



IDEAL HIGH SCHOOL & JR. COLLEGE OF ARTS, SCIENCE & COMMERCE

RULES AND REGULATIONS

FOR THE STUDENTS OF SCHOOL & COLLEGE

DISCIPLINE

- 1) Pupils are forbidden to take part in political or other organisation likely to result in violence and communal disturbances.
- 2) No books other than those prescribed may be brought in to the School / College premises without permission of the School / College authorities. Guide Books should not be brought to School / College by the students.
- 3) Any damage done in class or about the premises will have to be made by the pupil(s). The decision of the School / College Authorities regarding the amount to be paid shall be final.
- 4) A pupil who fails consecutively twice in the same standard will have to leave the School / College. Leaving Certificate will be issued him / her.
- 5) Every Pupil should endeavour to keep up the high tone to the School / College by excelling in good manners and deportment. Hence, for the smooth running of the School / College no pupil may bring into the School / College any article which may prove to be a source of disturbance.
- 6) In case of continuous misbehaviour a pupil will be given a warning. Three such warnings during the School / College year will result in the dismissal of pupil from the School / College.
- 7) Pupils suffering from contagious or infectious diseases will not be permitted in School / College.
- 8) Parents and Guardians are not allowed to see their children or interact with any teacher during School / College hours.

- 9) No present or any gift to the teacher is allowed without the previous consent of the Principal. No collection for any purpose what so ever is to be started without the previous permission of the Principal.
- 10) Pupils are responsible for the safe custody of their books and belongings. It is advisable for pupil not to have enough money or valuable articles with them.
- 11) A record of the address of Parents / Guardians is maintained in the School / College office and they are requested to communicate any change without delay.
- 12) Character Certificate (and other certificates) will be issued only to those, who leave the School / College after completing the full S.S.C. / H.S.C. course only if their attendance and conduct is satisfactory. This must be taken within a year, or else no such certificate will be issued.
- 13) Personal hygiene and cleanliness are expected from all students.
- 14) If a pupil is found committing theft of School / College property, he / she is liable to be rusticated from the School / College.
- 15) The School / College Authorities and Management reserve the right to add, alter or amend any of these Rules and the same shall be binding on the Parents and Pupils.

RULES

- 1) Pupils must be in the School / College premises at least 5 minutes before the classes start. At the first warning bell, Pupils must move for the assembly. The second bell marks the beginning of the session. Running, Playing or shouting inside the School / College building is never allowed inside the classrooms, especially after classes get over. At the end of each session, the pupils in due order and in silence manner should move along the corridors to the exits.
- 2) Pupils are responsible for the custody of books and belongings. It is not advisable for pupils to have money or valuable articles, watches, ornaments of any kind with them. The School / College take no responsibilities in their loss or damages.
- 3) Parents & Guardians are not allowed to see their children during School / College hours.
- 4) Irregular attendance, habitual idleness, disobedience or misconduct destroys the moral tone of the School / College, may lead to the dismissal of the pupil.
- 5) Any serious breach of discipline and above all courtesy and disrespect to Members of the School / College staff in any way will be treated severely.

- 6) Pupils must be encouraged to develop a spirit of generosity and gratitude.
- 7) The responsibility of class room articles has been left with the students. Class Teachers have to take due care in preserving them. In case of breaking of any furniture in any class room during working hours, the students of the concerned classroom will be charged the cost of articles damaged.
- 8) The School / College accept no responsibility whenever a pupil is sent home for any of the following reasons:-
 1. If he/she comes without proper School / College uniform.
 2. If he/she fails to bring the necessary books and other things related to the curriculum to class.
 3. If he/she does not get Teacher's Remarks, Absence Records signed.
 4. If he/she comes late to School / College.

