



**NISV**

**Navrachana International  
School, Vadodara**  
Educating - Empowering - Enlightening



# PARENT STUDENT HAND BOOK



**CBSE  
2024-25**





# Content

PRINCIPLED - BALANCED - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

## About Us

Principal's Message	03
More than a school...	04
The Logo - Our Identity, Motto, Mission	05
Navrachana Education Society	06
Institutions of NES	06
Board of Trustees	07
NISV Membership and Accreditation	08
Website	08
Governance	09
Academic Management	09
Facilities	10
PTA	12

## Staff at NISV

Staff List	13
------------	----

## Academics - CBSE

Scheme of Studies	16
Assessment, Reporting and Examinations	19
Promotion Policy	22
Attendance	22
Awards & Prizes	22

## Beyond Academics

Conferences	24
Co-Curricular Programmes	24
Clubs - CBSE	25
Extended Learning through Awakend Citizen Prog.	25
NISV Field Trips/Outbound Programme	25
Student Council	25
House System	26

Inter House Activities & Competitions	26
Sports	27
Inter House Competitions	27
Athletics (Rules and Regulations)	28
Navrachana Sports Academy (NSA)	30

## Admissions, Withdrawal, Fee & Refunds

Admissions at NISV	32
Guide to Payment of Fees	34
Withdrawal from NISV	36

## Student Welfare

Counseling Services	37
Students' Safety Policy and Insurance	37
Liability & Indemnity	38
School Uniform	38
School Transport System	39
Catering and Dining Facility	39
Health Services	39
Security	40
Disaster Management	40
Closure of School during Emergencies	41
Communication	42
Email	42
Telephone	42
Link Book	42
Circulars	43
School Calendar	43
Prospectus	43
Interactions between Tutors & Parents	43

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR





# Content

PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE

## School Policies

IT use and Internet Policy	45
Library - Usage Policy	45
Home Assignment Policy	45
Policy on Academics	46
Policy on Corporate Social Responsibility (CSR)	47
Policy on Morning Assembly	47
Policy on Spiritual Life	47
Policy on Life Skills	47
Policy on Intellectual Property	48
Policy on Student Information and Documents	48
Policy on changes at NISV	49
Special Education Needs (SEN) Policy	49
Medical Supervision	50
Policy on Tuition beyond school times	50

## Regulations - Student Conduct

Discipline, Support Measures and Sanctions	51
Unsatisfactory Conduct	51
Personal Hygiene / Appearance / Dress	52
Conduct and Deportment	53
Policy on Bullying / Ragging / Hazing	54
Attendance / Leave / Absence / Punctuality	54
General Policies	56
Interpretations	59

Guidelines to Parents	60
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## About us

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

### Principal's Message

#### Dear Parents and Students,

As the new academic year commences with its varied challenges to meet the benchmarks to maintain, a set of guiding principles of school conventions and regulations become a necessity.

With these principles of NISV governance as our guide, the singular aim of the school is to ensure the smooth transaction of education within a safe, secure, sound and sanguine environment. NISV recognizes that the school is a microcosm of the world we inhabit. Inculcating sound social values to enable our students to become global citizens is the life long learning NISV is committed to provide.

The requisite standards and practices which complement global mindedness is the end towards which this endeavor is directed to.

Communication between parents and school staff is just as vital as the learning process. The PSHB is one of our important means of communicating with you and should serve as a guiding light along this journey of learning together.

Best wishes

**Theophane D'Souza**  
Principal







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NAVACHANA INTERNATIONAL SCHOOL, VADODARA (NISV)

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An aerial photograph of the Navrachana International School, Vadodara (NISV) campus. The image shows a large, modern school building with multiple wings and a central courtyard. The building is surrounded by green lawns and trees. A road with some parked cars is visible in the foreground. The overall scene is a well-maintained educational institution.

Situated on the outskirts of the city on a lush 25 acre campus, Navrachana International School combines a rich heritage with a vibrant, modern outlook. Surrounded by greenery that change colour with the seasons, it keeps pace with the latest trends and technology.

... a unique learning environment



## About us



### The Logo - Our Identity

The three leaves of the Peepul tree, the tree under which Lord Buddha attained enlightenment, form the school logo. It signifies the three vital facets of one's mental, physical & emotional growth that Navrachana translates as "New Creation." The emblem thus embodies the ideal of the school to synergise these qualities to groom self-assured, balanced and multi-faceted individuals, who strive consciously to enhance their potential.

### School Motto

Educating, Empowering, Enlightening

### School Mission

NISV's Mission is to:

- Educate, all those who enter its portals, making them life long learners.
- Provide co-curricular and residential facilities of the highest standards in a safe and secure environment.
- Engage the very best tutors to implement proven national and international curricula.
- Teach through contemporary but appropriate methodologies and technologies.
- Develop qualities of tolerance, humility and compassion in an environment pervaded with the Indian ethos.
- Foster attributes of inquiry, critical thinking, creativity and leadership.
- Nurture inherent talents and interests of its students and make them dream the dreams that will shape their lives as caring responsible global citizens.





<p><b>Navrachana Education Society (NES)</b></p> <p>Navrachana Education Society (NES), established in 1965, is a registered charitable trust, managed by a Board of Trustees comprising of eminent educationists, philanthropists, and administrators.</p> <p>Through its Schools, NES has imparted quality education for four and a half decades, predominantly to the children of the residents of Vadodara.</p> <p>The Society's Institutions are</p>	<p><b>Institutions of NES</b></p> <ul style="list-style-type: none"> <li>● <b>Navrachana School - Sama - CBSE</b>, Established in 1967, 3000 students</li> <li>● <b>Navrachana Vidyani Vidyalaya-Sama - GSEB</b>, Established in 1999, 2200 students</li> <li>● <b>Navrachana International School-Bhayali</b>, Established in 2003, affiliated to University of Cambridge International Examinations (CIE), UK, International Baccalaureate Organisation (IBO), Geneva &amp; Organisation for Economic Co-operation and Development (OECD), Paris</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Eklavya Model Residential School</b> - a Government of India project for tribal children, established in 2007 and managed by NES.</li> <li>● <b>Navrachana University</b> - established in 2009 under the Gujarat Government - Private University Act No. 8 of 2009.</li> <li>● <b>Navkaushalya</b> - established in 2015, NES' Golden Jubilee Year, as our 'give-back-to-society' initiative.</li> </ul> <p>The Institutions and the Programs</p>
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While management of academics is placed in the hands of a distinguished and highly competent Principal and team of Tutors, the Society provides and administers support services such as Meals, Transportation and Infrastructure.

