearts and changing lives. We Care" while abiding by our school motto "Tamsa Ma Jyotirgamaya"

Welcome to DPSG Faridabad. Let us help shape and discover your child's true potential.

## IMPORTANT INFORMATION FOR PARENTS

Parents are requested not to send sweets, toffees or any other eatables to celebrate their ward's birthday. It will be a good gesture to contribute one book to the school library.

Parents are requested to read the contents of the school Almanac carefully and in the interest of the child abide by the rules & regulations laid down by the school.

- Parents are requested to send the perforated sheet (Student's Personal Record) duly filled and signed to the class teacher.
- Parents should have the I-cards/Parent's card (given at the back of the almanac) when they come to pick their children up in the afternoon.
- Kindly ensure that all the details in the almanac are completed.
- Any urgent message may be communicated at the school reception telephonically. Phone calls from parents for any teacher or student during the school hours will not be entertained.
- Parents are requested to switch off their mobile phone in school premises.
- Parents who make independent transport arrangements for their ward by hiring private vehicles will be fully responsible for the same. They must ensure that proper verification of drivers is done and all safety measures are taken to avoid any untoward incident.
- Parents are requested to sign the reports, test papers, teacher's remarks in the notebooks/school almanac so that they are abreast with the progress of their child. They are also requested to visit the teachers whenever called or on PTMs and orientation programs.
- Please do not send your child to school if he/she is feeling unwell. A proper application or Medical Leave must be submitted in writing by the parents.
- Apart from the training given by the school, students are expected to devote some time regularly at home. Supervision of the same should be arranged.
- Parents should carry out their responsibilities as joint educators in

instilling in their children respect and strict adherence to all school rules.

- The safety and security of our students is the prime concern and responsibility of the school and the schools will take all steps to ensure the same. However, there are certain unforeseen incidents which are beyond the reasonable control of the school when students take part in any indoor and outdoor activities including all Sports, Riding, Trekking, Excursions, Camping, Cycling etc. or any other activity that is usually conducted by the school as a part of learning and if some untoward incident occurs for that the onus will not rest with the school alone.
- The school or any teacher, or any staff will not be held responsible for any loss or damage or injury of whatsoever nature caused to the student inside/outside the school due to his/her own act or expression, negligence or any inter-se dispute between the students, intentionally or unintentionally creating any circumstances which would lead to causing hurt/injury/damage to such student by any object or human being.
- The school authorities, staff, teachers will be free from any and all liabilities, claims, suit, demands, judgments, costs, interest and expense arising from such situations, including any accident or injury to the student and the costs of medical expenses.

## PARENT-TEACHER FORUM

The Parent-Teacher Forum was set up many years ago on the guidelines provided by the Central Board of Secondary Education. The General Body of the Forum is constituted of all the parents whose children are studying in the school. The Executive Committee of the Forum is a nominated body represented by parents and teachers of the school. The Principal of the school is the ex-officio President of the Forum. The PTF plays a pivotal role in making decisions from time to time regarding the welfare of the school. It facilitates closer association between parents and teachers in their effort to make the school an ideal place for the all-round education of children. It also offers parents a platform to express their views freely and frankly, thereby involving them in a process of mutual participation aimed at the welfare of the children studying in the school.

### Our Expectations From Parents And Guardians

1. Parents are expected to go through the school calendar carefully and make a note of important dates and events, especially parent-teacher meetings, tests and examinations. We expect the parents to come in large numbers and meet the concerned teachers to discuss not only the academic progress but also other areas of personality development like attitude, aptitude, confidence building etc.
2. Parents must register a permanent mobile phone number/ landline number with the school on which SMS and other alerts may be sent. In case of change, the parents MUST notify the changed number in writing within 3 days.
3. No student of class XI or XII will be allowed to leave the school early on the plea of attending private coaching classes.
4. Parents may please see that their child adheres to the school uniform strictly. Children accompanying their parents during PTM days must also come in school uniform.
5. Wearing of fancy shoes, jewellery, unruly hair and fancy haircuts like mushroom cut etc., streaking/highlighting of hair by fashion hair colours is not permitted. Skirt hemlines are to be knee-length.
6. Parents/Guardians are not permitted to enter class rooms to meet their children or to seek unscheduled interviews with teachers

during school hours. Prior appointment for meeting the staff must necessarily be taken through green appointment cards given at the back of the almanac.

7. In case of emergency, parents/guardians must meet the Principal/Headmistress and adopt a course of action in consultation with them.
8. No Strangers Are Allowed To Meet Children.
9. Usage of school bus is compulsory for all students unless, parents take on the responsibility of a drop & pick of their ward.
10. The cycle rickshaws with improvised seating for many young children are an illegal and dangerous mode of transportation and are totally banned by the school under instructions from the District Administration.
11. Pick up point for private commuters is at a designated area outside the school. No stranger, driver or family friend is allowed to pick the children up.
12. Once the child has come to the school, parents and guardians are not permitted to take him/her back home during the school hours unless there is a major emergency. In such cases, the permission of the Principal/Headmistress is mandatory. Lunch boxes and water bottles are not allowed to be sent for students once they have entered the school premises.
13. Parents and guardians must know that no school teacher is allowed to take private tuition. As such, they should not press the teachers of this school to accept private tuition work for their wards. The Principal's helpline may be used to inform any irregularity in this regard.
14. Parents and guardians must immediately inform the school in case there is a change in their address and/or telephone number.
15. Any communication that parents wish to make with the school must be addressed to the Principal/Headmistress of the respective wing only and not to the class teachers.
16. Last but not the least, we expect parents and guardians to be cordial and polite with the staff of the school even in the most taxing situations. Parents are also requested to maintain a proper dress code at all times while entering the school premises.

## SCHOOL DISCIPLINE

Discipline is the law of nature. Without it, nothing works. Inculcating discipline amongst children is the most significant aspect of education and is not confined to school alone. Parents, too, must co-operate with the school in observing these norms:

1. Attendance is compulsory for celebration of National Days.
2. Irregular attendance, unjustified or unexplained absence from school, habitual late coming, leaving the school premises without permission, disobedience and any type of unruly and objectionable behavior are considered to be grave acts of indiscipline on the part of a student which can lead to his/her expulsion from the school.
3. The school uniform, only in prescribed school colour, should be immaculate, clean and smart, and should be worn on all working days and functions. Actions will be taken against students who are habitually improperly dressed.
4. Students on their way to and from the school are expected to conduct themselves in a responsible manner. Being on the road in any mode of transport entails caution, care and attention to safety rules.
5. Students who expect to reach home late after the school due to personal reasons must inform their parents/guardians in advance.
6. Students are expected to take proper care of the school property. It is for their convenience. They should not break any item of furniture and fixtures within the school.
7. They should not write, scratch or engrave graffiti on desks, chairs and other surfaces.
8. They should not damage or remove things belonging to other students.
9. Damage done even by accident must be reported at once to the Principal/Headmistress/Class Teacher. Anyone who notices something damaged must report the matter to any of the personnel mentioned above.
10. If a student causing damage to the school property is identified, he/she will be charged with a fine.



