



DPSG
FARIDABAD
An initiative of Delhi Public School Ghaziabad Society

ALMANAC

2023 -24



DELHI PUBLIC SCHOOL GHAZIABAD

F A R I D A B A D

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ALMANAC
2023-24

**Always bear in mind that your own
resolution to succeed is more
important than any other thing**

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 seems set for a major overhaul in ways that we need to prepare our future generations for life as professionals and productive members of society.

Even more importantly, the schools have evolved by working collaboratively with community to address the challenges that the children face in the fast-paced environment today. To protect and promote development of each student, schools and the community 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. The group carries a wealth of expertise and experience to create meaningful teaching-learning environment in schools.

The society may further assist families with parenting skills, 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 2022-23, we assume that students, parents, teachers and community would connect with curriculum and develop meaning to the context. Learning is optimized through real world experiences from peers and mentors, in addition to classroom experiences. It is in this spirit that we bring to you this almanac.

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

To ensure that you and your ward derive full value from the school, this almanac lists out some important policies and a framework of working relationship amongst all the stakeholders. 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	_____ Mother's signature	_____ Father's signature
Name _____	Name _____	Name _____
Admission No. _____	Address _____	Address _____

Class Teacher's Signature



DPSG FARIDABAD
SESSION 2023-24

Latest
Photograph
of the
Parents/
Guardians

Student's Personal Record

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)

Residence Address.....

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

Tel. No. Of (Father)..... (Mother).....

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

Email (Father).....

Email (Mother).....

Emergency Contact No.....

Class Teacher.....

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

Student's Signature

Father's Signature

Mother's Signature

Class Teacher's Signature

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

MEDICAL CARD OF THE CHILD

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:

.....

Father's Signature Mother's Signature

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

SCHOOL TRANSPORT DETAILS

Name of the Student:

Admission No

Class-SectionRoll No

Session

Residential Address

Father's Name

Mother's Name

Name of the Guardian, any

Contact Number

Pick up Point..... Drop Point

Area (As prelist)

Bus Route No

Bus-In Charge.....

Date Father's Signature..... Mother's Signature.....

Date Signature of Class Teacher

if

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

SCHOOL FEE DETAILS

Fee Head	Payment frequency	Applicability	Gross Amount 2023-24	Waiver 2023-24	Net Amount 2023-24
For All Classes					
One Time Payment					
Admission Form	On Application	All Applicants	500		500
Processing & Registration	On Registration	New Registrations	1,000		1,000
Admission Fee	On Admission	New Admissions	35,000		35,000
Caution Money	On Admission	New Admissions	15,000		15,000
Yearly fees paid Quarterly					
Tuition Fees	Quarterly	All Students Class Pre Nursery to KG	1,69,400	74,400	95,000
Tuition Fees	Quarterly	All Students Class I & Class II	1,69,400	64,400	1,05,000
Tuition Fees	Quarterly	All Students Class III to Class V	1,69,400	54,400	1,15,000
Tuition Fees	Quarterly	All Students Class VI to Class VIII	1,69,400	44,400	1,25,000
Tuition Fees	Quarterly	All Students Class IX to Class X	1,69,400	21,400	1,48,000
Tuition Fees	Quarterly	All Students Class XI to Class XII	1,69,400	15,400	1,54,000
Payable at Registration			1500		1500
Transport Fee per Month *	Quarterly	Opted Students All Classes			
Area					2023-24 AC Bus
Upto 3 Kms					2,800
3 Kms - 10 Kms					3,600
Above 10 Kms					3,800

Notes:

- At the time of Admission- Admission Fee, Caution Fee, Lab Fees (where applicable) & One Quarter of the "Tuition Fees" will be taken.

- In FY 2022-23 there will be no Scholar fees to be charged from Full Merit Scholars, this will be compensated by giving 70% waivers on net tuition fees.
- Transport Fee will not be charged for the month of June

Withdrawal Policy

Withdrawal for 2nd Quarter must be submitted on or before **31.05.2023**,

Withdrawal for 3rd Quarter must be submitted on or before **31.08.2023**, and

Withdrawal for 4th Quarter must be submitted on or before **30.11.2023**,

Students seeking withdrawal after completion of the session, must submit his application on or before **28.02.2023**

else full Quarter Q1 fees for next Quarter will be payable/ chargeable.

Scholarship – 2023-24

DPSG Society recognizes academic excellence and awards scholarships to meritorious students of Grade XI & XII.

As per Scholarship Policy 2023-24, students promoted to grade XI will be awarded scholarships based on their CBSE scores, applying a cut off criteria. The cut off criteria for all schools in 2021-22 was as under: -

- 90 % - 92.5 % - Half Scholarship
- 92.6 % - 100 % - Full Scholarship

With a view to attract meritorious students for admission to Grade XI and incentivize better performance of our students in CBSE Exam, in view of locational & demographic peculiarities of your schools, the Chairman has consented to examine the proposal for the following cut off: -

- 80 % - 84.99 % - Half scholarship
- 85 % - 100 % - Full Scholarship

DPSG FARIDABAD
LIST OF HOLIDAYS FOR THE SESSION 2023-24

List of Holiday: AY 2023-2024

S.no.	Dates	Holiday	Day
1	14-Apr-23	Ambedkar Jayanti	Friday
2	15-Aug-23	Independence Day	Tuesday
3	30-Aug-23	Raksha Bandhan	Wednesday
4	02-Oct-23	Gandhi Jayanti	Monday
5	24-Oct-23	Dussehra	Tuesday
6	01-Nov-23	Karwa Chauth	Wednesday
7	01-Nov-23	Haryana Day	Wednesday
8	11-Nov-23	Choti Diwali	Saturday
9	12-Nov-23	Diwali	Sunday
10	15-Nov-23	Bhai Dooj	Wednesday
11	27-Nov-23	Guru Nanak Jayanti	Monday
12	01-Jan-24	New Year	Monday
13	26-Jan-24	Republic Day	Friday
14	25-Mar-24	Holi	Monday

SESSION 202-23- VACATION BREAK- Students

SUMMER BREAK	30 th May 2023 to 2 nd July 2023, School Reopens – 3 rd July 2023
WINTER BREAK	25 th Dec. 2023 to 2 nd Jan. 2024, School Reopens On- 3 rd January 2024

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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 42 years. Since its affiliation to the CBSE in 1985, 33 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 run 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 prepares 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 children. The school identifies, encourages and endeavors to hone all creative and intellectual faculties of 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 a candidate school for introducing 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 world class education for the overall development of the students. DPS 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 following pre-schools 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.

1. **DPSG Starz, FBlock, Palam Vihar, Gurugram**
2. **DPSG Starz, C 2 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 Sehare, 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.

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 "Tamso MaJyotir gamaya"

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

FROM THE PRINCIPAL'S DESK

Dear Parents

We welcome you to a new, healthy, and joyous academic year ahead- 2023-24. Covid has impacted everyone's life adversely, but the worst hit has been the students. Minimal interface with the teachers, separated from friends, cooped in their homes they have lost their spark, their vibrance, their agility, their spontaneity, their mirth!

This year we shall be taking special care to make up for these losses and bring back the desired cheer, and zeal to excel, in the lives of our students.

We request you to help us re-build academic rigor, enthusiasm in sports and overall strength and wellbeing of our children.

I am happy to share that in the most dismal and testing times of lock downs the DPSG teachers and Central Academic Team have designed a whole new curriculum which we proudly call CD 2020. This has enabled us to establish a pedagogic revolution, in sync with and way ahead of the New Education policy. It is all about more challenging teaching methodologies, exciting learning procedures, facilitating thoughtful journey of exploration both for learners and their mentors.

Co-scholastics have been revamped with an extremely engaging and competitive Foundational Domain. The launch of our new programme 'Sports for Excellence' is targeted to make champions of the ones inclined to sports. Mediocrity will be replaced by distinction in a chosen field for every child.

Added services like Leadership Training, Career Guidance and Health programmes have been enriched with an aim for a well-balanced growth, carving out a full rounded development programme. Induction of mandatory subjects like SEE (Social Emotional and Ethical) Learning and Citizenship take the curriculum to global levels.

Surely the year is going to be packed with an array of novel ideas and activities and we look forward to your active participation in all.

Principal

Guiding Philosophy

Our guiding philosophy and approach is a synthesized expression of years of experience of observing and engaging with how children learn; our collective endeavor of exploration and research of new pathways and our aspiration to bring to the fore their true and best potential. The new Curriculum Design is all about learners exploring, investigating, discovering and learning, evolving and preparing for life.

We believe every learner is unique and therefore classroom diversity is an opportunity both for Learners and Educators.

The Focus, therefore, Shifts to:

Physical, Mental, Emotional and Social development of the learner.

LEARNING, Instead of TEACHING. The new shift will ensure that all educational transactions are in alignment with the learners' profile.

STUDENT LED INQUIRY - BASED LEARNING, Instead of **TEACHER LED TEACHING.** Learners investigate, explore, discover, collect, collate, analyze, present, discuss & debate under the guidance and supervision of their teachers.

EXPERIENTIAL & JOYFUL, Instead of DIDACTIC - Making Learning Immersive, Hands-on, connected to lived reality of the learners.

SETTING UP OF PERSONALIZED LEARNING PATHWAYS; The learners, under the overall guidance and support of their teachers, create their own learning pathways, that address their needs, learning styles, pace, resources.

Assessments as learning milestones – to 'aid' and 'guide' learning in a non- threatening, non-judgmental and stress-free environments.

Authentic Task Based Assessments – focus on authentic contextualized task providing learners opportunities to demonstrate, connect and extend classroom learning to real life situations.

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 endeavors 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 a global environment.

SCHOOL TERMS AND TIMINGS

The academic year in our school is divided into two terms.