- **Eklavya Model Residential School** - a Government of India project for tribal children established in 2007 and managed by NES.
- **Navrachana University** - established in 2009 under the Gujarat Government - Private University Act No. 8 of 2009.
- **Navkaushalya** - established in 2015, NES' Golden Jubilee Year, as our 'give-back-to-society' initiative.

The Institutions and the Programs have distinguished themselves, through outstanding results achieved, consistently. Time and again students from the various NES run institutions, have excelled at local, national and international competitions, be it in academics, sports, music or other cultural and aesthetic fields.





## About us

### Board of Trustees

### Navrachana Education Society

#### President:

Rahul Amin, *Industrialist*

#### Chairperson:

Tejal Amin, *Industrialist, Educationist, Social Entrepreneur*

#### Members:

Dr. T K S Lakshmi, *Educationist*

Pradeep Sinha, *Designer*

Toral Patel, *Educationist*

K K Chokshi, *Legal Consultant*

Sandhya R Gajjar, *Freelance Writer*

Deepak Joshi, *Technocrat*







## About us

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### NISV Membership and Accreditation

1. The School is affiliated to the Central Board of Secondary Education (CBSE) for Secondary School Examination.
2. NISV is accredited with the British Council's International School Award. This award provides a platform to schools to integrate an international dimension in the curriculum, with a view to developing global citizens, who appreciate the diversity of cultures and are sensitive to others' opinions and words.
3. The school is also a licenced operator for "The International Award for Young People (IAYP) - The Duke of Edinburgh's and a YES (Youth Engaging Society) Centre for the IAYP
4. NISV has a partnership with the Federal Republic of Germany for cross cultural teacher exchange and other programmes.



**Website - [www.nisvcbsc.in](http://www.nisvcbsc.in)**

The website of Navrachana International School is updated constantly to provide the latest information about the school. It also has category specific information for students, parents and tutors.

**Vidyalaya** - A software that allows us to integrate and manage various applications and automate many back office functions related to academics, technology, services and human resources.





<b>Governance</b>	<b>Academic Management</b>
<p>NISV is an Institution of Navrachana Education Society, a Charitable Trust. It is managed by an Executive Committee appointed by the Board of Trustees.</p>	<p>NISV has a structure which is designed to ensure maximum effectiveness in the delivery of the curriculum and other aspects of our academic programme. The coordinators are responsible to the Principal for administering and coordinating the various stages of the academic programme:</p>
<p>The Head of the School is the Principal, who is fully responsible for the day-to-day management of the School, supported by a team of competent Coordinators.</p>	<p><b>CBSE Coordinator</b> Grades 1-10</p> <p><b>CBSE HS Coordinator</b> Grades 11-12</p> <p><b>Activities Coordinator</b></p> <p><b>Sports Coordinator</b></p>

The House Parents, with the support of resident tutors are responsible for the pastoral, academic and disciplinary well being of the resident students.

They are responsible for the delivery of the varied programmes in the specific areas of their expertise.

**Note : Parents with specific concerns about the academic progress of their children are encouraged to contact the Grade Tutor, in the first instance, through the Link Book. Parents may contact the concerned coordinator for further assistance**









## About us

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enjoy a varied menu everyday, in the very large, well-ventilated & clean dining hall.

**8. Sports Centre:** The school has Volley ball, Basket ball and Tennis courts, an Olympic sized Swimming Pool, as well as fields for Football, Cricket and a 400 mts Athletics track. The practice nets for cricket encourage students to achieve excellence. The Indoor sports area is equipped with Table Tennis tables and a ROBOTIC TABLE, for the students to play and practice on. Carom and Chess are the other indoor games which the students enjoy playing.

**9. Performing Arts Centre:** The Performing Arts center caters to both Western and Indian forms of music, dance and drama. This center, in more ways than one, is the nerve center of the school, since it facilitates the inter-disciplinary approach of the teaching learning process, adopted by the school.

**10. Visual Art Centre:** The school has

an impressive Visual Arts Center for imparting training in various disciplines, enabling students to gain interest and basic skills, which they may choose to pursue later.

**11. Infirmary:** Qualified nurses have been appointed to look after the students. In case of any illness or accident, first aid is provided immediately to the child at this center. Medical Specialists are called and consulted on a regular basis.

**12. Counseling Centre - Vivarta :** Vivarta caters to the needs of students, parents and staff members. The literal meaning of the word Vivarta is transformation and with this, the centre plans to positively transform the lives of all the stakeholders. Vivarta provides services regarding Student Counseling and Career Counseling.

**Students Counseling:** A school is an institution which strives to nurture a child into becoming a complete human being. A school-going child

passes through different phases of development, both physical and mental. Recognizing the need to steer our children through their adolescence, the school contributes significantly to their emotional, intellectual and physical growth through its team of counselors, which is an important support system that helps the child to pass through the learning process with comparative ease.

The team as a whole deals with problems such as emotional and social maladjustment, arising out of various constraints, cultural disparity and the conduct of adults in his/her environment. Our counselors offer student guidance in the areas of physical and social growth by helping them to better understand themselves and the society they live in. They also aid students in planning their academic and social goals; and assist them in dealing with personal adjustment issues. These objectives are accomplished through group or individual counseling and by collaborating with parents, tutors and





## About us

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the school administration. We welcome parents to take help from our resource team, whenever needed and help us to help the child become a well-adjusted and balanced individual.

All discussions with the resource personnel are strictly confidential and privacy is assured.

**Career Counseling:** Students are assisted in planning their academic pursuits and careers. A number of career sessions and interactions with University officials and experts from different fields are organised for the students to help them chart their future goals. They are also helped to identify the universities based on their interest, aptitude and capabilities. Students are also assisted in application process for their Undergraduate admissions.

**13. Student Hostels:** NISV has two student hostel complexes - one each, for the boys and girls. The three - storey student residences have been designed for safety,

comfort and aesthetic living. Air conditioned bedrooms accommodate three students, each having his/her own bed, wardrobe and study table. A study lounge with an ICT network node, on each floor is a unique feature that enhances a private study environment. Pastoral care is provided by the House Parents, and Resident Staff.

