



DELHI PUBLIC SCHOOL GHAZIABAD

— V A S U N D H A R A —

An initiative of Delhi Public School Ghaziabad Society

ALMANAC

2021-22

**“Give a man a fish,
and you feed him for a day;
Show him to catch a fish,
and you feed him for a lifetime”**

FOREWORD

Dear Parents,

Education is often mistaken to mean literacy and academics alone, 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 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, spiritual, mental and emotional health of all students.

As a leader in school education, Delhi Public School Ghaziabad Society is reaching out to build vibrant partnership with families and communities. It focuses 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 with the CD 2020 in place.

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 Foundational Domains.

As we step into the academic session 2021-22, we assume that students, parents, teachers and community would connect with the CD 2020 with Blended Learning and develop meaningful context. We optimize experiential learning by creating an inquiry based, student-led classrooms.

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 behaviour, 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:		
Class:		
Address		
Mobile Number:		
Email Id:		

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 VASUNDHARA

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 DPSGClass/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 |
| (g) Covid Vaccination | 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-SectionRoll 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 36 years. Since its affiliation to the CBSE in 1985, 28 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 Foundational Domain.

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.

DPSG Vasundhara is the only IB PYP candidate school in the vicinity providing an international mindedness to all students entering the portals of the school to develop a student profile with a difference where we give the lifelong inquirers to the world.

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

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

DPSG Palam Vihar, Gurugram DPSG 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 Foundational Domain. 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 following pre-schools in Gurugram with the concept of empowering each child to be an enthusiastic and life-long learner and to be a confident and responsible global citizen. It takes into consideration that every child is unique and has the ability to grow multi-dimensionally with able guidance of talented teachers and conducive learning environment of the school.

1. DPSG Starz, F Block, Palam Vihar, Gurugram

2. DPSG Starz, C 2 Block, Palam Vihar, Gurugram

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

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

The campus located in the beautiful city of Faridabad, spreads over seven acres of lush landscape, equipped with the latest teaching tools and technology, coupled with committed and dedicated staff, is the first school in the area to have a fully functioning 3D Lab which maps the school curriculum for Science and Mathematics from Grade I to Grade XII.

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

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

Welcome to DPSG Group of Schools to get an experience of an inquiry based, student-led, research oriented, blended classrooms which creates international mindedness amongst our children to live the ideology of "Vasudhaiva Kutumbakam". Let us help shape and discover your child's true potential.

We are happy to welcome the children for the IB PYP Curriculum in four of our campuses viz. DPSG Palam Vihar, DPSG Vasundhara, DPSG International, and DPSG Meerut Road.

FROM THE PRINCIPAL'S DESK

Dear Stakeholders,
Vande Mataram!

We have started yet another glorious session 2021-22 amidst the outbreak of the Pandemic. I can say it's the beginning of a new era, when we all have learnt to equip ourselves with the new normal. This journey can be rewarding and full of accomplishments if we strive to remove barriers of effectiveness. It is important to chart the road map with positive attitude, ambition and action. The path no doubt is untrodden, yet the wheels of progress will have to be steered with determination, direction and a sense of purpose.

We affirm that education begins at birth and continues throughout life. Our complete focus is to provide a support system to our children so they continue learning and developing towards becoming whole and healthy individuals. It is not enough to make children literate and academically intelligent, what is more important is to make them wise. At DPSGV, we believe that true wisdom is the ability to listen to your heart and that each child's self-esteem, dignity, physical and emotional well-being must be cultivated with the same importance as that given to academic achievement.

I can assure you that, we, create a passionate schooling experience recognized for its warmth, energy and excellence. DPSGV is the only IB PYP School in the vicinity to give the International Mindedness to the students. We foster a positive spirit and believe in partnership between students, parents and teachers striving to create a milieu that sustains excellence. The pedagogy in DPSGV has seen a paradigm shift to student-led classrooms.

School Almanac is a very important link between home and school, for it provides the necessary details about the school policies. You are expected to go through the pages of this document regularly to keep abreast. We intend to use the Almanac to establish a valuable understanding between parents and teachers. Our combined efforts will keep our children to be the best in every field and that's what we wish for.

I take this opportunity to thank all the parents who have reposed their faith in DPSGV. We assure to do our very best always. Moreover, I have a sense of pride in administering faith and the kind of hard work being practiced by my team of experienced teachers to come forth with their best efforts to give your child the required edge to make his life a better one!

Please feel free to connect with me to discuss your concerns and ideas. Looking forward to your continued help, support and active cooperation.

"The purpose of education is to replace an empty mind with an open one."

Warm Regards

Trilok Singh Bist

Principal

GUIDING PHILOSOPHY OF THE SCHOOL

“A happy school with blend of values, tradition, technology & a quest for excellence.”

Our guiding philosophy and approach is a synthesized expression of our years of experience of observing and engaging with how children learn; our collective endeavor of exploration and research of new pathways and our aspiration to bring to the fore their true and best potential.

The new Curriculum Design is all about learners exploring, investigating, discovering and learning, evolving and preparing for life.

And that every learner is unique and therefore classroom diversity is the new opportunity for Learners and Educators.

Salient Features:

- Physical, Mental, Emotional and Social Development of the learner
- Learning instead of teaching
The new shift will ensure that the learners take lead in all educational transactions and teachers ensure that learners partake of this new role.
- Student-led inquiry based learning
Instead of teacher led teaching, learners investigate, explore, discover, collect, collate, analyse, present, discuss and debate under the guidance and supervision of their teachers
- Experiential and joyful instead of didactic
Making learning, hands-on, connected to lived reality of the learners
- Setting up Personal Learning Pathways(PLP)
The learners, under the overall guidance and support of their teachers, create their own learning pathways, that address their needs, learning styles, pace and resources.
- Assessment as learning milestone
Assessments are used to ‘aid’ and ‘guide’ learning in stress free, non-judgmental and non-threatening environments.
- Authentic task based assessments

Focus on authentic contextualized task providing learners opportunities to explore, discover, reconstruct, refine and demonstrate classroom learning to real life situations

- Learner profile



ISO 9001:2015 STANDARDS

OUR GUIDING PHILOSOPHY

Our guiding philosophy is to provide valued learning experiences, which make a difference to the quality of human resources and this we shall provide through operational excellence and support.

OUR QUALITY POLICY

"We, at Delhi Public School Ghaziabad Vasundhara, stand committed to imparting Quality Education, for the holistic development of the children, ensuring satisfaction of students, parents and society at large, endeavouring to comply with the requirements of the QMS 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 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 the conducive working environment.
- b) Periodically upgrading the skills of the staff by engaging them in Professional Learning Communities (PLC) and Professional Learning Development Program (PLDP).
- c) Obtaining regular parental and student feedback and providing feedforward through reflective and assessment dialogues to identify areas of improvement.
- d) Taking corrective and preventive actions to continually improve the effectiveness of our QMS.

