



SCHOOL ALMANAC 2022-23



ALMANAC
2022-23

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

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FOREWORD

Dear Parents,

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

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

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

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

As we step into the academic session 2021-22, we assume that students, parents, teachers and community would Connect with Curriculum-In & Out of Classrooms. We unleash force multipliers and optimize learning through real world experiences from our peers and mentors, in addition to classroom experience. It is this spirit and cooperation that we bring to this almanac that also provides a clear understanding of what the school; its teachers and students are trying to achieve.

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

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

DPSG SOCIETY

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

_____	_____	_____
Student's Signature	Mother's Signature	Father's Signature
Name_____	Name_____	Name_____
Admission No_____	Address_____	Address_____
Class _____	_____	_____
	_____	_____

Class Teacher's Signature



Latest
Photograph of
the Student in
School Uniform

DPSG PALAM VIHAR
SESSION 2022-23

Latest
Photograph
of the Parent/
Guardian

Student's Personal Record

Name _____ Roll No. _____

Class _____ Section _____ Admission No. _____

House _____ Admission Date _____

Date of Birth _____ Age (years) _____

Bus Route No. _____ Bus Stop _____

Van User/Walker _____ Blood Group _____

Gender _____ Category _____ Nationality _____

Aadhar Number of Student _____

Resi. Address _____

_____ Res. Tel. No. _____

Father's Name. _____ Ph. No. _____

Office Address & Ph. No. _____

E-mail _____

Mother's Name. _____ Ph. No. _____

Office Address & Ph. No. _____

E-mail _____

Guardian's Name. _____ Ph. No. _____

Office Address & Ph. No. _____

E-mail _____

Emergency Contact No. _____ Class Teacher _____

Name of Sibling studying in DPSG, if any

(1) _____ Class/Sec _____ (2) _____ Class/Sec _____

Student's Signature

Mother's Signature

Father's Signature

Guardian's Signature

Class Teacher's Signature

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

MEDICAL CARD OF THE CHILD

(TO BE FILLED UP BY THE PARENTS/GUARDIAN)

1. Name of the Student: _____

2. Age in years _____

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

4. Teeth (Good/Needs Care) _____

5. Specific diseases suffered in the past _____

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

7. Blood Group:

Student _____ Mother _____ Father _____

8. Allergies, if any _____

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

10. Immunization

(a) Polio Yes/No

(b) DPT Yes/No

(c) Measles Yes/No

(d) DT Yes/No

(e) Tetanus Yes/No

(f) Typhoid and Cholera Yes/No

(With date of last vaccination): _____

(g) Any others _____

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

Parent's Signature

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

TRANSPORT DETAILS (BUS USERS)

Name of the Student: _____

Admission No.: _____

Class –Section: _____ Roll No.: _____

Session: _____

Residential Address: _____

Father's Name: _____ Mobile No. _____

Mother's Name: _____ Mobile No. _____

Contact Number: _____

Pick up Point: _____ Drop off Point _____

Area (As per list): _____

Bus Route No.: _____

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:

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.

TRANSPORT DETAILS (VAN USERS)

Name of the Student: _____

Admission No.: _____ Session: _____

Class –Section: _____ Roll No.: _____

Latest
Photograph of
the Student in
School Uniform

Residential Address: _____

Father's Name: _____ Mobile No. _____

Mother's Name: _____ Mobile No. _____

Contact Number: _____

Name of the Van Driver _____

Van Driver's Mobile Number _____

Vehicle Number _____

Registration Number _____

Van Driver's Aadhaar Number _____

Driving License Number _____

Latest
Photograph of
the Van Driver

Undertaking by Parent/Guardian

I, _____ Parent/Guardian of
_____ Class/section _____

understand my responsibilities in ensuring that the vehicle will not be overcrowded, obey all traffic rules and travel within acceptable speed limits. I have verified the integrity of the driver and gave my consent to the driver and give my consent to my ward travelling with him to and from school.

Dtae:

Signature of the Parent/Guardian

Dtae:

Signature of the Class Teacher

BRIEF HISTORY OF THE SOCIETY AND SCHOOLS

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

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

ABOUT THE SCHOOLS

Delhi Public School Ghaziabad, Meerut Road, commenced operations in a hired building in Raj Nagar on the 5th September 1980. The foundation stone of the new building was laid on the 19th of April, 1981 and soon thereafter, the school shifted to its present locale. The school has made steady progress over the past 40 years. Since its affiliation to the CBSE in 1985, 31 batches of class XII have passed through the portals of the school. DPSG is the first school in NCR to get ISO 9001:2008 certification by the International body Det Norske Veritas. The school today is recognized as an institution par excellence for imparting quality education with due emphasis on extracurricular activities. DPSG Schools at Meerut Road and Dasna are amongst first in bringing International education to Ghaziabad. The schools have been authorized by International Baccalaureate at Geneva, Switzerland to offer Primary Years Program [PYP], a futuristic and international program for classes 1 to 5 students. DPSG has also introduced International Baccalaureate Diploma Program [DP] program for classes XI & XII, which prepare students for international education in the best higher educational institutions.

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

faculties of the children. The School's approach illustrates the inter-relationship of all disciplines of knowledge, promotes social and reflective thinking, and fosters the ability to face the myriad challenges

of life comfortably. The technology enabled classrooms coupled with interactive curriculum transaction, makes learning a more engaging and joyous experience. A constant drive for excellence distinguishes the school as one of the top ten schools of the country.

The DPSG International came into being in the year 2008 - a school that has established systems to enable lifelong learning, self-development and improved performance for excellence all round. The school involves all stakeholders in understanding and implementing the mission and quality objectives and ensures effective delivery of curriculum keeping in view current educational thinking and pedagogy - a school that makes learning a joyful experience. DPSG International is now an authorized IB PYP school. 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 PALAM VIHAR is an authorized IB World school for the Primary Years Programme (PYP)

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.

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

DPSG Sushant Lok is built on the culture that fosters innovative

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

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

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 Ma Jyotirgamaya"

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

FROM THE PRINCIPAL'S DESK

A warm welcome to all parents, students, and members of staff to the new academic session 2022-23. On behalf of the school management and staff, I would like to thank all parents for your earnest support in these difficult times. The pandemic has undeniably left serious challenges, demands and changes to the education system that are imperative. As we take a positive step forward to function as a school in the true sense, in the new session, our resolve to provide world-class education to our students, and develop in them the 21st century skills for their progress, gets even more stronger.

While we put forward our request for continuous involvement of parents, we encourage parents to read the School Almanac that has all key information, relevant guidelines and compliances expected from each of the stakeholders of the school. A comprehensive academic and key dates calendar has been included in the Almanac to give students and parents, complete information about the various events, competitions, forthcoming assessments, and school holidays planned in the new academic session. The various school policies regarding school fees, withdrawal procedure, uniform, discipline, academic honesty, assessments, attendance, and transport are meant to be read, understood, and followed precisely by all concerned.

As partners we share the responsibility of our student's success, and we assure you that we will carry out everything to fulfil our responsibilities.

In return, we request your support too as parents in your ward's learning by ensuring that all compliances are adhered to for the mutual benefit of all and for a fulfilling experience with school.

Looking forward to an exciting and successful academic year.

"At the end of the day, the most overwhelming key to a child's success is the positive involvement of parents" - Jane D. Hull.

Srividya Sridhar
Principal

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. We are 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 to the well-being of the society.

VISION

The Delhi Public School Ghaziabad Society endeavours to provide 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, skills and quest for excellence through its schools. The Society strives to achieve the following across its schools.

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

SCHOOL TERMS AND TIMINGS

The academic year in our schools divided into two terms.

I Term: April 4th – September 30th

II Term: October 1st – March 31st

SCHOOL TIMINGS

Summer: 7:30 AM to 2:30 AM

Winter: 7:45 AM to 2:45 AM

OFFICE TIMINGS

The school's office can be contacted between 7:30 am to 3:30 pm

VISITING HOURS

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

The numbers given below are office numbers only and are not attended to after school hours. **0124-4398600 (I Block), 4075063 (F Block)**

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

E-mail : info.dpsgpv@dpsgs.org
principal.dpsgpvi@dpsgs.org
School Website : www. dpsgs.org/palam-vihar
Facebook Page : www.facebook.com/DPSGpalamvihar

ERP : www.dpsgs.org/sms
Transport Grievance Cell : **Mr. Kishore Sanwal: 87178513093**
Admin. Manager : **Mr. Kishore Sanwal: 87178513093**

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

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.

Teachers 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 help 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**.