**14. Staff Quarters:** Resident teaching staff are provided well designed spacious flats.

**15. Management Zone:** Parents and visitors are welcome in this area. It houses the school Reception Area, Finance, Human Resources, Public Relations, Admissions, the Principal's Office and the Trustee's Office. Parents and Visitors are not permitted entering into the Academic Wing of the school building without authorization from the reception.

## PTA

The NISV CBSE PTA is very active and involved with the students and staff. The PTA plans & organise the school annual "Funfair", the Navratri Celebrations, besides supporting various activities & social outreach programmes organised by & for the students.

The PTA Executive Committee meets once a month to review and consolidate their work.







## Staff at NISV

### Staff List

Principal	<b>Theophane D'Souza</b> B.A., B.Ed., B.Ph., B.Th., M.Ed., DHRM principal@navrachana.ac.in
CBSE HS Co-ordinator	<b>Hussain Kagalwala</b> M.Com, B.Ed, MBA cbse-hs-coordinator@navrachana.ac.in
CBSE Co-ordinator	<b>Anagha Ghaisas</b> M.Sc, B.Ed, M.Ed cbse-coordinator@navrachana.ac.in
CBSE Asst. Co-ordinator (Grade 6-10)	<b>Rashmi Ravindernath</b> M.Sc., B.Ed. rashmir@navrachana.ac.in
CBSE Asst. Co-ordinator (Grade 1-5)	<b>Ritika Nagpal</b> M.A., M.Sc., B.Ed. ritikan@navrachana.ac.in
Sports Co-ordinator	<b>Pawan Rai</b> B.P.Ed., M.P.Ed. sports@navrachana.ac.in
Manager Administration	<b>Indravadan Joshi</b> M.A., Dip. In Electronics, adminmanager@navrachana.ac.in
PA Co-ordinator	<b>Quentin McCluskie</b> B.A., M.A., pacoordinator@navrachana.ac.in













# Academics - CBSE Curriculum

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## Scheme of Studies

Pursuit of excellence in academics is the primary objective of NISV. Students undergo a highly enriched curriculum that gives them a sound and broad foundation of basics as well as opportunities to be challenged and to delve deeply into areas of their interest.

The curriculum includes

1. Health and Physical Education(HPE)
2. Social Empowerment through work education and action(SEWA)

These programmes of CBSE aim to focus on physical, mental, emotional and social health of a student.

The stress of examinations is done away with in the formative years of the child's learning. Evaluation is done by way of internal assessments. However, formal evaluation methods are adopted along with internal methods in higher primary Grades. The necessary training for assessment through public examinations is provided at the secondary level.

## Grades 1-4

### Learning Approach

Learning approach & curriculum design is a necessary raw material and vital element for the growing child. Our teaching methods are an eclectic mix of recent innovations and existing learning styles. The methodologies are designed to emphasize on confidence building, hands on experience, group learning and communicative competence. It grooms the physical and the mental skills innovatively. It also provides opportunities to explore and discover their immediate surroundings through

- Logical, analytical and critical thinking
- Ability to apply problem solving
- Positive thinking
- Self confidence to express themselves verbally and in writing

Different students work in different ways, but almost all children respond well to praise. We use different techniques which cater to multiple learning styles to help children to retain information and strengthen understanding. Some of them followed

in NISV are –

- Activity Oriented Teaching
- Experiential learning
- Use of technology e.g. interactive boards, Smart Grade, Xtramarks, online assignments using Math Buddy software (Grade 3 onwards).
- Gaming and Simulation
- Co-operative learning
- Learning through social interaction
- Coached problem solving
- Life Skills - through School Cinema

## Worksheets

The reinforcement of the concepts is done through worksheets which are designed after a lot of deliberation and creatively presented to enhance and arouse the interest of the children. All the aspects related to worksheets are sent home for parents' reference. We expect parents to file them subject wise and keep them for ready reference.

The Primary school curriculum emphasizes on School Readiness Programmes and promotes healthy habits among children. Basic skills in

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## Academics - CBSE Curriculum

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Reading, Writing, Listening, Arithmetic and Discovery with emphasis on oral skills are nurtured. Areas of study in these Grades are Languages (English and Hindi), Mathematics, Environmental Studies and Computer Literacy. The content is drawn from the immediate environment and strategies are adopted to enhance skills of observation, collection, Gradeification, experimentation, estimation, prediction and drawing inferences. Evaluation at this stage takes place in the form of written and oral assessments. The written assessments for Grade 1 and 2 are conducted in a relaxed manner spread over a period. For Grades 3 and 4 evaluation takes place in form of 3 block tests per term per subject.

### Activities and Competitions

To encourage the spirit of fun and help children to develop their innate talent and making teaching learning process fun and interesting, various activities are planned for the children. We shall conduct workshops for children to make learning process interesting.

### Super Speller Contest English

Grades 1 to 10

### Super Speller Contest Hindi

Grades 1 to 8

Compulsory for all.

Number of contests - 1 per term

Full scorer will be awarded 'Super Speller Certificate' and a trophy of the year.

### Maths Wizard - Grades 1-8

Compulsory for all.

Total no. of contests - 04 (2 per term)

Certificates will be awarded to students who scores full marks.

Top scorer will be awarded 'Math wizard Certificate' and a trophy of the year.

### Grades 5-8

The Middle School Grades emphasize skills of learning. The approach involves an integration of Science and Technology, Mathematics and Social Sciences. Learning of languages accentuates the art of listening, speaking, reading and writing, leading to communication skills with grammatical accuracy and

appropriateness of style. Computer expertise is acquired to deal with the Technology Aided Learning environment of today. Music, Art, Health and Physical Education are treated as co-scholastic areas to develop aesthetic sensibilities. Life skills Grades are also conducted on a regular basis. Evaluation is in the form of periodic test and term examinations. The students' achievements are graded accordingly. The pedagogy of curriculum transaction at this level is such that the students are prepared for any of the National (CBSE/ICSE/GSEB) or International Boards (IGCSE, Cambridge/ IBO, Geneva) for further education.

### STEAM Learning - Grades 3-8

STEAM looks at education from a child's personal perspective. CREYA is an innovative education company focused on equipping children with skills, competencies and the attitude needed to thrive in the dynamic world of the 21st century. Children are guided in solving real life problems, using an inter disciplinary and hands on approach.

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## Academics - CBSE Curriculum

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### Grades 9-10

The syllabus is planned in a manner that helps the students acquire skills to apply theoretical knowledge in their day-today life and prepares them to be life long learners. Projects and activities are an integral part of this curriculum. Learning areas include: Languages - English, Hindi/Gujarati/Sanskrit/Foreign Languages, Mathematics, General Science, Social Sciences, Life Skills, Work Experience/Computer Education, Art Education, Physical & Health Education. Teaching is through projects, presentations, group discussions, workshops and seminars.