I Term: 4th April to 31st October

II Term - 1st November to 28th February

School Timings

Pre-Nursery & KG : 08.00 a.m. to 12:00 p.m.

Class I to XII : 08:00 a.m. to 02:30 p.m.

Timings for winter session to be changed according to weather conditions.

Office Timings

The school's office can be contacted between 8:30 am to 1.00 pm

Visiting Hours

The parents of the students studying at DPSG may meet the following as per the schedule given below:

Principal

09:00 am to 11:00 am: Monday, Wednesday & Friday or with Prior Appointment

Coordinators/Class Teachers/Sub Teachers

09:00 a.m. to 12:00 noon: Working Saturdays (with prior appointment)

Parents are requested not to go directly to the class to meet the teachers as they will not be able to leave their classes to attend to them. Parents are requested not to come without prior appointment with the respective teachers. Kindly send an application to the Coordinator/Class Teacher seeking an appointment. The teacher will then send an appointment card (given at the back of the almanac) with which you can enter the school and meet the teacher. Please do abide by the time allotted for the meeting. Parents are welcome to contact the school at the following phone numbers/fax numbers/email id/special login id & password facility for ERP.

School Phones & FAX

The numbers given below are office numbers only and are not attended to after school hours.

School Desk : **0129-2215222**

Your calls can be routed to the Accounts Section, the HM and to the General Office from these numbers throughout EPABX.

E-mail : principal.fbd@dpsgs.org

School Website : <https://www.dpsgs.org/faridabad/>

ERP : www.sms.dpsgs.org

Admin. Head / Transport Head: **Mr. Mohan Singh - 9212373436**

Connect with us through 'contact us' form on school website.

<https://www.dpsgs.org/faridabad/content/about-us>

CD 2020- A unique approach

In a major departure from the current conventional didactic pedagogy where teacher transacts and transfers information and knowledge, the new approach in DPSG positions the students in central & lead role. They explore, discover, analyze, synthesize & reconstruct knowledge and its application.

Teacher's design, guide, provide support and advise on learning resources, benchmarking, assessments, reflections, assessment dialogues and handhold to ensure that each one enjoys the journey as they move along.

This curriculum design, therefore, rests on a basic shift away from the conventional academic processes. The learning is hence **Student Led** and **Inquiry Based - Explore, Research and Discover**.

While this shift stimulates, inspires and supports students to acquire, integrate and refine knowledge and develop subject mastery, they also develop and hone their skills & competencies to use and apply new knowledge to real life situations. Acquiring, integrating, refining and applying knowledge is central and integral to all educational transactions across all domains.

Skills & Competencies are now the key determinants of success. The school helps learners lay 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** is also an integral part of DPSG schools.

Wellness programs that include Health & Fitness and Socio, Emotional & Ethical well-being, are a precondition for a rewarding and joyous life. Hence, physical conditioning and sports are an equally important part of school curriculum together with opportunities of fostering the right kind of **Attitudes, Dispositions, Values & Beliefs [ADVB]**.

Exploring and critically thinking about the issues and offering **research and evidence-based solutions**, ability to evaluate alternate viewpoints, evolving perceptions of self, others and environment – remain the core of school experience. All scholastic and allied attainments imbue the students with **responsible citizenship**.

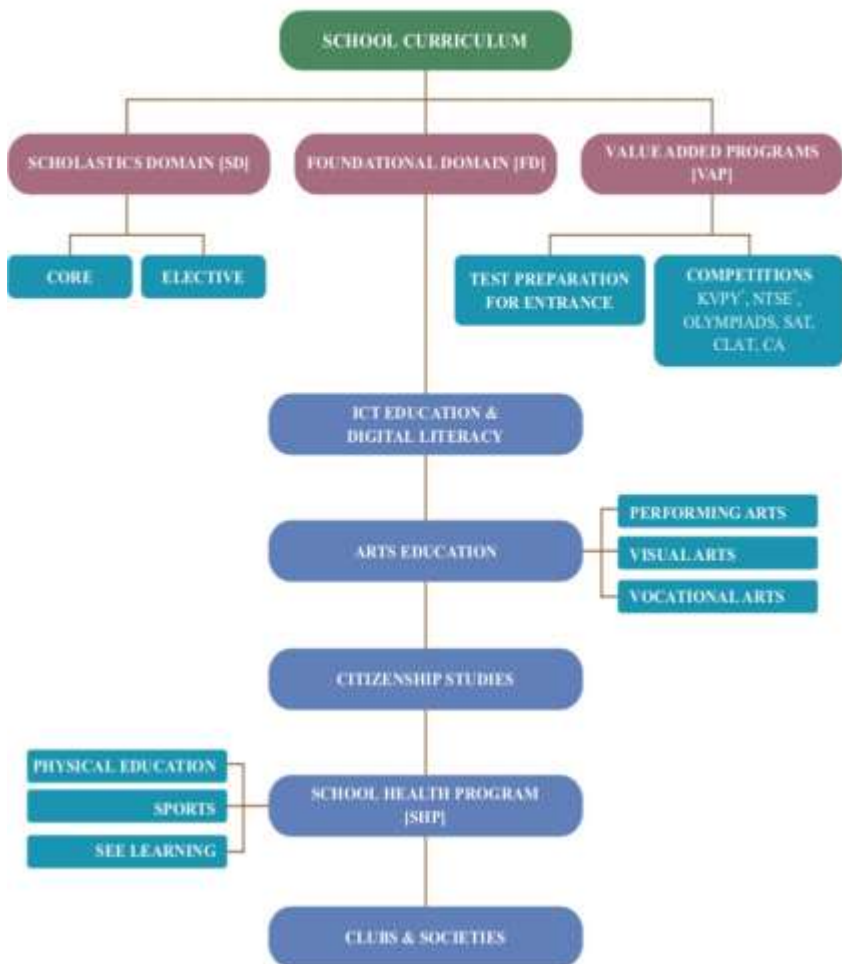
KEY HIGHLIGHTS-

- Syllabus is divided into Units of Inquiry (UI) which are concept-~~based~~ structures
- Each UI is created through deliberation, discussion and research by subject based Professional Learning Communities (PLCs) that are a rich pool of all DPSG faculty.
- Each UI is further supported by well-articulated session plans that are researched and resourced collaboratively
- The curriculum is both vertically and horizontally aligned
- Scholastic and Foundational domains have due importance in CD2020
- Technology assisted blended mode of teaching learning
- Unpacking of UI at the beginning of the unit
- Mid unit review followed by End of unit assessment
- Assessment Dialogue both individually and class, as a group
- Personal Learning Pathways with defined goals for each student

CURRICULAR AREAS

The curricular areas intend to provide opportunities and support to ensure learners are ready to connect with life beyond school.

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



SCHOLASTICS DOMAIN [SD]

Within Scholastics, there are core and electives subjects that can be offered as per curriculum plan as applicable to a specific grade.

A. CORE SUBJECTS

The CORE - I

- a. English
- b. Hindi
- c. Sciences
- d. Mathematics
- e. Humanities & Social Sciences
- f. Commerce & Business Studies
- g. ICT–Information & Communications Technology

The CORE - II

1. This applies to classes 11&12 only.
2. As per the existing CBSE pattern, only four subjects form CORE–I. Any subject opted as fifth or sixth subject shall be considered as CORE – II.

B. ELECTIVE SUBJECTS

1. The elective subject groups include offerings such as, Third Languages, ICT, and Physical Education & Art Education.
2. The school would offer a bouquet of Third Languages and the students in accordance with their Study Plans, may elect one of the languages offered.
3. Third language will be offered from Grade 6 onwards only.
4. The students being offered PYP curriculum will abide by PYP guidelines for third languages.

II. FOUNDATIONAL DOMAIN [FD]

1. ICT EDUCATION & DIGITAL LITERACY

All through school years, the ICT Education & Digital Literacy will not only focus on acquisition of digital skills and competencies, computational thinking, leveraging technology for learning but also ensure our learners evolve into digital users, thinkers and creators.

The focus in initial years would be on providing exposure to technological tools so that the learners become adept at usage of technology and their responsible use. The middle and senior years will focus on empowering our learners to become creators of technology rather than consumers thereof.

Towards this objective, the ICT offerings would include some of the Skills & Competencies that can be studied as a part of ICT Education & Digital Literacy or Vocational Arts. Every student in classes 6 onwards shall choose at least one sub stream offered by the school within the ICT Group.

2. ARTS EDUCATION

We believe in unique and unlimited potential of each learner. Towards providing creative expression to individuality, deepening the self and cultural understanding, improving cognitive and aesthetic sensibilities; arts education remains very central and integral to our school experience. The learners not only get opportunities to explore and refine their unique talents but also, leverage arts in education to increase engagement in scholastic domains.

While Arts Education would be provided during the school in a structured manner and shall be part of the school timetable, opportunities shall also be provided in case students wish to go beyond the basics and specialize in any given art form – Visual, Performing or Vocational.

PERFORMING ARTS

- i. Classical Dance
- ii. Western Dance
- iii. Music Indian Classical
- iv. Western Music
- v. Vocal
- vi. Instruments
- vii. Theatre

VOCATIONAL ARTS

- i. Cooking
- ii. Home Science
- iii. Entrepreneurship
- iv. Legal Studies
- v. Copywriting
- vi. Finance & Accounts
- vii. Commercial Art, Graphic Designing

3. CITIZENSHIP STUDIES

This program encompasses all that shapes not only a good human being but also a responsible citizen of this country and the world. In the school context, Citizenship Studies is about developing an age and grade appropriate understanding of the functioning of the State, Society and the Government at all levels. It includes social structures and their functioning, including understanding of the main organs of the state, namely the legislature, the executive and the judiciary and their functioning.