11. In the event of collective damage to school property in classroom, the entire class occupying that classroom will have to bear the cost of damages.
12. The school is not to be held responsible for the loss of personal belongings. It is not advisable for students to bring valuables to the school.
13. Parents are requested not to give more than Rs. 100/- to their ward. If for some reason, he has to bring more, written information must be sent to the class teacher.
14. Running and shouting in the school premises is not allowed. While using staircases and corridors, all must keep to the left. Loitering in the lobby and the office areas is strictly forbidden even during recess.
15. Students are strictly forbidden from purchasing eatables from unauthorized vendors/hawkers near the school premises.
16. No money collection for any purpose is allowed to be made in the school without prior permission of the Principal.
17. At the end of each terminal examination, all students are issued their report cards which are to be signed by their parents/guardians within three days of the receipt of the card and then returned to the school.
18. Bus monitors and teacher escorts are responsible for orderly behavior in the bus. They must ensure that only those students who hold a valid bus pass travel in the bus. Any unruly and in disciplined behavior while travelling in the bus will result in withdrawal of the bus facility.
19. It is compulsory for all students to attend the assembly.
20. All our students should observe high standards in their general get up, deportment and conduct.
21. Use of foul, unparliamentarily language is a punishable offence.
22. In order to acquire competency in spoken English, all students must converse in English while they are in school.
23. Using unfair means in a test or examination is a grave offence. A student who is found using unfair means will be awarded zero in the

subject and will be issued a strict warning. Repetition of the same offence will result in his/her expulsion from the school.

24. Students are not permitted to carry cellular phones and pagers to the school. If a student brings a mobile phone to the school, it will be confiscated for a period of six months and a fine of Rs. 2000 will be imposed. They are not allowed to use school phones without permission. They cannot be called to the school offices to attend to phone calls during school hours. However, in case of emergency, the telephone in the HM's room may be used by the students.
25. Misbehaviour inside the school premises or in the school conveyance may also lead to disciplinary action against the concerned student. Objectionable behavior, use of abusive language, discourtesy and disrespect to the teachers, disobedience and irregular attendance will also lead to strict disciplinary action.
26. Students are not allowed to drive motorized vehicles such as cars, scooters and motorcycles within or outside the school.
27. Under no circumstances will crackers, fireworks, firearms and any other inflammable material be permitted in school. A student indulging in any act of indiscipline could be given severe punishment, as severe as suspension from the school.
28. Bunking classes or school is strictly prohibited.
29. Writing on shirt/uniform is a punishable offence.
30. **Retribution Card:** In order to maintain discipline in the school, the system of retribution cards is followed. Any of the below mentioned misbehaviour or indiscipline can lead to the student being given a retribution card. The card is issued to the student in the presence of the parent. It will be issued by the coordinator for a period of 3 days and signed by the headmistress. The card will be returned to the Coordinator on the 4th working day. 3 retribution cards will lead to one yellow card.
  - Using abusive language
  - Writing/scribbling on shirt/uniform/furniture
  - Carrying costly articles (like expensive watches, fountain pens, Cameras, jewelry, electronic gadgets)

- Carrying money more than Rs. 100
- Linking names and spreading rumors
- Bullying others
- Constantly interrupting the teaching process and indulging in rude and Unacceptable behavior in the class and school premises

**Yellow Card:** Any of the below mentioned misbehavior or indiscipline can lead to the student being given a yellow card. It will be issued for a period of 5 days and signed by the Headmistress and the Principal.

- 3 retribution cards will lead to one yellow card. The student will report to the coordinator for detention during break time and PT periods
- Disfiguring or damaging school property
- Bunking classes
- Bringing a cell phone, I pad, I pod, PSP to school
- Use of violence in any form
- Harming/hurting any Person/Property/Self
- Damaging, scribbling or tearing pages from library books, text books or exercise books
- Bringing sharp and injury causing articles such as knife, scissors, paper cutters etc.
- Misconduct, indiscipline and misbehavior in school transport
- Using Holi colours, bursting crackers will lead to severe penalty in the form of marks deduction and suspension from school
- **Issue of three yellow cards will lead to immediate suspension for a period of 1 week. 3 suspensions will lead to immediate expulsion.**
- **Roll numbers of students who do not follow the school rules or behave in an indiscipline manner may be withheld based on the code of conduct issued by the CBSE.**

## LEAVE RULES FOR STUDENTS

1. No Half Day Leave is permitted. In case of any family function or other programme, parents are requested not to send the child to the school.
2. Children are expected to attend school regularly. Under affiliation Bye-Laws of the Central Board of Secondary Education, all students are expected to log in a minimum attendance of 75% of the total working days in the academic session. As such, no leave of absence is granted unless parents/guardians submit an application well in advance on plausible grounds for absence.
3. In case of sickness for any period of time, a Medical Certificate must be attached with the leave application.
4. If an unauthorized absence exceeds a period of 15 days it shall be presumed that the parents are not willing to continue their child's education at DPSG and one month notice required for T.C. shall start from the 16th day of such unauthorized absence and charges shall be levied accordingly. If the parents want the child to resume classes it shall be done only with the permission of the school management.
5. If the unauthorized absence exceeds a period of 15 days, the name of the absent student is struck off the rolls of the school. A penalty of Rs.5,000/- shall be charged in case the re-joining is granted.
6. Student suffering from infectious diseases such as Chicken Pox, Cholera, Measles, Mumps, Whooping-Cough, Swine Flu and Jaundice must observe the prescribed period of Quarantine, and on returning to school, should produce a fitness certificate permitting him/her to do so.

## NORMS RELATING TO WITHDRAWAL OF A STUDENT FROM THE SCHOOL

Withdrawal of a student from the school is necessitated under certain circumstances either in the student's family or in the school itself. The norms followed in this respect are given below. Parents must read these norms carefully and comply with them.

1. If a student needs to be withdrawn from the school, the parents/

guardians of that student need to follow the procedure as mentioned under the Fee Refund policy.