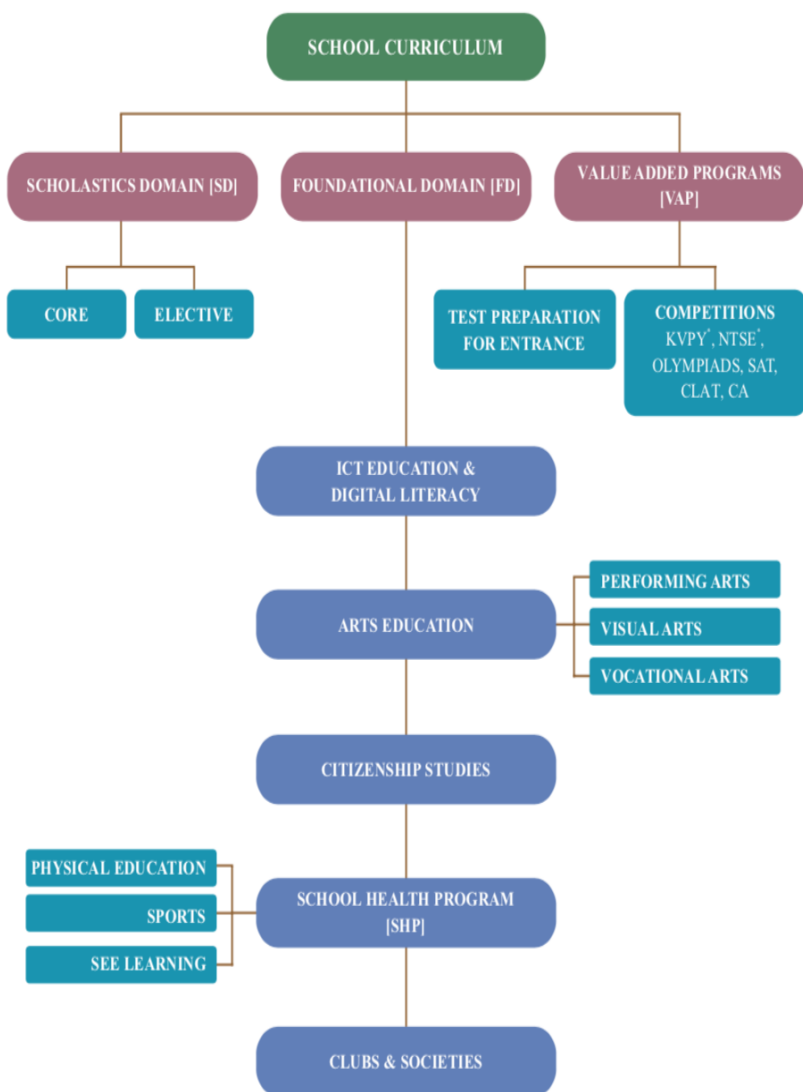
KEY HIGHLIGHTS-

1. Syllabus is divided into Unit of Inquiry (UI) which are concept-based structures.
2. 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.
3. Each UI is further supported by well-articulated session plans that are researched and resourced collaboratively.
4. The curriculum is both vertically and horizontally aligned.
5. Scholastic and Foundational domains have due importance in CD2020.
6. Technology assisted blended mode of teaching learning.
7. Unpacking of UI at the beginning of the unit
8. Mid unit review followed by End of unit assessment.
9. Assessment Dialogue both individually and class, as a group
10. 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, 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

1. Classical Dance
2. Western Dance
3. Music Indian Classical
4. Western Music
5. Vocal
6. Instruments
7. Theatre

VOCATIONAL ARTS

1. Cooking
2. Home Science
3. Entrepreneurship
4. Legal Studies

5. Copywriting
6. Finance & Accounts
7. 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 main organs of the state, namely the legislature, the executive and the judiciary and their functioning.

4.SCHOOL HEALTH PROGRAM [SHP]

It is mandatory for all students to be part of the School Health Program which is the umbrella that covers the development of not only Physical Fitness but also Social, Ethical and Emotional wellbeing. Yoga, Aerobics, Strength exercises and Team Games are part of the Physical fitness sessions, while SEE Learning sessions deal with developing students to cope with and manage Social, Ethical and Emotional skills. For students of Grade VI, the THA (Tarang Health Alliance) wellness program has been initiated within the SHP.

The school also offers an hour of training on weekdays in the early morning to develop students in football, basketball, cricket, athletics and volleyball towards making the school a Centre for Excellence in Sports.

As the protocols towards the pandemic are relaxed, swimming would also make a comeback .

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:

1. Speed
2. Endurance
3. Stamina
4. Strength
5. Agility
6. 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 fulfilment 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

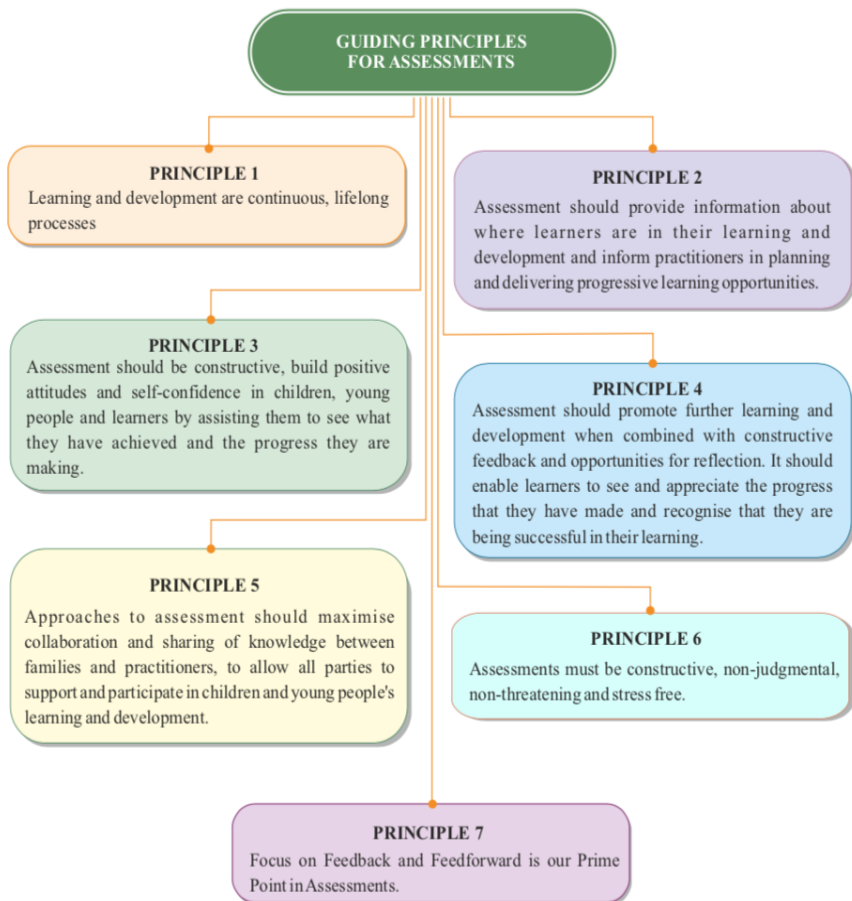
ASSESSMENT POLICY & PLAN

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.

1. 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.
2. 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]

Primary Year Programme (PYP)

DPSG, Palam Vihar is an authorized International Baccalaureate (IB) World School for Primary Years Programme(PYP).

The IB PYP follows the transdisciplinary method which allows students to discover answers to key questions such as “who am I, where do I belong, what is the importance of the environment around me”. This method weaves a story which moves from subject to subject to teach the students the essence of each topic. The framework directs students to apply the acquired knowledge to think, reflect, analyse, problem solve and evaluate.

The aim of the IB programme is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet help to create a better and more peaceful world.

The International Baccalaureate (IB) Primary Years Programme (PYP) is underpinned by six transdisciplinary themes around which learning is planned.

These are:

1. Who we are
2. Where we are in place and time
3. How we express ourselves
4. How the world works
5. How we organize ourselves
6. Sharing the planet

These themes are selected for their relevance to the real world. They are described as transdisciplinary because they focus on issues that go across subject areas.

The transdisciplinary themes help teachers to develop a programme of inquiry. Teachers work together to develop investigations into important ideas, which require a substantial and high level of involvement on the part of students.

The purpose of assessment are to :

1. promote students learning
2. provide information about student learning
3. contribute to the successful implementation of the programme

Through assessment, the IB helps schools teaching the Primary Years Programme (PYP) to identify what students know, understand, can do and value at different stages in the teaching and learning process.

Assessment of UOI is divided into 2 parts:

Formative assessment provides information that is used in order to plan the next stage in learning. It is interwoven with learning and helps teachers and students to find out what the student already know and can do. FA will be ongoing through the UOI.

Summative assessment aims to give teachers and students a clear insight into students' understanding. Summative assessment is the culmination of the teaching and learning process and gives the students opportunities to demonstrate what has been learned. They will be conducted at the end of UOI.

IMPORTANT INFORMATION FOR PARENTS

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

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

1. Parents are requested to send the perforated sheet (Student's Personal Record) duly filled and signed to the class teacher.
2. 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.
3. Kindly ensure that all the details in the almanac are completed.
4. Any urgent message may be communicated at the school reception telephonically. Phone calls from parents for any teacher or student during the school hours will not be entertained.
5. Parents are requested to switch off their mobile phone in school premises.
6. 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.
7. 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.
8. Please do not send your child to school if he/she is feeling unwell. A proper application or Medical Leave must be submitted in writing by the parents.
9. Apart from the academic scholastic/ co-scholastic work in the school, students are expected to devote some time regularly at home. Parents are requested to supervise it.
10. Parents should carry out their responsibilities as joint educators in instilling respect in their children and strict adherence to all school rules.
11. The safety and security of our students is the prime concern and responsibility

of the school and the schools will take all steps to ensure the same. However, there are certain unforeseen incidents which are beyond the reasonable control of the school when students take part in any indoor and outdoor activities including all sports, riding, trekking, excursions, camping, cycling etc. or any other activity that is usually conducted by the school as a part of learning and if some untoward incident occurs, the onus will not rest with the school alone.

12. The school teacher/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.
13. The school authorities, staff, teachers will be free from any and all liabilities, claims, suit, demands, judgments, costs, interest and expense arising from such situations, including any accident or injury to the student and the 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, jewellery, unruly hair and fancy haircuts like mushroom cut etc., streaking/highlighting of hair by fashion hair colours 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 green appointment cards given at the back of the almanac.
7. In case of emergency, parents/guardians must meet the Principal 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 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 press the teachers of this school to accept private tuition work for their wards. The Principal's helpline may be used to inform any irregularity in this regard.
14. Parents and guardians must immediately inform the school in case there is a change in their address and/or telephone number.
15. Any communication that parents wish to make with the school must be addressed to the Principal 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 POLICIES

ADMISSION POLICY

Aims and Objectives

- To match the vision of the school with the goals and aspirations of the students
- Have a transparent process without any discrimination
- Set a standard that demonstrates the core values of the school

Pre-admission Procedure

- Parents are required to go through the Prospectus available at the School Reception
- Visit to the school campus
- Filling and submission of the registration form along with the following documents:
 - a. Original plus one photocopy of the student's Birth Certificate. (The original will be returned after verification)
 - b. Photocopy of the previous Report Card
 - c. Vaccination Card (Till Grade 1)
 - d. Proof of Residence
 - e. Three passport size photographs of the child
 - f. Parents ID Proof (PAN Card/Voter-ID/Aadhaar card/Passport)
- The Interaction of HM and Class teacher with Child & Parents (Till Grade I)
- The formal/informal assessment of the student in order to decide on appropriate learning or behavioral support (from Grade II till IX & XI). The school may also require further educational or psychological evaluations if there a need is felt for further information to support individual students.

