





# DELHI PUBLIC SCHOOL GHAZIABAD

— I N T E R N A T I O N A L —

An initiative of Delhi Public School Ghaziabad Society

**ALMANAC**  
2020-21

## 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 need to prepare our future generations for life as professionals and productive and useful members of the civil society.

Even more importantly, the schools have evolved into by working collaboratively with community to address the challenges that the children face in the fast paced environment today. To protect and promote the development of each student, schools and the community must accept responsibility of maintaining conditions conducive to the development of intellectual, academic, physical and emotional health of all students.

As a leader in school education, Delhi Public School Ghaziabad Society is reaching out to build vibrant partnerships with families and communities. It will focus on creating structures, opportunities and events that will bring stakeholders together. The group carries a wealth of expertise and experience to create meaningful teaching-learning environment in schools.

The society may further assist families with parenting skills, 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 2020-21, we assume that students, parents, teachers and community would connect with curriculum and develop meaningful context. We optimise learning through real world experiences from our peers and mentors, in addition to classroom experience. It is in this spirit and cooperation that we bring to you this almanac to provide a clear understanding of what the school represents.

The policies, rules, code of conduct, instructions and advisories enshrined herein are all designed to promote the wholesome development of every

student can not only learn and perform better, but also become a productive member of the larger Indian community.

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

### DPSG SOCIETY

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

_____	_____	_____
Student's signature	Mother's signature	Father's signature
Name _____	Name _____	Name _____
Admission No. _____	Address _____	Address _____
Class _____	_____	_____
	_____	_____

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

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



Latest  
Photograph  
of the  
Student

# DELHI PUBLIC SCHOOL GHAZIABAD INTERNATIONAL

Latest  
Photograph  
of the  
Parents/  
Guardians

## Student's Personal Record

Name.....

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

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

Bus Stop.....

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

Father's Name.....

Mother's Name.....

Guardian's Name.....

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

Resi. Address.....

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

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

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

E-mail(Father).....

E-mail(Mother).....

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

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

**Student's Signature**

**Parent's Signature**

**Guardian Signature**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Class Teacher's Signature**

\_\_\_\_\_

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

# MEDICAL CARD OF THE CHILD

(TO BE FILLED UP BY THE PARENTS/GUARDIAN)

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

2. Age in years .....

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

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

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

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

## 7. Blood Group:

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

8. Allergies, if any .....

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

## 10. Immunization

(a) Polio Yes/No

(b) DPT Yes/No

(c) Measles Yes/No

(d) DT Yes/No

(e) Tetanus Yes/No

(f) Typhoid and Cholera Yes/No

(With date of last vaccination):

(g) Any others.....

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

.....  
.....

Parent's Signature .....

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



# TRANSPORT DETAILS

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

Date :

Parent's Signature

Date :

Signature of Class Teacher

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

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## A BRIEF HISTORY OF THE SOCIETY AND SCHOOLS

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

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

### About the Schools

**Delhi Public School Ghaziabad, Meerut Road**, commenced operations in a hired building in Raj Nagar on the 5th September 1980. The foundation stone of the new building was laid on the 19th of April, 1981 and soon thereafter, the school shifted to its present locale. The school has made steady progress over the past 39 years. Since its affiliation to the CBSE in 1985, 30 batches of class XII have passed through the portals of the school. DPSG is the first school in NCR to get ISO 9001:2008 certification by the International body Det Norske Veritas. The school today is recognized as an institution par excellence for imparting quality education with due emphasis on extracurricular activities.

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

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

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

**The DPSG International** came into being in the year 2008. Based in a sprawling 10 acre, lush green, pollution free campus, DPSGI is a progressive school with proven academic results.

The school has established systems to enable lifelong learning, self-development and improved performance for all round excellence. The school involves all stakeholders in understanding as well as implementing the mission and quality objectives and ensures effective delivery of curriculum keeping in view current educational thinking and pedagogy thereby making learning a joyful experience. The school believes that 'Every Student Matters and Every moment Counts.'

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

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

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

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

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

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

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

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

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

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

## New School

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

## FROM THE PRINCIPAL'S DESK

### Dear Students

As I welcome you to the new session 2020-21, I look forward to another year full of the magic of a new beginning, aspirations and optimism.

"...For the last year's words belong to last year's language

And next year's words await another Voice.

And to make an end is to make a beginning..."



Children there are as many worlds as there are kinds of days. An opal, a precious gem, changes its colours to match the nature of the day and so should we. When I wrote to you on these pages last year, I'd exhorted you to inculcate a perspective of global citizenship and nurture your first belonging for the school as well as the uniform you wear. I'm proud that you have lived up to both. You have brought in laurels with a stupendous CBSE Board result, bettering the previous year's; you have represented the school at many Zonal, State and National level competitions and emerged victorious wherever you went bearing the school flag. Your community connect and mindfulness are praiseworthy. This is testimony to the fact that staff and students are enthused with a fervor due to which there is no looking back.

Your sheer diversity is also breathtaking. We were proud hosts to the CBSE Regional Science Exhibition and the CBSE North Zone Yoga Championship as well as to the District Level National Children's Science Congress. Participating and winning in SAE –AWIM was another feather in the cap. Our Science Innovation made it to the INSPIRE Awards. You also bagged numerous gold and silver medals in Skating, Football, Taekwondo and Karate at the National level. This year we got affiliated with NCC UP 13 Battalion for Girls.

We have been selected by Fortune India and Univariety as one of the top 50 Future Ready Schools Shaping Success, for our efforts to build an empowered student community. Another success has been our being rated as the Top 10 schools in Ghaziabad by Education World.

We have also been selected by CBSE as the Lead Collaborator School for their 'Hubs of Learning' programme. We have continued enthusiastically

with the 'Joy of Giving' programme.

Taking the school community connect programme a step further, we have introduced the 'Dexterous hands' Interact Club in the school and work along with the Rotary Club. We are conscious of our responsibility to the planet. Our school is a 'No Plastic Zone' and we have projects on paper recycling, a compost pit and a beautiful herb garden. The club has been awarded with the 'Silver Club Award' by Rotary Club. We were a part of the Student's Solar Ambassadors Workshop to make solar lamps wherein we attempted to make a Guinness World Record of the highest number of people harnessing solar power simultaneously. We also hosted the Paryavaran Panchayat—an Inter-School Awareness Programme where resolutions were made to preserve the environment and a charter was drafted to be presented to the Hon'ble Prime Minister of India.

An authorized IB World School for the International Baccalaureate Primary Years Program, an accredited ISA Awardee for two consecutive terms, an ISO 9001-2021 school and a 'Fit India' School as per the Ministry of Youth Affairs and Sports, DPSG International has truly made its presence felt as a pioneer in various fields.

With 15 MIE Experts in the year 2020-21, 1 MIEE Fellow and 7 Adobe Creative Ambassadors, the faculty has enhanced their skill with every passing day.

Children, you represent our hopes and dreams. Keep up the good work! I close with the words of Arnold Bennet:

"The chief beauty about time  
is that you cannot waste it in advance.  
The next year, the next day, the next hour are lying ready for you,  
as perfect, as unspoiled,  
as if you had never wasted or misapplied  
a single moment in all your life."

God bless you!

**Meera Mathur**

**Principal**

## MISSION

DPSG society aims to create global citizens, by establishing systems to enable life-long learning, self-development and improved performance for continuous excellence. We also believe in making learning a joyful experience in a stimulating and intellectually challenging environment and ensure students develop intercultural respect and understanding.

## VISION

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

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

## ISO 9001-2015 STANDARD

### Our Quality Policy

"We, at Delhi Public School Ghaziabad International, stand committed to imparting Quality Education, for the holistic development of children, ensuring satisfaction of students, parents and society at large, endeavouring to comply with the requirements of the quality manual system and striving for its continual improvement."

### Our Quality Objectives

Our Quality Objectives have been identified as under:

"We, as a team, aim to achieve excellence in education by:

1. continually improving existing students' performance.
2. continually improving ICOMS/Processes of QMS.
3. endeavouring to identify and meet the expectations of the students, parents and society through a regular feedback, review and implementation process in order to maximize their satisfaction. In the process, ensuring compliance with relevant statutory and regulatory requirements."

This shall be achieved by:

- (a) providing the infrastructure and a conducive work environment.
- (b) periodically upgrading the skill of the staff by training and development programmes.
- (c) obtaining regular parental feedback and student feedback to identify areas of improvement.
- (d) taking corrective and preventive action to continually improve the effectiveness of our QMS.