2. A student can also be asked, by the school, to be withdrawn on academic or disciplinary grounds including submission of false information to the school at the time of admission. Disciplinary action may even involve expulsion. The Principal's decision in such matters is final.
3. Misbehavior on the part of parents/guardians with any member of the school staff may also lead to withdrawal of the student from the school.
4. Transfer Certificate (TC) on withdrawal is issued only after all the school dues are cleared by the parents/guardians and the filled form needs to be submitted to Admission In charge. (Application Form for TC given at the back of Almanac)
5. The parent must also apply for the TC online through SMS portal (sms.dpsgs.org)

## FEE REFUND POLICY

1. For seeking withdrawal of admission, a student needs to give one month's notice prior to start of next Quarter; mid Quarter withdrawal is not allowed and will be permitted only in circumstances mentioned below:
2. Refund of Quarterly Fees will only arise in below mentioned cases where there is mid-Quarter withdrawal. In rest of the cases, mid-Quarter withdrawal will not be allowed.
3. **Refund on Quarterly fees will only be done in below mentioned circumstances on submission of documentary evidence:**

**Transfers of Parent to different district/city/state** - Parent have to submit proof of transfer viz. their transfer letter/appointment letter for new location and proof of admission of student in new school. For getting the TC a student needs to give one month's notice in lieu of which the student needs to pay one month's fee as per the fee rules of the society. For e.g. A student applying for TC in April will have to pay Fee for April and May, treating month as a unit and will be refunded for the month of June.

**Health Reason-** Doctor's certificate for justifying the withdrawal of student from school to be further certified by resident/nominated doctor. For getting the TC a student needs to give one month's notice in lieu of which the student needs to pay one month's fee as per the fee rules of the society.

**Death of Student-** Fee will be refunded for the month in which student has not attended even a single day in the month. Notice period clause will not apply in this case.

**Any other reason,** if it justifies withdrawal of student in mid-quarter should be approved by the Management/Principal.

## CAUTION MONEY

1. Request for caution money by students should be submitted through caution money form along with cancelled cheque to the Admission In- Charge on or before 15 August for students passing out from School.
2. In the above case Caution Money will be processed by NEFT between 10-20 September of the next academic year.
3. NEFT will be made only in name of Parent/ Guardian as per School Records.
4. In case of withdrawal/cancellation of admission Caution Money will be refunded on the basis of application submitted by the Parent and will be processed by NEFT.

An Application Form for caution Money is given in the Almanac.

## PAYMENT OF SCHOOL FEES

The School is operating entirely on the tuition fee collection from the students and no aid is being taken from any private or governmental body. Therefore the parents are requested to adhere to the rules and regulations laid down below for fee collection. School fee is payable on quarterly basis i.e. 3 months fee at a time as per the details given below.

Quarter	Last Date	Late Fine	Penalty	Final Date of Payment
<b>April-June</b>	15th April	From 16th April till date of payment Rs. 50/- per day	Additional Penalty of Rs.5,000/- with Late Fine of Rs.50/- per day for payment made after 15th May.	Fee will not be accepted after <b>31st May</b> and name of the student will be struck off from the School rolls in case the fee is not paid till 31st May. Re-admission Fee will be charged in addition to previous dues.
<b>July-September</b>	15th July	From 16th July till date of payment Rs.50/- per day	Additional Penalty of Rs.5,000/- with Late Fine of Rs.50/- per day for payment made after 15th Aug.	Fee will not be accepted after <b>31st August</b> and name of the student will be struck off from the School rolls in case the fee is not paid till 31st August. Re-admission Fee will be charged in addition to previous dues.
<b>October-December</b>	15th October	From 16th October till date of payment Rs.50/- per day	Additional Penalty of Rs.5,000/- with Late Fine of Rs.50/- per day for payment made after 15th Nov.	Fee will not be accepted after <b>30th November</b> and name of the student will be struck off from the School rolls in case the fee is not paid till 30th November. Re-admission Fee will be charged in addition to previous dues.
<b>January - March</b>	15th January	From 16th January till date of payment Rs.50/- per day	Additional Penalty of Rs.5,000/- with Late Fine of Rs.50/- per day for payment made after 15th Feb.	Fee will not be accepted after <b>28th February</b> and name of the student will be struck off from the School rolls in case the fee is not paid till 28th February Re-admission Fee will be charged in addition to previous dues.

## Mode of Payment:

Date of payment means **Actual date of Realisation** in the Bank Account of the School;

1. Parents should deposit online payment by Credit Card, Debit Card and Net Banking only  
Bank Processing Charges applicable on payment by Credit Card and Net Banking, but NOT on Debit Card

## Payment of Fee:

2. The payment shall be done through visiting the School website **sms.dpsgs.org**
3. **Late Fine** of Rs.50/- per day on late payment of Fee is applicable on delay beyond last date of payment including all holidays till the payment is made.
4. **Additional Penalty** of Rs.5000/- in addition to late fine of Rs.50/- per day is applicable on payment made after Final Date of payment including all holidays till the payment is made.
5. The name of the student will be **struck off** if the fee is not paid till the last day of 2nd month of the Quarter.
6. Any fee defaulter shall be regularized only after the permission of the Principal. Mere submission of any request to the school authorities does not mean it is accepted/permitted/sanctioned by the school unless it is intimated to the applicant.
7. Re-admission fee in addition to previous dues will be charged from Parent if readmission is granted.
8. Late Fine and Penalty on fee will be charged along with the Fee Due for next Quarter.
9. Partial payment of fees is not accepted by the School and part payment will be treated as non-payment and late fine and penalty will be applicable till the complete payment is made.
10. **No Fee reminders for Quarterly fee will be sent. It is the duty of parents to deposit the fees as per the above payment schedule.**
11. Return of Fee by the bank on which it is drawn, for any reason whatsoever shall be treated as non- payment of dues and additional



Late fine and Penalty will be applicable.

12. Fee Bill for each Quarter will be uploaded on ERP on or before last day of the previous month of the Quarter . Parents are requested to access the same using their ward's ERP ID and Password.

### Fee Payment Process:

Visit school website [sms.dpsgs.org](https://sms.dpsgs.org) and follow the steps mentioned below:

- Enter the User Name: [.dpsgd.admission no.](https://sms.dpsgs.org) on the SMS portal
- Click on **Online Fee Payment**
- Select the Quarter
- Check the Student Fee detail and Click on Proceed
- It will show the following options for payment: Debit/Credit Card
- You will be directed to pay the Fee via Debit Card/Credit Card
- **Net Banking:** You will be directed to chose from multiple banks for payment
- **Parents must take a screen shot of payment confirmation details visible on their phone for future reference.**

**Kindly mail the receipt/reference slip received after making payment to [ao1.dpsgddn@dpsgs.org](mailto:ao1.dpsgddn@dpsgs.org) for our records and future reference.**

Parents should ensure that fee is debited from their account in time to avoid levy of fine and penalty due to non realization of fee in School Account.

