



SCHOOL ALMANAC 2023-24



ALMANAC
2023-24

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

- Abraham Lincoln

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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 2023-24, 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 2023-24

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.

Date:

Signature of the Parent/Guardian

Date:

Signature of the Class Teacher

BRIEF HISTORY OF THE SOCIETY AND SCHOOLS

Delhi Public School Ghaziabad Society: *Traversing 43 years of excellence!*

Founded in 1980, The **Delhi Public School Ghaziabad Society** has traversed more than four decades to emerge amongst the top performing schools in India. With 8 schools and more than 10,000 students, DPSG has inspired close to 1,00,000 lives through its quality education over the years. Students from DPSG schools have been consistently among the District, State and the Country Toppers in the prestigious Board exams and hold meritorious positions in IITJEE, AIPMT, and other exams. The Delhi Public School Ghaziabad Society (DPSGS) was conceived and founded by Mr. **Om Pathak** (IAS ret'd.), the former District Magistrate of Ghaziabad with support from Sh. Dharamvira and Lt. Colonel Dr. GPS Waraich (who was then the Principal of DPS, Mathura Road).

DPSG schools take pride in the unique **Curriculum Design 2020**, curated through the relentless efforts of 650+ teachers under the mentorship of academic leaders and Principals from three States. *The student led, Inquiry based curriculum inspires innovation, creativity, lifelong learning among students.*

Over the years, DPSG schools have beautifully integrated Sports, Arts Education, SEE Learning, Clubs & Societies and Citizenship Studies within the curriculum to enable students to grow into complete personalities. *The educational experience at DPSG schools is an overall enriching one equipping students with the skills to explore, discover, analyse, synthesize, and reconstruct knowledge and its application.*

The DPSGS edge:

- ✓ Pioneers in bringing the IBDP and IBPYP program in the city of Ghaziabad & Gurgaon
- ✓ Most sought after schools in Ghaziabad, Gurugram, Uttarakhand, and Faridabad
- ✓ 1500+ educators, 10,000+ students, 40,000+ alumni settled across India, US, Canada, UAE, New Zealand, and Australia.
- ✓ Personalized Learning Pathways [PLP] where each student draws individual pathways ensuring learner success.
- ✓ Syllabus is arranged into Units of Inquiry [UI] where each student participates actively in the inquiry and benefits therefrom.

- ✓ DPSG schools have given to the country; 6 All-India CBSE toppers; with scores of success stories in competitive exams like JEE, NEET, NDA, PMT, etc.
- ✓ Only School System with robust Professional Learning Communities (PLC) where the faculty gets together to adapt to the new ways of learning, sharing new knowledge, skills and creating great projects
- ✓ Schools with advanced infrastructure, expansive sports facilities, and faculty drawn from the top institutes of the country
- ✓ Only schools providing dedicated Career Counselling & University Placements support to each student

LEADER SCHOOLS IN GHAZIABAD:

1. **DPSG Meerut Road** commenced operations in a hired building in Raj Nagar on the 5TH of September 1980. The foundation stone of its new building was laid by Sh. Dharamvira, ICS (Retd) on the 19th of April 1981. Soon thereafter, the school shifted to its present locale. The school has made steady progress over the past 42 years. Since its affiliation to the CBSE in 1985, 37 batches of class XII have passed through the portals of the school. DPSG MR offers the IBDP and the IBPYP curriculum, the first school of Ghaziabad to do so.
2. **DPSG Vasundhara**, is a learning school, formed on May 3, 1999, at SBC Plaza, Sector 15. It shifted to its present locale, Sector 9 Vasundhara on March 29, 2000 and has, since, carved a niche for itself in the society. DPSGV is an established and progressive Senior Secondary School, a school with a unique history, strong roots, and a developmental outlook which enhances the ability of the learner in body, mind, and spirit. The school identifies, encourages and endeavours to hone all creative and intellectual faculties of the children. It is the only IBPYP candidate school in the vicinity.
3. **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 an IB World School running Primary Years Program [PYP] of International Baccalaureate.

FRONT-RUNNERS OF GURUGRAM:

1. **DPSG Palam Vihar**, one of the leading K-12 CBSE affiliated school in Gurgaon is deeply rooted in its philosophy of bringing the best in educational practices to its students. A school that plays equal emphasis on scholastic and foundational domains to create empowered students who will not just be knowledgeable but also skilled to apply their knowledge meaningfully to create meaningful and positive changes in their life. It is the only IBPYP candidate school in the vicinity.
2. **DPSG Sushant Lok** offers an Inquiry Based and Child Centred Teaching & Learning Program that addresses the intellectual, social, and emotional needs of each child. The goal is to develop young people who are open minded, inquisitive, explorers, and good communicators and are ready to take responsibilities for making a difference to the world around them.

MOST SOUGHT-AFTER IN DEHRADUN:

Established in April 2015, **DPSG Dehradun**, is a unique co-educational day school in the Valley promoted by The DPSG Society. DPSG Dehradun, located at Selaqui, with all the amenities of a progressive school, is designed to provide world-class education complemented with the best day- school facilities. The school offers an exciting experiential and a hands-on/ minds-on Curriculum from Nursery – Grade 12. In July 2020 , first batch of students graduated out of its portals with flying colours.

CHALLENGER IN FARIDABAD:

DPSG Faridabad started its functioning in the year 2019-20 under the Delhi Public School Ghaziabad Society. DPSG Faridabad imparts education through a student-centred approach and all assignments, assessments and learning happens in an atmosphere conducive to learning. Projects for learning and discovery are facilitated and guided by qualified, trained, and experienced teaching faculty.

DPSG Sehore (M.P.):

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.

FROM THE PRINCIPAL'S DESK

It is a great pleasure to be a part of the DPSG, Palam Vihar family. As I step into this role, I feel a great sense of responsibility and excitement. Responsibility, because I understand the importance of education in shaping the future of our students and excitement because I look forward to the journey that lies ahead of us.

I bring with me thirty years of experience in education, having worked in a variety of roles including early years educator, curriculum coordinator, HOD Psychology CBSE and CAIE curriculum, Career counsellor, Boarding house head, Country head for Swiss learning and School Principal. I am happy to carry forward this endeavour with all of you.

My passion for education has always been rooted in the belief that every child is unique and deserves a high-quality education that helps them reach their full potential. I believe that children learn best in a happy environment, and we will strive our best to create an environment, where teaching-learning is a joyful experience and where every student is inspired to become a lifelong learner, a responsible citizen, and a compassionate human being.

As the school's principal, I am committed to ensuring that every student is provided with a safe, nurturing, and inclusive learning environment that supports their academic, social, and emotional growth. I believe education is a collaborative effort, and I look forward to working closely with the teachers, staff, parents, and community to achieve this goal.