SCHOOL TERMS AND TIMINGS

The academic Session at DPSGV is divided into two terms :

I Term : April - October

II Term : November - March

SCHOOL TIMINGS

	Summer	Winter
Pre Nursery:	10:00 am — 1:00 pm	10:30 am — 1:30 pm
Classes Nursery - Prep:	8:30 am — 1:30 pm	9:15 am — 1:45 pm
Class I - III:	8:30 am to 1:30 pm	9:15 am to 1:45 pm
Classes IV - XII:	7:30 am to 2:30 pm	8:30 am to 2:30 pm

All Saturdays are Holidays for Students.

OFFICE HOURS

The office hours are 8:00 am to 1:00 pm

The School office will remain closed on second and fourth Saturday of every month

VISITING HOURS

Meeting with prior appointment with the Principal and HMs

Every Working Tuesday, Friday, Saturday —Timings: 9:00 am to 10:00 am.

Note :- Parents are expected to strictly adhere to the visiting hours

SCHOOL PHONE

The numbers given below are office numbers only and are attended to only during school hours.

Phone: 0120-2880262, 2880499, 2882359, 2882146, 2881491

IVRS: 9773632633

Email: dpsgvasundhara@dpsgs.org

Website: <https://www.dpsgs.org/vasundhara/>

Transport Grievance Cell:

Mr. R.S. Chaudhary - +91-7011129896 (Transport Officer)

PEDAGOGICAL PRACTICES - AN OVERVIEW

Delhi Public School Ghaziabad Vasundhara is a progressive school affiliated to CBSE. Over the years the school has adopted the latest pedagogical practices in the field of education to nurture well rounded personalities.

Learning- the acquisition of knowledge and skill, is essential in our journey. As we pursue excellence and strive to be elite, learning becomes requirement.

DPSG group of Schools under the able leadership and guidance of their respective Principals taking the lead could come up with a very comprehensive and well researched Curriculum Framework CD 2020. A design of a futuristic school education program which is not just limited to the scholastic needs of the learners but one that comprehensively addresses; wellness- physical, mental, emotional, spiritual ; environmental awareness, social and cultural sensibilities and fostering of skills and competencies for the emerging paradigms in 21st Century. The journey is never ending.

JUNIOR WING

Taking a step further Delhi Public School Ghaziabad Vasundhara is a candidate school for the IB PYP program which prepares students for the intellectual challenges of further education and their future careers, focusing on the development of the child as an inquirer, both in the classroom and in the world outside.

The curriculum is transdisciplinary, meaning that it focuses on issues that go across subject areas. The school will develop students' academic, social and emotional wellbeing, focusing on international-mindedness and strong personal values.

The PYP nurtures independent learning skills, encouraging every student to take responsibility for their learning. By learning through inquiry and reflecting on their own learning, PYP students develop knowledge, conceptual understandings, skills and the attributes of the IB Learner profile to make a difference in their own lives, their communities, and beyond.

The IB Primary Years Program (PYP), is the first curriculum framework designed for students aged three to ten (grades preschool to five).It aims to develop the intellectual, emotional and physical potential of each child, in a secure and stimulating environment.

International perspective: A driving force behind the PYP is the philosophy of international mindedness. The IB's mission statement strives to nurture young people who recognize that they are global citizens and who are motivated to make changes to and in the world.

SENIOR WING

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

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

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

While the proposed shift will stimulate, inspire and support students to acquire, integrate and refine knowledge and develop subject mastery, they also will develop and hone in skills & competencies to use and apply new knowledge to real life situations. Acquiring, integrating, refining and applying knowledge shall remain central and integral to all educational transactions across all domains.

Skills & Competencies are now the key determinants of success; howsoever, defined. Arts education, covering a whole range of **Performing, Visual and Vocational arts** would be an integral part of the school.

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

The curriculum has been broadly divided into two components:

I. SCHOLASTICS DOMAIN [SD]

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

CORE SUBJECTS

The CORE - I

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

The CORE - II

- a. This applies to classes 11 & 12 only.
- b. As per the existing CBSE pattern, only four subjects form CORE – I. Any subject opted as fifth or sixth subject shall be considered as CORE – II.
- c. For example, Physical Education & Sports is a part of foundational domain, but if opted for in class 11 & 12 as subject stream, it shall be treated as CORE – II and shall be transacted accordingly.

II. FOUNDATIONAL DOMAIN [FD]

- 1 ICT Education & Digital Literacy
- 2 Arts Education – Visual Arts, Performing Arts, Vocational Arts
- 3 Citizenship Studies
- 4 Clubs And Societies
- 5 School Health Program
- 6 Goal Setting
- 7 Value Added Programs

SCHOLASTIC AND FOUNDATIONAL DOMAIN

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 activities such as Visual Arts, Performing Arts, School Health Program (SHP) which includes Sports and Physical Education, Socio Emotional and Ethical Learning (SEE), Citizenship and the knowledge of ICT etc. are included in our curriculum. Children are encouraged to be original, creative, analytical and expressive.

LABORATORIES AND LIBRARY

The school is equipped with modern science laboratories and a fully working Atal Tinkering Lab (ATL), exclusive international language lab and activity labs. DPSGV is the first school in the vicinity to have Technology Enabled classrooms well equipped with LCDs and Smart Boards. The school has technology networked library with a collection of usable volumes of books and e-resources, for the students and teachers. The school library also provides access points for maps, prints and other data storage & e-documents for research purposes.

MORNING & EVENING SPORTS

The school lays a lot of emphasis on physical fitness, hence games and sports are an integral part of the school curriculum.

Delhi Public School Ghaziabad Vasundhara has a program in the school for all classes, in which students get an hour of sports every morning. There are professional coaches who give specialised training on regular basis in various games and sports. The school also provides evening sports facilities.

SPORTS ACADEMY

We have a big sports ground which offers children facilities to play various sports and games. The school runs a cricket and tennis academy under the guidance and patronage of expert professionals. The bowling machine prepares children to achieve excellence in cricket. The school has three practice pitches and a turf cricket pitch of high standards and specifications. The school also has lawn tennis court of standard size.

Special coaches train students for Basketball Team in District, State and National Level.

NATIONAL CADET CORPS (NCC)

DPSGV is proud to announce that the school is introducing NCC – Army Senior Wing, for the students of class XI and XII from the session 2021-22.

The training curriculum of the NCC is primarily focused on character building, inculcating leadership qualities and skill enhancement through structured academic syllabi, practical training and opportunity for exposure/interaction beyond a cadets' immediate environment, and thereby enabling them for a brighter and progressive future.

The Aims of NCC:

(a) To develop character, comradeship, discipline, secular outlook, spirit of adventure and the ideals of selfless service amongst the youth of the country.

(b) To create a human resource of organized, trained and motivated youth to provide leadership in all walks of life and always available for the service of the nation.

(c) To provide a suitable environment to motivate the youth to take up a career in the Armed Forces.

CLUB AND SOCIETIES

There are various clubs in the school namely Mathscape, Technocrats, Fountainhead, Renaissance, Paridrishya, Kriti – Art and Sculpture, Eureka, Culinary Arts, Bizakeo, Superpositivity and Wellness club which focus on project and inquiry based learning adequately supporting the curriculum and enhancing the investigative skills in students.

