

GENERAL INFORMATION

Kindly note that last Saturday of every month will be observed as MONTHLY PARENTS TEACHER MEETING from 8:30 AM to 10:30 AM. You are requested to come personally for interaction about your ward's performance and to know the progress of your ward. It shall also be observed as a non working day (Holiday) for students of all classes upto 12th.

It has been observed that, on the Parents Teacher Meeting of the Term(s), the parents don't turn up for collecting the result of their ward. Therefore, a fine of Rs 200.00 only shall be imposed on such parents if they don't turn up for three days, after the result date. Here you are reminded that your failure to collect the result of your ward in time leads not only in hampering your ward's psychologically healthy growth, but also keeps you unaware of the child's academic progress.

Kindly be informed that the system of examination given below is being followed:

FOR CLASSES UPTO 3RD

1. For the students upto class 3rd the system of evaluation for the promotion to the next class shall be on the basis of the regular unit tests alone and not on the basis of terminal exams.
2. The criteria for evaluating the students will be on the basis of the result of the unit test (Usually on Thursday classes Pre Primary to 3rd) and the Internal Evaluation.

FOR CLASSES UPTO 4th to 10th

1. The criteria for evaluating the students will be on the result of both the terms inclusive of the Formative, Summative Assessment and Internal Evaluation. The student must clear all the Tests/ FA's/ SA's/ Practicals and other Evaluation in order to be eligible for promotion to the next class with atleast 75% attendance. The school reserves, its right to promote/ detain a student in case performance is found satisfactory/unsatisfactory.
2. **UNIT TESTS**: the UT schedule is being provided in the syllabus for all the classes and during the whole year there shall be one unit test for each of the subject for each term, totaling to two unit tests in all. This is being done in order to achieve better results with less burden on the students. The IMPROVEMENT UNIT TEST (IUT)/FA/SA may be taken for performance below average/ any other reason deemed fit, subject to the final decision of the principal/ incharge on a specified date.

FOR CLASSES 11TH AND 12TH

The system of evaluation for the board classes shall remain previous year's pattern and thus there shall be First Term, Second Term and the Pre Board Exam (12th only). The students are expected to score at least 40% marks in all the Tests/Exams/Practicals/Evaluations etc, in order to achieve success in the board exams. Marks below the passing percentage shall invite the school attention and the necessary steps for enhancing the result of the students shall be suggested to the parents and the students. In such cases you are requested to cooperate with the school authority and follow the guidelines being given to you.

Please be advised to send your ward to school till the last working day before the summer break (and other breaks/ holidays generally), as it has already been informed to you that students are assessed and graded, regularly throughout the session.

Formative Assessments (FAs) and other assessments being a part of the C.C.E. are a continuous and comprehensive process, thus you are once again reminded that it is necessary for the students to be present regularly and take part in all the activities, assignments and assessments carried throughout the session to ensure a consistent and good assessment.

The break up of FA's & SA's is as following for classes 4th to 8th **(for 9th and 10th CBSE directions are to be followed)**

TERM I					TERM II					TERM I +II		
FA 1	FA 2	T. FA	SA	TOTAL	FA 3	FA 4	T. FA	SA 2	TOTAL	G. TOTAL	GRADE	%
10%	10%	20%	20%	FA+SA (40%)	10%	10%	20%	40%	FA+SA (60%)	TERM I + TERM II		

THE EVALUATION SHALL BE REFLECTED IN THE FORM OF GRADES AS PER THE C.C.E. PATTERN SO AS TO REDUCE THE STRESS ON STUDENTS AND MAKE THE SYSTEM MORE STUDENT-FRIENDLY

THE FEE PAYMENT SCHEDULE ALONG WITH LATE FINE CHARGES:

<u>LATE FINE CHARGES</u>								
<u>TERM</u>	<u>DUE DATE</u>	<u>RECD BY</u>	<u>FINE</u>		<u>TERM</u>	<u>DUE DATE</u>	<u>RECD BY</u>	<u>FINE</u>
T1	20-Apr	30-Apr	100.00		T5	10-Oct	30-Oct	100.00
T2	10-May	30-May	100.00				30-Nov	200.00
		30-Jun	200.00		T6	10-Dec	31-Dec	100.00
T3	10-Jul	30-Jul	100.00				31-Jan	200.00
		30-Aug	200.00		T7	10-Feb	28-Feb	100.00
T4	10-Sep	30-Sep	100.00				20-Mar	300.00
Beyond 20-March, the name of student shall be struck off, without any further notice, incase of long default.								
T7 : The fee for T7 has to be cleared before the commencement of the exams or by the due date, whichever is earlier.								
Note : There is a grace of three day after the due date.								