Jayshree Patel
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 5th – September 30th

II Term: October 1st – March 31st

SCHOOL TIMINGS

Summer: 7:30 AM to 2:30 PM

Winter: 8:00 AM to 2:30 PM

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**.



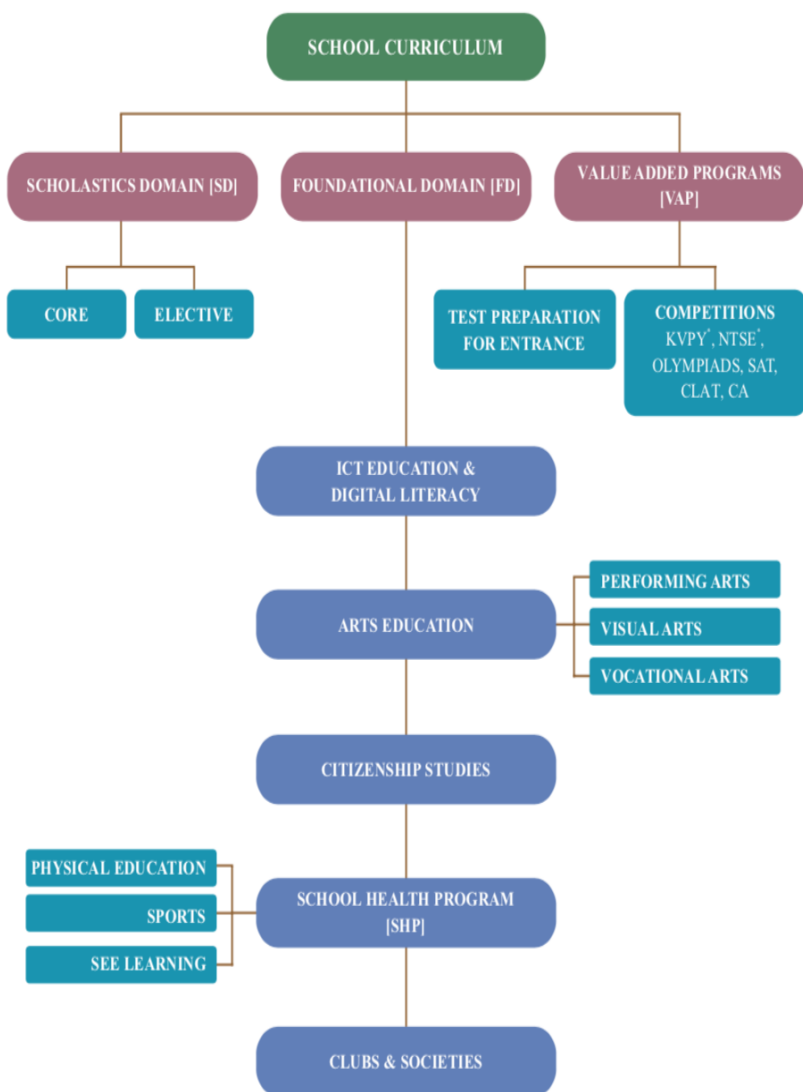
KEY HIGHLIGHTS-

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, Table Tennis, Skating, Swimming 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

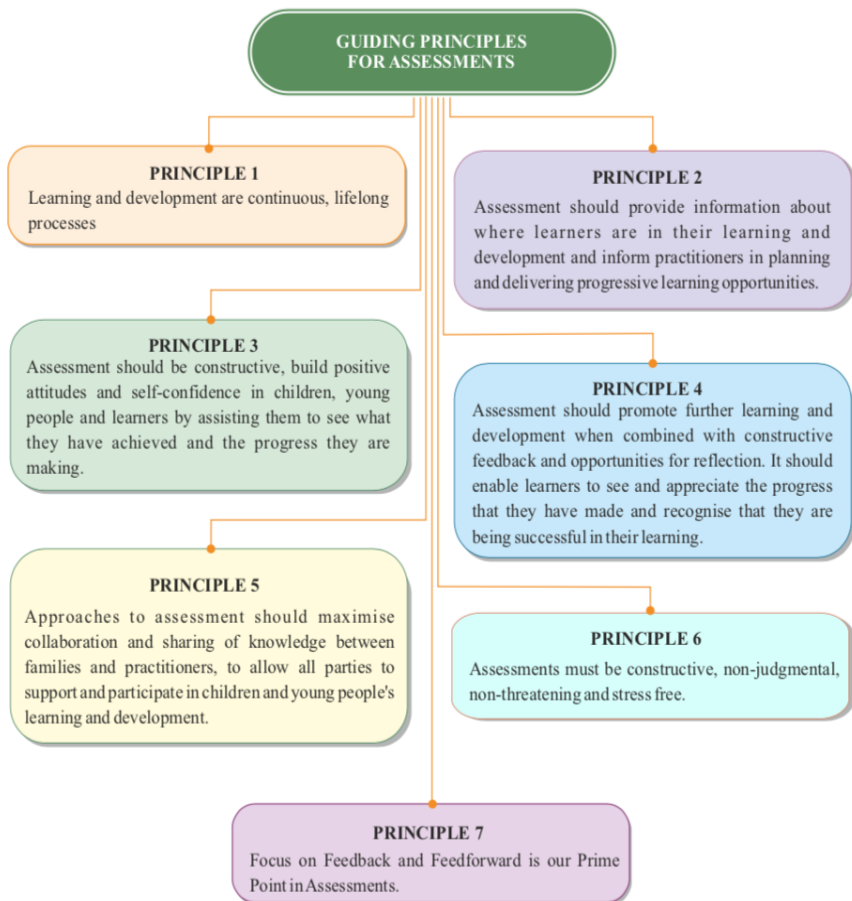
ASSESSMENT POLICY & PLAN

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

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.

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.

Curriculum at DPSG Palam Vihar

The school offers the International Baccalaureate Primary Years Programme, which is affiliated to the IBO based in Geneva for Prenursery to Grade 5. From Grade 6 onwards till Grade 12, DPSG PV offers the CBSE curriculum, through the inhouse designed curriculum, that aligns with the CBSE and the New Education policy,

In Grades 10 &12 students are prepared to appear for the board examinations conducted by the Central board of secondary education.