The school is also associated with various NGOs for community outreach programs – Dhanak Pathshala, Robin Hood Academy, Bal Pathshala to name a few.

Students are provided hands on experience in art & craft, sculpture, photography, theatre, classical dance, western / fusion dance, vocal and instrumental music by professionals. Over the years, these classes have become extremely productive and popular.

TECHNOLOGY

To facilitate the teaching learning process, all class rooms are well equipped with networked smart boards & projectors. They are further connected to a knowledge centre for research purpose, 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 with more than adequate bandwidth which caters to blended teaching-learning experience. There are three resource labs for computer learning.

HOUSE SYSTEM

The traditional system of grouping children into different 'Houses' has the inherent advantage of fostering loyalty, team spirit and healthy competition. The school has four Houses to which children are attached when they reach class IV. These are named after the four rivers of India - the Ganga, the Yamuna, the Satlej, the Cauvery. Inter house, Inter Class and Inter Section competitions are organized in sports, cultural programs, literary and creative activities. Emphasis is laid on the development of values through these. Cultural activities are streamlined in order to nurture in children, 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.

FLIPPED CLASSES

DPSGV is providing flipped classes for students on all working Saturdays. These classes allow learners to explore content and continue learning. Learning takes place through various tools and platforms like : videos, quizzes, links, web based activities, MS Teams etc. The research work gives an opportunity to the students to learn beyond books and without the fear of being tested. It takes the child to a higher level of thinking and develop their analytical skills.

DPSGV conducts these Flipped classes and provides worksheets, Case studies, question banks and assignments through online interaction between students and teachers.

In order to address classroom diversity based on the performance at the end of UI Assessments and personal reviews and reflective and assessment dialogues, a facility of feedforward is provided to the learners through Personalized Learning Pathways (PLP).

ASSESSMENT RULES & PROMOTION POLICY

Assessment Philosophy

Assessment is an integral part of the teaching learning process- or perhaps its flipside. In fact assessment drives student learning. They are a medium to ensure that everyone arrives at the destination called learning. Assessment provides information about the child's level of understanding and internalizing concepts.

Assessment at DPSGV is an ongoing process which provides all the stakeholders information about student performance- both the strengths and challenges of a child. The aim of assessment being to maximize the potential of each student. Assessment should be constructive, build positive attitudes and self- confidence in children by assisting them to see what they have achieved and the progress they are making. It should provide further learning and development when combined with constructive feedback and opportunities for reflection. It should enable learners to see and appreciate the progress that they have made and recognise that they are being successful in learning. It should be constructive, non-judgmental, stress free and have a holistic approach for the all-round development of the learner. As each learning style is different, a range of assessment strategies are to be adopted. Evaluation should be varied (self, peer, facilitator). The assessment process should be transparent to allow students to build confidence in their abilities and take ownership of their learning achievements. Finally, our assessments provide opportunities that create out-of-the-box thinkers, risk takers and problem solvers.

Why do we Assess?

- To ensure student learning
- To see the level of prior knowledge and build on it.
- To celebrate student learning
- To demonstrate voice, choice and ownership

What do we assess?

- **Knowledge**

The prior knowledge of the learner

The new knowledge gained and its application in real world situations.

- **Skills**

Skills which will develop a learner for life

Skills to perform, function and think at various levels

- **Concepts**

The key concepts of an inquiry

Attitudes and behaviors

The development of the IB learner profile

Student response and action to stimuli

- **Actions**

Student action within and at the end of an inquiry.

Student action towards being a global citizen

How do we assess?

Pre knowledge Assessment

- A short quick activity to understand the prior knowledge of the students so that the teacher can build on her previous knowledge

Formative

- These are activities used to measure student learning on a daily, ongoing basis. These assessments reveal how and what students are learning during the course and often inform next steps in teaching and learning. They need to be linked to the lines of Inquiry.

Summative Assessments

- Tests, quizzes, and other graded course activities that are used to measure student performance. They are cumulative and often reveal what students have learned by the end of a unit.

Process based

- These assessments are an on-going process focused on the learning process rather than as a single episode that occurs at the end of a teaching unit.

Performance Based

- A performance-based assessment is a type of assessment that requires students to perform a task using skills learned in class.

Open ended Tasks

- This is a form of authentic assessment that allows students to use higher-order thinking skills through a variety of content areas. It requires students to construct their own responses rather than select them from a set of given possibilities.

Selected Responses

- These assessments help children to choose from a variety of responses.

Observational Assessments

- *Observational assessments* involve obtaining evaluative information through direct observation.

Assessment Tools

- Rubrics
- Checklists
- Anecdotal Records
- Reflections (Both student and teacher)
- Portfolio
- Pen and Paper Tasks

Reporting Assessments

- Performance Achievements Cards (Report Cards- twice a year)
- Student Led Conferences (once- At the end of a term)
- Portfolio Presentation (Once- At the end of the year)

- Parent Teacher Conferences (Once in two months in online or offline mode)

Different perspectives on Assessments

Student Perspective

Assessment provides the learner information about the current state of learning and helps set learning goals.

Parent Perspective

Assessment gives the parents insights into the learning levels of their ward with complete information about skill development , areas of concerns and areas wherein parent support is required.

Teacher Perspective

Learning styles, designing learning engagements and assignments. All 4 stakeholders – student, teacher, parent and leadership perspective on assessment

Management Perspective

Designing curriculum, pedagogy to be followed, reviewing existing policies and practices related to assessment.

Inclusion

What is inclusion?

Inclusion is an ongoing process that aims to increase access and engagement in learning for all students by identifying and removing barriers.

Learning Diversity in the International Baccalaureate

IB programme principles and practices call for school to be organized in ways that value student diversity and respect individual learning differences. At DPSPGV we believe that inclusion happens best with collaboration, in a non-judgemental and non- threatening environment where all stakeholders are at the same plane.

Purpose of inclusion

Clear guidelines for children who require extra support

Communicate to all stakeholders the areas and extent of support extended

Establish clear expectations from each stakeholder i.e role clarity

Inclusion—Admission policy

DPSGV is an inclusive school and offers inclusion as long as the infrastructure supports the physical and learning needs of the child. Latest assessment

Categories for Inclusion

- Children with special needs (Mild Autism/ Specific Learning Difficulties/ Physical challenges/ Visual and Hearing Challenges/ ADHD / cerebral palsy)
 - Medical conditions
- Social, emotional needs and Maladaptive behaviours.
- Speech, language and/or communication difficulties (Developmental Delays)
- Culturally and Linguistically diverse students

Inclusion Practices/ strategies:

- Informal assessment at school level
- Referral system - / Referring for formal assessment by outside agencies/ Referring the children for intervention (special education/ occupational therapy etc.)
- ILP's for each learner as per requirement
- Support in the classroom – push in or pull out (after consultation with the special educators) in collaboration with teachers.