## SCHOOL TERMS AND TIMINGS

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

**I Term : March to September**

**II Term : October to February**

	Starz	Class I	II – XII
<b>March – October</b>	8:30 am - 12:30 pm	8:30 am – 2:00 pm	7:00 am – 2:00 pm
<b>November – February</b>	9:30 am – 12:30 pm	8:00 am – 2:00 pm	8:00 am – 2:00 pm

### Office Timings

The school's office can be contacted between 8:30 a.m. to 1.00 p.m.

### Visiting Hours

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

#### Principal

9.00 to 11.00 a.m. : Monday, Wednesday & Friday or with prior appointment

#### Headmistress

9.00 to 11.00 a.m. : Monday, Wednesday & Friday or with prior appointment

#### Coordinators/Class Teachers/Subject Teachers

9.00 a.m. to 12.00 p.m.: Working Saturday (with prior appointment)

Parents are requested not to go directly to the class to meet the teachers as they will not be able to leave their classes to attend to them. Parents are requested not to come without prior appointment with the respective teachers. Kindly send an application to the Coordinator/Class Teacher seeking an appointment. The teacher will then send an appointment card (given at the back of the almanac) with which you can enter the school and meet the teacher. Please do abide by the time allotted for the meeting. Parents are welcome to contact the school at the school 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 attended to till 4:00 PM  
**8587951424, 9667644344**

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

E-mail : **dpsgi.ghaziabad@dpsgs.org**  
School Website : **www.dpsgs.org/international**  
ERP : **www.sms.dpsgs.org**  
Transport Grievance Cell : **Mr. Gaurav Singh: 8882382567, 9999261603**

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

## CONTACT US

Apart from PTMs feel free to contact us on the following email ids.

Principal : **principal.int@dpsgs.org**  
Head Mistress (Sr. Wing) : **hmsec.int@dpsgs.org**  
Head Mistress (Pr. Wing) : **hmpr.int@dpsgs.org**  
Coordinators : **crdsec.dpsgi@dpsgs.org**  
**crdss.dpsgi@dpsgs.org**

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

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

## PARENT-TEACHER FORUM

The Parent-Teacher Forum was set up many years ago on the guidelines provided by the Central Board of Secondary Education. The General Body of the Forum is constituted of all the parents whose children are studying in the school. The Executive Committee of the Forum is a nominated body represented by parents and teachers of the school. The Principal of the school is the ex-officio President of the Forum. The PTF plays a pivotal role in making decisions from time to time regarding the welfare of the school. It facilitates closer association between parents and teachers in their effort to make the school an ideal place for the all-round education of student. 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 students studying in the school.

## OUR EXPECTATIONS FROM PARENTS AND GUARDIANS

Parents must realize that school is a second home for children. They need all the considerations in their favor by way of safety and security, love and co-curricular work. 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 and guardians must immediately inform the school in case there is a change in their address and/or telephone number.
3. 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.
4. No student of class XI or XII will be allowed to leave the school early on the plea of attending private coaching classes.
5. Parents may please see that their child adheres to the school uniform strictly. The students accompanying their parents during PTM days must also come in school uniform.
6. Wearing of fancy shoes, jewellery, unruly hair and fancy haircuts like mushroom cut etc., streaking/highlighting of hair is not permitted. Skirt hemlines are to be knee-length.
7. Parents/Guardians are not permitted to enter class rooms to meet the students or to seek unscheduled interviews with teachers during school hours. Prior appointment for meeting the staff must necessarily be taken
8. In case of emergency, parents/guardians must meet the Principal/ Headmistress and adopt a course of action in consultation with them.
9. No strangers are allowed to meet the students.
10. Usage of school bus is compulsory for all students unless, parents take on the responsibility of a drop & pick of their ward.

11. The cycle rickshaws with improvised seating for many young students are an illegal and dangerous mode of transportation and are totally banned by the school under instructions from the District Administration.
12. Pick up point for private commuters are outside the school. No stranger, driver or family friend is allowed to pick the students up.
13. Once the student has come to the school, parents and guardians are not permitted to take him/her back home during the school hours unless there is a major emergency. In such cases, the permission of the Principal/Headmistress is mandatory. Lunch boxes and water bottles are not allowed to be sent for the students once they have entered the school premises.
14. 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.
15. Any communication that parents wish to make with the school must be addressed to the Principal/Headmistress of the respective wing only and not to the class teachers.
16. Last but not the least, we expect parents and guardians to be cordial and polite with the staff of the school even in the most taxing situations. Parents are also requested to maintain a proper dress code at all times while entering the school premises.

## SCHOOL DISCIPLINE

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

1. Attendance is compulsory for celebration of National Days.
2. Irregular attendance, unjustified or unexplained absence from school, habitual late coming, leaving the school premises without permission, disobedience and any type of unruly and objectionable behavior are considered to be grave acts of indiscipline on the part of a student which can lead to his/her expulsion from the school.

3. The school uniform, only in prescribed school colour, should be immaculate, clean and smart, and should be worn on all working days and functions. Actions will be taken against the 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. The 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.
6. They should not write, scratch or engrave graffiti on desks, chairs and other surfaces.
7. They should not damage or remove things belonging to other students.
8. Damage done even by accident must be reported at once to the Principal/ Co-ordinator/Class Teacher. Anyone who notices something damaged must report the matter to any of the personnel mentioned above.
9. If a student causing damage to the school property is identified, he/she will be charged with a fine.
10. 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.
11. 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.
12. Parents are requested not to give more than Rs.100/- to their ward. If for some reason, he has to bring more, written information must be sent to the class teacher.
13. 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.
14. Students are strictly forbidden from purchasing eatables from unauthorized vendors/hawkers near the school premises.

15. No money collection for any purpose is allowed to be made in the school without prior permission of the Principal.
16. 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.
17. Bus monitors and teacher escorts are responsible for orderly behavior in the bus. They must ensure that only those students who are authorized bus users travel in the bus. Any unruly and in disciplined behavior while travelling in the bus will result in withdrawal of the bus facility.
18. It is compulsory for all students to attend the assembly.
19. All our students should observe high standards in their general get up, deportment and conduct.
20. Use of foul, unparliamentarily language is a punishable offence.
21. In order to acquire competency in spoken English, all students must converse in English while they are in school.
22. Using unfair means in a test or examination is a grave offence. A student who is found using unfair means will be awarded zero in the subject and will be issued a strict warning. Repetition of the same offence will result in his/her expulsion from the school.
23. The students are not permitted to carry cellular phones, I-pods, smart watches and other electronic gadgets to the school. However, in case of emergency the telephone in the HM's room/reception may be used by the students.
24. Misbehaviour inside the school premises or in the school conveyance may also lead to disciplinary action against the concerned student. Objectionable behavior, use of abusive language, discourtesy and disrespect to the teachers, disobedience and irregular attendance will also lead to strict disciplinary action.
25. Students are not allowed to drive motorized vehicles such as cars, scooters and motorcycles within or outside the school.
26. Under no circumstances will crackers, fireworks, firearms and any other inflammable material be permitted in school. A student indulging in any act of indiscipline could be given severe punishment, as severe as suspension from the school.

27. Bunking classes or school is strictly prohibited.
28. Writing on shirt/uniform is a punishable offence.
29. **Retribution Card:** In order to maintain discipline in the school, the system of retribution cards is followed. Any of the below mentioned misbehaviour or indiscipline can lead to the student being given a retribution card. The card is issued to the student in the presence of the parent. It will be issued by the coordinator for a period of 3 days and signed by the headmistress. The card will be returned to the coordinator on the 4th working day. 3 retribution cards will lead to one yellow card.