4. SCHOOL HEALTH PROGRAM [SHP]

Physical Education & Sports together with Socio Emotional & Ethical learning are two essential and integral constituents of School Health Program.

Physical Education & Sports [PES]

Physical Education & Sports are no longer an option but integral to holistic

learner development. It is essential that the students not only learn to remain fit & healthy; but also play and acquire proficiency in any one sport of their choice. This will be divided into two segments:

i. Physical Education

This too would have two major sub-divisions – the theory of physical education and physical conditioning, fitness and good health. The essential constituents of fitness would typically, amongst others, include:

- ✧ Speed
- ✧ Endurance
- ✧ Stamina
- ✧ Strength
- ✧ Agility
- ✧ Acceleration

ii. Sports

Schools will provide a range of options of outdoor field sports like, Basketball, Volleyball, Football, Cricket, Tennis, Table Tennis, Skating, Swimming, Horse riding, Karate, Judo, Taekwondo etc.

While Sports & Physical Education training shall be provided during the school in a structured manner and shall be part of the school timetable, opportunities shall also be provided in case students wish to go beyond the basics and specialize in any given sport.

Social, Emotional and Ethical [SEE] Learning

While scholastic accomplishments and talent are understood as key drivers to success and fulfillment in life, we also need grit, passion and perseverance for long-term and meaningful goals.

Committed to developing learners with high self-worth, mindfulness, resilience, perseverance, compassion and empathy; the new Curriculum Design has integrated Social, Emotional, Ethical Learning (SEE Learning) curriculum designed and developed by Centre for Contemplative Science and Compassion-Based Ethics at Emory University in Atlanta, Georgia, U.S.A. The overarching objectives, rationale, conceptual and pedagogical framework of the program are in complete alignment with DPSGS Learner Profile.

VALUE ADDED PROGRAMS [VAP]

The aim of the VAP is to strengthen **Advanced Level** learning, in almost all subjects the schools offer. The objective is to prepare students for competitive entrance exams, not just limited to IIT JEE or NEET, but in the best of the post-secondary institutions worldwide.

The program is designed for students from Grade 9 onwards. It may happen within or outside the school.

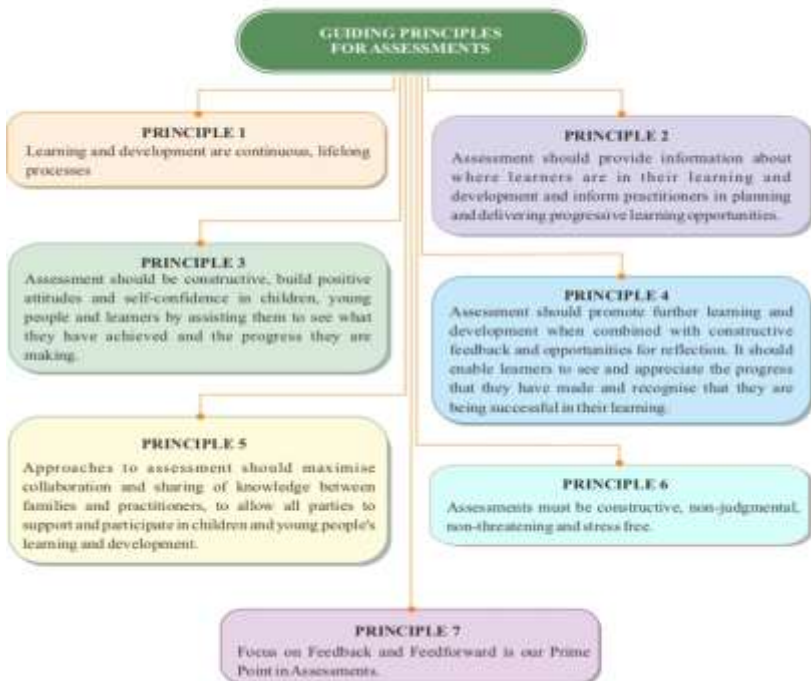
ASSESSMENT POLICY & PLAN

Assessments are an integral constituent of learning. They are like milestones in the journey of development and evolution of the learner; informing the learner, family and the educators of the distance covered thus far and how much further. It also forms a basis for providing effective and meaningful feedback and feed forward to the students to ensure desired levels of progress.

- The assessment policy shall exclude PYP, IBDP and Classes 10 & 12. However, this will apply to all internal assessments. For PYP and IBDP, the schools will follow the IBO guidelines.
- For Classes 10 & 12, being the board examinations, schools will follow the Board instructions with regard to Assessments. For all internal assessments in all classes, the policy shall apply.

OUR GUIDING PRINCIPLES FOR ASSESSMENTS

These are the principles that guide our approach to assessments:



II. WHAT, HOW AND WHEN TO ASSESS

The DPSG Learner Profile articulates the attributes that are critical for our students to be ready for life. The curricular areas- both scholastic and foundational domains intricately map the knowledge, skills, competencies and ADVB [attitudes, dispositions, values, beliefs] to be developed through meaningfully designed learning experiences.

Aligned to our dual approach, the assessments permeate throughout the transaction of the UIs using Learner Engaged Assessment Practices-LEAPs as well as provide scope for validating assessment data through Standardized Assessment Practices-SAP. The critical opportunities for conducting assessments include:

LEAP - *During and end of UI transaction* (including throughout and at the end of the session plans) SAP - *Mid-term & End -term* Assessments.

Types of Assessments

Owing to the diversity of learning experiences, nature of concepts and aligned to nature of learning outcomes, we include all the following types of assessments to gather assessment data:

1. Observational
2. Process-based
3. Performance-based
4. Selected Response
5. Open-Ended
6. Task Based

Assessment Tools and Techniques for Gathering Assessment Data

The assessment tools and techniques are based on embedded assessments where conditions and opportunities to assess are created within the learning design to inform learning pathways but not as a separate assessment event.

Learners can steer their learning process as well as monitor their own progress and collaborate to reflect and review on their learning experience to make decisions.

The recommended assessment tools and techniques to be used by teachers for assessment in foundational domains are:

- a. Checklists
- b. Rubrics* - Global & Analytic
- c. Portfolios
- d. Tasks & Performances
- e. Teacher Observations - Naturalistic & Structured
- f. Learner's Self - Observation
- g. Anecdotal Records
- h. Student Reflection - Journal Writing & Logs
- i. Student Self - Assessment
- j. Focused Group Discussions [FGDs]

DPSG Learner Profile

The CD-2020 defines DPSG Learner Profile at the end of every grade and to be referenced as the beacon for designing the curriculum in each grade. This is a step towards building a long term and shared understanding amongst our school leaders and teachers on what knowledge, skills, competencies, attitudes and dispositions, our learners need to develop.



1. Collaboration
2. Courageous
3. Grateful and Compassionate
4. Empathetic & Respectful
5. Reflective, Creative & Critical Thinker
6. Ethical & Principled
7. Balanced & Resilient.
8. Risk Taker & Respectful
9. Communicator
10. Physically, Mentally, Emotionally & Spiritually Healthy

LABORATORIES AND LIBRARY

A well-stocked library-cum-resource center has been set up for the benefit of both teachers and students. The Senior School is equipped with all the facilities needed in Senior Secondary School for doing well in the Board examinations. These include modern Science laboratories, various computer laboratory, 3D lab and a Mathematics lab.

COMPULSORY MORNING SPORTS FOR CLASSES I-XII

The school lays a lot of emphasis on physical fitness; hence games and sports are an integral part of the school curriculum. DPSG Faridabad has initiated a programme in the school for classes I to XII, in which all students get one hour of sports every morning. In addition, SUPW activities are provided to each child once a week, by rotation of classes. There are professional coaches who give specialized training in yoga, basketball, cricket, football, athletics – track and field events and in other games. Regular testing and grades are awarded to the students to encourage and motivate them.

TECHNOLOGY

All class rooms are now well equipped with Interactive Boards & LCD projectors. The computers are networked & connected to a resource room, which is a treasure house of the best that is available in the field of education as far as subject content is concerned. The whole school is Wi-Fi enabled.

HOUSE SYSTEM

The traditional system of grouping children into different ‘Houses’ has the inherent advantage of fostering loyalty, team spirit and healthy competition. The school has three Houses to which children are attached as soon as they join it. These are named after the seven great rivers of India- the **Ganga, the Yamuna and the Kaveri**, Inter house, inter class and inter section competitions are organized in sports, cultural programs, creative work and academics. Emphasis is laid on the development of values through co-curricular activities. Cultural activities are streamlined in order to awaken in children, a sense of pride for the motherland and its rich heritage and a sense of being a part of the biggest democratic and secular nation in the world.

IMPORTANT INFORMATION FOR PARENTS

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 ~~entired~~ 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 well. A proper application or Medical Leave must be submitted in writing by the parents.
- Apart from the academic scholastic/ co-scholastic work in I school, students are expected to devote some time regularly at home. Parents are requested to supervise it.
- Parents are requested to bring their ward's almanac during PTMs for register of your presence in it. (Refer to pages at the back of the almanac)
- Parents should carry out their responsibilities as joint educators in instilling respect in their children 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 school 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 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 liabilities, claims, suit, demands, judgments, costs, interest and expense arising from such situations, including any accident or injury to the student and the cost 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 constitutes 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

Parents must realize that school is a second home for children. It is from this point of view that we expect parents and guardians to follow the norms, given below, extremely meticulously.

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, jewelry, unruly hair and fancy haircuts like mushroom cut etc., streaking/highlighting of hair by fashion hair colors is not permitted. Skirts 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 the appointment cards given at the back of the almanac.
7. In case of emergency, parents/guardians must meet the Principal/ HM 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 are 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 tuitions. As such, they should not request the teachers of this school to privately coach 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 color, 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 a 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 cash, 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, parliamentary language is a punishable one.
22. In order to acquire competency in spoken English, all students must converse in English while they are in school. 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.
23. 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.
24. Misbehavior 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.
25. Students are not allowed to drive motorized vehicles such as cars, scooters and motorcycles within or outside the school.
26. 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.