Student mentor support

Scribe in cases of physical injury or visual impairment

- Altering Instructions/ Intervention/ Adaptations to make the Curriculum Content, Teaching Methodology, and Evaluation more accessible for each and every student
 - Student and parent Counselling for guidance (incidental/ on parent's request etc.)
 - Sensitization of peers/ classmates/ teachers/ all stakeholders

SENIOR WING

OUR APPROACH TO ASSESSMENTS

We, at DPSGV, believe assessment needs to be an ongoing activity that leads to improvement in learning process by providing necessary inputs to take informed decisions for organizing learning experiences in classroom and school spaces.

The broad approach involves identifying WHAT and HOW of testing, measurement & assessment and how will that be interpreted as a positive feedback to the assessor and assessee; all of that in the backdrop of designed learner profile and the intended learning outcomes.

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

A. Learner Engaged Assessment Practices [LEAP]- Mid UI and End UI Assessments

The entire curriculum will be transacted through Units of Inquiry [UIs]. LEAP are integral to the UIs' learning journey and hence essentially is formative type of assessment and plots the developmental continuum of the learner through that academic year

B. Standardized Assessment Practices [SAP] – Midterm and End Term Assessments

SAP are both criterion-based and norm-referenced assessments and form the basis of decisions on certifying learner achievement levels, grading and promotion to next grade.

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

Assessment of Scholastic Domains

The focus in the Middle School is towards developing skills and competencies with a robust knowledge base and evaluated through variety of assessment tools, whereas the focus in Secondary and Senior Secondary Wings is more aligned towards developing subject mastery evaluated through performance.

The respective weightages of LEAP and SAP are shown in the table below:

	End of UI Assessments	Mid Term Assessment	End Term Assessment
Weightage	40%	30%	30%

One end of year Research Essay must be completed by all students of Grade IX and XI which will be graded and the grade will be reflected in the Report Card. The essay can be of any topic and any domain – both Scholastic and Foundational.

Assessment of Foundational Domains

Assessment in Foundational Domain is considered as a part of an integrated, collaborative learning experience. The Grades are assigned on the basis of Rubrics and the grading is done on a developmental Continuum - **A-Exemplary, B-Proficient, C-Developing, D-Emerging**

The assessment for Arts Education, ICT Education & Digital Literacy , Sports & Physical Education Clubs & Societies, Citizenship Studies and SEE Learning will be purely on rubrics and descriptors.

Examination Rules and Policies

- 1) If a child is absent in any of the Pen and Paper Tests, **NO RETEST** will be conducted.
- 2) A student who is absent for an assessment is not re-tested / re - examined and loses the credits to the missed test / examination in the cumulative score.
- 3) The Minimum qualifying grade in Foundational Domain is D
- 4) Promotion is subject to the rules laid down by CBSE. To earn promotion to next grade a student must clear/pass with 33% of the cumulative marks, in each of the five subjects.
- 5) Student failing in more than two subjects will be detained.
- 6) Student failing in not more than two subjects will have to appear and pass in compartment examination.
- 7) **Minimum 75% attendance is mandatory.** A student whose attendance during the year is less than 75% (Classes VI-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 re-examination of the student who has failed to earn promotion to the next higher class.
- 8) Rules subject to change as per CBSE norms.

PROMOTION POLICY

Middle School -

A student is granted promotion to the next class if he/she gets at least D grade(33 % marks) in each subject in overall weightage in internal and external assessments separately.

Secondary School – Grade IX-X

Promotion is subject to the rules laid down by CBSE. A student is granted promotion to the next class if he/she gets at least D grade(33 % marks) in each subject in overall weightage in internal and external assessments separately.

CLASS XI

To earn a clear 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 is involved, the rule of passing separately in theory and practical is applicable as per the norms of CBSE. **Minimum 75 % attendance is mandatory.**

SPECIAL NOTE FOR CLASS XII

- 1) Students of class XII must pass in all the five subjects in their UI Assessments, Mid Term and Half Yearly Examination
- 2) They must also log in the minimum prescribed attendance of 75% as per CBSE norms.
- 3) Students who have appeared in the Board Examination must collect their Marksheets within one year of the declaration of results.

RECOGNITION OF TALENT

Scholastic Badges

Academic awards are conferred on talented students from class IV onwards based on the following criteria

Class IV to XII

As per school policy

OTHER SCHOLASTIC HONOURS

1. Special prize will be given to students who show significant improvement in grades showing a jump of at least two grades from the 1st to 2nd term at least in two subjects.
2. Recognition will be given to students who have 95% or above attendance in one academic session. Attendance will not be calculated for the days if there is an Early Departure (E.D.)

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

Scholar Badge	Excellence in academics for a year effective from class IV
Blue Blazer	Excellence in academics for 3 successive years effective from class IV
Blue Blazer	Excellence in academics for 6 years effective from class IV
Silver memento	Excellence in academics for 7 years effective from class IV
Blue Tie	NTSE/ KVPY (if not 6 successive years scholar)

CO-SCHOLASTIC HONOURS

CLASSES : I - V	CLASSES : VI - XII
<ul style="list-style-type: none"> • Spoken English • Best All Rounder • Best Sports Person • Best in Art & Craft • Best Turned out • Best Technocrat • Math Wizard • Most Helpful Child • Vigilant Child of the Year • Leadership Quality 	<ul style="list-style-type: none"> • Spoken English • Best All Rounder • Most Helpful Child • Best Sports Person • Best Club Portfolio • Vigilant Child of the Year

FOUNDATIONAL DOMAIN ACTIVITIES

Literary	Sports	Creative and cultural
Hindi/ English recitation Spell O' Quiz What's the Good Word English/ Hindi Story Telling Just a minute Quiz English Extempore Shloka Recitation Show and tell Calligraphy Elocution English/ Hindi Debate Weave a story Group Discussion/ MUN Youth parliament Case Studies	Races – Shuttle, Sprint and Relay Lawn Tennis Football Basket Ball Volley Ball Hockey Cricket Taekwondo Yoga Chess Table Tennis Kho Kho Skating	Art and Craft Card and Bookmark PPTs Puppets/ Flower Board Display Adzap Role Play Patriotic Song Dumb Charades Choreography Theatre Photography App development Video and poster creation Video Filming Western/ Fusion dance Classical dance Group Song Group dance

PAYMENT OF SCHOOL FEES

The parents are requested to adhere to the rules and regulations laid down below for fee collection: School fee is payable on quarterly basis i.e. 3 months fee at a time as per the details given below.

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

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

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

NO REMINDERS WILL BE ISSUED BY THE SCHOOL

Mode of Payments:

Credit Card, Debit Card and Net Banking.

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

PAYMENT OF FEE:

1. All School dues must be paid at the HDFC Bank though any of the payment mode on or before last date of payment to avoid late fine and penalty.
2. Date of Payment is the actual date of realisation in bank, parents are advised to deposit fee well in advance in case of Bank Holidays etc.
3. Late Fine of Rs.50/- per day on late payment of Fee is applicable on delay beyond last date of payment including all holidays till the payment is made.
4. Additional Penalty of Rs.5000/- in addition to late fine of Rs.50/- per day is applicable on payment made after Final Date of payment including all holidays till the payment is made.
5. The name of the student will be struck off if the fee is not paid till last day of 2nd month of the Quarter.
6. Any fee defaulter shall be regularized only after the permission of the Principal even if the fee is deposited directly at the bank counter. Mere submission of any request to the school authorities does not mean it is accepted/permitted/ sanctioned by the school unless it is intimated to the applicant.
7. Re-admission fee in addition to previous dues will be charged from Parent if readmission is granted.