Pre-admission Procedure

- Parents can view and download the prospectus from the school website.
<https://www.dpsgs.org/palam-vihar/>
- Interested parents would be required to complete the online registration form and pay the registration fee.
- The documents required for admissions [listed below] are uploaded at the time of registration.
 - Copy of the Child's Birth Certificate
 - Copy of the Aadhar Card of the child
 - Copy of any one of the Parent's Aadhar card in the event of non-availability of the Aadhar card of the child.
 - Child's photograph
 - Previous school's Marksheet and TC [where applicable]
- The school admissions counsellor would contact the potential student's parent and fix the date for interaction/entrance test [as applicable]

- The Interaction of the parents and the child with the Headmistress, Coordinator and Class teacher with Child & Parents (For Pre-nursery-KG). There are no written entrance tests for this age group. An extensive interview with the student and the parent is the deciding factor.
- For entry into Grades 1 upwards till grade 5, the student is required to write an entrance examination in English, Hindi, and Numeracy
- For entry into Grades 6-9, the student is required to write an entrance examination in English, Mathematics and Science.
- For entry into Grade 11, the student is given an examination in English, Mathematics, and a subject of the stream that the student is inclined towards, say Science, commerce, or Humanities.
- The question papers of the subjects are modeled in a manner where the child is not evaluated for his/her information or learnt knowledge but on application skills and ability to generalize.
- The school may also require further educational or psychological evaluations if a need is felt for further information to support the decision related to the admission of the individual student. In such cases the interaction with the school behavioral counsellor would be mandatory.
- The admission of the student is finalized based on the feedback of the HM /Coordinators based on their interaction and/or the entrance test results which are as per the school's admissions criteria.

Post Admission Procedure

Once Admission is granted, parents are required to deposit the Fees via cheque or bank transfer and submit the following documents.

- Transfer Certificate in original
- Photocopies of all achievement certificates in the field of Academics, Sports, Extra-Curricular activities
- 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 class and section are allotted on the day of admission by the ERP in-charge. This would give access to the school management system [SMS] to both the student and the parent. 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 to the programme through an orientation session 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.

For grades IX & X and for grades XI & XII orientations are specifically taken to inform parents regarding the board examinations and the rigour required to prepare for examinations 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 – amicable to differently able

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?

1. **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.
2. **Copying:** taking the work of another student, with or without his or her knowledge and submitting it as one's own.
3. **Exam cheating:** communicating with another candidate in an examination, bringing unauthorized material into an examination room.
4. **Duplication:** submitting work that is substantially the same for assessment in different courses without the consent of all teachers involved.
5. **Falsifying data:** creating or altering data to one's advantage which has not been collected in an appropriate way.
6. **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
7. **Consequences of academic dishonesty:** DPSG School provides swift and immediate consequences for any violations of academic honesty.
8. **Internal consequences**
 - a. 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.

- b. 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
- c. 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 2023-2024

General

This policy supersedes any other policy existing and in force as of 1st April 2023, governing scholarships, concessions, any special dispensations including staff ward waivers.

This policy applies to students of all DPSG Schools (incl. DPSG DDN) in CBSE stream and to the IB PYP program only. A separate scholarship policy shall apply for IB Diploma program students.

The Policy Postulates

There shall be two types of student scholarships: -

Open Merit Scholarship [OMS]

Staff Ward Scholarship [SWS]

The Open Merit Scholarships [OMS] are open to students in classes 11th & 12th on the rolls of the school or to those prospective students including staff wards.

Scholarships shall be granted to students for the performance in Scholastics and other Foundational areas except sports; separate policy on Sports Scholarship has been issued.

The admission and scholarship, if any, is not granted as a matter of right. Scholarships are granted to students based on a selection criterion defined for OMS, as is defined herein. Changes can be affected as required in the annual scholarship plans with prior approval of the Society Central Office.

A student can avail only ONE type of scholarship; (OMS/SWS); **However, Merit Scholarship Scheme 2023-24 providing 50 % waiver on Admission Fee will be available to eligible students along with Open Merit Scholarship & Staff Ward Scholarship.** All Scholarships are awarded to the student for only **One Year** at a time. It may be renewable in accordance with the applicable criteria for the year in which it is sought to be renewed.

Every scholarship shall be reviewed every year based on students' participation and performance in academics & foundational activities, good conduct & behavior.

In case of poor performance of the student or failure or any disciplinary case, the scholarship may be withdrawn at any time, even during the academic term at the discretion of school management.

The Staff Wards of employees of any description are eligible for Open Merit Scholarship opportunities. Those not qualifying for **OMS**, may be considered for **SWS**, only if they meet the eligibility criterion, as applicable to staff wards. New students joining the school in the middle of academic year will need to furnish documentary evidence of having paid up outstanding dues in the previous school till the date of Transfer Certificate (TC) ; else, they shall be required to pay full year applicable fees.

Definitions: -

Tuition Fee: Means Fee as determined by the School and Society Management for 2023-24 and excludes all other fee of any description whatsoever. The exclusions include Registrations, Admission, Examination, Books, Stationery, Uniform, Excursions, Exchange Programme, Bus Fees, and any other special purpose fee are payable as applicable to other students. **Gross Annual Tuition Fee** is the amount that the school has notified for the purpose of legal compliances.

General Waiver is an amount that schools, depending on local factors and after approval from the Society, extend to their students. Schools may or may not offer these waivers.

Net Payable Tuition Fee is Tuition Fee payable after deducting the general waivers, if any, from the Gross Annual Tuition Fee.

Full Scholarship: Subject to annual revisions, the amount for the Year 2023-24 is fixed at 70 % of annual Net Payable Tuition Fees. The student will pay the difference of Net Payable Tuition Fee and Full Scholarship amount. The fee of any other description including Registrations, Admission, Examination, Books, Stationery, Uniform, Excursions, Exchange Programme, Bus Fees, and any other special purpose fee are payable as applicable to other students.

Half Scholarship: Subject to revisions, this shall be the amount equal to **50% [FIFTY]** of the annual Net Payable Tuition Fee during the academic year 2023-24. The fee of any other description including Registrations, Admission, Examination, Books, Stationery, Uniform, Excursions, Exchange Programme, Bus Fees, and any other special purpose fee are payable as applicable to other students.

Open Merit Scholarship [OMS]

Eligibility

1. Any student enrolled on the strength of the school & all prospective students who are seeking admission in DPSG Schools. All scholarships will be considered only after the completion of all admission formalities including payment of all dues.
2. Student with poor moral character & discipline record will be ineligible for the Scholarship.
3. The student seeking scholarship shall **apply online on SMS portal**.

