



Paramhansa Public Higher Secondary School

Vill . Kheri Kalan ,Sec 84 , Faridabad 121002

RULES AND REGULATION OF SCHOOL

GENERAL RULES

1. At the first stroke of Bell , all must fall in line and form line for the assembly where they will recite Prayer and move silently.
2. Utmost cleanliness must be observed in school premises. Throwing litter, pieces of paper, seeds , skins of fruits and other waste material is strictly prohibited . Use Dustbin provided.
3. Writing or scrubbing on walls and desk ,benches or anywhere else is strictly prohibited.
4. Any kind of damage done by pupils to the school equipment's , furniture ,building ,etc. will have to make good penalty shall be decided by the Principal/Director.
5. No books other than text book or objectionable literature found in possession of student justify dismissal.
6. The School is not held responsible for books, money, clothes and other articles that are lost.
7. Fancy item like watch, Phone ,earing, bangles etc. not allow to be worn in school.
8. Birthdays are not celebrated in school by distributing sweets or any kind of presents.
9. Pupils are answerable to school authorities for their conduct both in and even outside the school. Hence misbehavior in public places is punishable .If a student did regularly misbehaving either class mates or teacher found, dismissal from school.
10. If a pupil disturb the class room with any type of nonsense also punishable. First time penalty shall be decided by the Principal/Director . After deposition of the penalty is allow to sit in class it will be returnable after completion of session .If the pupil repeat that type of nonsense its first time penalty will not be return also at this time he/she will not allow to sit in class . Name will be stick off form the school.
11. A student who is unwell should not sent to the school .

DISCIPLINE RULES

12. All the students must attend the school Assembly.
13. Late comers should bring the note of explanation from their parents.
14. Students must not run around the inside the school building. They must observe silence while walking through the corridors or while going up and down the staircase.
15. No students up to VIII class is allow for drinking water without water bottle.

UNIFORM RULES

16. All the students must wear only prescribe uniform on all weekdays without making any alterations. It should always clean.
17. Coloured dress is only allowed only on Birthdays for std Nursery to III class. StdIV onwards students are not allowed to wear coloured dress on any occasion.
18. Nail painting ,Tattoos,Bangles,fancy pins,mehndi etc. strictly not allowed to be worn in school . However girls may wear small earrings or nose pin.
19. Boys must have a regular crew-cut. Girls can arrange their hair in 2 braids and tie them up with black or white ribbon .Black or white hair band must be used for short hair.

ABSENCE RULES

20. Irregular attendance and unjustified absence justifies dismissal.
21. The parents of the children who remain absent even for a day must write a note in the "Leave and absentee record". It should be duly signed by parents as the teacher.
In case of long sickness. Parents should produce a medical certificate for
Without leave application a fine has to be paid at the last of session.
22. Attendance is compulsory on school Unit test, Independence Day and other celebration in school.
23. If a child will remain absent from school for more than 15 days without information his name will be deleted from roll (Strick off from class).
24. In case the child misses the syllabus completed during absence, it will be parent's responsibility to cover the syllabus.

FEE DEPOSITION RULES

25. Date of deposition of school fee is 12 for each and every month except June.
26. Fee of June month has to be deposited in month May.
27. Fee can be deposited every month, quarterly or once in Year. Parents can deposit school fee yearly only in the month of April or at the time admission and for quarterly parents have to take the permission from admin. in written.
28. After due Date of deposition of fee fine has to be deposited with fee.
29. If parents are not able to deposit the fee up to last date of month and student/parents is not taking permission from principal/director then he/she has to fine Rs. 500. with fee otherwise name of student would be deleted from class roll.
30. If parents are not depositing the school fee regularly in time no permission of exemption of fine will be granted in this condition. For Which parents will be liable .

PARENTS TEACHER MEETING RULES

31. No. parents are allowed to go in class room directly without permission
32. Parents can get the progress of their Child on Parents Teacher meeting Day from respective subject teacher's.
33. It is compulsory to parents to attend the parents teacher meeting when it is called on in the school.

ADMISSION AND WITHDRAWAL POLICY

1. The age advisable for the admission in first standard is 5½ Years completed on 1st June with corresponding increasing for other classes.
2. At the time of admission, the student must produce a leaving certificate from the recognized school last attended.
If He/She comes from outside Distt. faridabad Haryana State, or other Education Board, the S. L.C (school leaving Certificate) must be countersigned by the Education Officer of that place.
3. For New admission or A student, Who has never attended school before, must produce the original birth certificate issued by CMO (chief medical officer) .
4. A affidavit for Date of birth is not authentic, So not required.
5. Transfer Certificate, will be issued only on submission of written application, from the parents or gurdian submitted at least one week before the last date of attending school.
6. The new destination and the reason for leaving, is to be mentioned in the application.
7. A Month's Notice is equired for the withdrawal of pupil after the month March or the fee for the following month will be charged.
8. T.C will be not be issued unless all the dues of school are paid in full or settled.
9. T.C. will only be issued after the deposition of charges.

Director

**Paramhanasa Senior Secondary School ,
Kheri Kalan**