27. Bunking classes or school is strictly prohibited.
28. Writing on shirt/uniform is a punishable offence.

DISCIPLINE POLICY

DPSG Faridabad encourages students to follow the school rules and policy of no bullying religiously the school has zero tolerance for misbehavior like screaming, fighting, bullying, hitting, abuse-verbal or emotional, substance abuse (drugs). Public display of an action is not permitted in school or bus. In case a student breaks the school code of conduct, an incident report, summary will be prepared and a warning note will be sent to parents. Two successive reports will lead to a parent meeting and three reports to suspension from the school for a certain period of time. (From a week to a month). Repeated misdemeanors could lead to expulsion from the school.

Parents are requested to counsel their wards appropriately.

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 by-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 will be 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 and produce a fitness certificate permitting him/her to do so.

RULES GOVERNING FEE COLLECTION

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 of payment	Late Fine	Penalty	Final Date of Payment
April-June	15th April	From 16th April till date of payment- Rs.50/- per day.	Additional Penalty of Rs.5000/- with Late Fine of Rs.50/- per day for payment made after 15th May.	Fee will not be accepted after 31st May and name of the student will be struck off from the school rolls in case the fee is not paid till 31st May. Readmission Fee will be charged in addition to previous dues.
July-September	15th July	From 16th July till date of payment Rs.50/- per day	Additional Penalty of Rs.5000/- with Late Fine of Rs.50/- per day for payment made after 15th Aug.	Fee will not be accepted after 31st August and name of the student will be struck off from the school rolls in case the fee is not paid till 31st August. Readmission Fee will be charged in addition to previous dues
October-December	15th October	From 16th October till date of payment- Rs.50/- per day	Additional Penalty of Rs.5000/- with Late Fine of Rs.50/- per day for payment made after 15th Nov.	Fee will not be accepted after 30th November and name of the student will be struck off from the school rolls in case the fee is not paid till 30th November. Readmission Fee will be charged in addition to previous dues.
January-March	15th January	From 16th January till date of payment- Rs.50/- per day	Additional Penalty of Rs.5000/- with Late Fine of Rs.50/- per day for payment made after 15th Feb.	Fee will not be accepted after 28th February and name of the student will be struck off from the school rolls in case the fee is not paid till 28th February. Readmission Fee will be charged in addition to previous dues.

Date of payment means Actual date of Realization in the Bank Account of the School; parents should deposit payment by Credit Card, Debit Card, and Net Banking before time to avoid late fine and/or Penalty.

Mode of Payments:

Credit Card, Debit Card and Net Banking.

Bank Processing Charges applicable on payment by Credit Card/Debit Card and Net Banking.

Payment of Fee:

1. All School dues must be paid at the HDFC Bank through any of the payment mode on or before last date of payment to avoid late fine and penalty.
2. Date of Payment is the actual date of realization in bank, parents are advised to deposit fee well in advance in case of Bank Holidays etc.
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 last day of 2nd month** of the Quarter.
6. Any fee defaulter shall be regularized only after the permission of the Principal even if the fee is deposited directly at the bank. 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.
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. Fee Bill for each Quarter will be available on the SMS on or before last day of the previous month of the Quarter. Parents are requested to contact the class teacher in case of any issue.

Fee Payment Process:

Visit School website and follow steps mentioned below:

Online Mode

- Click on SMSLOGIN. — www.sms.dpsgs.org
- Enter the Username and password of Parent SMS Portal
- Click on ONLINE FEE PAYMENT. —
- Select the Quarter & Click on PAYNOW. —
- Check the Student fee Details & Click on PROCEED. —
- It will show the following options for payment: -
 - (I) Debit/Credit Card — You will be directed to pay fees via Debit / Credit Card.
 - (II) Net Banking — You will be directed to choose from multiple Banks for Payment.

After the Payment Online Receipt will get generated with the payment details on the SMS Portal.

Kindly mail the receipt/reference slip received after making payment at ao.fbd@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.

CAUTION MONEY

1. Request for Caution Money for Students should be submitted to the Admission In-Charge on or before 15th August for Students passing out from School.
2. In above case parents may collect cheque for Caution Money from Accounts Department from 10th-20th September.
3. If the cheque becomes stale due to non-collection of cheque by the Parent or due to late deposit in bank or name change, Rs.100/- will be charged from the Parent for reissue of Cheque.
4. Application for reissue of Cheque is to be made by the Parent; Cheque may be collected from Accounts Office on 20th of the next month from the date of request.
5. Correct name in which Cheque is to be made is to be written on the form. Cheque will be made only in name of Parent/Guardian as per School Records.
6. In case of withdrawal/cancellation of admission Caution Money will be refunded on the basis of application submitted by the Parent and can be collected from School Premises on 20th of next month.
7. Application Form for Caution Money is given at the back of the Almanac.

NORMS RELATING TO WITHDRAWAL OF A STUDENT FROM THE SCHOOL

1. 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.
2. 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.
3. 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.
4. Misbehavior on the part of parents/guardians with any member of the schools that may also lead to withdrawal of the student from the school.
5. **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)

“Withdrawal” refers to a New Admission or an Existing Student seeking refund of fees paid, after 31.03.2023.

- In case of **“Withdrawal”**, the request intimating the withdrawal of student, and seeking refund **must come one month before beginning of “Next Quarter”** i.e. Student seeking **withdrawal for –**
- ❖ **1st Quarter -one must submit his/her application on or before 28.02.2023,**
- ❖ **2nd Quarter it should be submitted on or before 31.05.2023**
- ❖ **3rd Quarter it should be submitted on or before 31.08.2023**
- ❖ **4th Quarter it should be submitted on or before 30.11.2023**

else full Quarter fees for next Quarter is also chargeable.

- Each quarter is treated as a separate Fee cycle. There will be no refunds for the current quarter/fee cycle. Withdrawal application coming for 1st Quarter if received on or after 01.03.2021 will make 1st Quarter fee applicable along with one Quarter Annual fee and will be charged from parent.
- All fees have to be paid in full before the issuance of Transfer Certificate (TC).
- The revised Fee Refund Policy for the session 2021-22 is attached -

Fee Head	Withdrawal of Admission on or before 28 th February 2023	Withdrawal of Admission after 28 th February 2023
Caution Money	Refundable	Refundable
Tuition Fee/Scholar Fees	Not Charged for Academic Year 2021-22	Full Quarter Fees will be Non-Refundable and if application for withdrawal not received as per notice period, fee will be charged for next Quarter before granting TC.
Lab Fee	Not Charged for Academic Year 2021-22	Full Quarter Fees will be Non-Refundable and if application for withdrawal not received as per notice period, fee will be charged for next Quarter before granting TC.
Bus Fee	Not Charged for Academic Year 2021-22	In case of “Withdrawal of bus facility, the request intimating the withdrawal of facility should be submitted and approved one month before beginning of “Next Quarter. (Refer to Transport Fee Applicability Process 21-22)

Transfers of Parent to different district/city/state- Parents must 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 and will be refunded for the month of June. Fees will be charged according to the policy, if not paid.

Health Reason- Doctor's certificate for justifying the withdrawal of student from school to be further certified by a 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. For e.g., a student applying for TC in April will have to pay Fee for April and May and will be refunded for the month of June. Fees will be charged according to the policy, if not paid.

Expulsion of Student on disciplinary ground- 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 for this case.

Any other reason, if it justifies withdrawal of student in mid- quarter should be approved by the chairman if recommended by the principal.

ASSESSMENT POLICY

Assessments are an integral constituent of learning - or perhaps its flip side and basis for providing effective and meaningful feedback and feed forward to the students to ensure desired levels of progress.

OUR GUIDING PRINCIPLES FOR ASSESSMENTS

These are the principles that guide our approach to assessments: The assessment policy shall exclude PYP. For Classes 10 & 12, being the board examinations, schools will follow the Board instructions with regard to Assessments. For all internal assessments in all classes, the policy shall apply.

In the backdrop of the guiding principles, our assessment approach comprises:

- Learner Engaged Assessment Practices [LEAP]
- Standardized Assessment Practices [SAP]

Assessment Guidelines for Early & Primary Years [EY to GRADE 5]

The focus of Early Years to Primary Years is on cognitive, social and emotional stimulation of children through integrated, flexible and inquiry-based learning designs. The same has been illustrated in the latest National Education Policy 2020 in their new restructuring of school curriculum and pedagogy in the 5+3+3+4 system, where the first 5 years of schooling will constitute the Foundational and Preparatory Stage from Early Years to Grade 5. The Foundational Years will constitute five years - 3 years of Pre-Primary and Grades 1 & 2; the Preparatory Stage will constitute three years - Grades 3 to 5.

Assessments in Early to Primary Years is based on a learning continuum. Assessment of Foundational domain will be based on rubrics and descriptive comments.

Assessment Guidelines for Middle Years (GRADES 6-8)

The focus in Grades 6-8 is towards developing skills and competencies with a robust knowledge base and evaluated through variety of assessment tools. The same has been illustrated in the latest National Education Policy 2020 in their new restructuring of school curriculum and pedagogy in the 5+3+3+4 system.

To ensure holistic development of students in the Middle Years, there will be ample opportunity to explore and experience a wide range of areas in scholastic and foundational domains.

In addition to LEAP, which is integral to journey of UI, there will be an inbuilt end of UI Assessment. As these assessments will be ongoing aimed at providing information to guide teaching and improving student learning & performance. All student work will be assessed with positive, constructive feedback and returned in a timely manner.