Criteria

1. The selection criterion for any grant of scholarship, subject to annual revisions, shall be as follows.

Classes XI

- a. For class XI, a student will have to meet the requirements of the notified cut off percentage in class X Boards Examinations. **Such Cut-off will be notified every year before the start of academic session. For AY 2023-24, the cut-off percentage in the Board Examination will be as under: -**

• Full Scholarship

i.e., Class X CBSE/ICSE/ State Board Percentage in five main subjects such as English, Second Language, Maths, Science & Social Science

MRD (%)	VND (%)	PVI (%)	INT (%)	DDN (%)	SLO (%)	FBD (%)
= > 90	= > 90	= > 90	= > 90	= > 85	= > 85	= > 85

• Half Scholarship

i.e., Class X CBSE/ICSE Board Percentage in five main subjects such as English, Second Language, Maths, Science & Social Science

MRD (%)	VND (%)	PVI (%)	INT (%)	DDN (%)	SLO (%)	FBD (%)
89-89.9	89-89.9	85-89.9	85-89.9	80-84.9	80-84.9	80-84.9

Note: - Board scores of only core five subjects will be considered for the purpose of awarding Open Merit Scholarship.

Classes XII

- b. Students of classes XII having scored 75% marks in the core subjects in Class XI examination will be eligible to appear for Performance Evaluation Test [PET] which will be conducted centrally. A merit list with different cut off percentages will be **prepared** for each school. Blueprint & details about conduct & evaluation of Performance Evaluation Test will be issued by Central Academic Department.

Process

1. Every school shall draw up their comprehensive scholarship plan for the year 3 months before the start of the academic year. While seeking approval from the Society Central office, it will specify areas of scholarship, number of scholarships, budgeted amount, and other details, as required.
2. A standing selection committee constituted as follows: -
 - a. Director/Chairperson School(s)
 - b. Principal/Head of School
 - c. HM or Coordinator Senior School
 - d. Head Curriculum

will screen every request for OMS and interview every aspirant to assess the suitability.

3. Any student desirous of and eligible for the scholarship may **apply online on SMS portal**, clearly indicating the category of scholarship being applied for.
4. Director/Chairperson School(s) & Head of School will draw up in consultation and approval of Society, a scholarship budget together with the annual proposed budget, specifying the number of available scholarships and the amount available to the school for such scholarships.
5. Upon due completion and compliance of the eligibility criteria, PET results or any other requirement, a final list of recommendations shall be submitted by the principal of the school with all necessary details as required.
6. Separate lists will be submitted in case of renewal of current scholarships and grant of new scholarships.
7. Upon approval by the Chairman, the list will be notified to all concerned and accounts for collection of fees as per notification.

Staff Ward Scholarship [SWS]

Definition and Eligibility

1. **Staff:** means all current and full-time teaching staff and non-teaching staff, whether on probation or confirmed, of the school and whose salary is fixed at levels 5 [FIVE] and above in New Pay Structure 2017/ those drawing monthly salary of INR 45K and above as CTS (Cost to Society) / CTT (Cost to Trust) in case of DPSG DDN. This excludes any other kind of employment with the DPSG Society Schools/Trust.
2. **Staff Ward:** Means the biological or legally adopted children of the members of eligible staff, as defined herein and is restricted to **Only Two Wards**.

Process

1. Wards of staff who do not qualify for Open Merit Scholarships may apply for Staff Ward Scholarship which will be subject to tax deduction from the salary of the staff, as per the income tax laws.
2. The staff wards, who being eligible, may be granted admission and granted either OMS or SWS, as the case be, only in the employer school of the parent.
3. The admission and scholarship, if any, is not granted as a matter of right. It may be granted to the staff ward at the exclusive discretion of the School / Society / Trust.
4. In case of two wards, one may be considered for a maximum of **Full Scholarship (70%)** and the other only of **Half Scholarship (50%)** under the SWS category.
5. If out of two wards of a staff member, one availing Full Scholarship graduates and passes out from class XII, the second ward, who being on Half Scholarship, may be considered for Full Scholarship. But in case of withdrawal of full scholarship to the first child, for any reason whatsoever, the second child will NOT be eligible for full scholarship.
6. In the event of resignation, superannuation, or severance from the employer for any reason or any manner, **the SWS will cease from the quarter following the month of the severance**. To illustrate, if an employee severs his/her relationship with the employer on 15 May on account of any of the aforesaid grounds, his/her ward will get Staff Ward Scholarship for the complete quarter of April- June. He/she will start paying fee, as applicable to other students with effect from 01 July. In such cases, Staff Wards in the Open Merit Scholarship category shall remain unaffected by the employment status of their parent in the Society/School/Trust.
7. In the event of staff already working and child gets admitted in mid-term, the applicable scholarship **will be given from the same quarter when child gets admitted**. To illustrate, if child gets admission in July, then waiver will be applicable from July-September quarter.
8. In the event of child already in the system and parent joins the organization later, **then scholarship will be granted from next quarter when employee joins**. To illustrate, if

parent joins in July/August (second quarter), then scholarship will be applicable **from third quarter only, i.e., from October onward.**

9. In the event of change in salary of parent in NPS/CTS/CTT, **then staff ward scholarship will be applicable from the next quarter.** To illustrate, if the employee becomes eligible for Staff Ward Scholarship (after pay revision) with effect from July, **the Staff Ward Scholarship will be applicable from October onwards.**
10. In the event of change in status of employee, then staff ward waiver will be applicable from the next quarter. To illustrate, if status of employee changes from Contract to Probation with effect from July, **the Staff Ward Scholarship will be applicable from the next quarter, i.e., October onwards.**
11. In case one child of the staff is awarded Full Scholarship under Open Merit Scholarship policy i.e., 70% of tuition fee, the second child will get Half Scholarship i.e., 50 % of tuition fee under Staff Ward Scholarship policy.

Release of Scholarship Amount

The Scholarship amount shall not be paid in cash or upfront but shall be adjusted pro-rata against the annual fee payable in such a manner as decided by the school.

In case of admission in class XI, where result of class X are announced anytime later than the time of admission, the scholarship would be granted post declaration of such result and those who fulfill the criteria would be given adjustments in all fees payable in future.

Annual Notifications

Every school shall, after obtaining necessary approvals from the Society/Trust, notify in the month of January, the Quantum of scholarships and other changes in the policy or the process that shall apply during the Academic Year starting in April that year.

Application

The application for scholarship (OMS/SWS) will be available in respective school website.

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 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.