ADMISSION

- 1) New admission will be made subject to there being seats.
- 2) No correspondence will be entertained regarding admissions. New pupils are admitted at the beginning of first term. On payment in advance of the Admission fee and School / College fees for the first month. The amount thus collected will not be refunded even if the pupil for any reason leaves the School / College after admission.
- 3) A candidate who joins fresh from home or from a Private School / College has to produce an official Birth Certificate, such as the Municipal Corporation or Baptism Certificate in support of the date of birth entered in the Admission form. According to the Government regulation, only pupils who complete five years of his / her age on 1st June can be admitted to Standard First and a corresponding scale of ages is fixed for Subsequent standard.
- 4) If any pupil comes from a School / College outside the state, the Leaving Certificate of previous School / College must be countersigned by the Educational Inspector/ Officer of the state.

WITHDRAWALS

- 1) A month's prior notice is to be given before the withdrawal of a pupil or the fees will be charged, such notice should be given in writing by Parents / Guardians responsible for the pupil, not by the pupil himself.
- 2) Those students who leave in April must pay the fees up to May. If the name of the pupil who has been absent throughout for whom the notice has been given and name will be entered in the register for the following months, fees for those months are dues even if the absence continues.
- 3) No Leaving Certificate is given until all sums / dues to the School / College have been paid in full or cleared.
- 4) 35% of marks shall be required to pass in each subject at each unit test & examination. (Marking scheme should be altered according to S.S.C. / H.S.C. Board, Education Inspector's circular as and when required).
- 5) The result of the Examination will be handed directly to the Parent or Guardian and it will be withheld in case the School / College and other fees have not been paid.
- 6) In the case of S.S.C. Examination, the application forms may be filled and fees may be received in advance for convenience only and the School / College authorities reserve the right to withdraw the said form of conduct and / or attendance of the pupil if found unsatisfactory.

ATTENDANCE

- 1) Regular attendance is compulsory. A student must have a minimum of 80 % attendance.
- 2) Pupils should be in the School / College premises ten minutes before the first bell. They must be present in their respective classroom immediately after the warning bell of Short and Long Recesses. Absence / coming late without a proper reason shall entail punishment.
- 3) Pupils are not permitted to leave the School / College compound during the Short and the Long Recesses.
- 4) If a pupil remains absent from School / College, he should produce a note from his Parents / Guardian on the next day he attends School / College, indicating the reason for his absence. If the absence is more than three days, the Parents / Guardian should

inform School / College about it in advance either personally / in writing. Absence on account of illness should be supported by a Medical Certificate.

- 5) No leave of absence is granted except for genuine reasons.
- 6) It is advisable not to send a pupil suffering from an infectious disease to the School / College. A Medical Certificate that the pupil is free from infection, should be produced when he / she re-joins School / College after such an illness.
- 7) If for any reason a Parent / Guardian desire that his ward should return home from School / College before the scheduled time he / she should send a note with him / her to that effect indicating the reason. In the alternative, when a pupil desires to return home for some proper reason earlier than the scheduled time should apply in writing to the class teacher to the effect. The pupil is issued in such a case gate pass in duplicate, one copy of which is to be handed over by the pupil to the Watchman before leaving the School / College compound and the second copy carried by him home to be returned to the School / College Office the next day with the Parent's / Guardian's signature and the time of the arrival of the student at home.
- 8) If a pupil is unwell, he should not be sent to the School / College.

PUNCTUALITY

Every student must be in School / College, five minutes before the first bell (Prayer Bell). No child is permitted to leave the School / College premises during the recess, except with the permission of the Principal. If pupils are late they are liable to be sent home at their parent's risk.

DRESS CODE

Pupils should wear the School / College uniform on School / College days and at School / College functions along with the Identity Card. The uniform should be neat, clean and tidy.

FOOTWEAR

Pupils may wear suitable black footwear during the rainy season, but from 1st Oct they should wear black leather shoes with black socks every day.