Post Admission Procedure

Once Admission is granted, parents are required to deposit the Fees and submit the following documents

- Transfer Certificate in original
- Photocopies of all achievement certificates in the field of Academics, Sports, Extra-Curricular activities
- The Enrollment Form must also be completed and duly signed by both parents.

- Once the Fee and documents are submitted, parents will receive an Admission Confirmation Receipt
- School uniform and books can be bought from the Uniform shop and Book shop in the school. The book list is available with them
- A new section is allotted on the day of admission. The timetable is handed over to the student by the Class Teacher
- Parents need to inform the school of the joining date of their ward. This is mandatory because Staff needs to be informed to expect a new student on a particular day and need to prepare accordingly
- Parents can contact the school admission counselor in case of any further query.

Orientation of Parents and Students

As the IB Primary Years Programme is a new curriculum for many parents and students, they are introduced through an orientation programme followed by individual counselling.

Parents are engaged through both online and face to face interactions to ensure that they have a good understanding of their child's PYP journey.

As students move from PYP to the CBSE systems in grade VI and onwards, orientations are taken up with parents with the view to apprise them of the shift from a transdisciplinary to a disciplinary approach. The subjects that are now introduced now take an in-depth understanding of the core concepts and the skills & competencies required thereof are assess accordingly.

For grades IX & X and for grades XI & XII orientations are specifically taken to inform parents regarding the board examinations and the rigours required to prepare for them adequately. Counselling sessions are regularly held for students to develop their profiles and empower them to opt for stream & subject choices with clarity on the career that the student wishes to pursue.

CHILD PROTECTION POLICY

Fundamentals of Child Protection

What is Child Protection Policy?

Child Protection Policy is a statement of intent that demonstrates the commitment to safeguarding children from harm and makes clear to all the compliances and requirements needed for the protection of children. Child abuse in any form is unacceptable. Though the main purpose of the policy is to protect children from all forms of harm and create an enabling environment, it is also, a tool to enhance the commitment of the organization to provide a child friendly environment through sensitizing persons associated with and enforcing this policy.

Purpose of the policy:

Child protection is not just about health and safety. Its purpose is to help us to develop a common understanding of child protection issues, develop good practice across the diverse areas in which we operate and thereby increase accountability in this crucial aspect of our work. This policy, when put into practice, will help make sure that children are protected. It also ensures that staff and other representatives are protected.

What is Child Abuse?

Child abuse means any form of maltreatment inflicted on a child including physical abuse, sexual abuse and emotional abuse resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

Mental harassment is defined as negative or hostile behavior by one or more people, directly or indirectly targeting a third person. This is behavior that occurs repeatedly and systematically over an extended period, and is intended to attack or demean a person, to isolate or exclude them and to gradually force them out of their workplace or educational program. It refers to a combination of events which, when considered individually, may appear harmless, but which through their repetition have a destructive effect on the targeted person.

CONCLUSION

The school will ensure that all employees and students will feel safe and secure in the premises. The policy will be implemented and reviewed by the Committee from time to time as per the need. The school reserves the right to amend, abrogate, modify, and rescind/reinstate the entire policy or any part of it any time.

POLICY FOR INCLUSION AND LEARNING DIVERSITY

Purpose:

DPSG Palam Vihar acknowledges that students come with a variety of cognitive, emotional and physical needs. The purpose of this policy is to support the school in structuring and developing the practices of inclusive education and strengthen the position about inclusive education.

What is Inclusion?

Inclusion is defined as an ongoing process which acknowledges the diversity of students' learning styles, strengths and challenges. It also acknowledges that some students face challenges in their participation, and benefit from education on account of an enduring physical, sensory, mental health or learning disability, and that the school community is committed to ensuring that barriers to learning are removed for all students. The Inclusive Education Policy can be understood as a policy which supports learning diversity and inclusion as per guidelines set out by the International Baccalaureate Organisation (IBO).

It aims to increase access and engagement in learning for all students by identifying and removing barriers by the senior leadership team and school board in consultation with educators, learning support professionals, parents, students and all stakeholders to put in place processes.

Differentiation is inclusion in practice. Inclusion and differentiation are most successful in the contexts of learning communities where there is a culture of collaboration that encourages and supports problem solving. It encompasses all students who may struggle with their studies; be it learning differences and disabilities, language development, neurodiversity, mental health disorders, issues around gender and sexuality, as well as difficult family situations.

Principles:

DPSG supports the following principles of an inclusive education whereby:

- Education is enhanced by the creation of affirmative, responsive environments that promote a sense of belonging, safety, self-worth and holistic growth for every student.

- Every educator is an educator of all students.
- Learning is considered from a strength-based perspective.
- Learning diversity is valued as a rich resource for building inclusive communities.
- All learners belong and experience equal opportunities to participate and engage in quality learning.
- Full potential is unlocked through connecting with, and building on, previous knowledge.
- Assessment provides all learners with opportunities to demonstrate their learning, which is rewarded and celebrated.
- All students in the school community fully participate in an IB education and are empowered to exercise their rights and accept their responsibilities as citizens.
- All students in the school community have a voice and are listened to so that their input and insights are considered.
- All students in the school community develop the IB learner profile attributes and develop into inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.
- Diversity is understood to include all members of a community.
- All students experience success as a key component of learning.

Policy Details:

This policy conveys the school's commitment to:

- the principles of diversity, equality, and human dignity
- the values of fairness and equitable treatment, inclusiveness, respect, collegiality, and integrity, honesty, and ethical behaviour
- the importance of a sense of belonging
- the importance of seeking balance between inclusive practices and healthy academic discourse
- diversity as one of the foundations of excellence in teaching and learning, engagement, research, and discovery
- It incorporates the views of all stakeholders i.e., Management, Teachers and Parents.
- Use technology that is accessible to all learners
- Promote ATLs that develop affective and metacognitive skills, and encourage students to view learning as something that they do for themselves in a proactive way

Admission Policy

The admission policy of the school requires that students meet basic academic requirements. Those who are differently abled will only be admitted if these academic requirements are met. The policies on inclusion and admission are aligned with the school's mission statement, beliefs and vision.

The number of students with special needs in our school population is small, with their needs mostly related to hearing or speech disabilities and ADHD. There is access to a certified resource teacher as needed. Screening and testing of potential special needs students are addressed at her level and external tests are recommended wherever required. Resource services are individualized to meet the unique needs of students who have disabilities. Compliance with and updating of these plans are the responsibility of the resource teacher / counsellors, school administrators and parents.

Assessments in inclusive education

In inclusive education assessment aims to 'celebrate' diversity by identifying and valuing all pupils' progress and achievements by providing flexible approaches to assessments. The purpose of inclusive assessment is to improve learning for all pupils in mainstream settings.

LANGUAGE POLICY

Philosophy

Language is the foundation for communicating and learning. The acquisition of language is a central component of intellectual and personal growth.

At DPSG Palam Vihar, language is taught holistically. Each programme has specific learning outcomes for the strands of speaking and listening, reading and writing, viewing and presenting, which are appropriate to the students' level. We encourage an inquiry-based authentic learning with an investigative approach of different genres. In the Primary School, the language of instruction (English) is integrated into the units of inquiry or organized into stand-alone language sessions. Students could engage in realistic and meaningful language learning experiences within a positive and encouraging environment.

Policy

Our policy aims at students to achieve proficiency in English, the language of instruction (as language 1), as well as the other languages they pursue.

Children are exposed to two more languages namely Hindi as the National Language (Language 2) and another language (Language 3) which may be a foreign language (French) or a classical Language (Sanskrit). They acquire proficiency in English and a fair amount of skill in the usage of Hindi .

English and Hindi are introduced in the kindergarten years and from grade IV to VIII the third language is also learned. For grades IX & X the two languages – English as language 1 and Hindi as language 2. In the senior secondary classes XI & XII students take up core English.

Language acquisition helps the students to become proficient in listening, speaking, reading, writing, and comprehending the content. We believe that language learning is vital for social, emotional and cognitive development. Through language, one can form his or her own identity, explore one's environment, solve problems and express with clarity. Towards this goal, every teacher has the responsibility of being a language teacher.

ACADEMIC HONESTY POLICY

The policy aims to:

1. Explain to all stakeholders that they have a central role in ensuring that their work is always authentic.
2. To see academic honesty as a larger set of values and skills that promote lifelong learning
3. Engage with students and teachers to promote academic honesty
4. Encourage good academic practice and a school culture that fosters academic honesty

What is considered academic dishonesty?

5. **Plagiarism:** taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it for assessment as one's own.
6. **Copying:** taking the work of another student, with or without his or her knowledge and submitting it as one's own.
7. **Exam cheating:** communicating with another candidate in an examination, bringing unauthorized material into an examination room.
8. **Duplication:** submitting work that is substantially the same for assessment in different courses without the consent of all teachers involved.
9. **Falsifying data:** creating or altering data to one's advantage which has not been collected in an appropriate way.
10. **Collusion:** External/ internal help that can lead a student to be academically dishonest. This could be an external aid, a friend, a parent or a teacher
11. **Consequences of academic dishonesty**
DPSG School provides swift and immediate consequences for any violations of academic honesty.
12. **Internal consequences**
 - 1) First Offense: The student is given a warning and made to read and understand the academic policy document again. They will also be counselled by the teacher concerned to ensure that they do not repeat the

malpractice. The student is required to do the work again. The parents are notified of the malpractice and the case is noted in the School records.