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- ☐ 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 UNIFORM 2023-2024			
S.No	Particular	Frequency and Scale/Student wearing	Occasions of
	FORMAL UNIFORM		
1	Sky Blue Half Sleeved Shirt with Pin Stripes (Mafatlal/ Vardhman) (Boys and Girls)-Grade 1 to 12	2	
			School Assemblies
			School Functions
			Notified days
2	Sky Blue Half Sleeved Collared Cotton T-Shirt (Boys and Girls)- Early Years	3	
3	Fawn Colour Full Trouser (Boys & Girls)-Grade 6 to 12 (Vardhman/Mafatlal)	2	
4	Fawn Colour Half-Trouser with Elastic, (Vardhman/Mafatlal) (Boys) Early Years to Grade 5	2	
5	Fawn Colour Tunic with Blue Collar and inbuilt belt design (Vardhman/Mafatlal) (Girls) Early years to Grade 2	2	
6	Fawn Colour Divided Skirt with box Pleats (Girls) Grade 3 to 5	2	
8	Black Shoes with Velcro - (Boys and Girls)-Early Years to Grade 5	1 Pair	
7	Oxford Pattern Formal Black Shoes for (Boys and Girls)-Grade 6 to 12	1 Pair	
9	School Belt with buckle (Boys and Girls)-Grade 1 to 12	1	
10	Cotton Navy Blue Socks (Boys and Girls)- Early Years to Grade 12	2 Pairs	
11	School Bag-Small (Early Years), Medium (Grade 1 to 5), Large (Grade 6 to 12)	1	

	SPORTS AND HOUSE UNIFORM		
12	Sky Blue Half Sleeved Cotton T-Shirt with House colour on the Collar and Stripes on the Sleeves (Boys and Girls)-Grade 1 to 12	3	House Assemblies, Activities, and Inter-House Competitions Sports Activities and Sports Competitions
13	Fawn Colour Sports Shorts (Knee length) (Boys and Girls)-Early Years to Grade 5	2	
14	Fawn Colour Track Pant (Boys and Girls)- Grades 6 to 12	2	
16	White Sports Shoes with Velcro- (Boys and Girls)-Early Years to Grade 5	1 Pair	
17	White Sports Shoes with Shoelaces- (Boys and Girls)-Grade 6-12	1 Pair	
18	White Sports Cotton Socks Boys & Girls - Early Years to Grade 12	3 Pairs	

WINTER UNIFORM (2023-24)			
S.No	Particular	Scale/Student	Frequency and occasions of wearing
	FORMAL UNIFORM		
1	Sky Blue Full-Sleeved Shirt with pin stripe (Mafatlal/ Vardhman) (Boys and Girls) - Grades 1 to 12	2	School Assemblies School Functions Notified days
2	Sky Blue Full-Sleeved Collared Cotton T-Shirt (Boys and Girls)- Early years	3	

3	Dark Brown Trouser (Worsted Fabric) with elastic (Boys and Girls)- Early Years to Grade 5, with Hook (Boys and Girls)-Grades 6 to 12 (Mafatlal/ Vardhman)	2	
4	BLAZER Fawn Colour (Woollen) (Boys and Girls)-Grade 1 -12	1	
5	Cardigan Half Sleeved Navy Blue with Fawn Colour Stripes on Neck and Shoulders, (Boys and Girls)- Early Years to Grade 12	1	
6	Cardigan Full Sleeved Navy Blue with Fawn Colour Stripes on Neck and Shoulders, (Boys and Girls)- Early Years to Grade 12	1	
7	Navy Blue Tie with Fawn Colour stripes & DPSG Crest (Boys and Girls)- Grade 1 to 12 (knotted for Grade 1 to 5)	2	
8	Navy Blue Woollen Socks, (Boys and Girls)-Early Years to Grade 12	2 Pairs	
9	Woollen Cap Navy Blue with DPSG Crest, (Boys and Girls)- Grade Early Years to Grade 12	1	
	SPORTS AND HOUSE UNIFORM		THRICE A WEEK
10	Sky Blue Full Sleeve Collared Cotton T-Shirt with House Colour on the Collar and Stripes on Sleeves, (Boys and Girls)- Grade 1 to 12	3	House Assemblies, Activities and Inter-House Competitions
			Sports Activities and Sports Competitions
11	Navy Blue Track Suit with Fleece Lining and Hoodie with front zip and side pockets (Boys and Girls)-Early Years to Grade 12	1 set	

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.

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.

Centralized Examination:

DPSGS introduced **Central Examination Policy 2023-24** in school-based examinations (Summative Assessment - Mid Term, End Term & PET scholarship) pan-DPSG schools with effect from March 2023.

The objectives of Central Exam Policy are:

- to ensure uniformity
- to ensure reliability
- to ensure validity
- to ensure fairness
- to ensure unity in measuring performance outcomes
- to ensure analysable performance outcomes

Question Papers: Design & Setting

The question papers of aforesaid examinations shall be drafted at Central Office with multiple sets by designated faculty.

The evaluation of answer scripts shall be conducted centrally at designated evaluation nodes.

Declaration of Result

- Schedule of declaration of result and distribution of Report Cards shall be communicated to the students and parents.

New Initiatives

1. DPSG Sports Center of Excellence:

We offer children aged 5 to 17 years sports Centre of Excellence, delivered by inspiring coaches at outstanding facilities. We know that by putting the best ingredient into our COEs, the young talent will get the most out of them. Run during After School hours at high quality facilities, children will leave our Centre of Excellence with new skills, new enthusiasm for their chosen sports and new friends...

CoE DPSG Palam Vihar offers Basketball, Football, Volleyball and Table Tennis. The best coaches in the business in basketball, football, volleyball and table tennis respectively seek to inspire the incredible talent of Gurgaon and Palam area.

2. Career Counselling and University Placement (CCUP) cell

We at DPSG, believe in providing continuous career Counselling and college guidance to the students to reach their dream colleges which will then enable them to realize and achieve their life goals. As a part of this endeavour, the DPSG Society has introduced Career Counselling and University Placement (CCUP) cell, actively functioning in all DPSG schools.

CCUP department is open for open communication, and one-to-one Counseling for career choices, for all students. The department handles all queries about higher education to ease college applications and admissions process in India and Abroad.

With a designated professional counsellor for career guidance, CCUP provides a safe, non-judgemental space for the students to come in with questions and doubts about the 'what to study, how to study and where to study' aspects college application process.

Key Guidance

Understanding the importance of college placement and career counselling, CCUP is determined to follow a 3-step model, applied to students from middle school:

- Awareness & assessment
- Exploring career landscape
- College applications

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 ज़िना 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 योनः 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 during the year 23-24

S.No.	Name of the Holiday	Month and Year	Day of week
1	Ambedkar Jayanti	14-April-2023	Friday
2	Independence Day	15-August-2023	Tuesday
3	Raksha Bandhan	30-August-2023	Wednesday
4	Gandhi Jayanti	02-October-2023	Monday
5	Dussehra	24-October-2023	Tuesday
6	Karva Chauth	01-November-2023	Wednesday
7	Haryana Day	01-November-2023	Wednesday
8	Choti Diwali	11-November-2023	Saturday
9	Diwali	12-November-2023	Sunday
10	Bhai Dooj	15-November-2023	Wednesday
11	Guru Nanak Jayanti	27-November-2023	Monday
12	New Year Day	01-January-2024	Monday
13	Republic Day	26-January-2024	Friday
14	Holi	25-March-2024	Monday
Session 2023-24 Vacation Break-Students			
Summer Break		30 th May 2023 – 02 nd July 2023	
Winter Break		25 th December 2023 – 02 nd January 2024	
Session 2023-24 Vacation Break-Teaching Staff			
Summer Break		30 th May 2023 – 28 th June 2023	
Winter Break		25 th December 2023 – 01 st January 2024	