### Grades - 11 & 12

Students are the architect's of our country's future whether they become doctors, engineers researchers, entrepreneurs, media person or politicians. They forge new pathways in their relevant spheres of action. The Core Purpose of High School curriculum at NISV is to create an inclusive community of successful learners. We provide the learner with opportunities to

develop enquiring and reflective minds and introduce them to aspects of human knowledge and experience as provided by the CBSE curriculum. We prepare students to meet the demands of a rapidly changing society. 'Learning enhancement sessions' are conducted, this comprise of rigorous schedules of remedial classes, assignments and practise papers.

At NISV following choices are offered in subject:

#### Stream I - Science:

1. English Core
2. Physics
3. Chemistry
4. Mathematics / Biology (anyone)
5. Applied Arts / Physical Education / Business Administration/Artificial Intelligence/ Food Nutrition & Dietetics (Anyone for Biology student)
6. Computer Science / Physical Education/ Food Nutrition & Dietetics (anyone for Mathematics students)

#### Stream II - Commerce:

1. English Core
2. Economics

3. Business Studies
4. Accountancy
5. Applied Mathematics/ Physical Education / Applied Arts / Artificial Intelligence/ Food, Nutrition and Dietetics (anyone)

#### Stream III - Humanities :

1. English Core
2. Economics / Fashion Studies (anyone)
3. Psychology / Home Science (anyone)
4. Physical Education / Food, Nutrition & Dietetics/ Artificial Intelligence (anyone)
5. Applied Mathematics / Applied Arts / Business Administration (anyone)

#### Homework and Project work

Grades 1-3 are not given regular homework. For the rest, individual teachers establish their own homework expectations. As a general practice, we encourage all students to read for 15 to 20 minutes each evening and all parents to read to their children once a day. Students must study systematically through regular Grade work and





## Academics - CBSE Curriculum

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

homework. Homework must be done and submitted on the specified day and should reflect a child's own efforts and ideas.

### Assessment, Reporting & Examinations

The Boards specify very strict rules for the conduct of their examinations and non compliance with these rules results in its status as an Examination Centre being revoked. If a student uses unfair means or behaves improperly during an examination it is necessary for the school to inform the Board. This could lead to the cancellation of all the student's grades in all that year's examinations. We therefore follow the same rules and sanctions for our internal examinations as well.

All matters regarding entries for and the administration of CBSE Examinations should be referred to the Principal. The approximate dates for the examination period will be included in the school calendar and the detailed timetable given to the relevant group of students

and their parents as soon as the final date-sheet is received from the Examination Board.

The NISV reporting system regarding the student's progress is designed to give information on a regular and systematic basis. However, the school is also committed to informing parents immediately if problems arise. Term end Progress Report for all Grades(1-11) will be sent as E-report. Hard copies of Progress Report Summary Transcript would be available on a written request to the co-ordinator. The child's progress can be discussed with the student's Grade Tutor at the scheduled interactive sessions or by appointment.

Grades 1-4 : The school does not believe in pressurizing young students with the burden of formal examinations. The day to-day progress of young students is monitored closely to assess their performance.

### Evaluation Procedure(Grades 1 to 4)

The school follows the system wherein

there is no formal term end tests. Each topic is revised and revisional assessment is conducted after each topic. This performance is compiled and reported to the parents at the end of the term. For the same, grades are awarded as per the details given below. There will be no terminal exams, however the students will come and write revisional assignments which will NOT BE GRADED.

Marks Range	Grade	Grade Point
91-100	A1	10
81-90	A2	9
71-80	B1	8
61-70	B2	7
51-60	C1	6
41-50	C2	5
33-40	D	4
21-32	E1	-
00-20	E2	-

### Assignment schedule

Revisional Assignment I - September  
Revisional Assignment II - March





# Academics - CBSE Curriculum

PRINCIPLED - BALANCED - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

## Evaluation criteria

### Grades 1 and 2 (Each Term)

#### English, Hindi, Mathematics and ENV

60%	Written(Best 3 out of 4)
20%	Oral
10%	Subject Enrichment
5%	HW/submission
5%	Notebook

Grade 1 No Computer Assessment

Grade 2 Computer assessment

40%	Written (compulsory)
10%	Practical

### Grades 3 and 4

#### English, Hindi, Mathematics and ENV

60%	Written(3 Compulsory)
20%	Oral
10%	Subject Enrichment
5%	HW/submission
5%	Notebook

### One Term - Computer Assessment

40%	Written (2 Compulsory)
10%	Practical

### Grade 5

#### 1st term

Periodic 1 & 2 - 20 marks each (Best one

is considered)

Subject enrichment activity - 10 marks

Notebook maintenance - 10 marks

Half yearly exam - 60 marks

#### 2nd term

Periodic 3 & 4 - 20 marks (Best one is considered)

Subject enrichment activity - 10 marks

Notebook maintenance - 10 marks

Annual Exam - 60 marks

### Grades 6-8

#### 1st term

Periodic 1 & 2 - 20 marks each (Best one is considered reduced to 5 marks)

Subject enrichment activity - 5 marks

Multiple assessment - 5 marks

Half yearly exam - 80 marks

#### 2nd term

Periodic 3 & 4 - 10 marks (Best one is considered)

PT (test) of 20 marks are taken. Best one is considered, for grading, which is reduced to 10 marks.

Subject enrichment activity - 5 marks

Notebook maintenance - 5 marks

Annual Exam - 80 marks

### Grade 9

Three Periodic test in the whole year and one Annual examination of 80 marks

Periodic 1(20 marks), 2(40 marks) and 3(60 marks) - Best two will be considered and reduced to 10 marks

5 marks - Periodic Test

5 marks - Subject Enrichment

5 marks - Multiple assessment

### Grade 10

Three Periodic test in the whole year and one Annual examination of 80 marks  
Periodic 1(20 marks), 2(40 marks) and 3(60 marks) - Best two will be considered and reduced to 10 marks

Periodic Test - 5 marks

Subject enrichment - 5 marks

Portfolio - 5 marks

Multiple assessment - 5 marks

Board examination with full year syllabus

### Grades 5-10

#### PART 1: Scholastic Areas

The nine point grading scale for measuring Scholastic achievement is as follows:

Marks Range	Grade	Grade Point
91-100	A1	10
81-90	A2	9
71-80	B1	8



# Academics - CBSE Curriculum

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

61-70	B2	7
51-60	C1	6
41-50	C2	5
33-40	D	4
21-32	E1	-
00-20	E2	-

**Co-scholastic Areas** - where students are assessed on

Part 2A: Life Skills consists of Thinking Skills, Social Skills & Emotional Skills.