- Using abusive language
- Writing / scribbling on shirt/ uniform/ furniture
- Carrying costly articles (like expensive watches, fountain pens, cameras, jewelry, electronic gadgets)
- Carrying money more than Rs.100
- Linking names and spreading rumors
- Bullying others
- Constantly interrupting the teaching process and indulging in rude and unacceptable behavior in the class and school premises

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

- Disfiguring or damaging school property
- Bunking classes
- Bringing a cell phone, I pad, I pod, PSP or any other similar device to school
- Use of violence in any form
- Harming / hurting any person / property / self
- Damaging, scribbling or tearing pages from library books, text books or exercise books
- Bringing sharp and injury causing articles such as knife, scissors, paper cutters etc.
- Misconduct, indiscipline and misbehavior in school transport

- Use of whiteners, correction fluid or any other addictive or intoxicating substance is strictly prohibited.
- 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. Half Day Leave is not permitted. In case of any family function or other programme, parents are requested not to send the child to the school.
2. The students are expected to attend school regularly. Under affiliation Bye-Laws of the Central Board of Secondary Education, all students are expected to log in a minimum attendance of 75% of the total working days in the academic session. As such, no leave of absence is granted unless parents/guardians submit an application well in advance on plausible grounds for absence.
3. In case of sickness for any period of time, a Medical Certificate must be attached with the leave application.
4. If an unauthorized absence exceeds a period of 15 days it shall be presumed that the parents are not willing to continue their child's education at DPSG International and one month notice required for T.C. shall start from the 16th day of such unauthorised 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 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.
5. The parent must also apply for the TC online through the SMS portal using parent login id atleast one month before the beginning of the next quarter.
6. TC is to be applied one month before the next quarter fee is due. If not applied on time the fee bills for the next quarter will be generated.

## RULES GOVERNING FEE COLLECTION

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

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

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

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

**Mode of Payments:** Credit Card, Debit Card and Net Banking only.

Bank Processing Charges applicable on payment by Credit Card and Net Banking but not on Debit Cards.

**Payment of Fee:**

1. All School dues must be paid through HDFC Bank (any online payment mode) on or before the last date of payment to avoid late fine and penalty.
2. The payment shall be done through visiting the school website [sms.dpsgs.org](http://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 the Final Date of payment including all holidays till the payment is made.
5. The name of the student will be struck of, if the fee is not paid till last day of 2nd month of the Quarter. Late Fine and Penalty on fee will be charged along with the Fee Due for next 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 the Parent if readmission is granted.
8. Late Fine and Penalty on fee will be charged along with the Fee Due for next Quarter at the time of real payment.
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. Fee reminders for Quarterly fee will not 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. Parents are requested to access the same using their ward's ERP Id and password.
- Visit school website **sms.dpsgs.org** and follow steps mentioned below:
  - **Enter the Username** - p.dpsgi.admission no. and **password:** admission no. on SMS Portal
  - Click on ONLINE FEE PAYMENT
  - Select the Quarter
  - Check the Student fee Details & Click on PROCEED.
  - It will show the following options for payment :-
    - i) **Debit/Credit Card** – You will be directed to pay fees via Debit / Credit Card.
    - ii) **Net Banking** – You will be directed to choose from multiple Banks for payment.
  - The parents must take a screen shot of payment confirmation details visible on their phone for future reference.

**Parents are to kindly ensure the mailing of the receipt/reference slip received after making payment at [ao1.int@dpsgs.org](mailto:ao1.int@dpsgs.org) or [ao2.int@dpsgs.org](mailto:ao2.int@dpsgs.org) for our records and future reference.**

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

## CAUTION MONEY

1. A request for refund of Caution Money by the 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.
5. An Application Form for Caution Money is given in the Almanac.

## 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 the circumstances mentioned below.
2. Refund of Quarterly Fees will only arise in cases given below where there is Mid-Quarter withdrawal on submission of Documentary evidences. In the rest of the cases, Mid-Quarter withdrawal will not permitted.
  - Transfer of the Parent to different district/city/state - The Parent has to submit proof of transfer viz. their transfer letter/appointment letter for new location and proof of admission of the student in a 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 the fee for April and May, treating the months 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.

## SCHOOL LIBRARY RULES

1. All students and teachers can become members of the Library and contact the School Librarian for any assistance they need regarding Library.
2. Students must carry their identity card and diary when they enter in the library.
3. At a time one book will be issued to a student for 7 days only.
4. A book which is in heavy demand may not be issued/re-issued. A book which needs repair may not be issued.
5. Multi volume books, reference books, magazines will not be issued.
6. If a student neglects to return the borrowed book on time, he/she will have to pay a fine of Rs.2/- for each day it is overdue. Library Fine is auto calculated, will be added in fee and paid online. Hence the students must return the books on time.
7. Class 12th students can issue a book for final exams also.
8. In case the book is lost or damaged while in the student's possession, he/she will be required to replace the book by a new copy of the same title or he/she may be allowed to pay the current price of the book.
9. The loan of a book may be further renewed for a period of one week on the production of the book if there is no request for the same.
10. If any member is found removing library property without formal permission, his/her membership privileges may be suspended for some time.
11. Personal books or other personal belongings are not allowed in the Library.
12. Readers requirement, suggestions and feedback are important for the development of the library. Please feel free to share them with the librarian.

Please ensure that:

- No one removes any page or pages from books, newspaper or magazines.
  - No one marks any book with a pen or pencils. This spoils the beauty of books and renders them unusable by others.
  - No one should deliberately misplace a book and make it difficult to locate.
13. At the end of session every student must clear all dues payable to Library and return all the books issued.

## SCHOOL UNIFORM

CLASSES	SUMMER	WINTER
STARZ	Blue skirt/ shorts Red T-shirt Prescribed Velcro shoes Prescribed socks	Specially designed red top Blue jeans Jacket
Common uniform I to XII	White half sleeved shirt with monogram and school buttons Black sports shoes (Action/Power) Velcro shoes for classes I to III White socks with two bottle green bands Bottle green polyester belt with school crest on buckle Identity card	White full- sleeved shirt with monogram and school buttons Bottle green single breast blazer Bottle green pullover/ singlet Grey woollen socks with two bottle green bands Black sports shoes (Action/Power) Bottle green polyester belt with school crest on buckle Tie and Identity card Bottle green cap and gloves as required
Girls I to VIII	Grey skirt <i>(Cycling shorts compulsory)</i>	Grey trousers
Boys I to VIII	Grey shorts	Grey trousers
Girls IX to XII	White pleated skirt <i>(Cycling Shorts compulsory)</i>	Grey trousers
Boys IX to XII	White trousers	Grey trousers

### ON ESSFA DAYS

- In Summers, in place of white half sleeved shirts, students of classes I to XII are required to wear the prescribed house T- shirts of distinct colour.
- In Winters, in place of white full- sleeved shirts, students of classes I to VIII are required to wear the prescribed house T- shirts of distinct colour with school track suit and the students of classes IX to XII are required to wear house T-shirts with grey trousers and track jacket.

### AUTHORISED UNIFORM DEALER FOR 2020-21

M/s Cambridge Dressmaker  
Ph. 9818390150, 9818390334  
Email : [saicambridge@yahoo.com](mailto:saicambridge@yahoo.com)

## Authorised Books & Stationery Dealer for 2020-21

New Era Solutions Pvt. Ltd.  
New Delhi  
gautamverma0603@gmail.com | info@neweragroup.in  
9810086514 9354291783

## TRANSPORT RULES

1. The School makes transport arrangements for the students through its own fleet of buses on an annual contract explicitly on request from parents.
2. Unauthorised travelling in the school buses is viewed as a 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 the 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. The students are not allowed to travel in any other bus route except their own route. However, they can do so with permission from the respective bus in-charge.
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 or an online application on the ERP portal [www.sms.dpsgs.org](http://www.sms.dpsgs.org) using the student's SMS id, 15 days in advance.
9. Application for request for Change in Transport in case of transfer/change of address should be submitted at least 15 days prior to the beginning of the subsequent month to the Administrative officer or on the ERP portal [www.sms.dpsgs.org](http://www.sms.dpsgs.org) using the student's SMS id. 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 subsequent 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.

## BEHAVIOURAL PRACTICE

1. The 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 behaviour, tearing of seat covers, breaking window panes 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 in charge. He/ She has the authority to report any offence to the Principal immediately.

## SCHOOL CURRICULUM DESIGN

We, at DPSGI are forever motivated to take our students on their educational journey supported by the 4 pillars of Education, which are: Learning to Know; Learning to Do, Learning to Live Together and Learning to Be. The school is forever breaking boundaries and achieving more milestones.

Standard Learner Profiles for all age and grade levels have been developed to ensure that our students attain the desired milestones at each new level. The Curriculum Design aims to build the student profile as per the benchmarks defined by the School in order to foster Knowledge, Skills, Competencies, Attitudes, Dispositions, Values and Beliefs that will stand them in good stead even when they step out of the school portals. As the school prepares them for vocations, professions or higher studies, the students also need to become responsible citizens and contribute to building a vibrant society.