- 2) Second Offense: Parents are notified, and the case is noted in the School records. Parents will need to meet with the Principal prior to the student's reentry to school. The student will be given a yellow card. They will be put under constant monitoring of the teachers for a specific duration of time
- 3) Third Offense: The student is issued a red card along with suspension. At the discretion of the concerned Principal, the student can be asked to withdraw from the examinations. The student may be debarred from participating in important school activities for a specific period. Parents are notified, and the case is recorded in the School records.

SCHOLARSHIP POLICY

For Academic Session 2022-2023

DPSG Society has always strived to provide students with an opportunity and the environment for multifaceted development, where children are encouraged to grow and attain their full potential.

In an endeavor to promote higher learning levels of the students, the society offers 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.

Existing Policy – Salient Features

For Class XI: -

- ❑ **Full Scholarship** on the Annual Tuition Fee 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.
- ❑ **Half Scholarship** on the Annual Tuition Fee is awarded to students from CBSE and ICSE Boards scoring between 85% - 89.9% in five main subjects: English, Mathematics, Second Language, Science and Social Sciences.
- ❑ However, the cutoff percentages are decided each academic year in a responsive manner to the overall trends in the Board results and are subject to the discretion of the Management.

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 on the **Annual Tuition Fee** 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 on the Annual Tuition Fee is awarded to students who have won gold medal at **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 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.

The policy remains the same for all grade levels except for grade XI of batch 2022-23(to be promoted to grade XII)
Need for amendment due to COVID pandemic protocols of online transaction 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 pandemics, all the educators of the DPSG Society formulated “Student Led Inquiry Based Learning” Curriculum Design 2020(CD2020).

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 redesign 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 academic session 2020-21. The ***Performance Analysis Test*** will assess a range of skills such as students' ability to interpret, Infer, Deduce, and think critically.

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 candidates' rests with the management.

Scholarship will be awarded to students based on their CBSE/ICSE/State/Other Board Examinations as per the existing Policy.

For Class XII

The scholarship for Grade XI students going to grade only for the academic session 2022-23.

All the students who appeared for the Class XI examination (offline or online) scoring 75% will be eligible to appear for PET.

Structure of the examination

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

Syllabus For PET

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

For Class XII (Pen and paper test)

- English (Mandatory for all streams)
- **Aptitude Test**
- Mathematics (Optional for Commerce and Humanities).
- Science/Commerce/Humanities (as per the choices of stream).

PET LAYOUT – 100 Marks

a) Science: -

- ☐ English- 20 marks- Comprehension, Paragraph Writing, Word Power (Synonym, Antonym, Parts of Speech, Vocabulary, Grammar)
- ☐ Math- 20 marks- Unitary Method, Percentage, Speed Distance and Time, Trigonometry, Algebra, Mensuration, Profit and Loss.
- ☐ Physics, Chemistry, Biology/IP- 30 marks- Critical Thinking, Practical Knowledge Based Questions and Concepts. Including both short and long questions.
- ☐ Environmental Education, Moral Science and Psychometry- 20 marks- Situation based tests to assess the child's reaction understanding and reaction of dealing with real life problems.
- ☐ Current Affairs and General Knowledge- 10 marks

b) Commerce: -

- ☐ English- 20 marks- comprehension, Paragraph Writing, Word Power (Synonym, Antonym, Parts of speech, Vocabulary, Grammar)
- ☐ Math – 30 marks- Unitary Method, Percentage, Speed Distance and Time, Trigonometry, Algebra, Mensuration, Profit and Loss.

- ☐ Physics Chemistry, Biology, Social Sciences- 20 marks- Critical Thinking, Practical Knowledge Based Questions and Concepts. Including both short and long questions.
- ☐ Environment Education, Moral Science and Psychometry- 20 marks- Situation based tests to assess the child's reaction understanding and reaction of dealing with real life problems.
- ☐ Current Affairs, G.K- 10 marks

c) Humanities: -

- ☐ English -30 marks- comprehension, Paragraph Writing, Word Power (Synonym, Antonym, Parts of speech, Vocabulary, Grammar)
- ☐ History, Civics, Geography, Social Sciences- 30 marks
- ☐ Environment Education, Moral Science and Psychometry- 20 marks- Situation based tests to assess the child's reaction understanding and reaction of dealing with real life problems.
- ☐ Current Affairs, G.K- 10 marks

Important Clause:

The Scholarship shall stand cancelled under the following circumstances:

- If any disciplinary action is taken against the student.
- If the student is found involved in any act of academic dishonesty/ unfair means.

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 grave acts of indiscipline on the part of a student which can lead to his/her expulsion from the school.
3. The school uniform, only in prescribed school colour, should be immaculate, clean and smart, and should be worn on all working days and functions. Actions will be taken against students who are habitually improperly dressed.
4. Students on their way to and from the school are expected to conduct themselves in a responsible manner. Being on the road in any mode of transport entails caution, care and attention to safety rules.
5. Students who expect to reach home late after the school due to personal reasons must inform their parents/ guardians in advance.
6. Students are expected to take proper care of the school property. It is for their convenience. They should not break any item of furniture and fixtures within the school.
7. They should not write, scratch or engrave graffiti on desks, chairs and other surfaces.
8. They should not damage or remove things belonging to other students.
9. Damage done even by accident must be reported at once to the Principal/ Headmistress/Class Teacher. Anyone who notices something damaged must report the matter to any of the personnel mentioned above.
10. If a student causing damage to the school property is identified, he/she will be charged with a fine.
11. In the event of collective damage to school property in 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
13. bring valuables to the school.
13. Parents are requested not to give money to their ward. If for some reason, he has to bring money, written information must be sent to the class teacher.
14. Running and shouting in the school premises is not allowed. While using staircases and corridors, all must keep to the left. Loitering in the lobby and the office areas is strictly forbidden even during recess.
15. Students are strictly forbidden from purchasing eatables from unauthorized vendors/hawkers near the school premises.
16. No money collection for any purpose is allowed to be made in the school without prior permission of the principal.
17. At the end of each terminal examination, all students are issued their report cards which are to be signed by their parents/guardians within three days of the receipt of the card and then returned to the school.
18. Bus monitors and teacher escorts are responsible for orderly behavior in the bus. They must ensure that only those students who hold a valid bus pass travel in the bus. Any unruly and in disciplined behavior while travelling in the bus will result in withdrawal of the bus facility.
19. It is compulsory for all students to attend the assembly.
20. All our students should observe high standards in their general get up, deportment and conduct.
21. Use of foul, unparliamentarily language is a punishable offence.
22. In order to acquire competency in spoken English, all students must converse in English while they are in school.
23. Using unfair means in a test or examination is a grave offence. A student who is found using unfair means will be awarded zero in the subject and will be issued a strict warning. Repetition of the same offence will result in his/her expulsion from the school.
24. Students are not permitted to carry cellular phones and pagers to the school. If a student brings a mobile phone to the school, it will be confiscated for a period of six months. Students are

not allowed to use school phones without permission. Students will not be called to the school offices to attend to phone calls during school hours. However, in case of emergency, the telephone in the HM's room may be used by the students.

25. Misbehavior inside the school premises or in the school conveyance may also lead to disciplinary action against the student concerned. Objectionable behavior, use of abusive language, discourtesy and disrespect to the teachers, disobedience and irregular attendance will also lead to strict disciplinary action.
26. Students are not allowed to drive motorized vehicles such as cars, scooters and motorcycles within or outside the school.
27. Under no circumstances will crackers, fireworks, firearms and any other inflammable material be permitted in school. A student indulging in any act of indiscipline could be given severe punishment, as severe as suspension from the school.
28. Bunking classes or school is strictly prohibited.
29. **Retribution Card:** To maintain discipline in the school, the system of retribution cards is followed. Any of the below mentioned misbehavior or indiscipline can lead to the student being given a retribution card. The card is issued to the student in the presence of the parent. It will be issued by the coordinator for a period of 3 days and signed by the headmistress. The card will be returned to the coordinator on the 4th working day. 3 retribution cards will lead to one yellow card.
 - Using abusive language
 - Writing / scribbling on shirt/ uniform/ furniture
 - Carrying costly articles (like expensive watches, fountain pens, Cameras, jewelry, electronic gadgets)
 - Carrying money more than Rs. 100
 - Linking names and spreading rumors
 - Bullying others
 - Constantly interrupting the teaching process and indulging in rude and Unacceptable behavior in the class and school premises

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

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

LEAVE RULES FOR STUDENTS

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

NORMS RELATING TO WITHDRAWAL OF A STUDENT FROM THE SCHOOL

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

1. If a student needs to be withdrawn from the school, the parents/ guardians of that student need to follow the procedure as mentioned under the Fee Refund policy.
2. A student can also be asked, by the school, to be withdrawn on academic or disciplinary grounds including submission of false information to the school at the time of admission. Disciplinary action may even involve expulsion. The Principal's decision in such matters is final.
3. Misbehavior on the part of parents/guardians with any member of the school staff may also lead to withdrawal of the student from the school.
4. Transfer Certificate (TC) on withdrawal is issued only after all the school dues are cleared by the parents/guardians and the filled form needs to be submitted to Admission In charge. (Application Form for TC given at the back of Almanac)
5. **The parent must also apply for the TC online through SMS portal (sms.dpsgs.org) at least one month in advance of the subsequent Quarter, failing which, the Quarter fees are payable to get clearance from the accounts.**

FEE REFUND POLICY

1. For seeking withdrawal of admission, a student needs to give one month's notice prior to start of next Quarter; mid Quarter withdrawal is not allowed and will be permitted only in circumstances mentioned below:
2. Refund of Quarterly Fees will only arise in below mentioned cases where there is mid-Quarter withdrawal. In rest of the cases, mid-Quarter withdrawal will not be allowed.
3. **Refund on Quarterly fees will only be done in below mentioned circumstances on submission of documentary evidence:**
 - Transfers of Parent to different district/city/state - Parent have to submit proof of transfer viz. their transfer letter/appointment letter for new location and proof of admission of student in new school. For getting the TC a student needs to give one month's notice in lieu of which the student needs to pay one month's fee as per the fee rules of the society. For e.g. A student applying for TC in April will have to pay Fee for April and May, treating month as a unit and will be refunded for the month of June.
 - Health Reason- Doctor's certificate for justifying the withdrawal of student from school to be further certified by resident/nominated doctor. For getting the TC a student needs to give one month's notice in lieu of which the student needs to pay one month's fee as per the fee rules of the society.
 - Death of Student- Fee will be refunded for the month in which student has not attended even a single day in the month. Notice period clause will not apply in this case.
 - Any other reason, if it justifies withdrawal of student in mid-quarter should be approved by the Management/Principal.