HAIR STYLE

- a) Boys should have their hair close – cut, neatly combed and dressed.
- b) Girls should have a simple hair style. Two plaits with black ribbons, short hair-band for secondary section & yellow ribbon & band for primary section. (No other style is permitted)

BAG

Every pupil should bring Text books and Note books for the lessons of the everyday in a School / College bag made of leather or cloth, etc. (If an exemption is desired for valid reason, from any of the above rules, an application should be made in writing to the School / College Management. A card indicating the nature of exemption and the period of its validity will be issued. The pupil concerned should always carry this card in School / College and produce it when called upon to do so.)

CLEANLINESS

All students must consider their responsibility to keep the School / College premises clean. Every child must avoid throwing waste papers, fruit peels etc., outside the windows or in the School / College premises. They should use dustbins and Waste Material Baskets (Dry Waste and Wet Waste) provided for this purpose.

CARE OF SCHOOL / COLLEGE PROPERTY

Children should take special care of School / College property i.e. furniture, apparatus, electrical appliances, doors, windows etc. Any damage done to the School / College property will be recovered by that particular student.

BEHAVIOUR OUTSIDE SCHOOL / COLLEGE

Pupils are answerable to the School / College authorities for the conduct both inside and outside the School / College. They should always behave themselves in a manner worthy of the dignity of human being. Misbehaviour results the dismissal of the student.

CELL PHONES

Use of cell phones in any form in the class rooms while in session is strictly prohibited. On breach of this discipline, the cell-phone holder will be liable for a penalty of Rs.500/- for the first offence. In case of a repetition of the offence the cell-phone shall be liable to confiscation.

RAGGING

Students should refrain from ragging within or outside the College premises. Government of Maharashtra by resolution no. tern/10967620/96 dated 06-09-1996 has notified ragging as a cognizable offence. Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside the College campus shall, on conviction, be punished with imprisonment and fine. Any student convicted shall be dismissed from the College and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal. The following are some of the ingredients of ragging, which are punishable under the court of law as per the "UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009":

(1) Abetment to ragging, (2) Criminal conspiracy to rag, (3) Unlawful assembly and rioting, (4) Public nuisance created during ragging, (5) Violation of decency and moral thought, (6) Injury to body, (7) Wrongful restrain, (8) Wrongful confinement, (9) Use of criminal force, (10) Assault as well as sexual offences or unnatural offences, (11) Extortion, (12) Criminal trespass, (13) Offences against property, (14) Criminal intimidation, etc.

FEES

- 1) Fees once paid will not be refunded.
- 2) Pupil once admitted cannot be withdrawn without a month's notice or a month's fees in lieu of notice.
- 3) Leaving Certificate will not be issued unless all School / College dues are paid and all books and articles belonging to the School / College are returned.
- 4) The amount of tuition and term fees will be available with the office.
- 5) Fees should be paid by the 15th of every month. In special case, grace period of five days may be allowed. Fees should positively be paid by 20th of every month. Thereafter delayed payment charges will be recovered as approved by the School / College / Education Department.
- 6) Fees for May must be paid along with the fees for April, even by the pupils who leave the School / College in the month of April.
- 7) Delay in payment beyond two months could render the name of the pupil to be struck off rolls.

- 8) No deductions are allowed for vacations or for interrupted periods.
- 9) The School / College will not be responsible for the loss of cash or cheques sent through pupils
- 10) Payments made by cheque(s) are subject to realization of the cheque(s).

LEAVE

- 1) Pupil must be present on the first day after vacation when School / College re-opens. In case of sickness School / College authorities must be notified immediately and a Doctor's Certificate to be produced. Defaulters will have to pay re-admission fee. Pupils who have been absent from School / College for one month or more without permission are liable to be struck off the roll and may be re-admitted on payment of the prescribed fees.
- 2) Absence from School / College on occasions such as festivals, religious ceremonies, marriages etc. should be avoided at any costs. In serious matters prior permission of the Principal must be obtained well in advance. In case of sickness the School / College authorities must be notified in time and a Doctor's Certificate should be produced. All correspondence for such purposes must be addressed to the Principal.
- 3) Attendance at official School / College function like the Parents Day, Sports Day, Republic Day, Children's Day, Independence Day, Excursion etc. is compulsory. Absentees should be penalised.