In order to traverse this journey of development and foster the evolution of students across all parameters, the school curriculum has been divided into the four domains given below:

1. Scholastics
2. Skills, Competencies & Arts Education
3. Foundation Domain
4. Physical Education & Sports

The teaching learning time allocation to each of these groups and its subsets has been worked out in keeping with the fundamental purpose of achieving the Student Profile at the conclusion of every year/grade.

Importantly, this Curriculum Design rests on two basic shifts from the conventional academic processes. The Learning shall henceforth be Inquiry Based and Student Led.

Instead of the conventional transfer of information and knowledge, the new paradigm would let the students lead in exploration, discovery and constructing new meanings and applications of the knowledge. In this endeavor they would be ably supported and guided by the teachers in building roadmaps and pathways together with milestones as they journey along. Teachers will provide and advise on learning resources, benchmarking, assessments, reflections, assessment dialogues and handholding to ensure that each one chooses his/her own destination and enjoys the journey towards the destination.

With this new pedagogical approach, we are not only in tune with the vision of CBSE's Competency Based Education, Integration of Arts and Sports in the Curriculum, Focus on Experiential Learning and the latest Rationalization of Syllabus but we are also set to lead the change. DPSGians will thus attain the desired level of Skills, Competencies and Attributes by the end of their school life in a phased manner.

## PEDAGOGICAL PRACTICES- AN OVERVIEW

DPSGI Starz is a unique initiative of The Delhi Public School Ghaziabad Society in which young children from age 2+ to 4+ are imparted foundation forming training in preparation for formal education later on. The children are offered ample opportunity for learning by doing and each child's individual progress is monitored closely. There are no formal tests or examination, no tedious homework and no odious comparisons within the peer group in terms of position or percentages. A child's progress is conveyed to the parents twice a year through a descriptive report highlighting levels of attainment in each skill.

Starz Pre-school is committed to the pursuit of educational excellence and leadership. It recognizes the child as an enthusiastic learner embarking on a joyful journey of learning through play, exploration and discovery.

Starz Pre-school is an affectionate, principled and caring community providing a collaborative, inviting and challenging environment where enquiry, innovation and life-long learning shall be nurtured.

We believe in "Learning to Be"!

### **Starz Pre-school will attain its vision by:**

- Empowering each child to be an enthusiastic and life-long learner and to be a confident and responsible global citizen.
- Recognizing the natural curiosity and thrill of a child to discover, learn and grow.
- Transacting a learner-centric curriculum rooted in pedagogical integrity and research.
- Respectfully acknowledging and thoughtfully responding to differential learning.
- Forming authentic and collaborative partnerships with families and the community.
- Working insightfully, conscientiously and untiringly.
- Continual evaluation, improvement and quality assurance across the organization.

"Children learn by doing, and play is their work." The curriculum is based on the Multiple Intelligence Model and aims at Whole Brain Synergy. The curriculum frame work includes KDAs (Key Development Attributes) divided into age appropriate modules with a 360 degree development approach.

## Starz Curriculum

The classroom is considered both a laboratory and a playground to perceive, to understand, innovate and reconstruct. Curricular practices are designed around learning experiences that encourage a positive self-image and generate joy in the process of learning.

### Glimpses of the Curriculum

#### **ICID (I Can, I Do)**

Activities for development of the large muscles of the body-the Gross Motor Skills using groups of muscles to sit, stand, walk, run, keeping balance, and changing positions. e.g.: walking, jumping, throwing, hopping, climbing etc.

#### **IKIT (I Know, I Think)**

Activities for cognitive development, theme/project-based knowledge, number concepts and pre-number concepts, thinking skills: including learning, understanding, problem-solving, reasoning and remembering.

#### **ILRSW (I Listen, I Speak, I Read, I Write)**

Development of the language domain, new vocabulary, language skills, speaking, using body language and gestures, communicating and understanding what others say.

#### **ICDW (I Can Do Wonders)**

Development of creative and aesthetic skills coming from creative art, craft and allied activities, using hands to be able to eat, draw, dress, play, write and do many other things.

#### **IMMMF (I, Me, Myself, My Friends)**

Development of Socio-emotional skills, working independently, safety, hygiene and self-help skills. Interacting with others, having relationships with family, friends and teachers, co-operating and responding to the feelings of others.

DPSG International has a vision to impart global education of international standards. The school is authorised as an IB world school for the International Baccalaureate Primary Years Program.

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

This inquiry based programme revolves around the six transdisciplinary themes surrounding the six subject areas. Teachers are guided by these themes as they design units of inquiry that both transcend and articulate conventional subject boundaries to develop internationally minded individuals. Assessments are a continuous process in this curriculum.

The IB Learner Profile:

Through PYP, students are encouraged to become



- Develop attitudes that will lead to international-mindedness
- Take action as a consequence of their learning.
- Acquire transdisciplinary and disciplinary skills
- Develop attitudes that will lead to international-mindedness
- Take action as a consequence of their learning.

## INFRASTRUCTURE

### CURRICULAR AND CO-CURRICULAR ACTIVITIES

Education at all levels is also viewed today as acquisition of skills rather than bookish knowledge. As such, the curriculum imposes the imperative need of including in it, a variety of activities that impart skills that can form the basis for a career later on. It is with this purpose in mind that a plethora of activities such as art and craft, photography, music, dance, drama, sculpture, taekwondo, yoga, mass display of fitness and the learning of computers etc. are included in the curriculum. The students are encouraged to be original, creative, analytical and expressive.

### LABORATORIES AND LIBRARY

The school is equipped with modern science laboratories and activity labs. The school has technology networked library with a collection of usable volumes of books and e-resources, for the students and teachers.

### ESSFA (Morning Sports)

The school lays a lot of emphasis on physical fitness, hence games and sports are an integral part of the curriculum. DPSGI has initiated ESSFA (Endurance, Speed, Strength, Flexibility, Agility) program in the school for all classes, in which students essentially get one hour of sports. There are professional coaches to give specialized coaching on regular basis in various games and sports. We have well maintained sports grounds which offer children facilities to play various sports and games. The school runs Cricket, Basketball, Skating and Football academies under the guidance and patronage of expert professionals. The school has two practice pitches and a turf cricket pitch of high standard and specifications.

The school also has three Basketball courts of standard size specifications.

### **CLUB PORTFOLIO AND CREATIVE SKILLS**

Students are provided hands on experience in Public Speaking, Creative Writing, Art, Craft, Theater, Dance, Vocal and Instrumental Music by professionals. Over the years, these classes have become extremely productive and popular. The students are offered a choice of different clubs to attend for the entire academic year.

### **TECHNOLOGY**

All classrooms are well equipped with networked smart boards and projectors. The classrooms are networked and connected to a knowledge center, which is a treasure house of information in the field of education as far as subject content is concerned. The school campus is wi-fi enabled. There are two resource labs for computer based learning. Computer networked workrooms, networked classrooms and smart boards to facilitate the teaching learning process.

### **HOUSE SYSTEM**

The system of grouping the students into different 'Houses' has the inherent advantage of fostering loyalty, team spirit and healthy competition. The school has four houses to which the students are attached with when they arrive in class IV. These are named after the four rivers of India - the Ganga, the Yamuna, the Satlej and the Cauvery. Inter house competitions are organized in sports, cultural, creative work and academics. Emphasis is laid on the development of values through co-curricular activities. Cultural activities are streamlined in order to nurture the students a sense of pride for the motherland and its rich heritage and being a part of the biggest democratic and secular nation in the world.

#### **Gender Sensitization Committee**

As per the CBSE's requirement, the school also has a gender sensitization committee, which is headed by the Principal and comprises the school Counsellor, Senior teachers, Head Boy and Head Girl. motherland and its rich heritage and being a part of the biggest democratic and secular nation in the world.

### **GENDER SENSITIZATION COMMITTEE**

As per the CBSE's requirement, the school also has a gender sensitization committee, which is headed by the Principal and comprises the school

Counsellor, Senior teachers, Head Boy and Head Girl.

## POCSO

The Protection of Children from Sexual Offences (POCSO) Act, 2012 was enacted to provide a robust legal framework for the protection of children from offenses of sexual assault, sexual harassment and pornography, while safeguarding the interest of the child at every stage of the judicial process.