CAUTION MONEY REFUND POLICY

Caution Money received from the students at the time of admission to be treated as a security deposit. This deposit is non-interest-bearing and is fully refundable on application at the end of a student's study at DPSG, up to Class X/XII or earlier withdrawal of the student from the school.

Application for refund of Caution Money Deposit is to be made by the Patents/ Guardian or their duly authorized representative, giving the full particulars of the concerned ward and the reason for claiming the refund.

“Caution Money can be adjusted against outstanding fees and other charges, if any, at the time of withdrawal of the student”.

“In case no claim is received within a period of Two (2) Years from the date the student leaves the school, the deposit is liable to be forfeited”.

The policy will be effective from Academic Year 2022—23.

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

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

RULES GOVERNING FEE COLLECTION

The School is operating entirely on the tuition fee collection from the students and no aid is being taken from any private or governmental body. Therefore, the parents are requested to adhere to the rules and regulations laid down below for fee collection:

School fee is payable on quarterly basis i.e. 3 months fee at a time as per the details given below.

Section-A: All Existing Students (Excluding Class XI)

Quarter	Fee Bill Generation	Last date of payment	Late Fine	Penalty	Final Date of Payment
April-June	15th April	30th April	From 1 st May 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 15 th 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	1st July	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	1st October	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	1 st January	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.

* Re-admission Fee is equal to the admission fee of the school for the same academic year, will be charged from the parent if the readmission is granted to the student in the same academic year, i.e. student has to pay full academic year fees along with applicable fines & re-admission fees. (Applicable fines will be charged till the date of struck from the school).

Date of payment will be considered as the actual date of realization of the payment in School's Bank Account.

Section B: New Admissions (Excluding Class XI)

Students who are new admissions will pay as per the Published Fee Structure of the school for the Academic year 2022/23 i.e. all Quarterly Tuition Fees and all other Fee components will be due, irrespective of their date of enrolment with the school.

Once they have been granted admission, and become existing students of the school, the "Fee Rules as per Section-A" become applicable to them.

Section C: Existing Students Class XI

Existing students can Re- Register themselves till upto 7 days, after the declaration of Class X Board Results. The Re-Registration Fee will be collected on-line, by creating an event on SMS/ERP.

Mode of Payment:

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

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

Payment of Fee:

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

Fee Payment Process:

Visit school website sms.dpsgs.org and follow the steps mentioned below:

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

Kindly mail the receipt/reference slip received after making payment to ao1.pvi@dpsgs.org for our records and future reference.

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

SCHOOL LIBRARY RULES

1. Each member / student will be provided a non-transferable borrower's ticket at the beginning of the new session which is to be produced before the librarian to get books issued from the library.
2. The readers shall not sub-lend the books issued by the library.
3. Borrowers must satisfy themselves about the physical condition of the books before borrowing or else they shall be held responsible for any damage or mutilation noticed at the time of returning.
4. If the book is lost, the reader will pay the cost of the book or replace the book.
5. The students must return the book within 21 days of issuance, on the given due date failing which they would be charged a Late Fine Fee.
6. **Late fine will be charged Rs. 2.00 per day per volume after the due date.**

SCHOOL UNIFORM

SUMMER

Class	BOYS	GIRLS
PRE NURSERY TO KG	Denim Nicker Red T- Shirt Black Velcro shoes (Action/Power/Liberty) School pattern socks Identity Card Navy Blue Patkas (head covering) for Sikh Boys	Red T-Shirt Blue Skirt Denim Black Velcro shoes (Action/Power/Liberty) School pattern socks Identity Card
Class I & II	Blue Lining Shirt Beige Colour Shorts 4 House Colour T-Shirts White Shorts Black Shoes White Shoes Camel brown school pattern polyester belt with golden buckles and school crest School pattern socks Identity Card Navy Blue Patkas (head covering) for Sikh Boys	Beige Colour Tunic 4 House Colour T-Shirts White Skirts Black Shoes White Shoes Camel brown school pattern polyester belt with golden buckles and school crest School pattern socks Identity Card
Class III TO V	Blue Lining Shirt Beige Colour Shorts 4 House Colour T-Shirts White Shorts Black Shoes White Shoes Camel brown school pattern polyester belt with golden buckles and school crest School pattern socks Identity Card Navy Blue Patkas (head covering) for Sikh Boys	Blue Lining Shirt Beige Colour Divided Skirt 4 House Colour T-Shirts White Skirt Black Shoes White Shoes Camel brown school pattern polyester belt with golden buckles and school crest School pattern socks Identity Card
Class VI TO XII	Blue Lining Shirt Beige Colour Shorts 4 House Colour T-Shirts White Shorts Black Shoes White Shoes Camel brown school pattern polyester belt with golden buckles and school crest	Blue Lining Shirt Beige Colour Divided Skirt 4 House Colour T-Shirts White Skirt Black Shoes White Shoes Camel brown school pattern polyester belt with golden buckles and school crest

	School pattern socks Identity Card Navy Blue Patkas (head covering) for Sikh Boys	School pattern socks Identity Card
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WINTER

Class	BOYS	GIRLS
PRE NURSERY TO KG	Winter: Warm Track Suits School pattern. Black Velcro shoes (Action/Power/Liberty) School pattern socks Identity Card Navy Blue Patkas (head covering) for Sikh Boys Navy Blue warm cap	Winter: Warm Track Suits School pattern. Black Velcro shoes (Action/Power/Liberty) School pattern socks Identity Card Navy Blue warm cap
Class I & II	Blue- full sleeved school shirt with monogram Brown worsted trousers School Track Suit House T-Shirt Camel Brown polyester belt with golden buckles and school crest School Tie Identity card Navy Blue Hoodie Navy Blue sweater (half /full sleeves) Navy Blue warm cap	Blue- full sleeved school shirt with monogram Brown worsted Skirt School Track Suit House T-Shirt Camel Brown polyester belt with golden buckles and school crest School Tie. Identity card Navy Blue Hoodie Navy Blue sweater (half / full sleeves) Navy Blue warm cap

Class III TO V	<p>Blue- full sleeved school shirt with monogram</p> <p>Brown worsted trousers</p> <p>School Track Suit</p> <p>House T-Shirt</p> <p>Camel Brown polyester belt with golden buckles and school crest</p> <p>School Tie</p> <p>Identity card</p> <p>Navy Blue Hoodie</p> <p>Navy Blue sweater (half / full sleeves)</p> <p>Navy Blue warm cap</p>	<p>Blue- full sleeved school shirt with monogram</p> <p>Brown worsted Skirt</p> <p>School Track Suit</p> <p>House T-Shirt</p> <p>Camel Brown polyester belt with golden buckles and school crest</p> <p>School Tie.</p> <p>Identity card</p> <p>Navy Blue Hoodie</p> <p>Navy Blue sweater (half/ full sleeves)</p> <p>Navy Blue warm cap</p>
ClassVI TO XII	<p>Blue- full sleeved school shirt with monogram</p> <p>Brown worsted trousers</p> <p>School Track Suit</p> <p>House T-Shirt</p> <p>Camel Brown polyester belt with golden buckles and school crest</p> <p>School Tie</p> <p>Identity card</p> <p>Navy Blue Hoodie</p> <p>Navy Blue sweater (half / full sleeves)</p> <p>Navy Blue warm cap</p> <p>Blazer</p>	<p>Blue- full sleeved school shirt with monogram</p> <p>Brown worsted Skirt</p> <p>School Track Suit</p> <p>House T-Shirt</p> <p>Camel Brown polyester belt with golden buckles and school crest</p> <p>School Tie.</p> <p>Identity card</p> <p>Navy Blue Hoodie</p> <p>Navy Blue sweater (half/ full sleeves)</p> <p>Navy Blue warm cap</p> <p>Blazer</p>

TRANSPORT RULES

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

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

Behavioral Practice

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 windowpanes or related offences will result in heavy penalty and withdrawal of bus facility.
3. Avoid throwing any trash/food inside or outside the bus.
4. Follow the instructions of the Teacher/ Attendant in charge. He/ She have the authority to report any offence to the Principal immediately.

SCHOOL CONVENIENCE STORE - ORDERING OF BOOKS, UNIFORM & DEVICES

The School Convenience Store facilitates the buying of books and uniforms for students, from outsourced vendors. Orders for the same are placed online on the SMS portal and collected personally from school. The process is as follows: -

STEP BY STEP PROCESS ON THE WORKING OF THE CONVENIENCE STORE ERP

1. Parent(s) will Login into SMS, using their login ID & password.
2. They will click on convenience store tab.
3. They will choose a category i.e. Books / Uniform, then select the "Set of books" (loose will be made available afterwards) OR "Uniform Items".
4. They will add the selected items & go to CART.
5. They will then proceed to make the payment via Net banking / Debit Card / Credit Card.
6. They will go to "My Orders" section, under the: Convenience Store" tab, where the PDF of BARCODED invoice has been generated after the successful payment and is available for download.
7. They will take a printout the BARCODED invoice.
8. Central accounts will verify the receipt of payment & confirm the same on the ERP within two (2) working days.
9. Pick up Point at the Convenience Store / Delivery Date.
10. Only in the case of "Book Set(s)", the class teacher would have to "log-on" to the ERP portal and confirm that "ALL THE ITEMS OF THE BOOK SET" have been delivered by the vendor.
11. Once the above confirmation has been received from the class teacher, funds pertaining to that particular sale transaction, will be released to the vendor.