8. 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.
9. **No Fee reminders for Quarterly fee will be sent. It is the duty of parents to deposit the fees as per the above payment schedule.**
10. Fee Bill for each Quarter will be available on SMS before last day of the previous month of the Quarter, Parents are requested to check the same for their ward.

FEE PAYMENT PROCESS

- 1.NO NEFT, RTGS or CHEQUE will be accepted by the school for any kind of payment.
- 2.NO CASH WILL BE ACCEPTED.
- 3.All payments to be done through school ERP only.
- 4.HDFC Bank collects fee on behalf of the School. Therefore all correspondence/ Queries with respect to the school dues should be taken with the School Accounts Department.
- 5.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.

6. Follow steps mentioned below for any kind of payment.

Login to sms.dpsgs.org

using username: p.dpsgv.admissionnumber (Numeric)

and

password: admissionnumber

Go to Online Fee Payment

For School Quarterly Fee Payment

Click on Proceed and pay using the following three modes:

1. Debit Card Payment (without service fee by the bank)
2. Credit Card Payment (with service fee by the bank) (credit card charges applicable)
3. Net Banking Payment (with service fee by the bank)

For Other Activity

Go to School Events

For Payment of any event that is to be paid for

Click on Pay Now and pay using the following three modes:

1. Debit Card Payment (without service fee by the bank)
2. Credit Card Payment (with service fee by the bank) (credit card charges applicable)
3. Net Banking Payment (with service fee by the bank)

FEE REFUND POLICY

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. Refund of Quarterly Fees will only arise in below mentioned cases where there is mid-Quarter withdrawal. In rest of the cases, mid-Quarter withdrawal will not be allowed.

Refund on withdrawal of admission will only be done in below mentioned circumstances on submission of documentary evidence:

- ÿ **Transfer of Parents to different district/city/state** - Parents have to submit proof of transfer viz. their transfer letter/appointment letter for the new location and proof of admission of student in the new school. For getting the TC a student needs to give one month's notice in lieu of which the student needs to pay one month's fee as per the fee rules of the society. For e.g. A student applying for TC in April will have to pay Fee for April and May, treating month as a unit and will be refunded for the month of June.
- ÿ **Health Reason-** Doctor's certificate for justifying the withdrawal of student from school to be further certified by a resident/nominated doctor. For getting the TC a student needs to give one month's notice in lieu of which the student needs to pay one month's fee as per the fee rules of the society.
- ÿ **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

DPSG-ERP

([https:// www.sms.dpsgs.org](https://www.sms.dpsgs.org))

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

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

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

Applying for Transfer/Lab Change in Class XI & XII/Change or withdrawal of Transport

In case of "**Withdrawal of bus facility**", the request intimating the withdrawal of facility, must come one month before beginning of "**Next Quarter**".

Example: Student seeking withdrawal for 1st Quarter must submit his application on or before 28.02.2020, for 2nd Quarter it should be submitted on or before 31.05.2020, for 3rd Quarter it should be submitted on or before 31.08.2020 and for 4th Quarter it should be submitted on or before 30.11.2020, else full quarter fees for next Quarter will be chargeable".

Login to sms.dpsgs.org

using username: p.dpsgv.admission number

and

password: admission number Click on Change Request Form

Select Transfer/Lab/Transport for the request you want to make

For Transport : Select process type as change or discontinue and fill the requested details in the form given

For Lab : Select Process Type as Change or Discontinue and fill the requested details in the form given

For Transfer : Select transfer type as reason for transfer and upload the signed and scanned application for transfer.

REQUEST FOR CHANGE IN TRANSPORT/TC/LAB

TRANSPORT SERVICES:

- 1 Parents needs to log in into the SMS portal.
- 2 Click on "Change Request Form"
- 3 Select "Transport" from the tabs. Select "Father/Mother/Guardian" from the text book.
- 4 Select "Change/Discontinue/Add" the service from the next text box.

5 In case of change of route please provide details such as pick up address, stop addresses and with effect from. In case of discontinue of service, provide the reason and with effect from.

6 Submit your request by clicking on "Transport Request"

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

TRANSFER SERVICES:

1 Parents needs to log in into the SMS portal.

2 Click on "Change Request Form"

3 Select "Transfer" from the tabs. Select "Father/Mother/Guardian" from the text book.

4 Select "Transfer Type" and give proper "Transfer Reason".

5 Upload supporting documents and submit your request by clicking on "Transfer Request"

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

For any further queries please contact your respected class teacher.

LAB SERVICES (For Class XI and XII):

1. Parents needs to log in into the SMS portal.

2. Click on "Change Request Form"

3. Select "Lab" from the tabs. Select "Father/Mother/Guardian" from the text book.

4. Select "Change/ Discontinue" the service from the next text box

5. In case of change of lab please provide details such as subject combination and with effect from. In case of discontinue of service provide the reason and with effect from.

6. Submit your request by clicking on " Lab Request"

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

SCHOOL DISCIPLINE

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

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

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

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

3 retribution cards will lead to one yellow card.

- ÿ Using abusive language
- ÿ Writing / scribbling on shirt/ uniform/ furniture
- ÿ Carrying costly articles (like expensive watches, fountain pens, cameras, jewellery, electronic gadgets)
- ÿ Carrying money more than Rs. 100

- ÿ Linking names and spreading rumours
- ÿ Wearing Mehendi
- ÿ Bullying others
- ÿ Constantly interrupting the teaching process and indulging in rude and Unacceptable behaviour in the class and school premises

YELLOW CARD

Any of the below mentioned misbehaviour 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.

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

LEAVE RULES FOR STUDENTS

1. No Half Day Leave is permitted. In case of any family function or other program, parents are requested not to send the child to the school.
2. Children are expected to attend school regularly. Under affiliation Bye-Laws of the Central Board of Secondary Education, all students are expected to log in a minimum attendance of 75% of the total working days in the academic session. As such, no leave for 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 DPSGV 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.
6. Student suffering from infectious diseases such as Chicken Pox, Cholera, Measles, Mumps, Whooping- Cough, Swine Flu, Jaundice and COVID-19 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 the student need to follow the procedure as mentioned under the Fee Refund policy.
2. A student can also be asked, by the school, to be withdrawn on academic or disciplinary grounds including submission of false information to the school at the time of admission. Disciplinary action may even involve expulsion. The Principal's decision in such matters is final.
3. Misbehavior on the part of parents/guardians with any member of the school staff may also lead to withdrawal of the student from the school.
4. Transfer Certificate (TC) on withdrawal is issued only after all the school dues are cleared by the parents/guardians and the filled form needs to be submitted to Admission In-charge. (Refer to Annexure VIII)