Part 2B: Work Education

Part 2C: Visual and Performing Arts  
Part 2D: Attitude Towards Teachers, Schoolmates, School Programmes and Environment. Value systems refers to the framework which must be developed right through from the primary to the secondary level.

## Co-scholastic Activities

Part 3A: Clubs - Literary Club (Public Speaking, Creative Writing, Handicraft and Heritage Clubs), Scientific Club (Maths, Eco, Quizzers and IT-Babbage) and Aesthetic Club (Vocal, Dance, Calligraphy, Community Service and Orchestra).

Part 3B: Health and Physical Education - Consists of different sports related activities.

Above areas will be assessed on a five point grading scale. An overall Grade will be given at the end of each Grade.

Grades	Points
A	4.1 to 5
B	3.1 to 4
C	2.1 to 3
D	1.1 to 2
E	0 to 1

## Grade 6 to 8

Skill Modules are introduced.

## Grade 11

- There will be two term end examinations.
- Block tests will be conducted in both terms.
- CBSE pattern of questions and question paper will be followed.
- Annual Examination will include complete syllabus in both theory and practicals.

## Weightage for Final Results

First Term Examination including Block tests 10 %  
Block Test of Second Term 10%  
Annual Examination (Theory Exam + Practical Exams) 80 %

## Grade 12

- There will be two sets of school examinations - First Terminal Examination and Preliminary Examination.
- Board pattern will be followed for both these examinations.
- Internal tests will be conducted in both terms.
- CBSE pattern of questions and question paper will be followed.
- Board Examination - Theory: February-March  
Practical: January-February

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR





# Academics - CBSE Curriculum

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

## Promotion Policy

### Grades - 1-4

**Minimum of D grade** in all subjects has to be secured for promotion to the next Grade.

### Grades - 5-10

**Minimum** of 33% (inclusive of internal and term end exam) in all subjects has to be secured for promotion to the next Grade.

**For Grade 11** - 33% in Theory and 33% in Practical Exam each, as per Board policy.

## Attendance

Please ensure the regular attendance to school. Child should not remain absent from the school except under unavoidable circumstances. 80% attendance is a must for an individual to be promoted to the next Grade.

## Awards and Prizes

To motivate and encourage the students, the school awards, Academic Prizes, Proficiency Certificates, Scholars' Badges and Scholar's Medals.

### Subject Proficiency Certificates

- Subject Proficiency Certificates are awarded to students getting an A1 grade for each subject in both the terms.

### Progress Certificates

Progress Certificates are awarded to all children who show a marked improvement in three or more subjects i.e. move upwards from C grade to B grade and above, maintaining grade in other subjects.

### Scholar's Badge - Grade V onwards

The norms for awarding the Scholar's Badge will be as follows:

The child must have the minimum requirement specified below in

Scholastic and a B grade in Co Scholastic activities in both the term

This will qualify him/her to take an online test (An aggregate of 60% will be reserved for the overall performance during the year while 40% will be reserved for the Online test)

Students of Grade V and VI should obtain a minimum aggregate of 80%, while students of VII, VIII, IX will not be subjected to online test but should fulfill the minimum specified criteria for obtaining a scholar's badge.

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Grades Minimum requirement to qualify for online test

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5-6	A2 in languages and A1 in all other subjects in both the terms & B in co-scholastic.
7-10	A2 in languages and A1 in all other subjects in both terms & minimum B in co-scholastic.

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### Scholar's Medal

Scholar's medal is awarded to the

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR





## Academics - CBSE Curriculum

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

students who have received the Scholar's badge for three consecutive years from Grade 5 onwards.

**Note:**

1. For General Proficiency Certificate and Scholar's Badge, the child must secure minimum: B grade in all co scholastic subjects. These include: Art and Craft, Music, Activity Club, Health & Physical Education etc.

PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE







## Beyond Academics

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

### Conferences

- (A) **Teacher Parent Conference (TPC)** is held to meet and discuss a child's achievements as well as concerns. Parents would be requested to send their concerns in writing in advance on the query sheet. This would enable teachers to address their queries and utilize time effectively.
- (B) **Career Conferences “Designing Tomorrow”** would be held for the students of Grades 9-12. These conferences are aimed at giving the students an exposure of varied possibilities that exist in the world of tertiary education & the future. Eminent, experienced and knowledgeable resource persons are invited to share their experiences and valuable information to encourage students.

- (C) **Parent Conferences** are scheduled to orient parents about new paradigms in education, techniques of parenting or updates on the systems of education at NISV.
- (D) **Teacher Student Conferences (TSC)** are usually informal and designed to give children feedback so they can reflect on their work and further refine and develop their skills. This encourages student learning.

### Co-curricular Programmes

Education at NISV goes far beyond the grade room. All students, without exception, participate in co-curricular activities from Monday to Friday. Activities include Visual Arts, Performing Arts, Yoga, Sports, Outbound Programmes and Community Service. Weekend activities include trips and outings. There is a full program of activities for the resident students.

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR





## Beyond Academics

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

### Clubs (CBSE curriculum)

#### Scientific Clubs

Quizzers Club

Math Club

Eco Club - Organisatioanal & Leadership

Babbage Club

ICT

#### Literary Clubs

Creative Writing Club - English

Creative Writing Club - Hindi

Public Speaking Club

Heritage Club

Ek Bharat Shresth Bharat (EBSB) club

#### Performing Arts Clubs

Drama Club

Orchestra Club

Vocal Music Club

Visual Arts Club

Community Service Club

Calligraphy Club

### Extended Learning through Awakened Citizen Programme

Conducted by Ram Krishan Mission

### NISV Field Trips / Outbound Programme

Based on various topics and the Program of Inquiry, field trips would be organised to give students a hands on experience, consolidate and make learning enduring.

The NISV Outbound Programme is organised once a year to develop life skills and a collaborative & cooperative attitude. These could include trekking, camping, picnics, cultural/field trips and visits to other schools. Students are always chaperoned by members of the staff.

Parents are requested to give permission to students to join school

organized trips within and outside Vadodara via the "Parents Consent Form" given in the Link Book.