• For Book Set(s).

As per the banking norms, any online payment will take two (2) working days to get cleared. Therefore, it is mandatory that the payments be made two (2) working days before the scheduled date of pick-up of the

Book Set(s), such that the payments can get confirmed by accounts. The confirmation of payments will also be visible to the parent on the ERP.

After the above confirmation, the delivery date will be populated on the parents / student dashboard. The parent will visit the convenience store, which is the designated pick-up-point in the school with the hard copy of the invoice.

Vendor will scan the invoice & handover the book set(s) to the Parent / Student.

- **For Loose Books / Notebooks/ Stationery.**

(sale of loose books, notebooks and stationery will be announced at a later date)

As per the banking norms, any online payment will take two (2) working days to get cleared. Therefore, it is mandatory that the payments be made two (2) working days before the scheduled date of pick-up of the books/notebooks/stationery, such that the payments can get confirmed by accounts. The confirmation of payments will also be visible to the parent on the ERP.

After the above confirmation, the delivery date will be populated on the parents / student dashboard. The parent will visit the convenience store, which is the designated pick-up-point in the school with the hard copy of the invoice.

Vendor will scan the invoice & handover the books/notebooks/stationery to the Parent / Student.

- **For Uniform(s).**

As per the banking norms, any online payment will take two (2) working days to get cleared. Therefore, it is mandatory that the payments be made two (2) working days before the scheduled date of pick-up of the Uniform(s), such that the payments can get confirmed by accounts. The confirmation of payments will also be visible to the parent on the ERP.

After the above confirmation, the delivery date will be populated on the parents / student dashboard. The parent will visit the convenience store, which is the designated pick-up-point in the school with the hard copy of the invoice.

Vendor will scan the invoice & handover the uniform(s) to the Parent / Student.

IMPORTANT NOTE:

1. There will be “NO CASH PURCHASES” at the convenience store.
2. All the purchases shall be from the ERP System only.
3. Any cases of “replace or return” will be out of the purview ERP System, i.e. in the case of “replace or return” if any amount is to be paid by the parent or refunded by the vendor, then it will be between the parent & vendor, and for such cases cash transactions will be permitted
4. In-case where Vendor doesn't hold inventory for the paid items, the ERP will highlight the delay of delivery. The School is required to review the ERP-MIS reports and instruct the vendor to comply with timely deliveries.
5. You are requested to designate your “Administrative Officer” to manage this process and ensure its smooth functioning. They are to review the ERP-MIS reports for compliance on delivery & ensure that the vendor has adequate Inventory of all the items that has been sold.

ASSESSMENT AND PROMTION POLICY

Primary Wing

Assessment of UOI is divided into 2 parts:

Formative assessment provides information that is used in order to plan the next stage in learning. It is interwoven with learning and helps teachers and students to find out what the student already know and can do. FA will be ongoing through the UOI.

Summative assessment aims to give teachers and students a clear insight into students' understanding. Summative assessment is the culmination of the teaching and learning process and gives the students opportunities to demonstrate what has been learned. They will be conducted at the end of UOI.

Classes VI – IX

- Assessment will be Ongoing, Structured and Integrated into the Unit of Inquiry.
- Every Unit of Inquiry will have inbuilt end of UI Formative Assessment.
- Variety of Tools of Assessment will be used to suit the nature of Content and Intent.
- The schedule for the above will be informed at the beginning of each term. Also, the students will be evaluated on the development of the ten learner profiles.
- The Foundational Domain Skills - Art, Music, Drama, Dance, Yoga, PE, ICT, are an integral part of the curriculum and are assessed on a regular basis. They carry a 45% weightage as against the 55% weightage for the scholastic domain
- The Subject Teacher will inform the students about the end of UI Assessment at the beginning of a new UI.
- The Term End Summative Assessment i.e., Term 1 Examination and Term 2 Examination will be conducted.
- The Weightage of Formative and Summative Assessments in the Annual Cumulative Result is given below:

Ongoing Formative Assessments-	40%
Term 1 Examination-	30%
Term 2 Examination-	30 %

Class X

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

SENIOR SECONDARY WING

Class XI

- Assessment will be Ongoing, Structured and Integrated into the Unit of Inquiry.
- Every Unit of Inquiry will have inbuilt end of UOI Formative Assessment.
- Variety of Tools of Assessment will be used to suit the nature of Content and Intent.
- The Subject Teacher will inform the students about the end of UOI Assessment at the beginning of a new UOI.
- The Term End Summative Assessment i.e., Half Yearly and Annual Examination will be conducted.
- The Weightage of Formative and Summative Assessments in the Annual Cumulative Result is given below:
Ongoing Formative Assessments- 40%
Half Yearly Examination- 30%
Annual Examination- 30 %
- UI-1 will be of 30 marks and UI- 2 and UOI- 3 will be of 35 marks each.

- It is mandatory to pass the theory and practical papers separately in Half Yearly and Annual Exams
- No absenteeism in UI Assessments / examinations will be allowed and the student will be marked ZERO in case he/she is absent.
- A Student must maintain at least 75% attendance throughout the year.

Class XII

- Assessment will be Ongoing, Structured and Integrated into the Unit of Inquiry.
- Every Unit of Inquiry will have inbuilt end of UI Formative Assessment.
- Variety of Tools of Assessment will be used to suit the nature of Content and Intent.
- The Subject Teacher will inform the students about the end of UI Assessment at the beginning of a new UI.
- The school will conduct Midterm Examinations, Half Yearly and two cycles of Pre-Boards of 80 marks each in all subjects. It is compulsory for the student to pass in all examinations.
- At the end of the session each student will appear for a Board based examination of 80 marks in each subject covering 100% syllabus of the subject of class XII only.
- It is compulsory for students to have a 75% attendance in practical work in laboratory in all subjects involving practical.
- In case of shortage of attendance, the forms of such students can be withheld and not sent to the board in September/October. but can be submitted in December provided the students qualify the written examinations and makes up for the short attendance.
- Student must maintain at least 75% attendance throughout the year.

PROMOTION POLICY

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

Middle School: VI – VIII

There will be two terms. The First Term is April to September and the Second Term from October to March Each term will have an End of UI Tests and Term Examination

Examination Rules

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

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

SECONDARY SCHOOL: GRADES IX – X

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

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

SENIOR SECONDARY SCHOOL: GRADES XI – XII

Grade XI

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

Grade XII

- As per the bye-laws of the Board, it is essential for every student to complete at least 75% of attendance in the classes held counted from the day of commencement of teaching Grade XII up to the 1st of the month in which the Board examination commences.
- Candidates taking up a subject(s) involving practicals shall also be required to complete at least 75% of the total attendance for practical work in the subject in the laboratory.
- In the event of their shortage of attendance, their forms will not be sent to the Board along with those of regular students in September/ October. However, the forms of such students may be submitted in December provided they qualify the written examination and make up their deficiency in attendance. A late fee will be payable by such students.
- Students who have appeared in the Board Examination must collect their Mark Sheets within one year of the declaration of results.

IMPORTANT Grades X & XII

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

OTHER RULES GOVERNING PROMOTION

1. Absence from the assessment / unit test / examinations / in the system of continuous evaluation is not permitted. A student who is absent for an assessment/unit test/examination is not retested /

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

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 gaDa mana adhināyaka jaya
भारत भाविधाता पंजाबिसु	hē Bhārata bhāgya Vidhātā
गुजरातमराठा ाविड़ उहेल बंग	Pañjāba Sindhu Gujarā a Marāhā
वि हिमाचल यमुनागंगा उहेल	Drāvi a Utkala BaDga
जलिध तरं ग तव शुभनामे जागे	Vindhya Himācala Āamunā Ga gā
तव शुभआशीष मागे	

Ucchala jaladhi tara ga

गाहेतव जयगाथा जन गण	Tava śubha nāmē jāgē
मंगलदायकजय हे भारत	
भाविधाता जय हे, जय हे,	Tava śubha āśiKa māgē
जय हे जय जय जय जय हे!	Gāhē tava jaya gāthā

Jana gaDa ma gala dāyaka jaya
hē Bhārata bhāgya vidhātā

Jaya hē jaya hē jaya hē
Jaya jaya jaya jaya hē

English Translation:

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 Vindhyas 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.

वन्दे मातरम्

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

सारे जहाँ से अच्छा

सारे जहाँ से अच्छा हिन्दोस्तां हमारा।

हम बुलबुले हैं इसकी ये गुलिस्ताँ हमारा॥

पर्वत वो सबसे ऊँचा, हम साया आसमाँ का।

वो संतरी हमारा, वो पासवाँ हमारा॥

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।

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.