D.P.S.G. International ensures that in case any child witnesses or experiences bullying, teasing, emotional, physical, mental discomfort at home or at school, or is subjected to any use of unparliamentarily language can freely report to "POCSO COMMITTEE MEMBERS" or they can also call the extension number of the RECEPTION AT 103 or 104.

We also have a suggestion box in the school. In case any child is uncomfortable in reporting to the Committee Members the concerns can be put in the suggestion box. The members of the POCSO team are committed to maintain confidentiality.

The students can report incidents happening both inside and outside the school. The Principal and the School Counsellor are always available to address any issue or concern.

## POSH

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 is a legislative act in India that seeks to protect women from sexual harassment at their place of work. It was passed by the Lok Sabha on 3 September 2012. It was passed by the Rajya Sabha on 26 February 2013.

The school has formed a statutory body which consists of The Principal, school counsellor, 2 other staff members and a member from an external body.

## ASSESSMENT AND PROMOTION POLICY

### CLASS PRE - NUR TO V

#### STARZ (PRE-NURSERY, NURSERY, PREP)

The School follows the IB/ PYP curriculum. As such formal examinations are not held in these classes. Instead continuous and comprehensive assessments are held throughout the year. The objective of the assessment is to monitor a child's level of development without comparing it with others. Through continuous evaluation, a comprehensive profile of his/her performance is assimilated and conveyed to the parents twice a year. The assessment/evaluation is recorded in the form of 'Grade/Rubric' instead of percentage to eliminate the negative factor inherent in the ranking system.

The Performance Achievement Card will be given at the end of the term on the OPEN HOUSE days as marked in the calendar.

The students of Starz are evaluated based on learner profiles and skills gained during the Units of Inquiry. There are 10 IB Learner Profiles and at the end of each term their level of achievement for the same is conveyed at the Open House. The skills are evaluated and graded under the following categories:

1. I Listen, I Speak, I Read, I Write
2. I Can & I Do
3. I Know I Think
4. I, My Family and My Friends

#### PRIMARY WING

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

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

The academic year is divided into six transdisciplinary themes. Formative and Summative Assessments are conducted for each theme. The assessment methodology is a mix of skills, activities, presentations and class tests.

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

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

### **Language (Hindi and English)**

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

### **Mathematics**

- Mental Mathematics
- Understanding
- Skill
- Application

### **EVS**

- Skill
- Knowledge

The schedule for the above will be informed in the unit wise assessment calendar. Also, the students will be evaluated on the development of the ten learner profiles.

The Co-Scholastic/PSPE skills Art, Music, Drama, Dance, Yoga, PE, ICT, are assessed on a regular basis.

**CLASSES VI – IX**

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

<b>Ongoing Formative Assessments</b>	-	<b>40%</b>
<b>Half Yearly Examination</b>	-	<b>30%</b>
<b>Annual Examination</b>	-	<b>30 %</b>

**CLASS X**

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

- 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.
- A -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%**

- It is mandatory to pass the theory and practical papers separately in Half Yearly and Annual Exams
- No absenteeism in UOI 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 UOI Formative Assessment.
- A 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 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 appear and 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

### Middle School: VI – VIII

A student is granted promotion to the next class if he/she has a cumulative score of 40% in each subject.

### Secondary School: IX – X

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

### **Senior Secondary School: XI – XII**

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

#### **Special Note for Class X & XII**

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

## RECOGNITION OF TALENT

The school recognizes the efforts of those assiduous and meritorious students who become scholars by honouring them.

### SCHOLASTIC HONOURS SCHOLARS BADGES

**CLASS V :** Overall 90% and above in aggregate.

**CLASS VI – IX :** 90% and above in at least three subjects out of which only one can be a language and not less than 80% in any subject with an overall cumulative aggregate of at least 80%.

**CLASS X :** 90% or more in aggregate.

**CLASS XI :** Minimum 81% in at least three subjects, Minimum 71% in each subject. Minimum 75% attendance

To ensure continual improvement, honours are conferred to students for the following:

<b>Blue Blazer</b> <i>with school logo</i>	For being a scholar for three successive years effective from class V .
<b>Blue Tie</b>	For being a scholar for four successive years effective from class V.
<b>Blue Blazer</b> <i>with crest</i>	For being a scholar for five successive years effective from class V.
<b>Silver Badge</b>	For being a scholar for six successive years effective from class V.
<b>Silver Memento</b>	For being a scholar for seven successive years effective from class V.

## HONOURS TO THE SCHOLARS

In order to promote and motivate meritorious students the school awards certificate of merit to them.

These awards are conferred upon students for being proficient in subjects/ stream or manifesting excellence in AISSE /AISSCE/ Competitive examinations organized at national level.

The details for the same are:

<b>School Topper</b>	Excellence in academics in class XII based on the highest score (aggregate) in CBSE Class XII exam.
<b>Stream Topper</b>	Highest scorer in the stream opted for in Class XI or XII
<b>0.1%</b>	Students being awarded a certificate of merit in each subject to the top 0.1% of the successful candidates in the senior school certificate examination (XII)
<b>Subject Proficiency (X - XII)</b>	Highest scorers in the specific subject for the academic
<b>Affective Domain Starz – XII</b>	<p>Students per class are awarded on the following category of emotional quotient</p> <ul style="list-style-type: none"> <li>• All Rounder</li> <li>• The Most Creative Child</li> <li>• The Most Eloquent Child</li> <li>• The Most Helpful Child</li> <li>• Improved Grades</li> <li>• Best Dressed Boy</li> <li>• Best Dressed Girl</li> <li>• Exemplary Behaviour</li> <li>• Most Responsible and Committed</li> <li>• Library Scholar</li> <li>• 100% Attendance</li> <li>• Good Citizenship and Inspiration</li> </ul>

# PREFECTORIAL SYSTEM

## Selection Process

Session for information about starting of process and explaining the role and responsibilities.



Filling of self-assessment proformas by aspiring candidates.



Evaluation of proformas by House Moderator/Class Teacher



Leadership Camp



Prelim interviews of all candidates by group of teachers



Interview of select group with HM/Coordinator



Final Interview by Principal



Investiture Ceremony

## INVESTITURE CEREMONY

### On Formal Oath-Taking Procedure

One who is put in authority over others and accepts the office of Prefect, undertakes duties that are not always easy to carry out. He must himself strictly obey the rules of the school if he is to see that others also do so. Example counts more than precept. He must not be tempted to court popularity but he can remember that if he does his duty well and fairly, he will win respect, and to be respected is better than to be cheaply popular. A Perfect accepts an office of responsibility, trust and honour. He can do much to make school a good and happy home for all. He is given the highest opportunity that this school offers of preparing himself for the wider life he will enter, when the time comes for him to leave.

## OATH

If you are willing to do your best, you will answer "I will" to the question I now put to you. Will you (name of the child) accept the position of Prefect and carry out the duties that go with it to the best of your ability?

Lord, we humbly beseech Thee to grant unto our School and to all who are put in authority under it, that they may truly minister justice to the punishment of wickedness and vice and to the maintenance of true wisdom and virtue.

## LEADERSHIP TRAINING

Those students who get the honour of being prefects are groomed for handling their new roles in a responsible manner. Their training under the guidance of teachers and professionals aims to inculcate managerial and organizational skills, problem solving skills and good communication. Above all, they are trained to bring out the best within themselves as human beings, to work in teams and to demonstrate exemplary behaviour.

## NATIONAL PLEDGE

I am proud to be an Indian. The great heritage and culture of my country always influences and gives me direction. It is my duty to be aware of the Fundamental Rights and Duties and the Child Rights guaranteed by the Constitution of India. To live with self-esteem and dignity is my fundamental right.

I will not tolerate any type of abuse that occurs anywhere against me as well as against other children who are my sisters and brothers. I will always be in the forefront to report any such instances to the parents, authorities and the police. This is my duty and responsibility. Since an abuse and exploitation free childhood and world is necessary for my future, I solemnly affirm that I will always stand for the same.

**India is my country. 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 my parents, teachers and all elders respect 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.**

**---- Jai Hind**

# DPSGI ENTERPRISE RESOURCE PLANNING

## THE ERP TECHNOLOGY

Delhi Public School Ghaziabad International has formally launched 'Enterprise Resource Planning' (ERP) in the school. DPSGI-ERP is a web-based system that enables parents to access students' information and continual progress in real time. Parents can access students' and school related activities on the web by using a secured login provided to them on the portal [www.sms.dpsgs.org](http://www.sms.dpsgs.org)

DPSGI-ERP has been introduced in the school with a view to enhance teaching learning process and build an effective and transparent parent – student – school – coordination.