SCHOOL LIBRARY RULES

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

SCHOOL UNIFORM

CLASSES	SUMMER	WINTER
Nursery & Prep.(Specially designed school uniform)	<ul style="list-style-type: none"> ÿ Red Shirt(Half Sleeves) ÿ Blue denim skirt/shorts ÿ School cloth bag ÿ Black velcro school shoes ÿ Red Socks 	<ul style="list-style-type: none"> ÿ Red Shirt(Full Sleeves) ÿ Red Pullover ÿ Red Jacket ÿ Blue Jeans ÿ Red Socks ÿ Black velcro shoes
Common Uniform for Classes I to XII	<ul style="list-style-type: none"> ÿ White half Sleeve Shirt with monogram ÿ Black running shoes ÿ Black Velcro Shoes for Classes I-III ÿ White nylon socks with bottle green bands ÿ Bottle green ribbons/head bandsfS ÿ Bottle green polyester belt with golden buckle and school crest ÿ Identity Card 	<ul style="list-style-type: none"> ÿ White full Sleeve Shirt with monogram and fused collar ÿ Bottle green single breast blazer ÿ Bottle green pullover / singlet ÿ Bottle green neck tie ÿ Black running shoes ÿ Black Velcro Shoes for Classes I-III ÿ Grey woolen socks with tow bottle green bands ÿ Bottle green polyester belt with golden buckle and school crest ÿ Identity Card
Classes I - III Girls	<ul style="list-style-type: none"> ÿ Grey Shorts ÿ Prescribed Academy dress (T-Shirts & Shorts) 	<ul style="list-style-type: none"> ÿ Grey Trouser ÿ School Track Suit
Classes I - III Boys	<ul style="list-style-type: none"> ÿ Grey Shorts ÿ Prescribed Academy dress (T-Shirts & Shorts) 	<ul style="list-style-type: none"> ÿ Grey Trouser ÿ School Track Suit
Classes IV - VIII Girls	<ul style="list-style-type: none"> ÿ Grey Shorts (IV, V) ÿ Prescribed Academy dress (T-Shirts & Shorts/Track Pants) ÿ Grey divided skirts ÿ Prescribed House T-shirts of distinct colour with monogram and white divided skirt ÿ Black cycling shorts compulsory ÿ Bottle green ribbons/head bands 	<ul style="list-style-type: none"> ÿ Grey Trouser ÿ Prescribed House T-Shirt of distinct colour with monogram ÿ Warm Inners ÿ Track Suits



Classes IV- VIII Boys	ĳ Grey Shorts ĳ Prescribed House T-Shirts with monogram with white shorts	ĳ Grey Trousers ĳ Prescribed House T-Shirt of distinct colour with Monogram ĳ Warm Inners ĳ Track Suits
Classes IX - XII Girls	ĳ White divided skirts ĳ House T-shirts monogram ĳ Black cycling shorts compulsory	ĳ Grey trousers ĳ House T-Shirt with Track Suits
Classes IX- XII Boys	ĳ White trousers ĳ House T-Shirt with monogram	ĳ Grey trousers ĳ House T-Shirt with Track Suit

NOTE

Classes I - V : Prescribed academy dress to be worn on scheduled academy days & for yoga classes.

Classes VI - VIII : House uniform to be worn on Wednesday, Yoga Classes and Taekwondo.

Classes IX - XII : House uniform to be worn on Wednesday.

BOOKS AND UNIFORM

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

1. Parent(s) will Login into SMS, using their login ID & password.
2. They will click on convenience store tab.
3. They will choose a category i.e. Books/Uniform, then select the “Set of books” (loose will be made available afterwards) OR “Uniform Items”.
4. They will add the selected items & go to CART.
5. They will then proceed to make the payment via Net banking/Debit Card/Credit Card.
6. They will go to “My Orders” section, under the :Convenience Store” tab, where the PDF of BARCODED invoice has been generated after the successful payment, and is available for download.
7. They will take a print out the BARCODED invoice.
8. Central accounts will verify the receipt of payment & confirm the same on the ERP within two (2) working days.
9. Pick up Point at the Convenience Store/Delivery Date.

FOR BOOK SET(S);

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

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

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

FOR LOOSE BOOKS / NOTEBOOKS/ STATIONERY;

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

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

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

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

FOR UNIFORM(S);

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

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

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

24. Only in the case of “Book Set(s)”, the class teacher would have to “log-on” to the ERP portal and confirm that “ALL THE ITEMS OF THE BOOK SET” have been delivered by the vendor.
25. Once the above confirmation has been received from the class teacher, funds pertaining to that particular sale transaction, will be released to the vendor.

IMPORTANT NOTE:

1. There will be “NO CASH PURCHASES” at the convenience store.
2. All the purchases shall be from the ERP System only.

3. Any cases of “replace or return” will be out of the purview ERP System, i.e. in the case of “replace or return” if any amount is to be paid by the parent or refunded by the vendor, then it will be between the parent & vendor, and for such cases cash transactions will be permitted
4. In-case where Vendor doesn't hold inventory for the paid items, the ERP will highlight the delay of delivery. The School is required to review the ERP-MIS reports and instruct the vendor to comply with timely deliveries.
5. You are requested to designate your “Administrative Officer” to manage this process and ensure its smooth functioning. They are to review the ERP-MIS reports for compliance on delivery & ensure that the vendor has adequate Inventory of all the items that has been sold.

TRANSPORT RULES

1. The school makes transport arrangements for the children by running its own fleet of buses along with the hired buses 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/-.
3. Parents are expected to co-operate with the School by ensuring that their children travelling in the buses report at their embarking points well on time, carry their identity card with them all the time and behave in a disciplined way in the interest of their own safety as well as of the other users.
4. Intentional vandalism such as breaking window-panes, tearing and cutting of seat covers, defacing the interior of the bus and any other related offence will result in heavy penalty and withdrawal of the bus facility.
5. Students are requested to ensure that they do not indulge in unacceptable behaviour in the school bus. Bullying, use of abusive language and misbehaviour during travelling will lead to withdrawal of the bus facility.
6. Students are NOT ALLOWED to travel in any other bus route except theirs under any circumstances.
7. Parents are requested to study the specified routes and opt for those which suit them the best. Please remember that it is not possible to cater to individual requirements at the cost of time and distance.
8. In case you have a genuine grievance, please submit it in writing to the teacher escorting the bus or to the Transport In-charge. You may also email your grievance to : **transportgrievancecell.dpsgv@dpsgs.org**

The use of bus facility cannot be discontinued in the middle of the quarter as the school makes arrangements for students by hiring buses on a yearly contract which cannot be terminated in the middle of the session.

In this content last date of submission of application for withdrawal is 28th Feb' 20 for Q1, 31' May for Q2, 31st August' 20 for Q3 & 30th November' 20 for Q4.