### Student Council

NISV's focus is to promote students in decision making roles directly in partnership with the tutors of the school. The intention is for student office bearers to help in the smooth running of the day to day co-curricular and sports activities of the boarding / school by assisting in supervision and overall execution of the activity.

1. The 'Student Council' comprises of a Head Boy, a Head Girl, four House Captains and Prefects, Sports Captains, Chief Editor, Asst. Editors, Community Outreach Captain, Cultural Affairs Captain, Boarding and Class Representatives.
2. The student council nominations and elections take place in June.

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR



## Beyond Academics

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

3. A solemn investiture ceremony inducts these members into the student council.

Performance standards are recognised as “highly commendable”, “commendable” & “good performance”.

### House System

The school is divided into four houses - Nurturers, Inquirers, Seekers and Venturers. The houses are the focus of many of the important educational activities which take place outside the class room. They promote a spirit of healthy competition in sporting and cultural activities. They also create a sense of belonging to members of the school from different grades. Each house has a tutor coordinator, a House Captain and Prefects.

### Inter House Activities and Competitions

A number of inter-house activities / competitions are held throughout the year on Fridays as per the ‘Year Planner’. There are demonstration sessions / practice time and performance / competition time.

1. List of all Inter-House Activities are notified in the Year Planner (Approx 5 activities per year/per group)
2. Students are required to attend all activity demonstration sessions.
3. To maximize the involvement of all the students, participation is allowed in four Inter-House Activities only.
4. The Highest aggregate points in all competitions determine the “Best House in Co-curricular activities”







## Beyond Academics

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

### Sports Policy

#### MORNING PHYSICAL EDUCATION AND REGULAR PE PERIODS

Students are encouraged to choose from the following game / sport mention : Athletics, Basketball, Cricket, Football, Gymnastics, Skating, Swimming, Table Tennis, and Tennis. Professional Sports training is imparted to all students of the school under the guidance of qualified National, International coaches and trainers.

It is recommended that students must play ONE game / sport throughout the year which in turn will help them to excel in their choice of game.

Swimming is an essential & compulsory activity for all students. They should learn four strokes by the end of the schooling years.

During the compulsory Game / Sport Activity timings it is expected by all students to wear the school sports attire and bring their personal Table Tennis racket & ball, Tennis racket, Skates & helmet, Football shoes, Swimming attires.

In-case the student is sick / under medical observation, he / she must show the medical certificate to the tutor / Instructor concern.

During the Game / Sport Activity if some injury / accident happen, the parents shall bear the cost of treatment. (Filling of the Indemnity Form by Parents is a **must** at the time of child's admission).

NISV sports team would be participating in most of the district, state, national & International events for exposure & attaining excellence.

Expenses (Travel / Food / Stay / Entry Fee) of Students representing NISV shall be borne by the student as per school policy at that point of time / for that event. The cost of the school team attire shall be borne by the student.

Though it is an optional activity for NISV students, Activities before and after School, during the mid term / vacations school will be organizing sports coaching camps / workshops for promoting games / sport and improving the performance level of students. If

they wish to join such camps then their charges will be borne by students separately.

### INTER HOUSE SPORTS COMPETITIONS

Inter House competitions would be conducted as per the school calendar. The groups are as follows Grades 2 & 3, Grades 4 & 5, Grades 6 to 8 and Grades 9 to 12.

Inter House Trophy / Certificate / Individual Award shall be given to the winner & runner up of the competition conducted.

There will be House point system, which will define the house positions of the Inter House Competition conducted. These house points will be carried forward in deciding the Best House at the end of term.

PE Department is a neutral body. Since they are not member of any NISV Houses, they are expected to help the House In charges at the time of practice / selection of the house teams.





TRACK AND FIELD EVENTS & TEAM EVENTS FOR INTER HOUSE EVENTS FOR GRADE 2&3				
TRACK EVENTS	THROW EVENTS	JUMP EVENTS	OPEN EVENTS	TEAM EVENTS
50M	Over- head ball Throw	Standing Broad Jump	200M	BASKETBALL
100 M			4X100M Relay	CRICKET
				SWIMMING
				FOOTBALL
				SKATING
				TUG OF WAR

  

EVENTS FOR GRADE 4&5				
TRACK EVENTS	THROW EVENTS	JUMP EVENTS	OPEN EVENTS	TEAM EVENTS
100M	Over- head ball Throw	Long Jump	400M (G)	BASKETBALL
200 M		High Jump	600M (B)	FOOTBALL
			4X100M Relay	CRICKET
				SWIMMING
				TABLE TENNIS
				LAWN TENNIS
				SKATING
				HANDBALL

  

EVENTS FOR GRADE 6&8				
TRACK EVENTS	THROW EVENTS	JUMP EVENTS	OPEN EVENTS	TEAM EVENTS
100M	Over- head ball Throw	Long Jump	400M (G)	BASKETBALL
200 M		High Jump	600M (B)	FOOTBALL
			4X100M Relay	CRICKET
				SWIMMING
				TABLE TENNIS
				LAWN TENNIS
				SKATING
				HANDBALL

TRACK EVENTS	THROW EVENTS	JUMP EVENTS	OPEN EVENTS	TEAM EVENTS
50M	Over- head ball Throw	Standing Broad Jump	200M	BASKETBALL
100 M			4X100M Relay	CRICKET
				SWIMMING
				FOOTBALL
				SKATING
				TUG OF WAR

TRACK EVENTS	THROW EVENTS	JUMP EVENTS	OPEN EVENTS	TEAM EVENTS
100M	Over- head ball Throw	Long Jump	400M (G)	BASKETBALL
200 M		High Jump	600M (B)	FOOTBALL
			4X100M Relay	CRICKET
				SWIMMING
				TABLE TENNIS
				LAWN TENNIS
				SKATING
				HANDBALL

TRACK EVENTS	THROW EVENTS	JUMP EVENTS	OPEN EVENTS	TEAM EVENTS
100M	Shot-Put	Long Jump	800M(G)	BASKETBALL
200 M	Discuss	High Jump	1500M (B)	FOOTBALL
400M			800M Cycle	CRICKET
			4X100M Relay	SWIMMING
				TABLE TENNIS
				LAWN TENNIS
				SKATING
				HANDBALL