For the end of UI assessments across the year, the type of questions provided to the students must address Knowledge & Concepts, Subject Skills & Competencies, and Research Skills. The respective weightages of each of the above parts are shared below.

The schools will convert the half yearly and annual scores out of 100 and 30% weightage of each would be taken in cumulative. There will be subject specific remarks in the report card based on anecdotal evidence. Overall remark will be given by the HRT.

	Weightages	Type of Assessment	Components (Inter-se Weightage)	
		LEAP	Knowledge & Concepts	45%
		All Six types	Subject Skills & Competencies	35%
End of UI	40%	Testing, Measurement	Research Skills/ Refining & Integrating Knowledge ADVB	20%
Mid Term & End Term	30% + 30% 60%	SAP Performance Based	Subject Specific Weightages to different components Languages KC45, SC35, RS20 Mathematics KC45, SC35, RS20 Sciences KC45, SC35, RS20 Social Sciences KC45, SC35, RS20	

* KC - Knowledge & Concepts; SC - Skills and Competencies; RS- Research Skills

2 Assessment Guidelines for Senior Years (GRADES 9-12)

The focus in Grades 9-12 is more aligned towards developing subject mastery evaluated through performance. The same has been illustrated in the latest National Education Policy 2020 in their new restructuring of school curriculum and pedagogy in the 5+3+3+4 system, where the last 4 years will constitute the Secondary Stage from Grades9-12.

Grade IX & XI

	Weightages	Type of Assessment	Components (Inter-se Weightage)	
End of UI	40%	LEAP	Knowledge & Concepts	45%
		All Six types	Subject Skills & Competencies	35%
		TESTING, MEASUREMENT	Research Skills/ Refining & Integrating Knowledge ADVB	20%
Mid Term & End Term	30% + 30% 60%	SAP Performance Based / MEASUREMENT-TOOLS	Subject Specific Weightages to different components Languages KC45, SC35, RS20 Mathematics KC45, SC35, RS20 Sciences KC45, SC35, RS20 Social Sciences KC45, SC35, RS20	

* KC - Knowledge & Concepts; SC - Skills and Competencies; RS- Research Skills

- a. Term 1 End of UI will be 20%, Mid Term 80%, Similarly in Term 2 End of UI 20% and 80% from Final Term (For classes IX and X)
- b. A 100 marks paper will be 80+20 in IX & X (CBSE Board exam) and 70/80+30/20 for XI & XII (CBSE Board Exam). This Term End Exam data is to be converted into 60%.

Refer table on the next page for Grade wise details

Theory Paper	Internal marks-X	Theory Paper	Internal marks/Practical-XII
80	20 (As per CBSE)	70/80	30/20 (As per CBSE)
	(5) Portfolio		Practical
	(5) Subject Enrichment activities		Research/Project/ Written test
	(5) End of UI/ Periodic Test		ASL/ Lab Activities
	(5) Multiple Assessment		Viva Voce

** For Internal marks in Home Exam the pattern of distribution to various categories for classes X and XII may remain same as suggested by the CBSE.*

Theory Paper	Internal marks	Theory Paper	Internal marks/Practical
80	20 (As per CD 2020)	70/80	30/20 (As per CBSE)
	(5) Portfolio*		Practical
			ASL/ Lab Activities
	(15) End of UI		Viva Voce

Merit Scholarship Policy CONCEPT NOTE OF PET

INTRODUCTION

DPSG Society has always strived to provide students with an opportunity and the environment for multifaceted development, where children are encouraged to bloom and explore their full potential. In an endeavor to promote higher learning levels of the students, the Society have been offering merit-based scholarships to students of classes XI and XII and sports scholarships for students of class VI onwards. These scholarships are awarded to students who demonstrate a high degree of scholastic attainments and outstanding performance in sports.

OBJECTIVE

The COVID-19 outbreak disrupted life around the globe and has adversely affected education at all levels. Educational Institutes across the globe suspended face-to-face teaching and examinations. To overcome the myriad challenges posed by the pandemic, all the educators of the DPSG Society formulated "Student Led Inquiry Based Learning" Curriculum Design 2020 (CD 2020).

There is however a very important component in the learning process - assessment or autonomous learning, that can still be challenging without the direct supervision of teachers. The necessity to ensure the assessment's adequacy to correctly measure students' progress in the virtual mode has been a challenge with schools. Responding to this challenge, DPSG society rearranged and redesigned the assessments to best reflect students' learning capabilities and promote higher-level of learning.

To implement the above framework and overcome limitation imposed by online/hybrid mode (Term 1 and Term 2 examination) at all schools, the students will be evaluated based on a **Performance Evaluation Test (PET)** conducted centrally by the Society, a Scholarship Test in offline mode at the end of the academic session 2021-22. The **Performance Analysis Test** will assess a range of skills such as student's ability to interpret, infer, deduce, and think critically.

PET ASSESSMENT DESIGN

Brief Outline of PET

Central Academic Team will constitute a board comprising senior teachers to conduct and evaluate PET. The Performance Evaluation Test (PET) would be an **Offline examination** and held in the respective schools.

Grant of Admissions: Internal Candidates will be eligible for scholarship in their respective schools only. However, external students can apply for admission and scholarship for a maximum of three schools in order of preference. The admission/scholarship to any of the schools would be based on the eligibility criteria and marks secured in PET. The final decision of granting admissions to any of the candidate rests with the management.

The PET will be a three-hour offline test with a total of **100 marks** divided equally among the following subjects as given below:

SUBJECTS

English	marks
Optional Subject 1	marks
Optional Subject 2	marks
Optional Subject 3	marks
Aptitude	marks

SUBJECT DETAILS AS PER STREAM:

Stream	English	Optional Subject 1	Optional Subject 2	Optional Subject 3	Aptitude
PCM	English	Physics	Chemistry	Mathematics	Aptitude
PCB	English	Physics	Chemistry	Biology	Aptitude

Commerce	English	Accountancy	Economics	Business Studies	Aptitude
Humanities	English	Optional Subject 1	Optional Subject 2	Optional Subject 3	Aptitude

For students with Humanities Stream – the three subjects must be the main subjects opted by the students as per CBSE registration and must be subjects wherein the weightage given to the theory component is more.

LEVEL:

The PET paper must address all **levels** of the cognitive hierarchy. The following must be covered:

1. **Knowledge & Conceptual Understanding of key concepts** of any Unit – [Knowledge + Comprehension]
2. **Application** of key concepts to real life situations
3. **Analysis** of the key concepts as they relate to real life situations and arriving at conclusions that may NOT be in the book.

Synthesis of these key concepts with other related concepts that the students may have been exposed to either in the same subject or in other subject topics already covered in the grade.

4. **Perspective, Evaluation, Problem Solving & Creation** based on the conceptual understanding built in the Classroom Transaction.

LAYOUT OF PET PAPER for each subject – 20 Marks

Section	Level	Types of Questions	Number of Questions	Marking Scheme
Section A	Level 1	Knowledge & Conceptual Understanding	3 MCQs	3 marks
Section B	Level 2	Application	2 VSQs 1 SQs	2x2 = 4 marks 1x3 = 3marks
Section C	Level 3	Analysis & Synthesis	2 SQs	2x3 = 6 marks
Section D	Level 4	Perspective, Evaluation, Problem Solving & Creation	1 LQs	1x4=4 marks

GUIDELINES FOR DEVELOPMENT OF PET ITEMS:

- The PET can be constructed based on the cross curricular understanding of the students. It should aim at measuring the students complete conceptual knowledge and familiarization with the subject basics.

The question paper will be having 4 sections A, B, C and D. Levels 1 and 2 will measure the tantum of knowledge of a student and Levels 3 and 4 will measure the depth of understanding of a concept of a particular subject.

- I. **Section A** will constitute mostly Selected Response Type Questions [MCQ]. The answer shall be considered incomplete without the supporting comment. Incomplete answers will not be awarded any marks. This section would have more questions with less scores. The Options for the selected response / distractors must be selected very carefully by the question paper setters such that the student must not be given OBVIOUS choices. **Every question in the MCQ must call for an explanation for the option selected, so that the student is able to explain their choice – thus enabling the examiner to establish that the student has achieved any of the four learning hierarchies listed above.**
- II. **Section B** would constitute mostly short answer type questions which would check the application specific knowledge. This section would focus more on the student's understanding of questions given on real life situations.
- III. **Section C** will focus on the analysis and synthesis of a particular concept. The difficulty level of the student increases in this section. It will constitute Constructed Response Type.
- IV. **Section D** would assess the student's perspective through his evaluation and critical analysis technique of a particular problem related to the concept. It will comprise of Constructed and Descriptive Response Type.

IMPORTANT NOTE:

- The PET Examination will be held in all schools.
- All students of class XI who will promoted to class XII on 31 March 2022 scoring an aggregate **75 % marks in class XI Annual Examination (Offline mode)** will be eligible to appear for PET.
- **The three sets for each subject that will be used for PET will be finalized by the central team.**
- Individual schools to ensure that the students are given sets as per the subject combinations applicable and that the students use different answer sheets for different subjects to facilitate smooth evaluation.

Guidelines For Evaluation

- The details for central evaluation will be shared well in time so that arrangements for evaluators is duly done by the schools.
- The evaluation will neither be teacher centric nor student centric. Any Teacher of any school will be receiving answer sheets of a student of a school different from the one they are teaching.
- The identity of the students will not be revealed until the papers are checked and marks are collated.

GENERAL GUIDELINES FOR PET

- The instructions explaining in brief the concept and practice of Question Paper design and marking scheme must be explained clearly to all students in writing and before the start of the test.

- Clear and timely communication be sent to all parents about the policy and the brief outline of PET.

DPSG Society have always strived to provide students with an opportunity and environment for multifaceted development, where children are encouraged to bloom and explore their full potential.