BEHAVIORAL PRACTICE

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

PREFECTORIAL SYSTEM

SELECTION PROCESS

Distribution of self-assessment proformas to aspiring candidates of the house/class by House Moderator



On return of the proforma, the House Moderator & Class Teacher evaluate & give recommendations



Interviews by sub-committee
(formed by respective HMs and grading on a scale of 10)



Decision for short-listed candidates by a committee
(all house in-charges & sub-committees headed by the HM & Facilitators)



Interviews & approval of finalists with the Principal

OATH FOR INVESTITURE CEREMONY

FORMAL OATH-TAKING PROCEDURE (SCHOOL APPOINTMENTS)

OATH - LITTLE EYES UPON ME

There are little eyes upon me
and they're watching night and day.

There are little ears that quickly
take in every word I say.

There are little hands all
eager to do anything I do;
And a little boy who's dreaming
of the day he'll be like me. I'm
the little fellow's idol.

I'm the wisest of the wise
In his little mind about me

no suspicions ever rise. He believes
in me devoutly, holds all that I say
and do; He will say and do my way,
when he's grown up like me.

There's a wide-eyed little fellow
who believes I am always right;
And his eyes are always open, and
he watches day and night.

Today, I stand before you and
pledge to be the person you want
me to be

PEER EDUCATOR'S

SELECTION PROCESS

Session for information about starting of process and explaining the role and responsibilities of "Peer Educator"



Filling of self assessment proformas by the aspiring candidates



Evaluation of proformas by Counsellors / Facilitators &HMs



Prelim Interview of the selected candidates by HMs



Final Interview by the Principal



Training of Peer Educators

THE ERP TECHNOLOGY

Delhi Public School Ghaziabad Vasundhara has formally launched 'Enterprise Resource Planning' (ERP) in the school. DPSGV-ERP is a web based system that enables parents to access students and school related activity on the web.

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

It is a complete school management and effective resource planning solution.

GENDER SENSITIZATION COMMITTEE

As per the CBSE requirement, the school also has a gender sensitization committee, which is headed by the Principal, HMs and comprises of the school Counsellor, Senior Teachers, Head Boy & Head Girl.

IMPORTANT INFORMATION FOR PARENTS

Parents are requested to read the contents of the school Almanac carefully and in the interest of the child abide by the rules & regulations laid down by the school. Parents are requested not to send sweets, toffees or any other eatables to celebrate their ward's birthday. It will be a good gesture to contribute one book to the school library or a sapling.

- ÿ Parents should have the I-cards/Parent's card when they come to pick their children up in the afternoon.
- ÿ Kindly ensure that all the details of the student profile are completed.
- ÿ 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.
- ÿ Parents are requested to switch off their mobile phone in school premises.
- ÿ 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.
- ÿ Parents are requested to sign the reports, test papers, teacher's remarks in the notebooks 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.
- ÿ 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 on the day of joining but a message should be conveyed to the Class teacher on the SAME DAY.
- ÿ Apart from the academic scholastic/ foundational domain work in the school, students are expected to devote some time regularly at home. Parents are requested to supervise it.

- ÿ The safety and security of our students is the prime concern and responsibility of the school and the school will take all steps to ensure the same. However, there are certain unforeseen incidents which are beyond the reasonable control of the school when students take part in any indoor and outdoor activities including all Sports, Riding, Trekking, Excursions, Camping, Cycling etc. or any other activity that is usually conducted by the school as a part of learning and if some untoward incident occurs for that the onus will not rest with the school alone.
- ÿ The school or any teacher, or any staff will not be held responsible for any loss or damage or injury of whatsoever nature caused to the student inside/ outside the school due to his/her own act or expression, negligence or any inter dispute between the students, intentionally or unintentionally creating any circumstances which would lead to causing hurt/injury/damage to such student by any object or human being.
- ÿ 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 constitutes of all the parents whose children are studying in the school. The Executive Committee of the Forum is a nominated body represented by parents and teachers of the school. The Principal of the school is the ex-officio President of the Forum. The PTF plays a pivotal role in making decisions from time to time regarding the welfare of the school. It facilitates closer association between parents and teachers in their effort to make the school an ideal place for the all-round education of children. It also offers parents a platform to express their views freely and frankly, thereby involving them in a process of mutual participation aimed at the welfare of the children studying in the school.

OUR EXPECTATIONS FROM PARENTS AND GUARDIANS

Parents must realize that school is the second home for children. They need all the considerations in their favour 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 must register a permanent mobile phone number with the school on which SMS and other alerts may be sent. In case of change, the parents MUST notify the changed number in writing within 3 days.
3. No student of classes XI or XII will be allowed to leave the school early on the plea of attending private coaching classes.
4. Parents may please see that their child adheres to the school uniform strictly. Children accompanying their parents during PTM days must also come in school uniform.
5. Wearing of fancy shoes, jewellery, unruly hair and fancy haircuts like mushroom cut etc., streaking/highlighting of hair by fashion hair colours is not permitted. Skirt hemlines are to be knee-length.
6. Parents/Guardians are not permitted to enter class rooms to meet their children or to seek unscheduled interviews with teachers during school hours. Prior appointment for meeting the staff must necessarily be taken through appointment cards given at the back of the almanac.
7. In case of emergency, parents/guardians must meet the Principal/ Headmistress and adopt a course of action in consultation with them.

- 8. No strangers are allowed to meet children.**
9. Usage of school bus is compulsory for all students unless parents take on the responsibility of a drop & pick of their ward.
 10. The cycle rickshaws with improvised seating for many young children are an illegal and dangerous mode of transportation and are totally banned by the school under instructions from the District Administration.
 11. Pick up point for a private commuter is gate number 1. No stranger, driver or family friend is allowed to pick the children up.
 12. Once the child has come to school, parents and guardians are not permitted to take him/her back home during the school hours unless there is a major emergency. In such cases, the permission of the Principal/Headmistress is mandatory. Lunch boxes and water bottles are not allowed to be sent for students once they have entered the school premises.
 13. Parents and guardians must know that no school teacher is allowed to take private tuitions. As such, they should not press the teachers of this school to accept private tuition work for their wards. The Principal's helpline may be used to inform any irregularity in this regard.
 14. Parents and guardians must immediately inform the school in case there is a change in their address.
 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.

THE NATIONAL ANTHEM OF INDIA

The Indian National Anthem originally composed in Bengali by Guru Rabindranath Tagore was adopted in its Hindi version by the Constituent Assembly as the National Anthem of India on 21st January 1950. It was first sung on 27th December 1911 at the Calcutta session of the Indian National Congress. The complete song consists of five stanzas. The playing time of the National Anthem is approximately 52 seconds. The lyrics were rendered into English by Tagore himself.

