

Bus Rules:

1. The buses will not wait for latecomers. The students should stay away from the main road until the bus arrives.
2. No student will come near the bus until it stops. All students must occupy seats immediately after boarding the bus.
3. The front door of the bus is designated for both entry & exit.
4. The drivers must stop the buses at designated stops only, unless directed by the bus teacher, for some authentic reason.
5. When the bus is in motion, students should move around in the bus and no part of their body should be outside the bus.
6. Waste objects like trash/food must neither be discarded inside the bus nor thrown out on the road. It must be dumped in dustbin kept inside the bus only.
7. Students will be held responsible for any damage to buses caused either out of negligence or vandalism.
8. Unruly behaviour is strictly prohibited.
9. No refund/adjustment of the bus fare will be done, even if the bus is used for a few days only in a month.
10. Do not disturb the driver while the driving.
11. Students must travel only in the bus route allotted to them by the transport In-charge.
12. Students of pre-primary must be picked up the bus stop by their parents/guardians, failing while they will be brought back to the school.
13. Strict discipline is expected to be maintained in the bus.
14. Student must wear identity card while traveling in the school bus.

Fee Payment Rules:

The twelve months tuition fee is to be remitted as indicated below:

**1st Installment Payable by 15th April*

(Fee of April to June)

**2nd Installment Payable by 15th July*

(Fee of July to September)

**3rd Installment Payable by 15th October*

(Fee of Oct. to Dec.)

**4th Installment Payable by 15th January*

(Fee of January to March)

**If the last date falls on a holiday, the next working day will be considered as last date.*

These dates are to be strictly observed and if the payment is not done on the said date, a fine of Rs. 100/- per month will be charged after the due date.

**If the fee is not paid for three months, the pupil's name will automatically be struck off the rolls and re-admission may not be granted easily. However, school may allow Re-admission on payment of Re-admission fee of Rs. 500.*

**Fee will be charged from the beginning of the session even if the child is admitted in the middle of a term. (Except in Pre-primary classes.)*

**Once the admission fee has been paid, it will not be refunded even if the pupil is withdrawn from the school in the same month.*

**Parents/Guardians will retain the fee receipts issued to them and produce them as proof of payment of fee if needed.*

**Security amount must be withdrawn within three months of leaving the school, failing which, the money will be transferred to the Alumni Fund of the School.*

Leave Rule:

1. All applications for leave are to be signed the parents only.
2. Application for leave on medical grounds should be supported by a Medical Certificate from Registered Medical Officer.
3. No half day leave will be granted.
4. Leave application exceeding two days will be considered by the Principal only after being forwarded by the class teacher.
5. Regularity and punctuality are very important for student. Minimum 75% attendance shall not be allowed to sit in the exams.
6. In case of infectious disease students should submit Medical Fitness Certificate on joining back to school.
- 7. During examination, no leave will be sanctioned. Exam will be conducted according to the date sheet.**
No exam will be taken for the missed exams

Rule of Discipline:

1. The students should arrive in the school at-least 5 minutes before the school starts.
2. Telephone calls to parents will not be allowed for students except in case of emergency.
3. Exchange of articles or money transactions among students is not allowed.
4. Any kind of damage to school property caused by the student will be payable by him/her in the school campus.
5. English conversation with fellow students and teachers is a must in the school campus.
6. Students of classes upto Grade 5 can wear formal dresses on their birthdays and can distributes only candies to Other students.
7. Students are advised to keep their classrooms / school building, campus neat and clean.
8. Students must observe polite behaviour wherever they go. They should always remember that the school is judged by their behaviour.
9. Bullying other students and using foul language are punishable offences.
10. Students cannot leave the school campus during the school hours. In case of illness or acute emergency parents themselves will receive the child from the school.
11. Parents are not allowed to take their wards during school hours for reasons like marriage functions etc.
12. All parents are requested to impart Health Education to their children so that they:
 - (a) Maintain personal hygiene like trimming of nails, hair cut, maintenance of uniform etc.
 - (b) Exercise regularly. © Sleep for at least 7 hours daily.
 - (d) Have a balanced diet nutritiously rich especially in proteins and milk.
 - (e) Drink enough of clean water which is either boiled or filtered.
 - (f) Avoid consumption of ice-cream & other junk food and eatables from road side vendors
 - (g) Get dental and eyes checkup done every year.
13. Students suffering from infectious diseases such as chicken pox, cholera, measles, mumps and whooping cough etc. must observe the prescribed period of quarantine and entry of the same must be mentioned under the heading "Absence" in the diary.

Vivekanand Library Rules:

The school library is open to all bonafide students of the school. All classes from Class-I onwards are provided with at least one library period per week. Students must observe the followings rules.

1. Students must maintain discipline with absolute silence in the library.
2. Students should not bring their personal books in the library. (If needed note books are permitted with due permission of the librarian.)
3. Students are permitted to get the books issued from library for a period of one week.
4. If the books are not returned in time without a valid reason the facility of books to be issued, will be withdrawn for two weeks.
5. Reference books should be referred to only in the library, and shall not be issued to the student.
6. Journals, Magazines and Periodicals will not be issued.
7. The library has an open access system and students must help to maintain the order in the shelves. They must keep the books properly in the shelves after consultation, and not just keep them anywhere.
8. Books marked, defaced, disfigured or damaged will have to be replaced by a new ones or the cost of the book will borne by the student.
9. Any student found damaging book or any other library property will be fined and debarred from using the library facility for the whole academic year.

Note: Students are not allowed to leave the school during school time in any condition e.g. Medical check-ups, shopping, fests etc.

Examination & Promotion Rules:

1. The school holds three Periodicals and two Terminal Examinations during an academic year. Besides these tests - class tests are conducted at regular intervals. Attendance in all the examinations and tests is compulsory.
2. It is compulsory for the students to complete 80% of their attendance in a year to make them eligible for writing 1st Terminal and 2nd Terminal examinations. The average of marks obtained in these exams along with the periodicals is taken into consideration and the child who secures an average of 33% in all subjects is given promotion, to the next class.
3. No examination will be taken either before or after the scheduled time and date.
4. No re-exam is permitted in case of absence.
5. 2nd Terminal answer papers will not be shown to the students and parents.

Withdrawal Rules:

1. One month's notice in writing or a month's fee in lieu of must be given before the pupil is withdrawal.
2. Students leaving the school in the month May have to pay the fee for the month of June also.
3. Transfer certificate will not be issued until all dues are settled
4. The Principal reserves the right to dismiss pupil who continuously fails to make satisfactory progress in studies or whose conduct is not good.

UNIFORM AND ASSEMBLY SCHEDULE

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Class	Uniform	Assembly	Uniform	Assembly	Uniform	Assembly	Uniform	Assembly	Uniform	Assembly	Uniform	Assembly
Nur. - UKG	W	Yes	H	-	H	-	W	-	H	Yes	H	Yes
1 - 2	H	Yes	H	-	W		H	-	H	Yes	W	Yes
3 - 5	H	-	H	Yes	W	--	H	Yes	H	Yes	W	-
6 - 8	H	-	H	Yes	W	-	H	Yes	H	Yes	W	-
9 - 12	W	Yes	H	-	H	Yes	W	-	H	Yes	H	-