EXAMINATION & PROMOTION (for Std. IX to XI)

- 1) Promotion is granted on the basis of the whole Year's Work of the pupil. Only Final Examination is not Promotion Examination. Hence the importance of regularity in attendance and Year's Work is a must. Pupil must therefore work steadily from the beginning of the year.
- 2) There are two Examinations held in the course of the year at the end of each semester, during October/November and March/April namely First Semester Examination and Second Semester Examination respectively. There are also two / four Unit Tests and Practical Examination as Indicated under examination pattern of the syllabus.
- 3) Before each exam, the admission slip will be stamped (if all School / College dues are cleared). The slip is to be shown whenever asked for, by the Supervisor or In-charge for inspection.

- 4) Pupil absent from the Examinations without a genuine reason will be considered as failed. (Pupils absent for particular subject in an Examination will not be re-examined (For Standard IX and XI).
- 5) No text books or other papers are to be brought into the Examination Hall. Students must bring their own geometrical box, pencil, colour box etc.
- 6) Students found copying or using unfair means during test / examination or discovered subsequently will be dealt severely. Also they may not be allowed to appear for the subsequent / remaining examinations.
- 7) The prompt checking of the Remarks and School / College Reports is the responsibility of the Parents / Guardians.
- 8) Entries on specified pages in the Calendar (Pupil's Diary) are for the information of the parents and are not to be relied upon; if there are measures or alterations. Parents should contact the Principal if they suspect that the Obtained Marks or Remarks have not been altered without the Class Teacher's and Principal's initials.
- 9) All promotions and detention are decided only after careful consideration of all aspects of the Pupil's progress. Hence, the decision of the Principal in this regard is final and binding.

EXAMINATION & PROMOTION (for Std. V to VIII)

- 1) There will be two Semester Exams named Formative and Summative Evaluation of the students will be conducted at the end of each Term / Semester.
- 2) Only 'Formative Evaluation' will be conducted for the subject Physical Training, Work Experience and, Art. No 'Summative Evaluation' for these subjects.
- 3) Marks obtained by a student in both the Evaluation will be added together at the end of each Term.
- 4) The total marks thus obtained per subject per term / semester will be converted into grades. These marks / grades will not be carried forward in the next term.
- 5) The schedule and methodology for conducting this type of evaluation has flexibility.
- 6) Each student must secure at least C-2 Grade (i.e. minimum 41 marks).
- 7) The School / College Management reserve the right to alter the dates of examination owing to unavoidable circumstances.

RECOMMENDATION TO RARENTS / GUARDIANS

- 1) Parents / Guardians are expected to co-operate with the School / College Authorities by enforcing regularity and discipline by seeing that their children prepare lesson by taking an active and helpful interest in the activities of the School / College.
- 2) Parents / Guardians are informed that occasional reports from the teacher are conveniently sent through the calendar, they must check it regularly.
- 3) Parents / Guardians are particularly requested to signature messages, reports or any other similar documents when given. Failure to do this may put their children to great inconvenience for which no complaint will be entertained.
- 4) Parents / Guardians have to pay particular attentions to their children's attendance at School / College. If a child absent due to illness or any other unforeseen circumstances, the reason for such absence should be briefly indicated in the pages provided for the purpose in the Calendar (Pupil's Diary).
- 5) Parents / Guardians are urged to encourage in their children diligence and honesty in doing their daily home work. The medium of instruction is Urdu; children should be helped to follow their classes easily and intelligently by certain amount of correct Urdu conversation at home.
- 6) The Parents / Guardians must check their ward's lessons, Home Work (Assignments) daily and sign.
- 7) Parents / Guardians are earnestly requested to do their part by insisting on the regular attendance and punctuality of their children by seeing that they do their homework, prepare their lessons as specified in the class and read books taken from School / College Library. Parental co-operation is essential.