

INDIAN EDUCATION SOCIETY
HINDU COLONY, DADAR, MUMBAI – 400 014.

ESTABLISHED IN 1917

**(Registered under Societies Registration Act of 1860
and Maharashtra Public Trusts Act of 1950)**

RULES & REGULATIONS

- 1) Admission and Withdrawals :**
 - a) The procedure for admission shall be generally in line with the procedure laid down by Government under RTE Act.
 - b) If the child is seeking transfer from any other school, it would be necessary to check the following:
 - i) Whether the Leaving certificate is from a recognized school.
In case the Leaving Certificate is from a recognised school other than Maharashtra State, the parents have to ensure that the counter signature of the Education Officer of that state is affixed on it.
 - ii) If the Leaving Certificate is from an unrecognised school, it is necessary that the parents obtain prior permission from the Education Department of B.M.C. or Z.P. as the case may be and follow their instructions regarding admissions of such pupils.
 - c) In case of direct admission, it is necessary to submit the original birth certificate of the child and also a declaration from the parents that the child has not attended any school previously.
 - d) If the Guardian/Parent decides to withdraw his/her child's name from the school, the parents have to submit a written application requesting for a Leaving Certificate. The Guardian/Parents will have to pay the Term Fee for the entire term.

- e) The Admission Fee once paid will not be refunded.
- f) If the conduct of a student in school or the student's progress in studies is not satisfactory the Head/Teacher will contact the parent/guardian and apprise him/her of his/her ward's misconduct or poor progress in studies.
- g) The parents must actively co-operate with the school to help improve the student. The Head can take suitable measures to correct the student's misbehavior or unsatisfactory progress in studies.

2. Fees:

- a) Admission fees will be charged for admission to STD. I and for new admissions in other standards. The term fee will be equal to one month's tuition fee and will be charged twice a year. The fee structure will be finalised and notified by following applicable legal procedure.
- b) In case of delay in payment of fees the Head/Teacher/ Office Staff will contact the parent/guardian over the phone or send a note drawing their attention towards default in payment of fees and also request him/her to clear the fee arrears and pay the fees on time in future.
- c) Late fee @ of Re.1 per day will be charged as per rules.
- d) Children who are absent with or without permission will have to pay the fees for the period of absence.
- e) The payment of school fees shall be by crossed Account Payee cheques, payable at the location of the school, drawn in favour of the school, where the child is studying. Payment made by cheques is subject to realization of the amount. Fees will not be considered as "Paid" till the cheques are honored / realised.
- f) The school will not be responsible for the loss of cash or

cheques sent through pupils or by post.

- g) If the cheque is dishonored, penalty will be charged to the parent as per the concerned bank rule / rate.

3. School Uniform etc:

- a) Each pupil must have at least 2 sets of uniforms with school belt. School Uniform is compulsory for school attendance all school functions i.e. inter-school and intra school competitions, school picnics, external examinations etc.

- b) For Girls:- Top (Shirts) sputone plain yellow with puff sleeve. (Length of sleeves – Not less than 5 cms. above the elbows)

For Pinafore:- Light and dark brown interwoven checks suiting (Length of pinafore – Not less than 1 c.m. above the knee)

For Boys:- Top (Shirt) sputone yellow with piping on sleeve and collar (pant material) (Length of Shirt & Sleeves – Not less than 5 cms. above the elbows)

For Pant :- Half pant with light and dark brown interwoven checks suiting. Length of pants should not be more than 1c.m. above the knees.

No Body hugging or transparent uniforms.

Shirts should be buttoned right upto the collar button. Boy shirts to be tucked in to the shorts neatly.

- c) Student should wear the ID Card with the 'Red' strap provided by school.

- d) **Footwear :-** Pupils should wear all weather black shoes with Brown cotton socks with yellow bands from June to April. Socks should be at least 5 inches above the ankles

bones for both the boys & girls and should be worn at full stretch.

- e) **Hair Style:-** For Boys – Should have a crew cut. No Mohawk /layered cuts, No hair colouring.

For Girls – Two plaits with lime yellow ribbons with long hair or a lime yellow hair band for girls with short hair. No extra finishing, No tattoos. No hair colouring.

- f) Nails must be kept short and clean. No nail colouring or polish.

- g) **For Boys & Girls :** No perming of hair, No tattoos, No hair colouring, No Extra piercing anywhere on the body. No Wearing or bringing ornaments – Gold/ Silver/ precious metals/ artificial jewellery . No cellular phones.

Use of Undergarments is compulsory. Boys are required to wear underwear and banyans. Girls are required to wear inner slips and bicycling shorts length underwear.

Uniform belt has to be worn over the uniform.

I cards have to be displayed clearly and should not be tucked into pockets etc.

