

REGISTRATION AND ADMISSION

1. Admission is made strictly on the basis of merit.
2. Admission in LKG is on the basis of informal interaction with children as well as their parents.
3. The school holds an admissions test for other classes to decide on the merit of the applicants.

REQUIRED DOCUMENTS FOR ADMISSION:

1. A birth certificate from Municipal Committee or Panchayat for admission in LKG & UKG and Transfer Certificate issued from the previous school is to be submitted at the time of admission for other classes.
2. A passport size coloured photograph of the child as well as parents.
3. Category Certificate in case of SC/ST/B/EWS/BPL.
4. Photostat Copy of Report Card of previous class
5. Photostat copy of Aadhar Card.

ATTENDANCE

1. 75% Attendance is mandatory for promotion to the next class.
2. No leave is granted except prior application from parents/guardians.
3. Sick leave must be endorsed with a medical certificate from a qualified doctor.
4. Attendance is compulsory on special functions and examinations.
5. Name will be struck off if a student remains absent for six days without intimation.

WITHDRAWAL

1. One month notice or one month fee in lieu of notice is necessary in case a parents want to withdraw his/her ward.
2. The transfer certificate will be issued after one week subject to condition that all the fees and other dues of the school are cleared.
3. The following categories of students may be struck off from the school rolls after due notice to parents. Those who fail to show satisfactory progress and are unwilling to profit from the educational programme of the school.

4. Those whose fee arrears are overdue.
5. Those whose behavior, in the opinion of the Principal and disciplinary committee, is harmful to the interests and academic environment of the school.

GUIDELINES FOR THE PARENTS:

1. Use the school diary as means of communications with the class teacher and check the diary daily for home work and the teacher's remarks if any.
2. Sign the test copies/paper as and when sent home.
3. Ensure that your ward has all the text books, items of stationary, craft material etc. right in the beginning of the session.
4. All the books and notebooks are covered with brown paper, having sticker at the right top.
5. Ensure that your ward comes in a neat, clear and ironed uniform, with polished shoes and trimmed hair and nails.
6. Don't send the child to school in case of infectious diseases and furnish a medical certificate from a qualified doctor at the time of rejoining the school after illness.
7. Don't enter the classroom or meet the teacher there. Please see the teacher with appointment through the Principal. Do not send money or valuable articles with the students.
8. It is responsibility of parents to collect every information about the performance of their ward in monthly Parent Teacher Meeting. They should come to school for special meeting whenever called.
9. Kindly send your ward to the school in time otherwise he/she will be sent back home.
10. Kindly note that no half day will be granted to your ward.
11. Refusal on part of student or parents for participating in any event or function for which the pupil has been deputed by the school can lead to disciplinary action against the child.
12. Monthly fee should be deposited by 10 of every month. Fee can also be deposited in advance for any number of months.
13. Do not send mobile phones with the students. If someone is found with the same he/she will be liable for punishment as well as fine.

SCHEDULE FOR PROMOTION CRITERIA

NURSERY TO II

1. The child is assessed continuously through out th year.
2. Assignments are introduced subject wise possibly at the completion of one unit. They are evaluated by the teacher and filed in the personal file of the student.
3. Grades are allotted for the academic as well as co-curricular achievements fo the child as per the grading scale of DAV CMC.
4. A comprehensive progress report indicating the performance of the child is shown to parents on every second Saturday of the month.
5. Promotion to the next class is made on the basis of scholastic and co-scholastic performance of the child throughout the year.

III TO V

The session is divided into two terms for these classes. In September, there will be half yearly exams of half syllabus. Final exam will be included in these both (Half yearly & Final) terms will be given equal weightage.

VI TO VII

1. The session is divided into two terms for these classes. First term will be from April to September, Second term will be from October to March. Each term will have 20 Formative and 80 Summative marks.

Internal Assessment comprises of periodic tests (10) Note book (5 marks) and subject enrichment activity (5 marks).

25% syllabus of 1st term will be included in 2nd term in each subject.

IX TO X

- i) Annual examination will take place at the end of the session covering the complete syllabus for their classes.
- ii) Final result will comprise the marks of Annual Examination-80 marks and Internal assessment-20 marks.

iii) Internal Assessment comprises of Periodic Tests (10 marks). Notebook maintenance (5 marks) and subject Enrichment Activity (5 marks).

INTERNAL ASSESSMENT

- Periodic tests will be conducted thrice a year including the portion cumulatively.
- Internal assessment will be completed as follows :
- Notebook maintenance will be assessed before the end of each term.
- Subject enrichment Activities will comprise techniques like ASL / Reading / Project / Map Work Making / Field Trips etc. which will be conducted thrice a year.

CO-SCHOLASTIC AREA

- Co-scholastic Area will cover Education/Pre Vocational / Art Education / Health and Physical Education.
- Students will be graded by the class teachers for discipline in a 5 point grading scale considering the attendance sincerity, behaviour and values.

XI TO XII

Unit tests are held as per schedule given in the scholastic calendar.

Half yearly Exam is held in the month of September.

Pre-board exam is held in the month of January.

PROGRESS REPORT AND PROMOTION

A report about the performance of the student during the term is communicated to the parents at the end of the term through Progress report card. These Report cards contain the performance of a student in scholastic as well as co-scholastic areas.

APPRECIATION AND AWARDS

The school has a unique system of encouraging and motivating student for academics and co-curricular activities by awarding Merit and Appreciation certificates and Mementoes and Medals on the basis of their achievements in academics, co-curricular activities, fine arts, music and sports.

PRIMARY WING

School has unique & beautifully equipped and purposefully primary. The Pre-primary curriculum is focused on multiple sensory learning, phonetic awareness, communication skills and confidence building. It has a creatively centre with fully furnished concept room for activity based learning.