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 कार्यों में प्रेरित करे

List of Holidays

LIST OF HOLIDAYS FOR THE SESSION 2022-23			
DPSG- PALAM VIHAR, SUSHANT LOK & FARIDABAD			
SR.NO	NAME OF THE HOLIDAY	MONTH AND YEAR	DAY
1	AMBEDKAR JAYANTI	14-Apr-22	Thursday
2	EID- UL -FITR	03-May-22*	Tuesday
3	RAKSHABANDHAN	11-Aug-22	Thursday
4	INDEPENDENCE DAY	15-Aug-22	Monday
5	JANAMASHTAMI	19-Aug-22	Friday
6	GANDHI JAYANTI	02-Oct-22	Sunday
7	MAHA NAVAMI	04-Oct-22	Tuesday
8	DUSSEHRA	05-Oct-22	Wednesday
9	KARVACHAUTH	13-Oct-22	Thursday
10	CHOTI DIWALI	23-Oct-22	Sunday
11	DIWALI	24-Oct-22	Monday
12	GOVARDHAN POOJA	25-Oct-22	Tuesday
13	BHAI DOOJ	26-Oct-22	Wednesday
14	HARYANA DAY	01-Nov-22	Tuesday
15	GURUNANAK JAYANTI	08-Nov-22	Tuesday
16	CHRISTMAS	25-Dec-22	Sunday
PROJECTED HOLIDAYS			
17	NEW YEAR	01-Jan-23	Sunday
18	GURU GOBIND SINGH JAYANTI	05-Jan-23	Thursday
19	REPUBLIC DAY	26-Jan-23	Thursday
20	MAHASHIVRATRI	18-Feb-23	Saturday
21	HOLI	08-03-23*	Wednesday
SESSION 2022-23- VACATION BREAK -STUDENTS			
SUMMER BREAK		30th May'22 to 3rd July'22	
WINTER BREAK		25th Dec'22 to 2nd Jan'23	
SESSION 2022-23- VACATION BREAK -TEACHERS			
SUMMER BREAK		30th May'22 to 28th June'22	
WINTER BREAK		25th Dec'22 to 1st Jan'23	

Note:

- *Dates may vary
- For Non-Teaching Staff, Vacation break is not applicable

Activities and Key dates calendar
Session - 2022-23

APRIL 2022		
Date	Day	Event
02	Saturday	<ul style="list-style-type: none"> ➤ Curriculum/Subject orientation for prospective Grade 11 students and parents ➤ Uniforms , books Distribution
04	Monday	➤ School reopens for whole school, Pre-Primary-Grade 12
05	Tuesday	➤ Primary wing assembly- Theme World health day& announcement of Earth day plans
06	Wednesday	➤ Middle wing assembly, Grades 6-8- Theme World health day& announcement of Earth day plans
07	Thursday	<ul style="list-style-type: none"> ➤ Senior School assembly, Grades 9-10- Theme World health day& announcement of Earth day plans ➤ First house meeting – primary wing
08	Friday	➤ First House Meeting – Senior wing
12	Tuesday	➤ Primary wing assembly- Theme Baisakhi, Ambedkar Jayanti
13	Wednesday	➤ Middle wing assembly – Theme Baisakhi, Ambedkar Jayanti
14	Thursday	➤ Ambedkar Jayanti – GH(School closed)
15	Friday	➤ House meeting- Middle & Senior wing
19	Tuesday	➤ Primary Wing assembly – Theme Earth Day
20	Wednesday	➤ Middle wing assembly – Theme Earth Day
21	Thursday	➤ Senior wing assembly – Theme Earth Day
22	Friday	<ul style="list-style-type: none"> ➤ Earth day competition ➤ Student council Election process begins-Nomination form released
26	Tuesday	➤ Primary wing assembly -General
27	Wednesday	<ul style="list-style-type: none"> ➤ Middle wing assembly – General ➤ Last day for filing nominations
28	Thursday	<ul style="list-style-type: none"> ➤ Senior wing assembly – General ➤ Student council (shortlisted candidates) interview list released ➤ Inter House painting & poster making competition [Primary]
29	Friday	➤ Inter-School event hosted by Primary wing
MAY 2022		
2	Monday	➤ SC interviews- Day 1 [except Grade 11 positions]
3	Tuesday	➤ Eid-UI-Fitr- GH(School closed)
4	Wednesday	<ul style="list-style-type: none"> ➤ Middle school assembly- Mother's Day ➤ SC interviews- Day 2 [except Grade 11 positions]

5	Thursday	<ul style="list-style-type: none"> ➤ Inter house- Hindi Calligraphy competition, Primary Wing ➤ Senior Wing assembly – Mother's Day ➤ House nominations for Student council decided
6	Friday	<ul style="list-style-type: none"> ➤ House meeting – Middle & Senior wing ➤ SC – Shortlisted candidates list who have made it to the election released
9	Monday	<ul style="list-style-type: none"> ➤ SC- Head positions manifesto including wing prefects & class prefects)
10	Tuesday	<ul style="list-style-type: none"> ➤ Primary wing assembly – Mother's Day ➤ House positions manifesto in respective House meetings ➤ Election Section Prefects by HRT
11	Wednesday	<ul style="list-style-type: none"> ➤ Middle wing assembly-theme school leadership/student council ➤ Election Campaign - Day 1
12	Thursday	<ul style="list-style-type: none"> ➤ Senior Wing Assembly-Theme student council ➤ Inter House Hindi Calligraphy competition [Primary] ➤ Election Campaign – Day 2
13	Friday	<ul style="list-style-type: none"> ➤ Inter house competition- <ul style="list-style-type: none"> ○ Stand-up comedy [Grades 9-12] ○ Hindi poem recitation [Grades 1-8] ➤ ELECTION DAY
17	Tuesday	<ul style="list-style-type: none"> ➤ Primary wing assembly ➤ First phase of election results released
18	Wednesday	<ul style="list-style-type: none"> ➤ Middle school assembly (Introducing New Student Council)
19	Thursday	<ul style="list-style-type: none"> ➤ Senior School assembly (Introducing New Student Council) ➤ Inter House English Calligraphy competition [Primary]
20	Friday	<ul style="list-style-type: none"> ➤ House meetings
21	Saturday	<ul style="list-style-type: none"> ➤ PTM [Pri & Pre Pri]
23	Monday	<ul style="list-style-type: none"> ➤ School reopens for new batch of Grade 11 students ➤ Grade 11 students' assembly-first day at school
24	Tuesday	<ul style="list-style-type: none"> ➤ Primary wing assembly ➤ Student council Grade 11 nominations (Day 1)
25	Wednesday	<ul style="list-style-type: none"> ➤ Middle wing assembly ➤ SC – Grade 11 interviews
26	Thursday	<ul style="list-style-type: none"> ➤ Senior school assembly ➤ Declaration of Grade 11 SC results based on Interviews & Staff recommendation
27	Friday	<ul style="list-style-type: none"> ➤ Second phase of election results released ➤ Inter-house basketball matches ➤ Inter-house Table Tennis matches ➤ Interhouse Yoga
30	Saturday	<ul style="list-style-type: none"> ➤ Summer Vacation begins
JUNE 2022 [Summer break]		

1 to 10		Student Council Leadership training program at Dehradun (Dates subject to change)
JULY 2022		
1	Friday	➤ Investiture ceremony invites sent
2	Saturday	➤ Orientation for Class 9 & 10
4	Monday	➤ School reopens for students
5	Tuesday	➤ Assembly – Primary wing ➤ Investiture day practice
6	Wednesday	➤ Assembly – Middle wing ➤ Investiture day practice
7	Thursday	➤ Interhouse Best out of Waste activity- Primary wing ➤ Investiture day practice ➤ Assembly- Senior wing
8	Friday	➤ Investiture ceremony
12	Tuesday	➤ Assembly- primary wing (general)
13	Wednesday	➤ Assembly Middle wing (general)
14	Thursday	➤ Assembly – Senior wing (general)
15	Friday	➤ House meeting –Senior wing
18	Monday	➤ Achiever's Day list finalized, invite sent to parents
19	Tuesday	➤ Assembly- Primary wing ➤ Achiever's Day Practice
20	Wednesday	➤ Assembly – Middle wing ➤ Achiever's Day Practice
21	Thursday	➤ Assembly – Senior wing (general) ➤ Achiever's Day Practice ➤ Interhouse English poem recitation
22	Friday	➤ Achiever's Day
26	Tuesday	➤ Assembly- Primary wing- Kargil Victory Day
27	Wednesday	➤ Assembly- Middle wing
28	Thursday	➤ Assembly – Senior wing ➤ Interhouse poem recitation (English)- Primary wing
29	Friday	➤ Inter school event – Literary fest (Languages Department)
AUGUST 2022		
2	Tuesday	➤ Assembly- Primary wing –Raksha Bandhan
3	Wednesday	➤ Assembly- Middle wing (Raksha Bandhan)
4	Thursday	➤ Assembly- senior wing (Raksha Bandhan) ➤ Interhouse Hindi Poem Recitation Activity.[Primary]
5	Friday	➤ Inter house Music competition (patriotic song)
6	Saturday	➤ Alumni Friendly Match
9	Tuesday	➤ Assembly- Primary wing Independence Day (special)
10	Wednesday	➤ Assembly- Middle wing Independence Day (special)
11	Thursday	➤ Raksha Bandhan (School closed)
12	Friday	➤ Inter house Music competition –Final ➤ Assembly- Senior wing – Independence Day
15	Monday	➤ Independence Day (School closed)

16	Tuesday	➤ Assembly- Primary wing –Janmashtami ➤ Matki decor and Janmashtami art during art lessons
17	Wednesday	➤ Assembly- Middle wing –Janmashtami ➤ Matki decor and Janmashtami art during art lessons
18	Thursday	➤ Assembly- Senior wing –Janmashtami ➤ Matki decor and Janmashtami art during art lessons ➤ Inter house Hindi Poem recitation -(Primary)
19	Friday	➤ Janmashtami (School closed)
20	Saturday	➤ English Olympiads
22	Monday	➤ Inter house Declamation house rounds (senior wing)
23	Tuesday	➤ Assembly- Primary wing Women Equality Day ➤ Inter house Declamation house round
24	Wednesday	➤ Assembly- Middle wing - General ➤ Inter house Declamation house round
25	Thursday	➤ Assembly- Senior wing - General ➤ Inter house Declamation house round ➤ Bookmark making Activity (Primary)
26	Friday	➤ Inter house Declamation Finals- English ➤ Inter house essay writing
29	Monday	➤ Teacher's Day practice –SC initiative
30	Tuesday	➤ Assembly – Primary wing –Teachers' Day ➤ Teacher's Day practice –SC initiative
31	Wednesday	➤ Teacher's Day practice –SC initiative
SEPTEMBER 2022		
1	Thursday	➤ Teacher's Day Practice – SC ➤ Interhouse group/solo song [Primary]
2	Friday	➤ Teacher's Day Special Assembly – Primary and Secondary
6	Tuesday	➤ Primary Wing Assembly – Hindi Diwas ➤ Oorja Preparations begin (Science department) ➤ Oorja cultural performances practices begin
7	Wednesday	➤ Middle Wing Assembly – Hindi Diwas ➤ Oorja preparation (Students briefed about science models)
8	Thursday	➤ Senior Wing Assembly – Hindi Diwas ➤ Oorja Inter school competitions ➤ Inter house group/solo song (Primary wing)
9	Friday	➤ Registration for class X and XII ➤ Primary Wing – Grand Parents Day
12	Monday	➤ Oorja Cultural performances practices begin
13	Tuesday	➤ Primary Wing Assembly
14	Wednesday	➤ Mid Term Exams Begin
20	Tuesday	➤ Primary Wing Assembly
21	Wednesday	➤ Mid Term Exam Ends
22	Thursday	➤ Interhouse Craft Activity (Primary) ➤ SW Assembly
27	Tuesday	➤ Primary Wing Assembly – Gandhi Jayanti

