

## PIPS (Rule Book)

**Note:** Parents are requested to thoroughly read the rule book and acknowledge by signing at the end

# PIPS (RULE BOOK)

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## 1. School Fees

The rules and regulations for paying School Fees are as under:

- I. The Fees must be paid by the 10<sup>th</sup> of every month, after which a late fee fine of Rs. 25/- per day will be charged until the end of the month. After which the student's name will be struck off the school rolls. Re-admission, if allowed by the Principal will be on payment of late fee fine, the re-admission fee, and other outstanding dues.
- II. If any student fails to pay the fee by due dates, a final notice will be sent to the parents, after which he/she may be sent home.
- III. No reduction in fees is admissible for broken periods of attendance. A student, who joins or leaves School on any date, during the month, shall have to pay the fee for the entire month. No reduction in the fee will be allowed for any period of absence due to one reason or the other.
- IV. An enrolled student who has not attended any school from the beginning of the year, shall be charged full tuition fee for the entire year.
- V. Fee, once paid, is non-refundable.
- VI. Managing Director (M.D.) / Deputy Managing Director (D.M.D.) at their discretion and in a very special case, may allow full or part fee concession to any student.
- VII. The management may increase the fee at the beginning or during the academic year, if and when warranted by the financial position of the institution.

## 2. Attendance

- I. Attendance is recorded daily. Leave for absence has to be applied for in writing in-advance and the application, written, should be duly signed by the parents/guardians. A fine of Rs.20/- per day is levied for absence without leave. Application for medical leave, over three days, must be accompanied by a medical certificate from a qualified medical practitioner. A student name is liable for struck-off if he/she remains absent for three consecutive days without a leave application and sufficient reasons for absence. Re-admission may be allowed at Principal's discretion.

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- II. The students should come to the School in neat & clean uniform. A student who is late, is dirty, with hairs and nail uncut, is improperly/shabbily dressed, may NOT be allowed to attend the school and considered absent.
- III. As laid down in the Education code of Punjab Govt, a student who has less than 75% of the possible attendance, counted from the date of the commencement of the academic session or the date of his/her admission in the school, in case of new admission, may NOT be allowed to attend the school and considered absent.

### **3. Withdrawals and Discharges**

- I. A written request for withdrawing a student must reach the office well in advance. The school leaving certificate will be issued only after all the school dues have been duly cleared. Applications for withdrawal at the end of the academic year must be submitted latest by 25<sup>th</sup>, February. Once the student's name has been transferred to the rolls for the next year, fee for the month of March, it will become payable and school leaving certificate will be issued only after the same, along with other outstanding dues, have been paid.

### **4. General Rules**

As development of healthy personality is a key-note of any educational effort, every endeavor is made to ensure that the students develop good habits and a clean moral character. It is done through a system of rewards and punishments. While no opportunity is missed to encourage and reward a child for every good thing, due cognizance is taken of any serious offence that he/she may commit. The following offences/acts of discipline make a student liable to expulsion from the school:

- I. Disobedience of his/her seniors or members of the staff.
- II. Using or trying to use unfair means in the examination. The entire examination in such a case may be cancelled.
- III. Use of abusive language.
- IV. Acts of immorality.
- V. Disinterestedness in studies.
- VI. Breaking school bounds.
- VII. Stealing or willful damage to the school property or others' belongings.
- VIII. Rowdyism and indecent behavior.
- IX. Leaving the school without permission.
- X. Any other act of indiscipline, that the Principal or Management feels worthy.
- XI. The principal has full authority to fine, punish or ask the student to leave the school premises at any time, if in his opinion his/her stay in the school is not in his/her interest or the interest of the institution or fellow students.
- XII. No student is allowed to participate in politics, nor will they be allowed to form any union etc., unless allowed by Principal to do so.
- XIII. A student, who fails twice in the final examination/examinations during his/her stay in the school, shall not be retained in the institution.
- XIV. The Principal has authority to expel a student from the school without assigning any reason. The Principal's decision in all academic/disciplinary matters will be final and binding on the students and their parents/guardians.

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- XV. While all possible safety & security measures are taken there is always a residual risk which can cause mishap. Every possible care will be taken in terms of safety & security by the school however the school will NOT be responsible for (God Forbid) any harm, including serious injuries or death which may come to a student, while in school or out on a picnic/excursion etc. or on journey/tour under the school arrangements. Nor is the school responsible for any loss or damage to the student's property/belongings while in school. All possible measures are also taken to ensure that a student does not leave the school premises without permission. However, if (God Forbid) a student manages to slip out the school does not take any responsibility for any mishap which may occur to him/her.
- XVI. The parents/guardians are requested to ensure that their children come to the school fully prepared with the lesson that they have already done and complete their homework in accordance with the homework schedule. In case a student becomes habitual in this regard, he/she may not be allowed to attend the school unless accompanied by his/her parents.
- XVII. Any complaint about the school or its proceedings or teachers etc. must be lodged with the Principal and not at all with any teacher.
- XVIII. The student should come to the school neat and clean in neat and clean school uniform. Improperly or shabbily dressed or unclean students may not be allowed to attend the class.
- XIX. A student suffering from contagious/infectious disease, should NOT be sent to the school. If he/she does come, he/she would not be allowed to attend the class.
- XX. The school reserves the right to implement safety, health, security measures as per the scenario of the environment (e.g. COVID-19 protocols, security checks, evacuation drills etc.). Participation & compliance by students on these would be mandatory.

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**I being the parent/guardian of the student, by signing below, confirm that I have read and agreed to all rules as stated above.**

**Name of Parent:**

**Name of Student:**

**Signature of Parent:**

**Signature of Student (Class VI-X):**

**Date:**