In an endeavor to promote higher learning levels of the students, the Society have been offering merit-based scholarships to students of classes XI and XII and sports scholarships for students of class VI onwards. These scholarships are awarded to students who demonstrate a high degree of scholastic attainments and outstanding performance in sports.

SCHOOL	SCHOLARSHIPS	Cut Off (CBSE+PET + SOP+ LOR+ Special Achievements)
FARIDABAD	Full	85%
	Half	80%
	Quarter	75%

Examination Fee – An amount of Rs 2000 will be payable online by internal and external students while registering themselves through the school website.

Existing Policy- Salient Features

for Class XI: -

1. Full scholarship is awarded to students from CBSE and ICSE Boards scoring 90% and above in five main subjects: English, Mathematics, Second Language, Science and Social Sciences.
2. Half Scholarship is awarded to students from CBSE and ICSE Boards scoring between 85% - 89% in five main subjects: English, Mathematics, Second Language, Science and Social Sciences.

For Class XII: -

1. Full scholarship is awarded to students scoring 80 % in any of the respective combination of subjects (PCB, PCM, Commerce, Humanities), 80% in English and an optional subject, overall, 80% in all the five subjects and must fulfil the 75% attendance criteria.
2. Half scholarship is awarded to students scoring 78 % in any of the respective combination of subjects (PCB, PCM, Commerce, Humanities), 78% in English and an optional subject, overall, 80% in all the five subjects and also has to fulfill the 75% of attendance criteria.

Students clearing the NTSE/KVPY exam are eligible for half scholarship even if they do not meet the above criteria.

Sports Scholarship

This scholarship is awarded to students from class VI onwards. It is only applicable to students who have participated in Cricket, Football, Swimming, Basketball, Volleyball, Tennis, Table tennis, Athletics or any other discipline approved by the DPSG society.

Full Scholarship is awarded to students who have won gold medal at **National Level** in the above-mentioned sports in a government recognized tournament conducted by a recognized National Sports Federation.

Half Scholarship is awarded to students who have won gold medal at the **State Level** in the above-mentioned sports in a government recognized tournament conducted by a recognized National Sports Federation.

- ❖ The medal should have been won in the period of last twelve months. Any medal older than 12 months shall not be considered.
- ❖ In all cases, an aggregate of 50% and above in each of five subjects in the previous year examination.
- ❖ Field Trials be conducted under the supervision of experts and a report on the vital parameters for that particular sport be prepared and presented by the sports teacher authenticating the competency level.
- ❖ The format of the field trial report shall be generated by the school showing the performance data of the applicant.

Need for Change in Scholarship Policy

The COVID-19 outbreak disrupted life around the globe and has adversely affected education at all levels. Educational Institutes across the globe suspended face-to-face teaching and examinations. To overcome the myriad challenges posed by the pandemic, all the educators of the DPSG Society formulated “Student Led Inquiry Based Learning” Curriculum Design 2020 (CD 2020).

Full scholarship- 80% amount of Annual Tuition Fee.

Half scholarship- 50% amount of Annual Tuition Fee.

Quarter Scholarship – 25% amount of Annual Tuition Fee.

➤ Other charges like transport, examination fee etc., shall remain chargeable.

Eligibility

- ❖ Students scoring 75% and above in CBSE/ICSE/State/Other Board examinations in class X are eligible to apply for the scholarship scheme. The cut off percentages may be varied and notified before the start of the selection process.
- ❖ In case, the Class 10 boards results are not available, mean scores of Class 9 final term results and Class 10 half yearly results. This average score of both the aforesaid examinations will determine cut off percentages for the purpose of participating in the selection process.
- ❖ In case of class 10 Board results being declared any time after the conclusion of selection process, the grant of scholarship shall be provisional and subject to the candidate fulfilling all eligibility conditions.
- ❖ Class XI students would be eligible to apply for Class XII scholarship on the basis of their annual examinations. Cut off percentage will be decided based on the relative performance of each school.

Process of Shortlisting

- ❖ Student needs to submit an online letter of “Request for Scholarship”.
- ❖ Students meeting the eligibility criteria shall receive an online intimation and admit card.
- ❖ Before downloading the admit card, the students will be required to submit online.
- ❖ Statement of purpose in the prescribed format [hard copy and upload on the school website.
- ❖ “Letter of Recommendation” from Class Teacher, Coordinator, Headmaster/ Head Mistress of the previous class.
- ❖ Declaration of “Special Achievements” (Sports, Performing Arts, Visual Arts, Computer Skills/ Foreign Languages, Olympiads), if any.

- ❖ The candidates will appear in a paper pencil scholarship test at the designated school being the test centre.
- ❖ A first shortlist of candidates selected for the interview based on the results of PET will be drawn up and the candidates will be called for interview.
- ❖ An interview board as notified by the Society shall interact with each shortlisted candidate. Apart from other topics of the interest, the 'Statement of Purpose' as submitted by the student candidate shall also be discussed.
- ❖ The marks of the written examination, which thus far were kept confidential, will be added to the marks of the interview and a final list of successful candidates who qualify for any type of scholarship, will be published and offers of admissions made accordingly.
- ❖ All Scholarships are at the discretion of the School Management and shall be approved by a committee constituted by the DPSG Society at the central office.

Examination Fee – An amount of Rs 2000 will be payable online by internal and external students while registering themselves through the school website.

Process of Selection

For Class XI

- ❖ A weightage of 25% will be given to students qualifying in their CBSE examinations.
- ❖ 50% weightage for PET.
- ❖ 25% weightage is awarded for the following: -
- ❖ 5% for Special Achievements
- ❖ 5% for SOP
- ❖ 5% for LOR
- ❖ 10% for Interview.

For Class XII

- ❖ A weightage of 15% will be given to students qualifying in their school internal examinations.
- ❖ 60% weightage for PET.
- ❖ 25% weightage is awarded for the following: -
- ❖ 5% for Special Achievements
- ❖ 5% for SOP
- ❖ 5% for LOR
- ❖ 10% for Interview.

Structure of the examination

PET will be conducted in the last week of March. The results of this examination would be declared in the month of April. The students qualifying for the same would be eligible for provisional scholarship. Prior to that the students would pay the full admission fees and join the school. Once the Class 10 results are declared, if they qualify and meet all the conditions as decided by the society, their admission fees would be adjusted for the subsequent Academic term.

For Class XII students, PET would be conducted after their class XI annual examination in the 3rd week of March. After they qualify as per the laid down criteria, they will be eligible for respective scholarships.

The scheme and general instructions for conducting the test are attached as Annexure A and B respectively.

Syllabus for PET

PET Entrance test will comprise the following sections.

It will be a three- hour pen and paper test of 100 marks. Candidates will be assessed both on objective and subjective questions.

For Class XI

- English
- Maths
- General Science (Science Stream)/ Social Sciences (Commerce, Humanities)
- Environmental Education and Psychometry
- Current Affairs and General Knowledge

For Class XII [pen and paper test]

- English (Mandatory for all streams)
- Mathematics (Optional for Commerce and Humanities).
- Science/Commerce/Humanities (as per the choice of stream).
- Current Affairs and General Knowledge.
- Environmental Education and Psychometry.

While the above guidelines are exhaustive covering all aspects of grant of scholarship, the school heads are advised to use their ingenuity to resolve any localized issue in consultation with Central Academic Team. The revised system of grant of scholarship needs to be disseminated and publicized effectively through all the digital and physical

media. Publicity Plan for the Scholarship Scheme will be worked out in consultation with School Heads.

General Instructions for filling the Registration form.

- All the fields in the registration form are mandatory.
- Students registering for Class XI would be required to fill in the marks secured in the pre-boards examination and upload a copy of the mark sheet.
- In the cases of non-availability of the pre-board result, please fill in the marks secured in the half-yearly examination and upload a copy of the half-yearly marksheet.

Eligibility Criteria for Class XI admissions

Stream	Maths	Science	English	Social Science	Aggregate
PCM	75%	75%	75%	-	75%
PCB		75%	75%	-	75%
Commerce W/o Maths	-	-	75%	75%	75%
Commerce With Maths	75%	-	75%	75%	75%
Humanities W/o Maths	-	-	75%	75%	75%
Humanities With Maths	75%	-	75%	75%	75%

Eligibility Criteria for Class XII admissions (Home Room Examination)

Stream	Maths	Science	English	Social Science	Aggregate
PCM	80%	80%	80%	-	80%
PCB		80%	80%	-	80%
Commerce W/o Maths	-	80%	80%	-	80%
Commerce With Maths	80%	80%	80%	-	80%
Humanities W/o Maths	-	-	80%	80%	80%
Humanities With Maths	80%	-	80%	80%	80%

TRANSPORT POLICY

The policy will be effective from Academic Year 2023-24. The school makes transport arrangements for the children through its own fleet of buses or an annual contract explicitly on request from parents.

Scope:

All requests have to be initiated by the parent and each request will have a life of 10 calendar days since the initiation of request. It'll be the responsibility of the school to ensure that all applications are either accepted or rejected across all levels within the time frame. All requests pending at any of the levels post the 10th day of the initiation of the ticket would be auto rejected. For all such applications which are auto rejected by the system, the parent must re-apply and follow the process. Once approved, the changes would reflect in the student dashboard, and the fee dashboard of the student.

Online Application for availing/change in transport routes:

Parents to choose specific route which suits them best through their parent dashboard on SMS, all active routes are pre-defined in the system. School bus routes will be decided in the general interest of the larger student community and not on a particular/individual demand.

Parents to request for availing/change in transport routes through the parent dashboard on SMS. Acceptance of request for Change in Transport is based on active routes and availability of seats. Once approved, the changes would reflect in the student dashboard. Any changes in the existing fees because of the change in route would reflect in the next fee bill accordingly. Any subsequent request for change in the route can only be submitted after 3 months of the approval of the initial request. Only such application where the initial request has been rejected can re-apply within the 3 months of the initial request.