## SCHOOL LIBRARY RULES

1. Each member/student will be provided a non-transferable borrower's ticket at the beginning of the new session which is to be produced before the librarian to get books issued from the library.
2. The readers shall not sub-lend the books issued by the library.
3. Borrowers must satisfy themselves about the physical condition of the books before borrowing or else they shall be held responsible for any damage or mutilation noticed at the time of returning.
4. If the book is lost, the reader has to pay the cost of the book or

- replace the book.
- The students must return the book within 21 days of issuance, on the given due date failing which they would be charged a Late Fine Fee.
  - Late fine will be charged Rs. 2.00 per day per volume after the due date.**

## DPSG DEHRADUN SCHOOL UNIFORM

CLASSES	SUMMER April 1-October 31	WINTER November 1-March 31
Nursery-Grade 1	<b>Summer:</b> <ul style="list-style-type: none"> <li>• School pattern Sports dress</li> <li>• Brown Velcro shoes (Action/Power/Liberty)</li> <li>• School pattern socks</li> <li>• Identity Card</li> <li>• Navy Blue Patkas (head covering) for Sikh Boys</li> <li>• Light blue Ribbons for girls</li> </ul>	<b>Winter:</b> <ul style="list-style-type: none"> <li>• Warm Track Suits School pattern.</li> <li>• Brown Velcro shoes (Action/Power/Liberty)</li> <li>• School pattern socks</li> <li>• Identity Card</li> <li>• Navy Blue Patkas (head covering) for Sikh Boys</li> <li>• Light blue Ribbons for girls</li> <li>• Navy Blue warm cap</li> </ul>
Grade 2-Grade 4 Boys	<b>Summer:</b> <ul style="list-style-type: none"> <li>• Beige Shorts</li> <li>• Blue half sleeved shirts with monogram</li> <li>• Camel brown school pattern polyester belt with golden buckles and school crest</li> <li>• School Tie (pre knotted)</li> <li>• School pattern Sports dress; House Colour T-Shirts</li> <li>• School pattern socks</li> <li>• Identity Card</li> <li>Navy Blue Patkas (head covering) for Sikh Boys</li> </ul>	<b>Winter:</b> <ul style="list-style-type: none"> <li>• Blue-full sleeved school shirt with monogram</li> <li>• Brown worsted trousers</li> <li>• School Track Suit</li> <li>• House T-Shirt</li> <li>• Camel Brown polyester belt with golden buckles and school crest</li> <li>• School Tie; Identity card</li> <li>• Camel Brown single breasted blazer</li> <li>• Camel Brown sleeveless pullover with striped accents</li> </ul>

CLASSES	SUMMER April 1-October 31	WINTER November 1-March 31
<b>Grade 2–Grade 4 Girls</b>	<p><b>Summer:</b></p> <ul style="list-style-type: none"> <li>• Beige &amp; blue school tunics with logo</li> <li>• Camel brown school pattern polyester belt with golden buckles and school crest</li> <li>• School Tie (pre knotted)</li> <li>• School pattern Sports dress;</li> <li>• House Colour T-Shirts</li> <li>• School pattern socks</li> <li>• Identity Card</li> <li>• Navy Blue Ribbons</li> <li>• Navy Blue woolen caps</li> </ul>	<p><b>Winter:</b></p> <ul style="list-style-type: none"> <li>• Blue-full sleeved school shirt with monogram</li> <li>• Brown worsted trousers</li> <li>• School Track Suit</li> <li>• House T-Shirt</li> <li>• Camel Brown polyester belt with golden buckles and school crest</li> <li>• School Tie;</li> <li>• Identity card</li> <li>• Camel Brown single breasted blazer</li> <li>• Camel Brown sleeveless pullover with striped accents</li> <li>• Navy Blue warm cap</li> </ul>
<b>Grade 5-Grade 12 Girls &amp; Boys</b>	<p><b>Summer:</b></p> <ul style="list-style-type: none"> <li>• BeigeTrousers</li> <li>• Blue- half sleeved school shirt with monogram</li> <li>• Camel brown school pattern polyester belt with golden buckles and school crest</li> <li>• School pattern Sports dress;</li> <li>• House Colour T-Shirts</li> <li>• School pattern socks</li> <li>• Identity Card</li> <li>• Light Blue Ribbons for girls</li> <li>• Navy Blue Patkas (head covering) for Sikh Boys</li> </ul>	<p><b>Winter:</b></p> <ul style="list-style-type: none"> <li>• Blue-full sleeved school shirt with monogram</li> <li>• Brown worsted trousers</li> <li>• School Track Suit</li> <li>• House T-Shirt</li> <li>• Camel Brown polyester belt with golden buckles and school crest</li> <li>• School Tie; Identity card</li> <li>• Camel Brown single breasted blazer</li> <li>• Camel Brown sleeveless pullover with striped accents</li> <li>• Navy Blue warm cap</li> </ul>

## TRANSPORT RULES

1. The School makes transport arrangements for the children through its own fleet of buses on an annual contract explicitly on request from parents.
2. Unauthorized travelling in the buses is viewed as serious offence and can lead to a fine of Rs.500 per day.
3. Parents are expected to co-operate with the school by ensuring that their children travelling in the buses report at their embarking points well on time, carry their identity card with them all the time and behave in a disciplined way, in the interest of their own safety as well as that of the other users.
4. In case of any problem or any mishap, the parents are advised to avoid any altercation with drivers and conductors. They should immediately contact the school authorities on the phone number given on the bus, or the phone number given in the almanac. The school will ensure appropriate action in such circumstances. For any information whatsoever, parents are expected not to rely on any information that they may get from drivers and conductors. For information related to their wards and academic process, timing or working days, they should contact the school directly.
5. Parents are requested to study the specified routes and opt for those which suit them best. Please remember that it is not possible to cater to individual requirements at the cost of time and distance.
6. Students are not allowed to travel in any other bus route except their own route. However, they can do so with permission from the Principal/Admin Officer.
7. The bus drivers are authorized to stop the bus only at the designated stops. The bus will not wait for latecomers.
8. The use of bus facility cannot be discontinued in the middle of the session. It may, however, be discontinued latest by 10th July after submitting an application to the Administrative Officer 15 Days in advance.
9. Application for request for Change in Transport in case of transfer/change of address should be submitted online through

SMS at least 15 days prior to the beginning of the next month. Acceptance of Request for Change in Transport is based on Route and availability of Seats.

10. Any change in transport will be effective from the next month of submission of request.
11. Application for availing transport facility should be submitted to the Administrative officer at least 15 days prior to the beginning of the next month.
12. Full month Fee will be taken for availing transport in the middle of the month.
13. Application forms for availing bus facility & discontinuation or change are given at the back of the almanac.