TRACK EVENTS	THROW EVENTS	JUMP EVENTS	OPEN EVENTS	TEAM EVENTS
100M	Shot-Put	Long Jump	800M(G)	BASKETBALL
200M	Discuss	High Jump	1500M (B)	FOOTBALL
400M	Javelin		1500M Cycle	CRICKET
			4X100M Relay	SWIMMING
				TABLE TENNIS
				LAWN TENNIS
				SKATING
				HANDBALL

1. FOUR best participants are required from one house in each grade category for an applicable event for qualifying rounds.
- 2) Final merit list for track events will be based on time trail. Throw and Jump event based on distance and height.
- 3) Entries once given will not be changed.
- 4) Participants can choose only three events either two track and one field OR one track and two field events.
- 5) Participant is allowed to participate only in one grade category. House In charges should make sure that the participant is put in the right Grade category. In case of default the participant will be disqualified.
- 6) Open events are optional.
- 7) Direct finals will be there for all relays and open events.
- 8) Only two trials in preliminary rounds and three trials in final round of field events Will be given to an Athlete; however in High Jump three trials will be given to an athlete for every height.





## Beyond Academics

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

### 9) Points system for individual events and Relay will be as follows.

1 <sup>st</sup> position	7 points
2 <sup>nd</sup> position	5 points
3 <sup>rd</sup> position	4 points
4 <sup>th</sup> position	3 points
5 <sup>th</sup> position	2 points
6 <sup>th</sup> position	1 point

### Points system for Team event and Relay run(4X100m) will be as follows.

1 <sup>st</sup> position	10 points
2 <sup>nd</sup> position	7 points
3 <sup>rd</sup> position	5 points
4 <sup>th</sup> position	3 points

- 10) Best six participants against time from heats in Track events will be taken for the finals.
- 11) Best six participants from the Preliminary rounds in field events will qualify for the finals.
- 12) A Relay team shall consist of 4+1 extra participant.
- 13) Following are the categories for an Individual & School Championship:
- |                |                |
|----------------|----------------|
| Primary school | Grade – 2 to 3 |
|                | Grade – 4 to 5 |
| Middle school  | Grade – 6 to 8 |

- Senior school Grade – 9 to 12
- 14) If there are less than **FOUR** entries in any event, the event will be cancelled.
- 15) An athlete who causes an obstruction in the play of the other athlete will be Disqualified. The athlete who leaves the track on his own cannot continue his Race again.
- 16) In case of any dispute please report the matter in **writing by the House Teacher and House Captain** to the Sports Coordinator within an hour of the event. The final decision will be taken by the Jury. If protest found baseless or wrong, 50 points will be deducted from the house of taking protest.

### BEST ATHLETE OF THE SCHOOL RULES FOR SELECTION

- Best Athlete award will be given on the basis of medals won in Individual Athletics events (Track and Field only) in inter-house competition and Representation at various levels (National, State & District) from school.

### INDIVIDUAL EVENTS:

GOLD	: 7 POINTS
SILVER	: 5 POINTS
BRONZE	: 4 POINTS

### REPRESENTATION AT VARIOUS LEVELS:

INTERNATIONAL	: 20 POINTS
NATIONAL	: 15 POINTS
STATE/ZONAL	: 12 POINTS
INTER SCHOOL	: 10 POINTS

### BEST PLAYER SPORTS RULES FOR SELECTION

- Best Player for the sports will be given on the basis of participation of Team events in inter-house competition and representation at various levels (National, State & District) from school. Final selection of the player for the award will be decided by the Sports Coordinator and the PE dept
- ### REPRESENTATION AT VARIOUS LEVELS:
- |               |             |
|---------------|-------------|
| INTERNATIONAL | : 20 POINTS |
| NATIONAL      | : 15 POINTS |
| STATE/ZONAL   | : 12 POINTS |
| INTER SCHOOL  | : 10 POINTS |
| INTER HOUSE   | : 7 POINTS  |

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR





## Beyond Academics

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

### **NAVRACHANA SPORTS ACADEMY (NSA)**

#### **The Beginning.....**

In a life, heavily loaded with stress & tension, games & sports help to bring about the much required balance that helps in offsetting this mental & physical pressure on young people. But, the vital question in most educational set up is “whither sports”?

The Navrachana Education Society's futuristic vision to provide the best sports facilities to all children, led to the birth of Navrachana Sports Academy in the year 2005.

Through a well chalked out programme, NSA caters to every sporting need of the child – like high class state of the art infrastructure & facilities, excellent National & International level coaching & providing ample opportunities to participate in the National & International events & competitions.

#### **Vision Statement**

To offer young boys and girls access to structured and organized sports coaching of the highest possible quality, which, along with developing proficiency in the chosen sport, promotes psycho-social development, life skills training as well as the understanding of team spirit and values of sportsmanship.

#### **Mission Statement**

To promote mass participation of young persons in sports, to develop their skills holistically through coaching clinics (NSA Sport4Life Programme) and through “high performance” coaching programmes. To teach life skills, especially empowering girls, through self defense training, to expose young sportspersons to various career opportunities that lie in sports and to create job opportunities for the youth and for sports enthusiasts.

#### **Sports Facilities at both our NSA Centre's**

**(Navrachana School & Vidyani  
Vidyalaya Sama & Navrachana  
International School, Bhayali)**

- ❖ Athletics
- ❖ Basketball
- ❖ Cricket
- ❖ Football
- ❖ Kho-Kho
- ❖ Tennis
- ❖ Skating
- ❖ Volleyball
- ❖ Handball
- ❖ Swimming (Olympic Size 50mt.)

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR





## Beyond Academics

PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE

Activities at NHSS & NVV Sama centre					
Age category	Game/ Sports offered	Timings			
10 years and above	Athletics/Basketball/ Football/Tennis/Handball	6.15-7.15 am	Rs.1800/- (5 days in a week)	Rs.4500/- (5days a week)	Sat & Sunday off
3.5 years to 8yrs	Football/Skating/Fun-krida	5.00pm to 6.00 pm			
5 years above	Cricket/Basketball/Football/Tennis/ Kho-Kho/Volley ball/Zumba/Gymnastics	5.00pm to 6.00 pm			
Parents/Adult	Tennis/Zumba/Basketball	6.15 to 7.30pm	Rs 2200/-	Rs 6000/-	