Activities & Key Dates Calendar 2023-24

Grade(s)	Activity Name	Date of Event
Apr-23		
Grades 2 to 5	Assembly - New Session	4th April
Grade 6 to 8	Special Assembly-World Health Day	5th April
Grade 9 to 12	Special Assembly-World Health Day	6th April
Grade 2 to 5	Assembly-Baisakhi	11th April
Grade 6 to 8	Special Assembly-Ambedkar Jayanti	12th April
Grade 9 to 12	Special Assembly-Ambedkar Jayanti	13th April
Grade 1 to 5	First House Meeting	13th April
Grade EY to 12	PLC for Staff	15th April
Grade 6 to 12	DPSG Cup-Opening Ceremony	17th April
Grade 2 to 5	Special Assembly- Earth Day Celebration	18th April
Grade 6 to 8	Special Assembly- Earth Day Celebration	19th April
Grade 9 to 12	Special Assembly- Earth Day Celebration	20th April
Grade 2 to 5	Assembly- Importance of books	25th April
Grade 6 to 8	Special Assembly- World Intellectual Day	26th April
Grade 9 to 12	Special Assembly- world Intellectual Day	27th April
Grade 1 to 5	Inter House Poster Making - Earth Day	27th April
Grade EY to 12	Earth Day Celebration	29th April
Grade EY to 12	DPSG Cup Closing Ceremony	29th April
Grade EY to 12	PLC for Staff	29th April
May-23		
EY 1 to Grade 1	May Day Celebration	1st May
Grade 2 to 5	Assembly - International Dance Day	2nd May
Grade 6 to 8	Special Assembly- Health and Hygeine Awareness	3rd May
Grade 9 to 12	Special Assembly- Health and Hygeine Awareness	4th May
EY 1 to Grade 12	PLC for Staff	6th May
Grade 2 to 5	Assembly - Student Council Manifesto Presentation	9th May
Grade 6 to 8	Special Assembly- Mother's Day	10th May
Grade 1 to 5	Inter House Hindi Calligraphy	11th May
Grade 9 to 12	Special Assembly- Mother's Day	11th May

EY 1 to Grade 5	Mothers Day Celebration	12th May
Grade 6 to 12	Student Council Election Day	12th May
Grade 6 to 12	Mirrari and Questa	18th-20th May
Grade 2 to 5	Assembly- Water Conservation	16th May
Grade 6 to 8	Special Assembly- World Telecommunication Day	17th May
Grade 9 to 12	Special Assembly- World Telecommunication Day	18th May
EY 1 to 12	PTM-1	20th May
EY 1 to 12	PLC for Staff	20th May
EY 1 to 12	School Academic Council Meeting-1	22nd May
Grade 2 to 5	Assembly- Importance of Sun Salutation	23rd May
Grade 6 to 8	Special Assembly- International Day for Biological Diversity	24th May
Grade 1 to 5	English Calligraphy Competition	25th May
Grade 9 to 12	Special Assembly- International Day for Biological Diversity	25th May
EY 1 to Grade 12	Summer Vacations Begins	30th May

Jun-23

Grade(s)	Activity Name	Date of Event
Grade 11 & 12	School Leadership Council Program	13th June-17th June
EY to 12	PLDP ,Full staff meeting ,	29th June
EY to 12	Staff Team building Activity	30-Jun

Jul-23

Grade EY to 12	PLC for Staff	1st July
Grade EY to 12	School reopens for students	3rd July
Grade 2 to 5	Assembly - Back to school	4th July
Grade 6 to 8	Special Assembly- Van Mahotsav	5th July
Grade PN to 1	Common assembly (School Reopen)	6th July
Grade 9 to 12	Special Assembly- Van Mahotsav	6th July
EY 1 to Grade 5	Culmination of Holiday Homework	7th July
Grade 6 to 12	Culmination of Holiday Homework	7th July
EY to Grade 1	Educational trip	10th July
Grade 2 to 5	Assembly - Family Values	11th July
Grade 6 to 8	Special Assembly- World Population Day	12th July

Grade 1 to 5	Inter House Best out of waste activity	13th July
Grade 9 to 12	Special Assembly- World Listening Day	13th July
Grade 2 to 5	Investiture Ceremony-Primary	14th July
EY to Grade 1	Assembly-Inquiry Theme	14th July
Grade 6 to 12	Investiture Ceremony-Sr	15th July
EY to 12	PLC for Staff	15th July
Grade 6 to 8	Special Assembly- Van Mahotsav	15th July
Grade 6 to 8	Interhouse Competition - Best out of waste	17th July
Grade 9 to 10	Interhouse Competition - Best out of waste	18th July
Grade 2 to 5	Assembly- Health is wealth	18th July
Grade 11 to 12	Interhouse Competition - Best out of waste	19th July
Grade 9 to 12	Special Assembly- Kargil Vijay Diwas	20th July
EY to Grade 1	Assembly-Inquiry Theme	20th July
Grade 6 to 12	Student Council Meeting	21st July
Grade 5	Educational Trip	24th July
Grade 6 to 8	Inter House Competition- Intra Class Soft Board Competition	24th July
Grade 9 to 10	Inter House Competition- Intra Class Soft Board Competition	25th July
Grade 2 to 5	Assembly- International Tiger Day	25th July
Grade 11 to 12	Inter House Competition- Intra Class Soft Board Competition	26th July
Grade 6 to 8	Achiever's Day	26th July
Grade 1 to 5	Inter House English Poem recitation	27th July
Grade 9 to 12	Special Assembly- International Tiger day	27th July
EY to Grade 1	Assembly-Inquiry Theme	27th July
Grade 10 & 12	Achiever's Day	29th July
Aug-23		
Grade 2 to 5	Assembly- Friendship Day	1st Aug
Grade 9 & 11	Achiever's Day	3rd August
EY to Grade1	Assembly- Our Solar System	3rd August
Grade EY to 12	Clubs and Societies Outreach Services	5th August
Grade EY to 12	PLC for staff	5th August
Grade 4	Educational Trip	7th August