### Behavioral Practice

- Students are expected to behave in a courteous manner. Be seated when the bus is in motion. No student is allowed to stand on the footboard.
- Unruly behavior, tearing of seat covers, breaking window panes or related offences will result in heavy penalty and withdrawal of bus facility.
- Avoid throwing any trash/food inside or outside the bus.
- Follow the instructions of the Teacher/Attendant in charge. He/She have the authority to report any offence to the Principal immediately.

## MISSION

Our mission is to create global citizens, who possess intercultural respect and understanding. The Society is committed to igniting the minds of the learners to dream big and possess valuable life skills. To impart quality education that would transform the students into independent, resilient and socially sensitive learners by providing them valued learning experiences to help them contribute for the well-being of the society.

## VISION

The Delhi Public School Ghaziabad Society endeavours to provide a resourceful and effective platform for the overall development of the children and to provide them with an environment to help them evolve into responsible citizens of the world. It thus aims to create a blend of values, technology and quest for quality and excellence through its schools. The Society strives to achieve the following across its schools:

- Making the learners realize their true potential and innate talent.
- Encouraging students to become inquirers, thinkers and open-minded risk takers.
- Fostering in them the ability to communicate effectively.
- Creating active and engaged participants in an interconnected world.
- Improving the teaching and learning of a diverse and inclusive community of students and developing in them universal human values.
- Promoting intercultural understanding and respect as an essential part of life in the 21st century.
- Encouraging diversity and flexibility in teaching pedagogies.
- Projecting its schools as the servants of the community and accepting its responsibility in providing the necessary skill set to enable the learners to work effectively in global environment.

## PEDAGOGICAL PRACTICES-AN OVERVIEW

We, at DPSG DDN believe in taking our students on their educational journey supported by the Four pillars of Education: Learning to Know; Learning to Do, Learning to Live Together and Learning to Be.

### CURRICULUM AT DPSG DEHRADUN

This curriculum design aims to build the learner profile as per the benchmarks defined by the DPSG School and foster Knowledge, Skills, Competencies and Attitudes, Dispositions, Values and Beliefs (ADVb) that will stand the learners in good stead as they enter life beyond school years. As the school prepares them for vocations, professions or higher studies, they must also become responsible citizens and contribute to building a vibrant society.

### ATTRIBUTES OF THE DPSG DEHRADUN LEARNER PROFILE:

DPSG DEHRADUN aspires to nurture the following attributes in their students over the years they spend at the School through a curriculum that addresses all domains of learning – cognitive, psychomotor and the affective domains. All curriculum transactions are directed towards building these attributes:

1. Leadership
2. Accountability
3. Communication
4. Respect
5. Collaboration
6. Integrity
7. Empathy
8. Grit
9. Reflective and Critical Thinking
10. Gratitude

In order to traverse this journey of development and evolution of learners across all parameters, the school curriculum has been divided into the following six curricular areas in two domains:

## 1. SCHOLASTICS DOMAIN [SD]

## 2. FOUNDATIONAL DOMAINS [FD]

- i. ICT Skills
- ii. Arts Education
- iii. Citizenship Studies
- iv. Clubs & Societies
- v. Sports & Physical Education

The teaching learning time allocation to each of these groups and its subsets has been worked out keeping the end aim of achieving the learner profile at the conclusion of every year/grade.

Importantly, this curriculum design rests on two basic shifts from the conventional academic processes as it is **Student Led** and **Inquiry Based**.

**Skills & Competencies** have come to occupy a centre stage in the life of successful professionals. It is important that schools help learners in laying the foundation of such skills & competencies and build ways and methods to connect the conduct of curriculum with the fostering of skills & competencies. Arts education, covering a whole range of **performing, visual** and **vocational arts** would be integral part of schools of future and DPSG schools would lead the way.

**Health & fitness** are a precondition for rewarding and joyous life. Hence physical conditioning and sports would be an equally important part of school curriculum.

Instead of the conventional transfer of information and knowledge, at DPSG DEHRADUN the students lead in exploration, discovery and constructing new meanings and applications of the knowledge. In this endeavor they are ably supported and guided by the teachers in building roadmaps and pathways together with milestone as they journey along. Teachers provide and advise on learning resources, benchmarking, assessments, reflections, assessment dialogs and handholding to ensure that each one chooses his/her own destination and enjoys the journey as the student chugs along.



# ASSESSMENT AND PROMOTION POLICY

## CLASS PRE-NUR TO V

### NURSERY & KINDERGARTEN

Continuous and comprehensive assessments are held throughout the year. The objective of the assessment is to monitor a child's level of development without comparing it with others. Through continuous evaluation, a comprehensive profile of his/her performance is assimilated and conveyed to the parents twice a year. The assessment/evaluation is recorded in the form of 'Grade/Rubric'. We do not follow a ranking system in order to eliminate stem unfair assessment of the child.

### PRIMARY WING

The UI approach to learning and assessment encourages development of wider critical-thinking and self-assessment skills. Students and teachers will be actively engaged in dealing with the various nuances of the process of inquiry and the students will be steered to assess their work at different stages and will reflect to see if the aims and objectives set for learning have been fulfilled.

Teachers use Formative Assessment to adjust lesson plans to meet students' needs. Effective assessment also allows teachers to assess their own method of delivery. Summative Assessments are used after instruction to summarize learning for reporting.

The school curriculum is divided into several Units of Inquiry. Formative and Summative Assessments are conducted for each UI. The assessment methodology is a mix of skills, activities, presentations and class tests.

There are two terms, the first term is Mar - Sept and the second term from Oct.-Feb. of the subsequent year. Each term will have Formative Assessments and Summative Assessment cycles. Assessment will be done based on projects, assignments, quizzes, Research Work and Pen paper test etc.

To measure the effectiveness of learning-teaching in the Primary Years all five essential elements (concept, skill, knowledge, attitudes and actions) will be measured.

**Language (Hindi and English)**

- Listening Skill
- Speaking Skill
- Reading (Loud and Comprehension)
- Writing
- Grammar

**Mathematics**

- Mental Mathematics
- Understanding
- Skill
- Application

**EVS ( Science & Social Sciences)**

- Skill
- Knowledge

The schedule for the above will be informed at the beginning of each term. Also, the students will be evaluated on the development of the ten learner profiles.

The Foundational Domain Skills - Art, Music, Drama, Dance, Yoga, PE, ICT, are an integral part of the curriculum and are assessed on a regular basis.