		➤ Final Submission of science models
28	Wednesday	➤ Middle Wing Assembly – Gandhi Jayanti ➤ Science models description, posters, arrangements in place
29	Thursday	➤ Senior Wing Assembly – Gandhi Jayanti ➤ Set up of all models – Oorja ➤ Inter-house craft competition – (Primary)
30	Friday	➤ Oorja – Science Exhibition (Whole School)
OCTOBER 2022		
01	Saturday	➤ PTM Mid Term Secondary, ➤ Dandiya Night
3	Monday	➤ Planning for Annual Day begins
4	Tuesday	➤ Navmi – GH (School closed)
5	Wednesday	➤ Dusshera – GH (School closed)
6	Thursday	➤ Sr. Wing Assembly ➤ Annual day practices continue
11	Tuesday	➤ Primary Wing assembly (Indian Festivals)
12	Wednesday	➤ Middle Wing Assembly Indian Festivals
13	Thursday	➤ Karvachauth (School closed)
14	Friday	➤ House Meeting
15	Saturday	➤ PTM Pre Primary and Primary ➤ Olympiad - Mathematics
17	Monday	➤ Annual Day practices continue
18	Tuesday	➤ Primary Wing Assembly ➤ School camps (18 Oct – 21 Oct) Tentative dates
19	Wednesday	➤ Middle Wing Assembly – Diwali
20	Thursday	➤ Sr. Wing Assembly- Diwali ➤ Interhouse Group/solo Dance Comp. [Primary]
21	Friday	➤ Inter House (Rangoli, Diya Decoration, card making), Inter-House (Football, Volleyball)
24 – 27	Monday - Thursday	➤ Diwali Break
29	Saturday	➤ Olympiad languages
31	Monday	➤ Halloween – Primary school event ➤ Annual Day practices continue
NOVEMBER 2022		
1	Tuesday	➤ Haryana day – GH (School closed)
2	Wednesday	➤ Middle Wing Assembly ➤ Preparation for MUN begins
3	Thursday	➤ Sr. Wing Assembly ➤ Interhouse English Declamation Comp. [Primary]

4	Friday	➤ House Meeting
5	Saturday	➤ Olympiad Science ➤ Annual day practices
7	Monday	➤ Annual day practices continue ➤ Preparation for MUN
8	Tuesday	➤ Guru Nanak Jayanti – GH (School closed)
9	Wednesday	➤ Middle Wing Assembly
10	Thursday	➤ Sr. Wing Assembly ➤ Inter-House Science Quiz- Primary ➤ MUN Rehearsal
11	Friday	➤ Annual day practice ➤ MUN Rehearsals
12	Saturday	➤ MUN 1 st day (ONLINE)
13	Sunday	➤ MUN 2nd day (ONLINE)
14	Monday	➤ Annual day practices continue
15	Tuesday	➤ Primary Wing Assembly
16	Wednesday	➤ Middle Wing Assembly
17	Thursday	➤ Sr. Wing Assembly ➤ Inter House Declamation Primary (Hindi)
18	Friday	➤ House Meeting
19	Saturday	➤ Annual day practices
21	Monday	➤ Annual day practices continue
22	Tuesday	➤ Primary Wing Assembly ➤ Annual day practices
23	Wednesday	➤ Middle Wing Assembly ➤ Annual day practices
24	Thursday	➤ School Annual day (Dress Rehearsal)
25	Friday	➤ School Annual Day
29	Tuesday	➤ Primary Wing Assembly
30	Wednesday	➤ Middle Wing Assembly
DECEMBER 2022		
1	Thursday	➤ Sr. Wing Assembly ➤ Inter House G K Quiz Primary
2	Friday	➤ Pre-Board-1 (X & XII begin)
6	Tuesday	➤ Primary Wing Assembly
7	Wednesday	➤ Middle Wing Assembly
8	Thursday	➤ Sr. Wing Assembly
9	Friday	➤ Pre – Board Ends
12	Monday	➤ Carnival Planning begins
13	Tuesday	➤ Primary Wing Assembly
14	Wednesday	➤ Middle Wing Assembly
15	Thursday	➤ Chairman's Cup (Day 1)
16	Friday	➤ Chairman's Cup (Day 2)

17	Saturday	➤ Pre-Primary & Primary PTM
19	Monday	➤ Carnival Planning continues
20	Tuesday	➤ Primary Wing Assembly
21	Wednesday	➤ Middle Wing Assembly
22	Thursday	➤ Sr. Wing Assembly
23	Friday	➤ Carnival Day
26 to 31	Monday - Saturday	➤ Winter Break
JANUARY 2023		
1 to 2	Sunday - Monday	➤ Winter Break
2	Monday	➤ Teacher's join back
3	Tuesday	➤ Children join back ➤ Primary Wing Assembly
4	Wednesday	➤ Middle Wing Assembly
5	Thursday	➤ Guru Gobind Singh Jayanti – GH (School closed)
6	Friday	➤ House Meeting
9	Monday	➤ Practice for Republic Day cultural and sports day begin
10	Tuesday	➤ Primary Wing Assembly (Lohri)
11	Wednesday	➤ Middle Wing Assembly(Lohri)
12	Thursday	➤ Sr. Wing Assembly (Lohri)
13	Friday	➤ Inter House ICT Competition ➤ Grade 12 Farewell /Lohri celebration
16	Monday	➤ Practice for Republic Day cultural and sports day continue
17	Tuesday	➤ Primary Wing Assembly
18	Wednesday	➤ Middle Wing Assembly
19	Thursday	➤ Sr. Wing Assembly
20	Friday	➤ House Meeting to decide sports participation
22	Sunday	➤ Walkathon (Cross Country Run- for a cause)
24	Tuesday	➤ Primary Wing Assembly
25	Wednesday	➤ Middle Wing Assembly
26	Thursday	➤ Republic Day- GH (School closed)
27	Friday	➤ Sports Day trials ➤ Inter House Competition (Money Smart Quiz/ Elevator Pitch/ Waste of Wealth)
30	Monday	➤ Sports day trial continue
31	Tuesday	➤ Primary Wing Assembly

		FEBRUARY 2023
1	Wednesday	➤ Middle Wing Assembly ➤ Finals list released of athletic events
2	Thursday	➤ Sr. Wing Assembly ➤ Annual Athletics Meet (Primary)
3	Friday	➤ Annual Athletics Meet (Senior)
7	Tuesday	➤ Primary Wing Assembly
8	Wednesday	➤ Middle Wing Assembly
9	Thursday	➤ Sr. Wing Assembly ➤ Inter House Visual Art Competition [Primary]
10	Friday	➤ House Meeting
14	Tuesday	➤ Primary Wing Assembly
15	Wednesday	➤ Middle Wing Assembly
16	Thursday	➤ Sr. Wing Assembly
17	Friday	➤ Graduation day
18	Saturday	➤ Mahashivratri – GH (School closed)
21	Tuesday	➤ Primary Wing Assembly- International Mother's Language day
22	Wednesday	➤ Middle Wing Assembly
23	Thursday	➤ Sr. Wing Assembly
24	Friday	➤ Subject Orientation Grade X ➤ CUET Orientation Grade XII
28	Tuesday	➤ Primary Wing Assembly ➤ National Science Day[primary]
MARCH 2023		
1	Wednesday	➤ Middle Wing Assembly
2	Thursday	➤ End Term Exam Begins
8	Wednesday	➤ HOLI – GH (School closed)
13	Monday	➤ End Term Exam Ends
15	Wednesday	PYP Exhibition
23	Thursday	➤ PTM Middle wing
24	Friday	➤ PTM Primary wing ➤ PTM Grade 9 & 11
27	Monday	➤ Orientation Grade 6 ➤ Orientation of teachers of grade 6 by HM Primary
28	Tuesday	➤ Orientation Grade 7 & 8 ➤ Preprimary-Grade 1 orientation
29	Wednesday	➤ Orientation Grade 9 & 10 ➤ Gr 2-5 orientation
30	Thursday	➤ Staff picnic



Appointment Card

CLASS & SEC _____ wish to meet _____
on _____ at _____
for (purpose) _____
Address _____
Phone No. _____

Signature of Guardian

Signature of Teacher



Appointment Card

CLASS & SEC _____ wish to meet _____
on _____ at _____
for (purpose) _____
Address _____
Phone No. _____

Signature of Guardian

Signature of Teacher



Appointment Card

CLASS & SEC _____ wish to meet _____
on _____ at _____
for (purpose) _____
Address _____
Phone No. _____

Signature of Guardian

Signature of Teacher



Bus-User

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

Student's
Photograph



Bus-User

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

Student's
Photograph



Bus-User

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

Student's
Photograph



Non- Bus User

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

Student's
Photograph



Non- Bus User

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

Student's
Photograph



Non- Bus User

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

Student's
Photograph

TIME TABLE

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