EY 1 to Grade 5	Assembly - Independence Day	10th August
Grade 6 to 8	Special Assembly- Independence Day	10th August
Grade 1 to 5	Inter House Hindi Poem recitation	10th August
Grade 9 to 12	Special Assembly- Independence day	10th August
EY to Grade I	Assembly-Independance Day	10th August
Grade 6 to 8	Special Assembly- Akshay Oorja day	16th August
EY to Grade 1	Assembly- Our Solar System	17th August
Grade 9 to 12	Special Assembly- World Photography Day	17th August
Grade EY to 5	Inter House Competition- Quiz Competition	17th August
Grade EY to 5	Emerge - 2023	18th August
Grade 6 to 12	Student Council Meeting	18th August
Grade EY to 12	PLC for Staff	19th August
Grade EY to 12	PTM-2	19th August
Grade EY to 12	Clubs and Societies Outreach Services	19th August
Grade 2 to 5	Assembly- National sports Day	22nd August
Grade 6 to 8	Special Assembly- Significance of Raksha Bandhan	23rd August
Grade 1 to 5	Inter House Book Mark Making Activity	24th August
EY to Grade 1	Assembly-Inquiry Theme	24th August
Grade 9 to 12	Special Assembly- National Sports Day	24th August
Grade 2 to 5	Assembly - Rakshabandan	29th August
Grade PN to 12	SAC-2	29th August
Grade 9 to 12	Special Assembly- Role of Education In Our life	31st August
EY to Grade 1	Assembly-Inquiry Theme	31st August
Sep-23		
Grade EY to 12	PLC for Staff	2nd September
Grade 6 to 12	Mid Term Exam Begins	4th -13th September
Grade 2 to 5	Assembly- Teachers Day	5th September
Grade EY to 12	Teacher's day celebration	5th September
EY to Grade 1	Assembly -Janamastami	7th September
Grade 1 to Grade 5	Interhouse Group/Solo song activity	10th September
Grade 2	Educational Trip	11th September

Grade 2 to 5	Assembly- Hindi Diwas	12th September
EY to Grade 10	Hindi Diwas in respective Hindi sessions	14th September
Grade 2 to 5	Assembly- International Day of Sign Language	19th September
Grade 6 to 8	Special Assembly- International Day of Peace and Non Violence	20th September
Grade 9 to 12	Special Assembly- International day of Peace- UN	21st September
EY to Grade 1	Assembly-Inquiry Theme	21st September
Grade 6 to 8	Inter House Activity- Stand Up Comedy Show	25nd September
Grade 3	Educational Trip	25th September
Grade 2 to 5	Assembly- Gandhi Jayanthi	25th September
Grade 9 to 10	Inter House Activity- Stand Up Comedy Show	26th September
Grade 11 to 12	Inter House Activity- Stand Up Comedy Show	27th September
Grade 6 to 8	Special Assembly- World Environmental Health Day	27th September
Grade 9 to 12	Special Assembly- World Tourism Day	28th September
Grade KG	Assembly-Inquiry Theme	28th September
Grade 6 to 12	Oorja-Inter School Competition	29th September
Grade EY to 12	PLC for Staff	30th September
Grade EY to 12	PTM-3	30th September
Grade EY to 12	University Fair	30th September
Oct-23		
Grade 2 to 5	Assembly- Inquiry theme	3rd October
Grade 6 to 8	Special Assembly- International Day of Non Violence	4th October
Grade 9 to 12	Special Assembly- Indian Airforce Day	5th October
EY to Grade 1	Assembly-Inquiry Theme	5th Oct
Grade 6 to 8	Inter House Competition- Interhouse a wall graphic tee competiiton	9th October
Grade 9 to 10	Inter House Competition- Interhouse a wall graphic tee competiiton	10th October
Grade 11 to 12	Inter House Competition- Interhouse a wall graphic tee competiiton	11th October
Grade EY to 12	PLC for Staff	7th October
Grade EY to 12	Clubs and Societies Outreach Services	7th October
EY to Grade 1	Educational Trip	9th October
EY 1 to Grade 5	Check for Understanding - Term I	10th-17th October

Grade 2 to 5	Assembly- Inquiry theme	10th October
Grade 6 to 8	Special Assembly- International Day of Girl Child	11th October
Grade 9 to 12	Special Assembly- International day for Disaster Risk Reduction	12th October
Grade 1 to 5	Interhouse Group Dance	12th October
EY to Grade 1	Assembly-Inquiry Theme	12th October
Grade 2 to 5	Assembly- Dussehra	17th October
Grade 6 to 12	Student Council Meeting	20th October
Grade 6 to 12	School Camp	20th -22nd October
Grade 9 to 12	Special Assembly- Dussehra	19th October
EY to Grade 1	Assembly-Dussehra	19th October
Grade 6 to 12	PLC for Staff	21st October
Grade 6 to 12	Clubs and Societies Outreach Services	21st October
Grade 5	Educational Trip	23rd October
Grade 6 to 8	Special Assembly- Rashtriya Ekta Diwas	25th October
Grade 1 to 5	Inter House ICT Comp.	26th October
Grade 9 to 12	Special Assembly- United Nation day/ World Development Information day	26th October
EY to Grade 1	Special Assembly-Culmination of UOI	27th October
Grade 2 to 5	Assembly- Halloween	31st October
EY to Grade 1	Assembly- Halloween	31st Oct

Nov-23

Grade 9 to 12	Special Assembly- World Tsunami Day	2nd November
Grade EY to 12	PLC for Staff	4th November
Grade EY to 12	Clubs and Societies Outreach Services	4th November
Grade 2 to 5	Assembly - Diwali	7th November
Grade 6 to 8	Special Assembly- Diwali	8th November
Grade 1 to 5	Interhouse Diwali Craft Activity	9th November
Grade 9 to 12	Special Assembly- Diwali	9th November
Grade EY to 12	Diwali Celebration/ Children's Day celebration	10th November
Grade 6 to 8	Inter House Competition- Music/ Dance Competition	20th November
Grade 9 to 10	Inter House Competition- Music/ Dance Competition	21st November
Grade 11 to 12	Inter House Competition- Music/ Dance Competition	22nd November