The parent should submit their request for change 15 days prior to the effective date i.e. date when parent want to change their route. After final approval, the AUTO calculations will be done ***(Change does not mean withdrawal of facility)***

If the effective date of change is on or before the 15th of the month, the new bus fee will apply from that month onwards (including the month when the change became effective), however, if the effective date of change is after the 15th of the month, the new bus fee will apply from the next month onwards.

The adjustments, if any due to the change of Bus routes, and hence the bus fees, will be made applicable in the next Quarter Fee bill. Bus Route Change will not be permitted in Quarter-4.

- **Change in routes due to route optimization or timing change:** Any change in routes done by school because of any route optimization or change in timings (if any) will be done by transport in charge through their dashboard on SMS. The same will be effective only when it gets approved by Principal through their respective dashboards on SMS. ***(Change does not mean withdrawal of facility)***

- **Withdrawal of Transport facility by parents:** In case of “**Withdrawal of bus facility**, the request intimating the withdrawal of facility should be submitted & approved **one month before beginning of “Next Quarter”**, with one exception that Class X and Class XII students cannot request the withdrawal of facility for Quarter IV.

Example: Student seeking withdrawal for

- **1st Quarter** must submit his application and same should be **approved on or before 28.02.2023**
- **2nd Quarter** it should be submitted & approved on or **before 31.05.2023**
- **3rd Quarter** it should be submitted & approved on or **before 31.08.2023**
- **4th Quarter** it should be submitted & approved on or **before 30.11.2023**

else **full quarter fees for next Quarter will be chargeable”**.

REQUEST FOR CHANGE IN TRANSPORT/LAB FEE/TC

TRANSPORT SERVICES:

1. Parents needs to log in into the SMS portal.
2. Clickon “Change Request Form”
3. Select “Transport” from the tabs. Select “Father/Mother/Guardian” from the textbook.
4. Select “Change/Discontinue/Add” the service from the next text box.
5. In case of change of route please provide details such as pick up address, stop addresses and with effect from. In case of discontinue of service, provide the reason and with effect from.
6. Submit your request by clicking on” Transport Request”
7. After final approval the same will be reflected on the parent's portal in SMS.

TRANSFER SERVICES:

1. Parents needs to log in into the SMS portal.
2. Click on “**Change Request Form**”
3. Select “**Transfer**” from the tabs. Select “Father/Mother/Guardian” from the text book.
4. Select “Transfer Type” and give proper “Transfer Reason”.
5. Upload supporting documents and submit your request by clicking on

6. After final approval the same will reflected on the parent's portal in SMS

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.
5. The students must return the book on the given due date.
6. Late fine will be charged Rs. 2.00 per day per volume after the due date.

SCHOOL UNIFORM SUMMER

CLASSES	BOYS	GIRLS
	SUMMER	
Pre Nursery to KG	Denim Nicker Red T- Shirt Socks School Bag	Denim Nicker Red T- Shirt Socks School Bag
Class I to II	Blue Lining Shirt Beige Colour Shorts Socks	Blue Lining Shirt Beige Colour Tunic Socks – Beige & White House T Shirt White Trousers
Class III to V	Blue Lining Shirt Beige Colour Shorts Socks	Blue Lining Shirt White Shirt Beige & White Colour Divided Skirt Socks – Beige & White
Class VI to XII	Blue Lining Shirt Beige Colour Trousers Socks	Blue Lining Shirt White Shirt Beige & White Colour Divided Skirt Socks – Beige & White

CLASSES	BOYS	GIRLS
	WINTER	
Pre Nursery to KG	Red Track Suit Socks	Red Track Suit Socks
Class I to II	Blue Lining Full Shirt Dark Brown Trouser Black Track Suits House T-Shirt Sweater(Half/Full) Blazer	Blue Lining Full Shirt Dark Brown Divided Skirt Black Track Suits House T-Shirt Sweater(Half/Full) Blazer Black Legging
	Blue Lining Full Shirt Dark Brown Trouser	Blue Lining Full Shirt Dark Brown Divided

Class III to V	Black Track Suits House T-Shirt Sweater(Half/Full) Blazer	Skirt Black Track Suits House T-Shirt Sweater(Half/Full) Blazer Black Legging
Class VI to XII	Blue Lining Full Shirt Dark Brown Trouser Black Track Suits House T-Shirt Sweater(Half/Full) Blazer	Blue Lining Full Shirt Dark Brown Divided Skirt Black Track Suits House T-Shirt Sweater(Half/Full) Blazer Black Legging

BEHAVIORAL PRACTICE

1. 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.
2. Unruly behavior, tearing of seat covers, breaking window panels or related offences will result in heavy penalty and withdrawal of bus facility.
3. Avoid throwing anything harsh/food inside or outside the bus.
4. Follow the instructions of the teacher in charge. He/ She has the authority to report any offence to the Principal immediately.

LAB SERVICES (For Class XI and XII)

1. Parents needs to log in into the SMS portal.
2. Click on "Change Request Form"
3. Select "Lab" from the tabs. Select "Father/Mother/Guardian" from the textbook.
4. Select "Change/ Discontinue" the service from the next textbox.
5. In case of change of lab please provide details such as subject combination and with effect from. In case of discontinue of service provide the reason and with effect from.
6. Submit your request by clicking on "Lab" Request.

SHAPING LEADERS FOR BETTER TOMORROW

On Formal Oath-Taking Procedure (School Appointments)

In DPSG we uphold the ideology of imparting holistic education. Development of leadership skills features very prominently in shaping and molding a chiseled personality to uphold the DPSG banner and thereby develop Indian ethos with global outlook. The prefects are trail blazers and they can bring about a seamless integration in academic focus with discipline and sincerity that ultimately develops the value system. A student council provides an opportunity for students to engage in a structured partnership with teachers, parents and school managers in the operation of their school. As a result, they can motivate the students to be very effective stakeholders.

The DPSGites elect their leaders keeping the tenets of democracy in mind. DPSG, Faridabad is in sync with the policy to incorporate the same democratic methodology in the election of prefects and ultimately in shaping the student council. The students follow the system of universal franchise and secret ballot in casting their vote to elect the prefects of their choice. Before the election, student council committee does the screening on the basis of the parameters like academic record, participation in school activities, discipline, confidence etc. The selected students present their manifesto on a specific day. Subsequently, formation of prefectural board is streamlined by the core team and student council committee. Multi- hued attributes of the student council give it a defining edge. The council members are the care takers of the code of conduct. The core functions of council are:

- ❏ Upliftment in terms of sports, cultural and literary activities.
- ❏ Ensuring participation in various school events.
- ❏ Shouldering responsibilities during inter school and intra school competitions.
- ❏ Monitoring school discipline during assembly and school events.
- ❏ Conducting regular interaction with class representatives of various

DPSG-ERP

On Formal Oath-Taking Procedure (School Appointments)

Delhi Public School Faridabad formally launched 'Enterprise Resource Planning' (ERP) in the school. DPSG-ERP is a web and IVR based system that enables parents to access students' information and continual progress in real time. Parents can access students' and school related activities on the web by using a secured login provided to them.

Technology is an integral part of the teaching-learning process and builds an effective and transparent parent-teacher-student-school-coordination. It is a programme to integrate data and processes of the school into a single unified system. It is a complete school management and effective resource planning solution. ERP saves time and human resources, lends transparency, and makes system efficient, leading to overall improvement in the institution. The website provides the following information of students and school:

- ☞ The student's profile as exists in the school records.
- ☞ Attendance details of the student with the days when he/she was absent.
- ☞ Marks/ Grades obtained in the current Unit Tests/ Examination/ Activities.
- ☞ Detailed daily timetable being followed in the student's class.
- ☞ Learning progress that has occurred in the student's class.
- ☞ Home task assigned in the student's class.
- ☞ Periodic planners/schedules.
- ☞ Latest circulars & notice issued.
- ☞ Discipline issue with the student
- ☞ Leaves taken by the student
- ☞ Health Records
- ☞ View and download fee bills and pay Online
- ☞ Request for change in transport/lab fee/TC etc.



THE NATIONAL ANTHEM OF INDIA

The Indian National Anthem originally composed in Bengali by **Guru Rabindranath Tagore** was adopted in its Hindi version by the Constituent Assembly as the National Anthem of India on **21st January 1950**. It was **first sung on 27th December 1911** at the **Calcutta session** of the **Indian National Congress**.

The complete song consists of **five stanzas**. The playing time of the National Anthem is approximately **52 seconds**. The lyrics were rendered into English by Tagore himself.

जन गण मन अधिनायक जय हे	Jana gaa mana adhinayaka jaya he
भारत भाम्यविधाता	Bharata bhagya Vidhata
पंजाब सिन्धु गुजरात मराठा	Panjaba Sindhu Gujaraa
द्राविड़ उत्कल बंग	Maraha Dravia Utkala Banga
विन्ध्य हिमाचल यमुना गंगा	Vindhya Himachala Yamuna Ganga
उच्छल जलधि तरंग	Ucchala jaladhi taranga
तव शुभ नामे जागे	Tava subha name jage
तव शुभ आशीष मागे	Tava subha asisha mage
गाहे तव जयगाथा	Gahe tava jaya gatha
जन गण मंगलदायक जय हे	Jana gaa mangala dayaka jaya he
भारत भाम्यविधाता	Bharata bhagya vidhata
जय हे, जय हे, जय हे	Jaya he jaya he jaya he
जय जय जय जय हे	Jaya jaya jaya jaya he



Thou art the ruler of the minds of all people dispenser of India's destiny,
Thy name rouses the hearts of Punjab, Sindh, Gujarat and
Maratha of the Dravida and Orissa and Bengal; It echoes in the hills of the Vindhya
and Himalayas; it mingles in the rhapsodies of the pure waters of Yamuna and the
Ganga and is chanted by the waves of the Indian Sea; They pray for thy auspicious
blessings and sing thy praise. The salvation of all people in thy hands, the dispenser of
India's destiny,

Victory, Victory, Victory to Thee.