**CLASSES VI – IX**

- Assessment will be Ongoing, Structured and Integrated into the Unit of Inquiry.
- Every Unit of Inquiry will have inbuilt end of UI Formative Assessment.
- Variety of Tools of Assessment will be used to suit the nature of Content and Intent.
- The schedule for the above will be informed at the beginning of each term. Also, the students will be evaluated on the development of the ten learner profiles.
- The Foundational Domain Skills - Art, Music, Drama, Dance, Yoga, PE, ICT, are an integral part of the curriculum and are assessed on a regular basis. They carry a 45% weightage as against the 55% weightage for the scholastic domain
- The Subject Teacher will inform the students about the end of UI Assessment at the beginning of a new UI.

- The Term End Summative Assessment i.e. Term 1 Examination and Term 2 Examination will be conducted.
- The Weightage of Formative and Summative Assessments in the Annual Cumulative Result is given below:

<b>Ongoing Formative Assessments</b>	<b>- 40%</b>
<b>Term 1 Examination</b>	<b>- 30%</b>
<b>Term 2 Examination</b>	<b>- 30%</b>

## CLASS X

- Assessment will be Ongoing, Structured and Integrated into the Unit of Inquiry.
- Every Unit of Inquiry will have inbuilt end of UI Formative Assessment.
- Variety of Tools of Assessment will be used to suit the nature of Content and Intent.
- The Subject Teacher will inform the students about the end of UI Assessment at the beginning of a new UI.
- The school will conduct Midterm Examinations, Half Yearly and two cycles of Pre-Boards of 80 marks each in all subjects. It is compulsory for the student to pass in all examinations.
- At the end of the session each student will appear for a Board based examination of 80 marks in each subject covering 100% syllabus of the subject of class X only.
- 10% in each subject is earmarked for internal assessment by schools and 5% weightage is allotted to subject enrichment activities like Lab work, ASL, Map work etc. and another 5% for portfolio and timely completion and submission of notebooks and assignments.

## SENIOR SECONDARY WING

### CLASS XI

- Assessment will be Ongoing, Structured and Integrated into the Unit of Inquiry.
- Every Unit of Inquiry will have inbuilt end of UOI Formative Assessment.

- Variety of Tools of Assessment will be used to suit the nature of Content and Intent.
- The Subject Teacher will inform the students about the end of UOI Assessment at the beginning of a new UOI.
- The Term End Summative Assessment i.e. Half Yearly and Annual Examination will be conducted.
- The Weightage of Formative and Summative Assessments in the Annual Cumulative Result is given below:
  - **Ongoing Formative Assessments** - 40%
  - **Half Yearly Examination** - 30%
  - **Annual Examination** - 30%
- UI-1 will be of 30 marks and UI- 2 and UOI- 3 will be of 35 marks each.
- It is mandatory to pass the theory and practical papers separately in Half Yearly and Annual Exams
- No absenteeism in UI Assessments / examinations will be allowed and the student will be marked ZERO in case he/she is absent.
- A Student must maintain at least 75% attendance throughout the year.

## CLASS XII

- Assessment will be Ongoing, Structured and Integrated into the Unit of Inquiry.
- Every Unit of Inquiry will have inbuilt end of UI Formative Assessment.
- Variety of Tools of Assessment will be used to suit the nature of Content and Intent.
- The Subject Teacher will inform the students about the end of UI Assessment at the beginning of a new UI.
- The school will conduct Midterm Examinations, Half Yearly and two cycles of Pre-Boards of 80 marks each in all subjects. It is compulsory for the student to pass in all examinations.
- At the end of the session each student will appear for a Board based examination of 80 marks in each subject covering 100% syllabus of the subject of class XII only.

- It is compulsory for students to have a 75% attendance in practical work in laboratory in all subjects involving practical.
- In case of shortage of attendance, the forms of such students can be withheld and not sent to the board in September/October. but can be submitted in December provided the students qualify the written examinations and makes up for the short attendance.
- Student must maintain at least 75% attendance throughout the year.

## PROMOTION POLICY

**Promotion is subject to the rules laid down by CBSE. It is mandatory to appear for all Assessments in each term.**

### MIDDLE SCHOOL: GRADES VI - VIII

There will be two terms. The First Term is April to September and the Second Term from October to March

Each term will have an End of UI Tests and Term Examination

### Examination Rules

- It would be mandatory for a student to appear in all the Assessments
- No retest will be conducted in case of absenteeism during a Test.
- Only if the child is representing the school, then the paper will be conducted with due permission from the Principal.
- New Admissions will be given grades of only the Tests they have taken and no cumulative results will be made.
- Retest will be only in case of students suffering from severe ailments where the child is indisposed with a condition that the parents bring medical certificate the same day and take permission from the Principal.
- Students must have minimum 75% attendance to be eligible to appear for the Final Assessment

**It is mandatory to appear for all the Assessments in each term and get at least a Grade D to be considered eligible for the next class.**

## SECONDARY SCHOOL: GRADES IX – X

Promotion is subject to the rules laid down by CBSE. It is mandatory to appear for all tests and exams.

- It would be mandatory for a student to appear in all the Assessments
- No retest will be conducted in case of absenteeism during a Test.
- Only if the child is representing the school, then the paper will be conducted with due permission from the Principal.
- New Admissions will be given grades of only the Tests they have taken and no cumulative results will be made.
- Retest will be only in case of students suffering from severe ailments where the child is indisposed with a condition that the parents bring medical certificate the same day and take permission from the Principal.
- Students must have minimum 75% attendance to be eligible to appear for the Final Assessment

## SENIOR SECONDARY SCHOOL: GRADES XI – XII

### Grade XI

To earn promotion to the 2nd year of the +2 stage (Grade XII), a student must clear/pass in each of the five subjects (one core language + four electives). In subjects where practical's are involved, the rule of passing separately in theory and practical's is applicable as per the norms of CBSE.

### Grade XII

- As per the bye-laws of the Board, it is essential for every student to complete at least 75% of attendance in the classes held counted from the day of commencement of teaching Grade XII up to the 1st of the month in which the Board examination commences.
- Candidates taking up a subject(s) involving practical's shall also be required to complete at least 75% of the total attendance for practical work in the subject in the laboratory.
- In the event of their shortage of attendance, their forms will not be sent to the Board along with those of regular students in September/October. However, the forms of such students may be submitted in

December provided they qualify the written examination and make up their deficiency in attendance. A late fee will be payable by such students.

- Students who have appeared in the Board Examination must collect their Mark Sheets within one year of the declaration of results.

### **IMPORTANT Grades X & XII**

- Students of Grade X & XII must pass in all the five subjects in their Unit Tests, Midterm Exams and Half Yearly Examinations to become eligible for submission of forms for the Board Examinations in the ensuing year.
- They must also log in the minimum prescribed attendance of 75% as per CBSE norms.
- Students who have appeared in Board Examinations must collect their marksheets and other related documents within one year of the declaration of results.