4) **Attendance and Absence :**

- a) Regular attendance with a compulsory minimum attendance of 75% is required . In case of unsatisfactory /irregular attendance, it is expected that parents will take extra efforts at home to ensure satisfactory progress of the student and to update the student on the lessons.

- b) The school's first bell rings 10 minutes before the school begins. Pupils should be in their seats before the first bell.

- c) Pupils will not be permitted to leave the school premises till the school working hours are over.
- d) In case of heavy rains, storm, civil disturbances or strikes, parents / guardians will send their wards to the school at their own risk.
- e) Parents are requested not to send a pupil suffering from an infectious disease to school. A medical certificate certifying that the child is free from Infection, from a registered medical practitioner submitted to the class teacher, when she/he rejoins school after such illness.
- f) If a pupil has to remain absent, prior permission from the Head will have to be obtained. If a pupil is absent from school for unavoidable reasons, he/she should produce a note from his/her guardian / parents on the day he/she attends school indicating the reason for his/her absence.
- g) The parents will be solely responsible for ensuring the students get updated on the studies lost due to their absence.
- h) A pupil will not be sent home before the scheduled time of closure of the school, without the parents/guardians written note, which has to be approved by the class Teacher.

5) Discipline:

- a) All pupils should bring the books to school according to their daily time table. Parents are to ensure no extra books/notebooks are sent to the school.
- b) The parents of the pupils identified as damaging school property will be required to pay recovery compensation. The decision of the Head shall be final and binding in such matters.
- c) Every pupil should bring his/her lunch box from home

consisting of a simple meal like chapatti and vegetables. Every pupil must bring drinking water bottle from home. Two napkins, one to be placed under the lunch box and one in the pocket should also be provided.

- d) Pupils moving from one place to another, or to the play ground or while going up and down the stairs should always move in a single line in a disciplined manner without making any noise. Carrying mobile phones by students inside the school premises is prohibited.

6) Special information:

- a) Guardian/Parents are requested to see that their wards complete the work studies as instructed.
- b) Guardian/Parents should check and sign their ward's progress card. The progress card should be signed and returned to the class teacher within 2 days of handing over the same to the child.
- c) Guardian / Parents should not write or mark anything on the Progress Card. In case of any discrepancy, a written note should be sent to the class teacher specifying the discrepancy. The guardian / Parent may come in person to discuss the matter with the Head or class Teacher during visiting hours or by prior appointment.
- d) Guardian/Parents are not allowed to see pupils or teachers during school hours. School teachers or Head can be contacted regarding the ward's progress at the appointed timing as fixed by the school.
- e) No pocket money should be given to the pupils.
- f) As per RTE Act, no school teacher is permitted to engage in any sort of Private Tutions (either paid or free). Parents are therefore advised not to engage any school teacher for such Private tuitions under any circumstances.

- g) The class teacher will send through the ward a monthly report about his/her attendance and progress in class. Guardians / Parents are requested to sign this report and return the same on the next school working day.

Parents/guardians are requested to devote time every day to review the progress of their child in academic as well as extra curricular activities. Day to day instructions are generally conveyed to them about the progress of their child which must be reviewed by the parents every day.

- h) Guardians/Parents are requested not to send sweets to school to be distributed on their ward's birthday or on any other occasion.

- i) No gifts should be given to the class teacher or any staff member for any reason such as birthdays etc.

- j) **Bus Service:-** Buses being used for carrying school children belong to various private bus operators and not to **INDIAN EDUCATION SOCIETY** or to the school. Guardian/Parents should note that Indian Education society or the school/ or their office bearers shall not accept any liability/responsibility in respect of these school buses.

IES and the School Management have advised, and will keep advising the Bus operators about adhering to the Rules framed by government. However the parents are advised to :- personally monitor the same and deal with the Bus Operator directly in all matters connected with bus service. IES and the School Management shall not be responsible for the services of the Bus Operators, as they are directly engaged by the parents themselves.

A Transport Committee charged by the Head will coordinate that the norms laid down by the government for providing bus service to pupils are advised to the bus owner/operator.

- k) Guardians/Parents are further requested to note that the arrangement made by them to transport their wards to and from the school is entirely their responsibility.

Student shall be permitted to enter the school premises only at an entry time specified for school.

Parents are instructed not to allow their children to reach school before the specified "Entry Time".

Identity Cards:- The Identity cards prepared and issued by Indian Education Society, is a measure towards the improvement of security and to maintain uniformity and discipline in all IES Schools. The students must display their the identity card on their person for entry into the school premises. Parents should immediately inform the school of any loss of identity card and should ensure that their ward is given a duplicate Identity card and they are required to pay charges for such duplicate card issue.

- 7) The management reserves their right to amend these Rules.

I have read the Rules and Regulations and agree to abide by them. I understand and accept that they are binding on me and my ward/ child.

Name of the Student. _____ Std. _____ Div. _____

Date:- _____

Place : _____

(Signature of the Parent /Guardian)