Grade 9 to 12	Special Assembly- World Science Day	16th November
EY to Grade 1	Assembly-Inquiry Theme	16th Nov
Grade 6 to 12	Student Council Meeting	17th November
Grade 8 to 12	MUN	17th-18th November
Grade 6 to 12	PLC for Staff	18th November
Grade 6 to 12	Clubs and Societies Outreach Services	18th November
Grade 2-5	Assembly - Gurunanak Jayanti	21st Nov
Grade 6 to 8	Special Assembly- Universal Children's Day & World Television Day	22nd November
Grade 1 to 5	Interhouse Football Match	23rd November
Grade EY to 12	SAC-3	23rd November
Grade 9 to 12	Special Assembly- World Television day	23rd November
Grade EY to 5	Day Trip/Picnic	24th November
Grade 6 to 12	Class Photographs	23rd November
Grade 2 to 5	Assembly - Inquiry Theme	28th Nov
Grade 6 to 8	Special assembly- Constitution Day of India	29th November
Grade 9 to 12	Special Assembly- Constitution Day of India	30th November
EY to Grade 1	Assembly-Inquiry Theme	30th Nov
Dec-23		
Grade EY to 5	Class Photographs	1st December
Grade 10 & 12	Preboard 1 begins	1st -12th December
Grade EY to 12	PLC	2nd December
Grade EY to 12	Clubs and Societies Outreach Services	2nd December
Grade 2 to 5	Assembly- World Human Rights Day	5th December
Grade 6 to 8	Indian Navy Day -assembly	6th December
Grade 1 to 5	Inter House Athletics	7th December
Grade 9 to 12	Special Assembly- National Pollution Control Day & World Soil Day	7th December
EY to Grade 1	Assembly-Inquiry Theme	7th December
Grade 4	Educational trip	8th December
Grade 6 to 8	Inter House Competition- AD Mad Competiition	11th December
Grade 9 to 10	Inter House Competition- AD Mad Competiition	12th December
Grade 2 to 5	Assembly- Inquiry Theme	12th December

Grade 11 to 12	Inter House Competition- AD Mad Competition	13th December
	International Mountain day	13th December
EY to Grade 1	Assembly-Inquiry Theme	14th December
Grade 1 to 5	Inter House Basketball	14th December
Grade 9 to 12	Special Assembly- National Energy Conservation Day	14th December
Grade 6 to 12	Chairmans Cup	14th -15th December
Grade 6 to 12	Student Council Meeting	15th December
Grade EY to 12	PTM 4	16th December
Grade EY to 12	Clubs and Societies Outreach Services	16th December
Grade 2 to 5	Assembly- Christmas	19th December
Grade 9 to 12	Special Assembly- National Mathematics Day & National Consumer Rights Day	20th December
Grade EY to 12	Annual Day(Dress Rehearsal)	21st December
Grade EY to 12	Annual Day	22nd December
Grade EY to 12	Winter Break begins	25th December
Jan-24		
Grade EY to 12	Winter Break Ends	2nd January
Grade 9 to 12	Special Assembly- World Braille Day	4th January
Grade EY to 12,	PLC	6th January
Grades 2 to 5	Assembly - Inquiry Theme	9th January
Grade 6 to 8	Special assembly- World Logic Day	10th January
Grade 9 to 12	Special Assembly- World Hindi Day	11th January
Grade 6 to 8	Inter House Competition- Debate Competition	15th January
Grade 9 to 10	Inter House Competition- Debate Competition	16th January
Grade 11 to 12	Inter House Competition- Debate Competition	17th January
Grade EY to 12	SAC-4	
Grade-3	Educational Trip	15th January
Grade 10 &12	Session Ends	15th January
Grades 2 to 5	Assembly - Inquiry Theme	16th January
Grade 6 to 8	Special assembly- National Girl Child Day	17th January
Grade 10 & 12	Preboard 2 begins	17th-25th January
Grade 9 to 12	Special Assembly- World Hindi Day	11th January

Grade 9 to 12	Special Assembly- National Youth Day & Army Day	18th January
EY to Grade 1	Assembly-Inquiry Theme	18th January
Grade EY to 12	Student Led Environmental Project- IPCA	20th January
Grade EY to 12	PLC for staff	20th January
Grades 2 to 5	Assembly - Republic Day	23rd Jan
Grade 6 to 8	Special Assembly- Republic Day & National Voters Day	24th January
Grades 1 to 5	Inter House Yoga	25th January
Grade 9 to 12	Special Assembly- Republic Day & National Voters Day	25th January
Grades 2 to 5	Assembly - Inquiry Theme	30th Jan
Grade 10 & 12	PTM-5	31st January
Grade 10 & 12	Special Assembly- Puzzle Day	31st January
Feb-24		
EY to Grade 1	Assembly-Inquiry Theme	1st February
Grade 9 to 12	Special Assembly- World's Wetland Day	1st February
Grade EY to 12	PLC for staff	3rd February
Grade 12	Graduation Day (Grade 12)	3rd February
Grade-2	Educational Trip	5th February
Grades 2 to 5	Assembly - World Read Aloud Day	6th February
Grade 6 to 8	Special Assembly- World Read a loud Day	7th February
Grade 9 to 12	Special Assembly- Cyber Bullying	8th February
EY to Grade 1	Assembly-Inquiry Theme	8th February
Gr 11 & 12	Farewell Gr 12	9th February
Grade EY to 12	Walkathon	10th February
Grades 2 to 5	Assembly - Basant Panchmi	13th February
Grade 6 to 8	Special Assembly- World Radio Day & National Productive Day	14th February
EY to Grade 1	Assembly-Inquiry Theme	15th February
Grade 2 to 5	Athletic Meet(Jr.)	15th February
Grade 9 to 12	Special Assembly- Innovation Day	15th February
EY to Grade 1	Assembly-Inquiry Theme	15th February
Grade 6 to 12	Athletic Meet(Sr.)	16th February
Grade EY to 12, Grade 6 to 8	PLC/Student Led Environmental Project- IPCA	17th February

Grades 2 to 5	Assembly - International Mother Language Day	20th February
Grade 6 to 8	Special Assembly- International Mother Language Day	21st February
EY to Grade 1	Assembly-Inquiry Theme	22nd February
Grade 9 to 12	Special Assembly- World Thinking Day	22nd February
Grades 2 to 5	Assembly - Inquiry Theme	27th February
Grade 6 to 8	Special Assembly- National Science Day	28th February
EY to Grade 1	Assembly-Inquiry Theme	29th February
Grade 9 to 12	Special Assembly- National Science Day	29th February
Mar-24		
Grade EY to 5	SLC(Student Led Conference) and Art Exhibition	2nd March
Grade EY to 12	PLC for staff	2nd March
Grade EY to 5	Check for understanding - Term II	1st-12th March
Grade 6 to 12	End Term Exam	1st -12th March
Grade 6 to 12	Foundational domain activities	13th -22nd March
Grade 2 to 5	PYP Exhibition	15th March
EY to Grade 1	Assembly-Inquiry Theme	21st March
Grade PN to 12	SAC-5	21st March
Grade 6 & 7	Day Trips	26th March
Grade 8 & 9	Day Trips	27th March
Grade 11	Day Trips	28th March
	Staff Picnic	29th March
Grade EY to 12	PTM-6	30th March



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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I-Block, Palam Vihar, Gurugram, Haryana, India-122017

Phone: 8595-020202, 0124-4398600

Email: info.dpsgpv@dpsgs.org

Website: www.dpsgs.org/palam-vihar