It is a programme to integrate all data and processes of the school into a single unified system. It is a complete school management and effective resource planning solution. A key ingredient of the ERP system is the use of a single, unified database to store data for the various system modules. ERP, commonly referred to as Enterprise wide Resource Planning empowers the students, teachers and school to achieve more with different assessment tools, reports and online information. It is one solution that provides effective convergence of Telecommunication, Information Technology and Education. ERP saves time and human resources, lends transparency, makes system efficient, leading to overall improvement in the institution.

The ERP provides the following information of students and school:

- The student's profile as exists in the school records.
- Attendance details of the student with the days when he/she was absent.
- Marks/ Grades obtained in different Unit Tests/ Examination/ Activities.
- Different activities that the student has participated in and the position obtained
- Details of the curriculum books prescribed, chapters and contents therein with target dates by when they are expected to be taken up for learning in the classroom.

- Detailed examination schedule with various parameters.
- Detailed daily time table being followed in the student's class.
- Detailed day-wise learning progress that has occurred in the student's class.
- Detailed day-wise home task assigned in the student's class.
- Periodic planners/schedules.
- Latest circulars and notices issued.
- Latest happenings in the school.
- Access to email facility.
- Fee dues.
- Link to more than 20,000 books in the library.
- Details of Library books issued/returned.
- Link for payment of school events.

## राष्ट्रगान

जन-गण-मन-अधिनायक जय हे,  
 भारत-भाग्य-विधाता ।  
 पंजाब, सिन्ध, गुजरात, मराठा  
 द्राविड उत्कल बंगा।  
 विन्ध्य हिमाचल यमुना गंगा,  
 उच्छल जलधि तरंग ।  
 तव शुभ नामे जागे,  
 तव शुभ आशिष माँगे;  
 गाहे तव जयगाथा  
 जन-गण-मंगलदायक जय हे,  
 भारत-भाग्य-विधाता ।  
 जय हे, जय हे, जय हे,  
 जय जय जय, जय हे ।

रविंद्रनाथ टैगोर

## वन्दे मातरम्

सुजलां सुफलां  
 मलयज शीतलाम्  
 शस्य श्यामलां  
 मातरम् ।  
 शुभ्र ज्योत्सनां पुलकित यामिनीम्  
 फुल्ल-कुसुमित  
 द्रुमदल-शोभिनीम्  
 सुहासिनीं  
 सुमधुर भाषिणीं  
 सुखदां वरदां मातरम् ।  
 वन्दे मातरम्

बंकिमचंद्र चटर्जी

## 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 Orrisa, and Bengal  
 It echoes in the hills of  
 the Vindhya and Himalayas,  
 It mingles in the rhapsodies of the pure  
 waters of Yamuna and the Ganga and is  
 chanted by the waves of the Indian Sea;  
 They pray for thy auspicious blessings and  
 sing thy praise. The salvation of all people in  
 thy hands, thou dispenser of India's destiny,  
 victory, victory, victory to Thee

## English Translation:

Mother, I praise thee!  
 Rich with thy hurrying streams,  
 bright with orchard gleams,  
 Cool with thy winds of delight,  
 Dark fields waving Mother of might,  
 Mother free.  
 Glory of moonlight dreams,  
 Over thy branches and lordly streams  
 Clad in thy blossoming trees  
 Mother, giver of ease  
 Laughing low and sweet  
 Speaker sweet and low  
 Mother, giver of ease  
 Mother to thee I bow."

## सर्व-धर्म प्रार्थना

ॐ परित्नाणाय साधूनाम् विनाशाय च दुष्कृताम्  
 धर्म संस्थापनार्थाय सम्भवामि युगे-युगे  
 श्री राधे गोविंदा मन भज ले हरि का प्यारा नाम है 2  
 गोपाला हरि का प्यारा नाम है  
 नन्द लाला हरि का प्यारा नाम है ।  
 जय नन्द लाला । जय गोपाला 2  
 प्यारे नवीं प्यारे मुहम्मद 2  
 सल लिल्लाह हो अल ही वसल्लम  
 प्यारे नवीं प्यारे मुहम्मद  
 सतनाम वाहे गुरू । वाहे गुरू । वाहे गुरू 2  
 कारन करन करीम 2  
 कृपा धार रहीम  
 कारन करन करीम  
 कोई बोले राम राम  
 राम राम 2

Give me oil in my lamp  
 Keep me burning, burning, burning  
 give me oil in my lamp, I pray  
 Keep me burning till the end of the day  
 come on let's sing Hussain sing, Hussain - 2

तू ही राम है, तू रहीम है,  
 तू करीम कृष्ण खुदा हुआ |  
 तू ही वाहे गुरू, तू ईसा मसीह,

## सरस्वती वन्दना

या कुन्देन्दुतुषार हार धवला या शुभ्र वस्त्र वृता । या वीणा वरदण्ड मण्डित करा या श्वेत  
 पद्मासना ॥या ब्रह्माच्युत शंकर प्रभृतिभिः देवैः सदावंदिता ।सा मां पातु सरस्वती भगवती निःशेष्य  
 जाड्यापहा ।

## संस्कृत श्लोक

### गायत्री मंत्र

ॐ भूर्भुवः स्वः तत्सवितुर्वरेण्यम् ।  
भर्गो देवस्य धीमहि धियो यो नः प्रचोदयात् ॥

### गायत्री मंत्र गुरु मंत्र

शब्दार्थ	
ॐ	सर्वरक्षक परमात्मा
भूः	मनुष्यों को प्राण देने वाला
भुवः	दुखविनाशक
स्वः	उत्पादक .प्रकाशक प्रेरक
तत् सवितुः	सूर्य की भाँति उज्ज्वल
वरेण्यम् ।	सबसे उत्तम .वरण करने योग्य
भर्गो	कर्मों का उद्धार करने वाला
देवस्य धीमहि	ध्यान करने योग्य देव का
धियो यो नः	जो हमारी बुद्धियों को
प्रचोदयात् ॥	शुभकार्यों में प्रेरित करें ।

### गायत्री मंत्र महत्त्व

वृहदारण्यक उपनिषद् में लिखा है कि मनुष्य काममय है. संकल्प रूप है। जैसा संकल्प होता है। वैसा ही क्रतु अर्थात् प्रयत्न होता है. जैसा क्रतु वैसा ही कर्म होता है। और जैसा कर्म होता है वैसा ही उसका फल होता है। हमारा संकल्प सही हो। अच्छा हो इसके लिए आवश्यक है कि हमारी बुद्धि शुद्ध व पवित्र हो। गायत्री मंत्र इसी प्रकार की बुद्धि के लिए प्रार्थना है। हमें परमात्मा से प्रार्थना करनी चाहिए कि वह हमें ऐसी बुद्धि प्रदान करे जिससे हमें सन्मार्ग पर चलने व अच्छे काम करने की प्रेरणा मिले।

Meaning: We meditate on that Iswara's (Pratyaksh 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) intellects.

## संस्कृत श्लोक

### गुरु स्तोत्रम्

गुरुर्ब्रह्मा गुरुर्विष्णुः गुरुर्देवो महेश्वरः ।  
गुरुः साक्षात् परं ब्रह्मा तस्मै श्री गुरवे नमः ॥

त्वमेव माता च पिता त्वमेव ।  
त्वमेव बन्धुश्च सखा त्वमेव ।  
त्वमेव विद्या द्रविणं त्वमेव ।  
त्वमेव सर्वं मम देव देव ॥

### कल्याण प्रार्थना

सर्वेषां स्वस्तिर्भवतु । सर्वेषां शान्तिर्भवतु ।  
सर्वेषां पूर्णं भवतु । सर्वेषां मङ्गलं भवतु ॥

सर्वे भवन्तु सुखिनः । सर्वे सन्तु निरामयाः ।  
सर्वे भद्राणि पश्यन्तु । माकश्चिद् दुःख भाग भवेत् ॥

### Meaning-

Prostrations to the Teacher who  
is Brahma, Vishnu and  
Mahesha.  
He alone is the Supreme reality.