### **OTHER RULES GOVERNING PROMOTION**

1. Absence from the assessment / unit test / examinations / in the system of continuous evaluation is not permitted. A student who is absent for an assessment/unit test/ examination is not retested / reexamined and will lose the credits of the missed test/ examination in the cumulative score.
2. Promotion is based on the year-long continuous and comprehensive evaluation.
3. A student whose attendance during the year is less than 85% (Grades VI-IX) and 75% (Grades X-XII) may not be promoted to the next higher class as per the CBSE rules. The school does not entertain any concession in the shortage of attendance or for the reexamination of the students who has failed to earn promotion to the next higher class.
4. A student repeating any class will be permitted to repeat the class for one year, but if he/ she fails to clear promotion to the next higher class at the end of the repetition year, he/she is issued a transfer certificate.
5. Rules are subject to change as per CBSE norms.

## SCHOOL TIMINGS

**Summer (April-October): 8.00am - 2.00pm**

**Winter (November-March): 8.30am - 2.30pm**

### **Office Visiting Hours**

**All Working Days, 9.00 am - 3.00pm**



**PLEDGE**

India is my country and all Indians are my brothers and sisters. I love my country and I am proud of its rich and varied heritage.

I shall always strive to be worthy of it.

I shall give respect to my parents, teachers and elders and treat everyone with courtesy.

To my country and my people, I pledge my devotion. In their well being and prosperity alone, lies my happiness.

**NATIONAL ANTHEM**

Jana-Gana-Mana-Adhinayaka,

Jaya He

Bharata-Bhagya-Vidhata

Punjab-Sindhu-Gujarata-Maratha

Dravida-Utkala-Banga

Vindhya-Himachala-Yamuna-Ganga

Uchchhala-JaladthaTaranga

TavaSubha Name Jage

TavaSubhaAshisa Mage

GaheTava Jaya Gatha.

Jana-Gana-Mangala Dayaka, Jaya He

Bharata-Bhagya-Vidhata,

Jaya He, Jaya He, Jaya He,

Jaya, Jaya, Jaya, Jaya He

### WHERE THE MIND IS WITHOUT FEAR

Where the mind is without fear and the head is held high  
Where knowledge is free  
Where the world has not been broken up into fragments  
By narrow domestic walls  
Where words come out from the depth of truth  
Where tireless striving stretches its arms towards perfection  
Where the clear stream of reason has not lost its way  
Into the dreary desert sand of dead habit  
Where the mind is led forward by thee  
Into ever-widening thought and action  
Into that heaven of freedom, my Father, let my country awake  
*-Rabindra Nath Tagore*

### MORNING PRAYER

Thank You, dear God for this lovely day,  
For bringing us safely to school,  
And while we read and write and play,  
Help us in every way.  
Bless our Parents and Teachers Dear God !  
Our Friends and Elders too,  
So that they all may guide us to be ,  
Honest, loving and true

### PRAYER SONG

#### 1. Thank you for the World so Sweet

Thank you for the world so sweet  
Thank you for the food we eat  
Thank you for the birds that sing  
Thank you God for everything  
God bless Mummy, Daddy, too  
God bless brothers, sisters too  
God bless teachers in the school  
God bless me and God bless you

#### 2. God We thank Thee

God we thank thee, for the night  
And for the pleasant morning light  
For rest and food and loving care  
For all that makes the world so fair  
Help us to do the things we should  
To be to others kind and good  
In all we do and all we say  
To grow more loving every day

## END OF THE DAY PRAYER

God, Our Father!

I come to say

Thank you for all I learnt today,  
Be with us as we journey back,  
Help us always to be on track;  
To remember what is good for us  
At home, in school and in the bus.  
Guard me through the dark of night,  
Bring me back to school all bright.

हम को मन की शक्ति देना, मन विजय करें  
दूसरों की जय से पहले, खुद की जय करें

भेदभाव अपने दिल से साफ कर सकें  
दोस्तों से भूल हो तो माफ कर सकें  
झूठ से बचे रहें, सच का दम भरें  
दूसरों की जय से पहले, खुद को जय करें

मुश्किलें पड़ें तो हम पे इतना कर्म कर  
साथ दें तो धर्म का, चलें तो धर्म कर  
खुद पे हौसला रहे, बदी से ना डरें  
दूसरों की जय से पहले, खुद को जय करें  
हम को मन की शक्ति देना, मन विजय करें  
दूसरों की जय से पहले, खुद को जय करें

भेदभाव अपने दिल से साफ कर सकें  
दोस्तों से भूल हो तो माफ कर सकें  
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मुश्किलें पड़े तो हम पे इतना कर्म कर  
साथ दे तो धर्म का, चलें तो धर्म कर

### GOD'S LOVE

God's Love is so wonderful  
God's Love is so wonderful  
God's Love is so wonderful  
Oh! Wonderful love!

So high you can't get over it  
So deep you can't get under it  
So wide you can't get around it  
Oh! Wonderful love!

### ALL THINGS BRIGHT AND BEAUTIFUL KINDERGARTEN PRAYER

Dear God,  
Please show me how to spend this day  
Sharing your LOVE in every way  
Help me to be kind to everyone  
To play and laugh , have lots of fun  
To learn and share, help my parents and friends  
With a smile on my face till the day ends

### SHOWERS OF BLESSINGS

There shall be showers of blessing:  
This is the promise of love  
There shall be seasons refreshing,  
Sent from the Savior above

Chorus: Showers of blessing,  
Showers of blessing we need;  
Mercy-drops round us are falling,  
But for the showers we plead.

There shall be showers of blessing-  
Precious reviving again;  
Over the hills and the valleys,  
Sound of abundance of rain

Chorus:

### HE'S GOT THE WHOLE WORLD

He's got the whole world in his hands(4)  
He's got the wind and the rain  
In his hands (3)  
He's got the whole world in his hands.  
He's got you and me and brother  
In his hands (3)  
He's got the whole world in his hands .  
He's got you and me and sister  
In his hands (3)  
He's got the whole world in his hands .