सुजलां सुफलां मलयज शीतलां।

शस्य श्यामलां मातरम्।

शुभ्र ज्योत्स्नां पुलकित यामिनीं,

फुल्ल-कुसुमित-द्रुमदल-शोभनीम्।

सुहासिनीम् सुमधुर भाषिणीम्॥

सुखदाम् वरदाम् मातरम्। वन्दे मातरम्॥

बंकिम चन्द्र चटर्जी

वन्दे मातरम्

वो संतरी हमारा, वो पासवो हमारा।।

सारे जहाँ से अच्छा

सारे जहाँ से अच्छा.....

गोदी में खेलती हैं, जिसकी हजारों नदियाँ।

गुलशन है जिसके दम से, रश्के जिना हमारा।।

सारे जहाँ से अच्छा.....

मजहब नहीं सिखाता आपस में बैर रखना।

हिन्दी हैं हम (3) वतन हैं हिन्दोस्तां हमारा।

सारे जहाँ से अच्छा.....



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 all 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.

*** **

प्रतिज्ञा

भारत हमारा देश है। हम सब भारतवासी भाई बहन हैं।
हमें अपना देश प्राणों से भी प्यारा है।

इसकी समृद्धि और विविध संस्कृति पर हमें गर्व है।
हम इसके सुयोग्य अधिकारी बनने का प्रयत्न सदा करते रहेंगे। हम

अपने माता-पिता, शिक्षकों और गुरुजनों का सदा आदर

करेंगे और सबके साथ शिष्टता का व्यवहार करेंगे।

हम अपने देश और देशवासियों के प्रति वफादार रहने की प्रतिज्ञा

करते हैं। उनके कल्याण और समृद्धि में ही हमारा सुख निहित है।



Let my Country Awake

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

प्रार्थना

ॐ

गायत्री महामंत्र

ॐ भूर्भुवः स्वः तत्सवितुर्वरेण्यं भर्गो
देवस्य धीमहि धियो यो नः प्रचोदयात्।

गुरु मंत्र

शब्द	अर्थ
ओ३म्	सर्व रक्षक परमात्मा
भूः	प्राणों से प्यारा
भुवः	दुखविनाशक
स्वः	सुखस्वरूप है
तत्	उस
सवितुः	उत्पादक, प्रकाशक, प्रेरक, सूर्य
देवस्य	देव के
वरेण्यं	वरने योग्य
भर्गः	शुद्ध विज्ञान स्वरूप का
धीमहि	हम ध्यान करें
यः	जो
नः	हमारी
धियो	बुद्धि को
प्रचोदयात्	शुभ कार्यो में प्रेरित करे

We meditate on that Ishvara's (i.e Pratyaksha Narayan's Symbols i.e Sun) glory who has created the Universe, who is fit to be worshipped, who is the embodiment of Knowledge and Light, who is the remover of all sins and ignorance. May he illuminate (enlighten) our entire universe's intellect.

FORMAT OF LEAVE APPLICATION

Date:

The Principal DPSG Faridabad,

Sir/Madam,

Kindly grant leave to my ward.....

of Class Section from to

Reason:
.....

Thanking you

Yours sincerely

.....

Signature of Parent/Guardian

KINDLY NOTE

Parents are advised to send leave applications using this format or a photocopy of the same. On FA/ Unit Test days kindly give the application to the class teacher before the test. Leave on such days will be granted only in case of extreme emergency/sickness. Parents may collect their wards immediately after the test. **The child will not be permitted to attend the class and will be marked absent for that day.**

Students will be awarded a zero in case of absence in FA/Unit Test.

Date: _____

Signature of Class Teacher

Date: _____

Signature of the Parent

APPLICATION FORM - DISCONTINUATION OF BUS FACILITY

Name of the Student
Admission No. Class & Section
Roll No. Session
Residential Address
.....
.....
Father's Name..... Mobile No.....
Mother's Name..... Mobile No.....
Name of the Guardian, if any.....
ContactNumberoftheGuardian.....
Current Pick-up Point Current Drop off Point
Current Area Current Bus Route No.
Current Bus-In charge
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.

Signature of the Father
Signature Of the Mother
Signature of the Class Teacher

DPSG FARIDABAD

APPLICATION FORM - CHANGE OF BUS ROUTE

Name of the Student

Admission No. Class & Section

Roll No. Session

Residential Address

.....

Father's Name..... Mobile No.....

Mother's Name..... Mobile No.....

Name of the Guardian, if any.....

ContactNumberoftheGuardian.....

Current Pick-up Point Current Drop off Point

Current Area Current Bus Route No.

Current Bus-In charge

New Pick-up Point

New Drop off Point New Bus Route No.....

New Bus-In charge

Declaration by Parent

I hereby declare that I have carefully read Transport Rules mentioned in the school 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:

Signature of the Parent

Date:

Signature of Class Teacher

Note-

Note: Parents need to check and opt for a nearest pick up and drop off point for their wards from the Bus Route List which is provided by the school

APPLICATION FOR REFUND & PAYMENT OF CAUTION MONEY

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 favor of

(Copy of Cancelled Cheque to be enclosed)

For Office Use only

No Due Certificate: Date of Issue of Certificate:

DE deducted for of Rs.

Net Amount Paid vide Cheque No.

dated.....

.....
Signature of the Accounts Office

.....
Signature of the Principal

Receipt:

Received Cheque No. dated

Amounting Rs. on

.....
Signature of the Parent

DPSG FARIDABAD

APPLICATION FOR TRANSFER CERTIFICATE

The Principal
DPSG
Faridabad

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

DPSG FARIDABAD

SPECIAL ACHIEVEMENTS

DATE	ACHIEVEMENT

DPSG FARIDABAD

RECORD OF CIRCULARS

No.	Date	Particulars	Sign. of Parents

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TEACHER'S REMARKS

Date	Remarks	Teacher's Initials	Sign. of Parents

DPSG FARIDABAD

WHAT PARENTS HAVE TO SAY

[illegible]

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LEAVE RECORD

DATE	REMARKS	SIGN. OF PARENT	SIGN. OF TEACHER

MEDICAL
RECORD

Date	Description of Problem	Treatment given and Recommended	Clinic I/C's Sign	Class/Subject Teacher's Sign	Parent's Sign

RECORD OF SCHOOL & PARENT CONTACT (PTM)

DATE	REMARKS	TEACHERS'S SIGNATURE	GUARDIAN'S SIGNATURE

Appointment Card

DPSG FARIDABAD

Appointment Card

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Appointment
Card

DPSG FARIDABAD

DPSG FARIDABAD

Appointment Card

I/We Mr./Ms./Parent/Guardian of _____
CLASS & SEC _____ wish to meet _____
on _____ at _____
for (purpose) _____
Address _____
Phone No. _____

Signature of Guardian

Signature of Teacher

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Appointment Card

I/We Mr./Ms./Parent/Guardian of _____
CLASS & SEC _____ wish to meet _____
on _____ at _____
for (purpose) _____
Address _____
Phone No. _____

Signature of Guardian

Signature of Teacher

DPSG FARIDABAD

Appointment Card

I/We Mr./Ms./Parent/Guardian of _____
CLASS & SEC _____ wish to meet _____
on _____ at _____
for (purpose) _____
Address _____
Phone No. _____

Signature of Guardian

Signature of Teacher

Parent’s Card

Parent Signature

HM

Family Photograph

Principal

Parent’s Card

Parent Signature

HM

Family Photograph

Principal

Parent’s Card

Parent Signature

HM

Family Photograph

Principal



DPSG FARIDABAD

Bus-User

NAME _____
CLASS & SEC _____ Route _____
Father's /Guardian Name _____ Student's
Mother's Name _____ Photograph
Address _____
Phone No. _____

Parents are requested to get the card
laminated



DPSG FARIDABAD

Bus-User

NAME _____
CLASS & SEC _____ Route _____
Father's /Guardian Name _____
Student Mother's Name _____
PhotographAddress _____
Phone No. _____

photogr
aph

Parents are requested to get the card laminated



DPSG FARIDABAD

Bus-User

NAME _____
CLASS & SEC _____ Route _____
Father's /Guardian Name _____
Mother's Name _____
Address _____
Phone No. _____

Student
photogr
aph

Parents are requested to get the card laminated

Family Photograph

Family Photograph



DPSG FARIDABAD

Non Bus-User

NAME _____
CLASS & SEC _____ Route _____
Father's /Guardian Name _____ Student _____
Mother's Name _____ Photograph _____
Address _____
Phone No. _____ ??Box

Parents are requested to get the card laminated



DPSG FARIDABAD

Non Bus-User

NAME _____
CLASS & SEC _____ Route _____
Father's /Guardian Name _____ Student _____
Mother's Name _____ Photograph _____
Address _____
Phone No. _____ ??Box

Parents are requested to get the card laminated



DPSG FARIDABAD

Non Bus-User

NAME _____	Student Photograph
CLASS & SEC _____ Route _____	
Father's /Guardian Name _____	
Mother's Name _____	
Address _____	
Phone No. _____	

Parents are requested to get the card laminated

DPSG FARIDABAD



An initiative of Delhi Public School Ghaziabad Society

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Faridabad, Haryana 121004
Phone : +91 9667671122

Email : Admission - admns.fbd@dpsgs.org
Website <https://www.dpsgs.org/faridab/>