### Meaning-

You alone are my mother, father,  
brother and companion.  
You alone are Knowledge and  
Prosperity. O Lord, you mean  
everything to me.

### Meaning-

May all become auspicious; attain  
peace;  
become complete in all respects; Be  
blessed

### Meaning-

May all become happy, May all  
become free from disease  
May all see enjoy and experience  
prosperity and auspiciousness  
May nobody experience misery,  
sorrow and unhappiness

## हे शारदे माँ

हे शारदे माँ, हे शारदे माँ  
हे शारदे माँ, हे शारदे माँ

अज्ञानता से हमें तार दे माँ - 2

तू स्वर की देवी, ये संगीत तुझसे, हर शब्द तेरा है, हर गीत तुझसे

हम है अकेले, हम है अधूरे, तेरी शरण हम, हमें प्यार दे माँ

हे शारदे माँ, हे शारदे माँ, अज्ञानता से हमें तार दे माँ - 2

मुनियों ने समझी, गुनियों ने जानी, वेदों की भाषा, पुराणों की बानी  
हम भी तो समझे, हम भी तो जाने, विद्या का हमको अधिकार दे माँ

हे शारदे माँ, हे शारदे माँ, अज्ञानता से हमें तार दे माँ - 2

तू श्वेतवर्णी, कमल पर विराजे, हाथों में वीणा, मुकुट सर पे साजे

मन से हमारे मिटा के अँधेरे, हम को उजालों का संसार दे माँ

हे शारदे माँ, हे शारदे माँ, अज्ञानता से हमें तार दे माँ - 2

हे शारदे माँ, हे शारदे माँ

हे शारदे माँ, हे शारदे माँ

## सारे जहाँ से अच्छा

सारे जहाँ से अच्छा हिन्दोस्ताँ हमारा ।  
 हम बुलबुलें हैं इसकी वह गुलसिताँ हमारा ॥  
 पर्वत वह सबसे ऊँचा हम साया आसमाँ का ।  
 वह संतरी हमारा वह पासवाँ हमारा ॥  
 गोदी में खेलती हैं जिसकी हजारों नदियाँ  
 गुलशन है जिसके दम से रश्के जहाँ हमारा ॥  
 मजहब नहीं सिखाता आपस में बैर रखना ।  
 हिंदी हैं हम हिंदी हैं हम हिंदी हैं  
 हम वतन है हिन्दोस्ताँ हमारा ।

इकबाल

## मन की शक्ति

हम को मन की शक्ति देना, मन विजय करें ।  
 दूसरों की जय से पहले खुद को जय करें ।  
 भेद-भाव अपने दिल से साफ कर सकें  
 दूसरों से भूल हो तो माफ कर सकें  
 झूठ से बचे रहें सच का दम भरे  
 दूसरों की जय से पहले खुद को जय करें ।  
 मुश्किलें पड़ें तो हम पे इतना कर्म कर  
 साथ दें तो धर्म का चलें तो धर्म पर  
 खुद पे हौसला रहे बदी से हम डरें ।  
 दूसरों की जय से पहले । खुद को जय करें ।

हे प्रभु! भयकी रक्षा करने वाला  
 वह परमात्मा प्राणों से प्यारा है।  
 दुःख का नाश करने वाला एवं सुखकर्ता है।  
 सभी प्राणियों को जन्म देने वाला,  
 ज्ञान प्रदान करने वाला एवं प्रेरणा का स्रोत है।  
 हमें उस परम शक्ति का ध्यान करना चाहिए,  
 चिंतन करना चाहिए ताकि हम  
 शुभ कार्य कर सकें।

-----

हे भगवान! आपके अनेक नाम हैं।  
 कोई आपको राम कहता है, कोई अल्लाह,  
 कोई भतगुरु तो कोई काईरट।  
 सभी मानवों को धार्मिक, आध्यात्मिक-भेदभाव  
 तथा संकीर्णता से मुक्त करें।  
 हमें आपसे मैं प्यार से रहना सिखाएँ।  
 हमारे मन का कलुष धोकर, हमें मनुष्य बनाएँ,  
 एक अच्छा मनुष्य।

-----

हे प्रभु! हम सब आपके लच्छे हैं।  
 हममें अनेक लुत्तियाँ हैं। आप हमारे दोषों को  
 क्षमा करें तथा हमारे मन को निर्मल बनाएँ।  
 हम गुरुजनों की आज्ञा का पालन करें,  
 उनका सम्मान करें तथा छोटों के प्रति  
 बनेहपूर्ण व्यवहार करें, हमें ऐसी सद्बुद्धि दें।

हे प्रभु! मुझे मन, पचन कर्म से शुद्ध एवं  
 श्रेष्ठ बनाएँ। मैं अपने परिवार, समाज तथा देश  
 के प्रति कर्तव्यों को ईमानदारी से निभा सकूँ।  
 हे परमपिता परमात्मा, मुझे शक्ति दें कि मैं निर्धनों  
 का सहायता लूँ, दुखियों के आँसू पोंछूँ और ज्ञान  
 के मार्ग से कभी विचलित न होऊँ।

-----

हे ईश्वर! आप अपनी दया तथा करुणा  
की वर्षा इस विश्व रूपी आँगन पर भेजें  
करते रहें। इस विश्व से अन्याय, शोषण, भेदभाव जैसे  
काँटों को समूल नष्ट कर दें। मानवता,  
भाईचारे, विश्वबंधुत्व और प्यार के  
फूलों से इस संसार को महका दें।

हे परमेश्वर! आप अर्पण हैं। आप हमें  
ऐसी शक्ति दें कि हम महान एवं ज्ञानी  
व्यक्तियों के जीवन से प्रेरणा ले सकें।  
मानवता की भलाई कर सकें। सुखियों से  
दूर रहें। आनंदपूर्वक जीवन व्यतीत करें  
और निरंतर आपका यशगान करते रहें।

हे प्रभु! हमें ऐसी शक्ति दीजिए कि  
हम संसार के भौंदर्य को निहार सकें।  
संसार के खजाने में भरी अपार संपदा को  
पहचान सकें। बुद्धि का सदुपयोग कर सकें  
तथा ऐसे कार्य कर सकें कि संसार हमें  
प्रेम की दृष्टि से देखें और हम अपने अत्कर्मों से  
संसार को गौरव प्रदान कर सकें।

हे प्रभु! आप ही हमारे अच्छे पथ-प्रदर्शक हैं।  
आप हमारे चरित्र को उत्तम बनाएँ।  
हम महान एवं त्यागशील पुरुषों से प्रेरणा लें  
और गुणवान बनें। हम ज्ञानी, नम्र, मृदुभाषी,  
कर्तव्य-परायण, पीर एवं तेजस्वी बनें।

हे ईश्वर! हमें ऐसी शक्ति दो जिससे  
हम बढ़ा अत्य शौलें, धर्म का पालन करें,  
अध्ययन विमुख न हों, गुरु की अपेक्षाओं की पूर्ति करें  
जिससे ये प्रसन्न रहें और हम आपकी अच्छी संतान कहलाएँ।  
हम अत्य एवं धर्म का प्रमाद न करें। हमारे अंदर  
अध्याय एवं प्रवचन के प्रति प्रमाद न रहें।

हे भगवान! हम आपसे यहीं माँगते हैं  
कि हम पढ़-लिखकर होशियार बनें,  
बखला कहना माने तथा अच्छे-अच्छे काम करें  
जिससे हम अपने जीवन को अपने लिए  
ए दूसरों के लिए लाभकारी बना सकें।

### अपने ऊपर विश्वास करो

जाग उठो, आहली बनो, शक्तिमान बनो,  
पूरी जिम्मेदारी अपने कंधों पर ले लो।  
यह समझो कि आप भविष्य के निर्माता आप बन्यं हो।  
आरी शक्तियाँ आप में हैं, आप सब कुछ कर सकते हैं,  
इस पर विश्वास करो, आप ऐसा मत सोचो कि  
आप कमजोर हैं। जाग उठो और अपने अंदर  
ईश्वर शक्ति को प्रकट करो।

**श्यामी विवेकानंद**

जिंदगी उसी की खड़ी होती है,  
जो अपने समय का अच्छा उपयोग करता है।  
जो समय को नष्ट करता है,  
उसकी जिंदगी खड़ी होने पर भी  
बहुत छोटी समझी जाती है।  
कर्ममय जीवन ही दीर्घ जीवन है  
और आलस्यमय जीवन ही मृत्यु है।

## MORNING PRAYERS

### Prayer for Courage

God, give me courage to do what is right,  
Courage to speak, Courage to fight.  
For Honesty, Goodness, Justice and Truth,  
Courage to choose the good in my youth.  
Courage to own when I'm in the wrong,  
Courage to face the day with a song.  
Courage to guard my thoughts and my tongue,  
Courage to choose the right when I'm wrong.