### COUNT YOUR BLESSINGS

1. When upon life's billows you are tempest-tossed,  
When you are discouraged, thinking all is lost,  
Count your many blessings; name them one by one,  
And it will surprise you what the God has done.  
(Chorus)  
Count your blessings;  
Name them one by one.  
Count your blessings;  
See what God hath done.  
Count your blessings;  
Name them one by one.  
And it will surprise you what the God has done.
2. So amid the conflict, whether great or small,  
Do not be discouraged; God is over all.  
Count your many blessings; angels will attend,  
Help and comfort give you to your journey's end

## Chorus

तेरी है ज़मीन तेरा आसमान  
 तू बड़ा मेहरबान तू बक्शीस कर  
 तेरी है ज़मीन तेरा आसमान  
 तू बड़ा मेहरबान तू बक्शीस कर  
 सभी का है तू सभी तेरे  
 खुदा मेरे तू बक्शीस कर( 4)

## Stanza 1

ओ तेरी मर्ज़ी से ऐ मालिक हम  
 इस दुनिया में आये हैं  
 तेरी मर्ज़ी से ऐ मालिक ह  
 इस दुनिया में आये हैं  
 तेरी रहमत से हम सबने  
 ये जिस्म और जान पाए हैं  
 तू अपनी नज़र हम पर रखना  
 किस हाल में हैं ये ख़बर रखना

Chorus repeat

## stanza 2

तू चाहे तो हमें रखे  
 तू चाहे तो हमें मारे  
 तू चाहे तो हमें रखे  
 तू चाहे तो हमें मारे  
 ओ.. तेरे आगे झुकाके सर  
 खड़े हैं आज हम सारे  
 ओ.. सबसे बड़ी ताक़त वाले  
 तू चाहे तो हर आफत टाले

Chorus repeat

## WELCOME SONG

Welcome this day  
 This wonderful day  
 We all sing together  
 We greet you with cheer  
 Your presence we revere  
 Give us your blessing sincere.  
 D P S G welcomes you  
 With flowers and smiles  
 We greet you  
 We will be your shining stars  
 We'll make your dreams come true.(2)  
 Give thanks to God and celebrate  
 It's our time happy time  
 We feel great  
 D P S G school at Dehradun  
 We'll make your dreams come true

**DANIEL BOONE**

"Beautiful Sunday"

Sunday morning, up with the lark  
I think I'll take a walk in the park  
Hey, hey, hey, it's a beautiful day  
I've got someone waiting for me  
When I see her I know that she'll say  
Hey, hey, hey, it's a beautiful day  
Ha, ha, ha, beautiful Sunday  
This is my, my, my, beautiful day  
When you say, say, say, say that you love me  
Oh, my, my, my it's a beautiful day  
Birds are singing, you by my side  
take a car and go for a ride  
Hey, hey, hey, it's a beautiful day  
We'll drive on and follow the sun  
Makin' Sunday go on and on  
Hey, hey, hey, it's a beautiful day  
Ha, ha, ha, beautiful Sunday  
This is my, my, my, beautiful day  
When you say, say, say, say that you love me  
Oh, my, my, my, it's a beautiful day.





# DPSG DEHRADUN

## TRANSPORT DETAILS

Name of the Student:.....  
Admission No .....  
Class-Section ..... Roll No .....  
Session .....  
Residential Address .....  
Father's Name .....  
Mother's Name .....  
Name of the Guardian, if any .....  
Contact Number .....  
Pick up Point..... Drop Point .....  
Area (As per list) .....  
Bus Route No .....  
Bus-In Charge.....

### Declaration by Parent

I hereby declare that I have read and am aware of the Transport Rules mentioned in the Almanac. I assure you that my ward will conform to all Rules and Regulations associated with the availing of this facility.

I also declare that the information provided above is correct and true.

Date :

Parent's Signature

Date :

Signature of Class Teacher

*Note: Parents have to ensure that this page is duly filled, signed and submitted to their ward's class teacher.*

# DPSG DEHRADUN

## APPLICATION FORM-CHANGE OF BUS ROUTE

Name of the Student.....  
Admission No.....  
Class-Section.....Roll No..... Session.....  
Residential Address.....  
Father's Name.....  
Mother's Name.....  
Name of the Guardian, if any.....  
Contact Number.....  
Current Pick up Point.....Current Drop Point.....  
Current Area (as per list).....  
New Area (as per list).....  
Current Bus Route No.....Current Bus-Incharge.....  
New Pick up Point.....  
New Drop Point..... New Bus Route No.....  
New Bus-Incharge.....

### Declaration by Parent

I hereby declare that I have read and am aware of the Transport Rules mentioned in the Almanac. I assure you that my ward will conform to all Rules and Regulations associated with the availing of this facility.

I also declare that the information provided above is correct and true.

Date:

Date:

Signature of the Parent

Signature of Class Teacher

# DPSG DEHRADUN

## APPLICATION FORM-DISCONTINUATION OF BUS FACILITY

Name of the Student.....  
Admission No.....  
Class-Section.....Roll No..... Session.....  
Residential Address.....  
Father's Name.....  
Mother's Name.....  
Name of the Guardian, if any.....  
Contact Number.....  
Current Pick up Point.....Current Drop Point.....  
Current Area (as per list).....  
Current Bus Route No.....  
Discontinuation Date.....  
Reason for Discontinuation of Bus Facility.....  
.....  
.....

### Declaration by Parent

I hereby declare that I have read and am aware of the Transport Rules mentioned in the Almanac.

I also declare that the information provided above is correct and true.

Date:

Date:

Signature of the Parent

Signature of Class Teacher

# DPSG DEHRADUN

## APPLICATION FOR REFUND & PAYMENT OF CAUTION MONEY

FOR PRE-NURSERY TILL CLASS-XI

### VOUCHER NO.

DATE:

To be filled by the Parent/Guardian

Name of the Student:.....

Admission No..... Old Admission No.....

Class & Sec (Last attended).....

TC No..... Date of Issue of TC.....

Name of Parent/Guardian.....

Address.....

Contact No.....

Cheque to be issued in Favour of.....

(Copy of Cancelled Cheque to be enclosed)

*Signature of Parent*

### For Office Use only

No Due Certificate..... Date of Issue of Certificate.....

Due deducted for ..... of Rs. ....

Net Amount Paid .....vide Cheque No.....

dated.....

*Signature of the Accounts Officer*

*Signature of the Principal*

Receipt:

Received Cheque No..... dated .....

amounting Rs..... on .....

*Signature of the Parent*

# DPSG DEHRADUN

## APPLICATION FOR TRANSFER CERTIFICATE

The Principal

DPSG DEHRADUN

Dehradun

Date: .....

Sir/Madam

I wish to withdraw my ward .....

of class ..... Section..... Admission No.....

### Reason for leaving the school:

- Parent being transferred (Place.....)
- Joining different school (School Name.....)
- Unprecedented circumstances (.....)
- Others:.....

Kindly issue the Transfer Certificate for him/her.

Thanking You

Yours Sincerely

.....

Signature of Parent/Guardian

# TIME TABLE

Days/ Periods	1	2	3	4	5	6	7
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							



## **DPSG DEHRADUN**

Chakrata Road, Dehradun, Uttarakhand-248197, India

Ph: 7669-020202

E-mail: [admissions.dpsgddn@dpsgs.org](mailto:admissions.dpsgddn@dpsgs.org)

[www.dpsgs.org/dehradun](http://www.dpsgs.org/dehradun)