जन गण मन अधिनायक जय हे
 भारत भाग्य विधाता।
 पंजाब सिन्ध गुजरात मराठा द्रविड उत्कल बंग।
 विन्ध्य हिमाचल यमुना गंगा उच्छल जलधि तरंग।
 तव शुभ नामे जागे तव शुभ आशीष मागे।
 गाहे तव जयगाथा।
 जन गण मंगलदायक जय हे
 भारत भाग्य विधाता।
 जय हे, जय हे, जय हे जय जय जय जय हे॥

English Translation:

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

गायत्री मंत्र

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

गायत्री महामंत्र महत्व

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

SAFETY AND SECURITY GUIDELINES

- ÿ Kindly ensure that all the required details are completely filled in the almanac and the child carries it to school every day.
- ÿ 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.
- ÿ 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.
- ÿ Usage of school bus is compulsory for all students unless, parents take-on the responsibility of a drop & pick of their ward.
- ÿ The cycle rickshaws with improvised seating for many young children are an illegal and dangerous mode of transportation and are totally banned by the school under instructions from the District Administration.
- ÿ By allowing children to use motorised modes of transportation such as scooters and motor cycles, parents jeopardise their safety besides the illegality involved in permitting an underage child to use these means. Travelling by motorised vehicles to school is totally BANNED.
- ÿ 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.
- ÿ 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.
- ÿ No one other than guardians authorized by the parents are allowed to meet

- ÿ Once the child has come to the school, parents and guardians are not permitted to take him/her back home during the school hours unless there is a major emergency. In such cases, the permission of the Principal/ Headmistress is mandatory. Lunch boxes and water bottles are not allowed to be sent for students once they have entered the school premises.
- ÿ Students are strictly forbidden to purchase eatables from unauthorized vendors/ hawkers near the school premises.
- ÿ Any unruly and undisciplined behaviour reported by the bus in-charge teachers/ monitors/attendants while travelling in the bus will result in withdrawal of the bus facility.
- ÿ Parents/Guardians are requested not to board the bus under any circumstances.
- ÿ Under no circumstances will crackers, fireworks, firearms and any other inflammable material be permitted in school. A student indulging in any act of substance abuse could be given severe punishment, as severe as suspension/ expulsion from the school.
- ÿ The safety and security of our children is the prime concern and responsibility of the school. However, there are certain unforeseen incidents which are beyond the reasonable control of the school. Therefore, the onus in case of such untoward occurrences during the school hours will not rest with the school alone.

SAFETY COMMITTEE

The school Safety Committee headed by the Principal comprises of the Headmaster/ Headmistress, Facilitators, House Moderators and the Class In-charges.

GO GREEN PLEDGE

Choose new behaviours and save the planet

Take the Green Schools Pledge!

Schools leave large footprints. Ultimately, the goal of a green school is to measure and reduce its ecological footprint, while making the school environment healthier for students and staff, and getting the community thinking about solutions to the environmental problems we face together.

The DPSGV community made a commitment to set an example of sustainability and environmental awareness through our curriculum, recycling programs and many such initiatives. It has been a great learning experience for students and adults throughout the school community.

One such initiative is 'Pledge to Plant, Adopt & Protect a Tree'.

"Adopting a tree is a fun and easy way to help the environment. It also makes a unique, affordable and long-lasting gift or memoria

I PLEDGE TO -

- ÿ personally commit to doing the green efforts:
- ÿ use both sides of paper.
- ÿ use recycled paper whenever possible.
- ÿ use scrap paper for art, projects and practice work.
- ÿ recycle (plastic, aluminium, glass, paper, cardboard)
- ÿ use environmentally safe cleaning supplies.
- ÿ ban plastic water bottles.
- ÿ turn off water faucets tightly.
- ÿ unplug electronic devices at the end of the day.
- ÿ turn off lights when leaving an empty room.

IMPORTANT DAYS

DAYS	DATE
World Peace Day	Jan 18
Netaji Birth Anniversary	Jan 23
Republic Day	Jan 26
Martyr's Day	Jan 30
National Science Day	Feb 28
International Women's Day	Mar 8
World Disability Day	Mar 15
World Water Day	Mar 22
World Health Day	Apr 7
International Haemophilia Day	Apr 17
World Heritage Day	Apr 18
Earth Day	Apr 22
International Labour Day	May 1
World Red Cross Day	May 8
National Technology Day	May 11
International Family Day	May 15
Commonwealth Day	May 24
Anti-Tobacco Day	May 31
World Environment Day	Jun 5
International Day Against Drug Abuse	Jun 26
World Diabetes Day	Jun 27
Doctor's Day	Jul 01

World Population Day	Jul 11
Hiroshima Day	Aug 6
Quit India Day/ Nagasaki Day	Aug 9
International Youth Day	Aug 12
Independence Day	Aug 15
Teachers' Day	Sep 5
International Victory Day/International Literacy Day	Sep 8
Hindi Diwas	Sep 14
World Ozone Day	Sep 16
World Elders Day	Oct 1
Gandhi Jayanti	Oct 2
World Habitat Day	Oct 3
World Mental Health Day	Oct 10
Human International Day for National Disaster Reduction	Oct 13
World Standard Day	Oct 14
United Nations Day	Oct 24
World Immunisation Day	Nov 10
Children's Day	Nov 14
Information Technology Day	Nov 21
World AIDS Day	Dec 1
International Handicapped Day	Dec 3
Human Rights Day	Dec 10

STRESS MANAGEMENT

At any point of time, if you feel that the level of anxiety is more than the optimum level, practice the below mentioned Relaxation Techniques:

S.NO.	TECHNIQUES
1.	Avoid junk food as they make you lazy. Eat nutritional food.
2.	Sleep for 6 to 8 hours for complete relaxation of mind and body.
3.	Take a break of ten to fifteen minutes after 45 to 60 minutes of studies at stretch.
4.	Go out for 15 minutes in fresh air at least once a day.
5.	Do well in time to reduce the anxiety.
6.	Avoid studying a completely new or extremely difficult topic at the last minute.
7.	Breathe deeply 10-15 times to relax and release toxins from the body.
8.	Practice visualization and auto suggestion techniques to counteract negative mental stage.
9.	Fifteen minutes of physical exercise is any effective stress buster.
10.	Do your best and forget the rest.
11.	Spend time with family.

For Parents:

1.	Avoid comparisons amongst the children.
2.	Avoid negative and sarcastic comments as they have a long 2 lasting and devastating effect on the children.
3.	Help your child set realistic targets and achievable goals 3 according to his/her potential.

If you feel the child is still under stress, please consult a counselor

Delhi Public School Ghaziabad Vasundhara

YELLOW CARD 2020 - 2021

Student's Name: _____ Class : _____ Sec. : _____

Period of Introspection: _____

Issued by : _____ Date of Issuance : _____

Reason for Introspection: _____

Period /Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Zero					
I					
II					
III					
IV					
V					
VI					
VII					

Coordinator's signature :

Headmistress / Headmaster's signature :

Principal's signature :

Parent's signature :

Delhi Public School Ghaziabad Vasundhara

RETRIBUTION CARD 2020 - 2021

Student's Name: _____

Class : _____ Sec. : _____

The Retribution Card is being given for a period of three days: _____

Dear Teacher

Kindly observe and acknowledge the child's behavior at the end of each period.

Date	Zero & 1 st	2nd	3rd	4th	5th	6th	7th	8th	9th

HM/Coordinator

TIME TABLE

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



Sector-9, Vasundhara, Ghaziabad
Phone & Fax : 0120-2880262, 2880499, 2881491
Email : dpsgvasundhara@dpsgs.org

