

## **ATTENDANCE**

- It is obligatory to attend classes regularly and punctually. Willful absence from the class room lectures will be treated as a serious breach of school discipline. As a rule each student is required to obtain a minimum of 85% (H.S. classes) attendance of total lectures delivered in each subject in an academic session.
- A student shall not be eligible to sit for Examination if he/she has not attended a minimum of 85% lectures delivered in each subject separately. If a student remains absent consecutively for 3 days or more without any prior information, he/she will rejoin the school with application signed by the guardian along with necessary supporting documents if needed.
- A student failing to attend classes for 15 days at a stretch from the date of commencement of classes shall forfeit his/her seat. List of students failing to attend minimum classes required will be notified by the Principal and will be sent to their Parents/Guardians.

---

## **RULES OF DISCIPLINE**

Any of the following acts by a student shall be considered as a major offence against discipline:

1. Habitual unpunctuality
2. Various kinds of immoral and indecent acts
3. Smoking and use of intoxicants
4. Resorting to violence of any kind
5. Disobedience to teachers and school authority
6. Defacing, damaging or devaluing any school property
7. Acts of public nuisance, breach of public peace, communal trouble etc.
8. Ragging
9. Holding any meeting in the school campus without prior written permission from or against the order of the principal
10. Indulging in any strike, picketing, hartal and hunger strike of any kind
11. Any notice framed by the principal from time to time for maintaining discipline in the school. Every student in the school is subject to and must submit to the discipline of the school. A school student shall be liable to disciplinary action which may lead to suspension, transfer or expulsion from the school for violation of any rules of discipline.
12. Use of Mobile Phones by the students inside the school campus is strictly prohibited.
13. Fee once paid will not be refunded back in case any student voluntarily leaves the school after taking admission.
14. It is compulsory for students to attend all classes regularly. Students with less than 85% attendance in an academic session/year will not be allowed to sit for the final exam.