## 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 wall;  
 Where words come out from the depth of truth;  
 Where tireless striving stretches its arms toward 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!

-----  
 Teach me my Lord,  
 To be sweet and gentle in all the events of life,  
 In disappointments  
 In the thoughtlessness of others,  
 In the insincerity of those I trusted,  
 Let me put myself aside—  
 To think of the happiness of others,  
 To hide my little pains and heartaches,  
 So that only I suffer from them.  
 Teach me to profit by the suffering,  
 that comes across my path.

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

-----  
 The more you give, the more you get.  
 The more you laugh, the less you fret.  
 The more you do unselfishly,  
 the more you live abundantly.  
 The more of everything, you share,  
 the more you'll always, have to spare.  
 The more you love,  
 The more you'll find  
 That life is good  
 And friends are kind.  
 For only what we give away,  
 Enriches us from day to day.

## LITTLE THINGS

Little words of kindness  
How they cheer the heart!  
What a world of gladness  
Will a smile impart!  
Little acts of kindness  
Richest gems on earth!  
Though they seem but trifles  
Priceless is their worth!

-----  
We thank You, Lord, for one more day,  
For books and work, and walks and play  
We thank you for games and fun,  
For day light and the golden sun  
We thank you for the food we eat,  
For friends and people that we meet,  
For animals and trees and flowers,  
And all the blessings which are ours.

-----  
Lord, make me an instrument of thy purpose  
Where there is hatred, let me sow love;  
where there is injury, forgiveness  
where there is doubt, faith;  
where there is despair, hope;  
where there is darkness, light;  
where there is sadness, ever joy.  
O Divine master, grant that I may not so much  
Seek to be understood, as to understand;  
Not so much seek to be loved as to love,  
For it is giving, that we receive;  
It is in forgiveness, that we are forgiven.

-----  
Our Father, who art in heaven,  
Hallowed be Thy Name,  
Thy kingdom come,  
Thy will be done, on earth as it is in heaven.  
Give us this day our daily bread.  
And forgive us our trespasses,  
as we forgive those who trespass against us.  
Lead us not into temptation,  
But deliver us from evil.  
For thine is the kingdom, the power, and the glory,  
for ever and ever.

Two little eyes to look to God, two little ears to hear his word,  
 Two little feet to walk in his ways,  
 Two little lips to sing his praise,  
 Two little hands to do his will,  
 And one little heart to love him still.  
 Dear God, we love you, please help us each day  
 To be kind and gentle and to obey quickly.

-----  
 If I am unreasonable or demanding  
 Or when I lose my temper over little things  
 When I am in the wrong,  
 Give me the grace to admit it wholly,  
 Neither offering excuses  
 nor me more honest in my thinking,  
 More charitable in my opinion.

### An Inspiring Poem: If Rudyard Kipling

If you can keep your head when all about you  
 Are losing theirs and blaming it on you,  
 If you can trust yourself when all men doubt you,  
 But make allowance for their doubting too;  
 If you can wait and not be tired by waiting,  
 Or, being lied about, don't deal in lies,  
 Or, being hated, don't give way to hating,  
 And yet don't look too good, nor talk too wise:

If you can dream-and not make dreams your master;  
 If you can think-and not make thoughts your aim;  
 If you can meet with triumph and disaster  
 And treat those two impostors just the same;  
 If you can bear to hear the words you've spoken  
 Twisted by knaves to make a trap for fools,  
 Or watch the things you gave your life to, broken,  
 And stoop and build them up with worn-out tools:

If you can make one heap of all your winnings  
 And risk it on one turn of pitch-and-toss,  
 And lose, and start again at your beginnings  
 And never breathe a word about your loss;  
 If you can force your heart and nerve and sinew

To serve your turn long after they are gone,  
And to hold on when there is nothing in you  
Except the Will which says to them: "Hold on!"

If you can talk with crowds and keep your virtue,  
Or walk with kings-nor lose the common touch;  
If neither foes nor loving friends can hurt you;  
If all men count with you, but none too much;  
If you can fill the unforgiving minute  
With sixty seconds worth of distance run,  
Yours is the Earth and everything that's in it,  
And-which is more-you'll be a Man, my son!

## SCHOOL ANTHEM

Every day a new day in DPSGI  
Treading on the path of success in DPSGI  
Learning to know,  
Learning to do,  
Learning today together  
Learning to be.....  
in DPSGI in DPSGI in DPSGI

आभमां बे आगे हमें जाना है, हम जाएँगे हम जाएँगे  
आगे ही बढ़ते हमें जाना है, हम जाएँगे हम जाएँगे  
ताशों के दरिया में हमें चाँद को कशती बनाना है।  
पहुँचेंगे अपनों के नगर आभमां पे छायेंगे हम  
अपने अजाएँगे अपनी दुनिया बनाएँगे। हम जाएँगे - 2

Every day a new day in DPSGI  
Treading on the path of success in DPSGI  
Learning to know,  
Learning to do,  
Learning today together  
Learning to be.....  
in DPSGI in DPSGI in DPSGI

# FORMAT OF LEAVE APPLICATION

Date: .....

The Principal  
Delhi Public School Ghaziabad International  
NH-24, Hindon Nagar  
Near Dasna  
Ghaziabad

Sir/Madam,

Kindly grant leave to my ward .....  
of Class ..... section ..... from ..... to .....

Reason:.....  
.....  
.....

Thank you

Yours sincerely

.....  
Signature of Parent/Guardian

### KINDLY NOTE

Parents are advised to send leave application using this format or a photocopy of the same. On Performance Review/Unit Test/Assessment Day. Leave on such days will be granted only incase of extreme emergency/sickntess. In such cases, parents may collect their wards immediately after the assessment.

**APPLICATION FOR REFUND & PAYMENT OF CAUTION MONEY  
For Pre-Nursery till Class-XII**

VOUCHER NO..... DATE: .....

**To be filled by the Parent/Guardian**

Name of the Student: .....

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

Class & Sec (Last attended): ..... TC No.: .....

Date of Issue of TC: .....

Name of Parent/Guardian: .....

Address: .....

.....

Contact No. ....

Cheque to be issued in favour of .....

*(Copy of Cancelled Cheque to be enclosed)*

.....  
**Signature of Parent**

**For Office Use only**

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

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

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

dated.....

.....  
**Signature of the Accounts Officer  
the Principal**

.....  
**Signature of**

**Receipt:**

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

Amounting Rs..... on .....

.....  
**Signature of the Parent**

# DELHI PUBLIC SCHOOL GHAZIABAD INTERNATIONAL

## APPLICATION FOR TRANSFER CERTIFICATE

The Principal  
DPSG International  
P.O. Dasna  
Ghaziabad

Date: .....

Sir/Madam

I wish to withdraw my ward .....  
of class ..... Section ..... Admission No.....

**Reason for leaving the school:**

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

Kindly issue the Transfer Certificate for him/her.

Thanking You

Yours Sincerely

.....

**Signature of Parent/Guardian**

## DARE TO BELIEVE

Dare to believe there's a song in your heart,  
Dare to believe in your dreams,  
Nothing can stop you from playing your part,  
As long as you dare to believe!

Too many people hold themselves back,  
When they should be reaching out,  
Too many people on the wrong track,  
Led astray by a seed of doubt  
We don't have to live that way,  
The sun is up on a brand-new day!

Dare to believe there's a song in your heart,  
Dare to believe in your dreams,  
Nothing can stop you from playing your part,  
As long as you dare to believe!

Too many people say it's alright,  
never seeing a need to change.  
Too many people hide in their light,  
Underneath a cloud of pain  
We don't have to bow our heads,  
Lift them up sing with joy instead!

Dare to believe there's song in your heart,  
Dare to believe in your dreams,  
Nothing can stop you from playing your part,  
As long as you dare to believe!  
And there is no time like the present time  
I'm going to go nonstop, Right now  
I've found something that I know is mine!  
Dare to believe.... Dare to believe!