Activities at NISV BHAYALI centre					
Age category	Game/ Sports offered	Timings			
10 years and above	Athletics/Basketball/ Football/Tennis/Handball/Swimming	6.15-7.15 am	Rs.1800/- (5 days in a week)	Rs.4500/- (5days a week)	Sat & Sunday off
3.5 years to 8yrs	Football/Skating/Swimming/ Fun Krida/Gymnastics/Zumba	5.00pm to 6.00 pm			
5 years above	Cricket/Basketball/Football/Tennis/Zumba	5.00pm to 6.00 pm			
Parents/Adult	Tennis/Zumba/Basketball	6.15 to 7.30pm	Rs 2200/-	Rs 6000/-	

**Holidays** as per the respective Navrachana Education Society Institutions

**We recommend: -**

**3yr to 8yr students to join** – Swimming / Skating/ Tennis/Football/Funkrida/Zumba/Gymnastics

**5yr and above to join** – Basketball / Cricket / Football / Skating / Swimming Tennis / Zumba

**For NSA membership Registration Contact:**

Mr. Narendra D (8849109957) NVV & NSS SAMA  
 Mr Binesh N (9974627490) NSS & NVV SAMA  
 Mr Ajay T (9428880919) NEEV PP SAMA  
 Mr. Pawan Rai (9725770105) NISV BHAYALI

**Mr Pawan Rai, Dy.Director**

**Email:** sportsacademy@navrachana.edu.in / **Mobile No.:** 9427612953





<p><b>Admissions at NISV</b></p> <p>Before applying for their ward's admission to NISV, parents and guardians are advised to consider the following:</p> <p><b>(1) Admission Policy</b></p> <p>Subject to availability of places, NISV offers education to all children.</p> <p>Normal minimum age on 1st June in the year of entry are as follows:</p> <hr/>	<p>As the medium of instruction is English, up to grade 3 children are required to be able to understand the language comfortably. However, students admitted to the Middle School need to be fluent in English communication.</p> <p>New students will normally not be admitted to Grades 10 and 12, i.e. in the middle of the two-year.</p> <p><b>(2) Admission Procedure</b></p> <p>NISV is an independent school and admission is entirely based on the school admission policy. Parents are requested to meet the Admissions</p>	<p>will be wait listed and considered for the first available place. Parents are strongly advised to apply for admission to NISV as early as possible.</p> <p>Once admitted, parents will have to pay the stipulated fees. They also have to submit the transfer certificate, scholastic record, transcript and personal recommendation filled in by the existing school, and supply the school with copies of the last two reports. Proof of date of birth, citizenship and a declaration from parents stating the country of employment/work with documentary evidence</p>
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Normal minimum age on 1st June in the year of entry are as follows:

GRADE	AGE	GRADE	AGE
Nursery	03 +		
Prep. Jr.	04 +	Prep. Sr.	05 +
1	06 +	2	07 +
3	08 +	4	09 +
5	10 +	6	11 +
7	12 +	8	13 +
9	14 +	11	16 +

As the medium of instruction is English, up to grade 3 children are required to be able to understand the language comfortably. However, students admitted to the Middle School need to be fluent in English communication.

New students will normally not be admitted to Grades 10 and 12, i.e. in the middle of the two-year.

## (2) Admission Procedure

NISV is an independent school and admission is entirely based on the school admission policy. Parents are requested to meet the Admissions Officer to understand the admissions process.

Application for admission is made through the Online Admission Form with the printed Brochure available on **www.nisvcbsc.in** and at the school office.

Admissions take place throughout the year, usually on the first Saturday of the month. In the absence of a vacancy in the desired grade, successful students

will be wait listed and considered for the first available place. Parents are strongly advised to apply for admission to NISV as early as possible.

Once admitted, parents will have to pay the stipulated fees. They also have to submit the transfer certificate, scholastic record, transcript and personal recommendation filled in by the existing school, and supply the school with copies of the last two reports. Proof of date of birth, citizenship and a declaration from parents stating the country of employment/work with documentary evidence.

The school website also carries detailed information.

For further admission inquiries email...

**[nisv@navrachana.ac.in](mailto:nisv@navrachana.ac.in)**

**(3) Fees (at the time of admission)**

The fee structure of the school can be obtained from the Admissions In-charge





## Admissions, Withdrawal, Fee & Refunds

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

or downloaded from the school website. The fee structure is revised annually and amendments/escalations are hosted on the website at the appropriate time.

### (4) Imprest Account

An Imprest Account is put into place to avoid cash transactions through the student, for such activities like entry to competitions, olympiads, costumes, trips, books and stationery, etc.. All charges for the above mentioned activities will be debited to the student's account with prior approval / information to the parents. A detailed statement of the expenses incurred under this category will be issued at the end of the year.

### (5) Mid Semester Admission

If a student is admitted in the middle of a session the fee payable for the semester shall be calculated on pro rata basis for the balance period for which the student shall attend the school considering the date of joining as the 1st day of the month of joining.

### (6) Expelling from School

If the school expels a student for behavioural issues the fee will be charged for the semester in which the withdrawal takes place.

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE





## Guide to payment of fees. Navrachana International School- Vadodara. CBSE Students 2023-24

The School takes no responsibility of reminding the parent/guardian.

1st Installment	2nd Installment	3rd Installment	4th Installment
Last Date: 30 April 2023	Last Date: 15 July 2023	Last Date : 15 Oct. 2023	Last Date : 15 Jan. 2024
For : April. '23 to June '23	For : Jul. '23 to Sept. '23	For : Oct '23 to Dec. '23	For Jan. '24 to Mar. '24

1. Fees must be paid on time. Late fee will be charged for delayed payments.
2. If fees remain unpaid beyond a stipulated period, the students name will be struck off the role.
3. For payments made by cheque
  - a) Cheque must be payable to “NAVRACHANA INTERNATIONAL SCHOOL - CBSE” (for Grades 1 to 12) and “Navrachana Education Society - NISV” (For Pre-Primary) along with Fee Slip.
  - b) Post dated cheques will not be accepted.
  - c) Out station cheques will not be accepted
  - d) Cheques may be deposited at any branch of Union Bank of India in Vadodara (cheque must be Account Payee CTS 2010 only).
  - e) Do not use drop boxes at ATM Kiosks.
4. Charges towards delayed payments : As applicable from time to time.
5. IN CASE FEES REMAIN UNPAID BEYOND 20 DAYS FROM LAST RELEVANT DATE FOR PAYMENT OF FEES:
  - a) The Parent/Guardian should not send the student to school till fees are paid with additional charge of Rs. 5,000/-
  - b) In case the student comes to school he will not be allowed to attend classes and the parents will be informed to take the child home or pay the fees.
  - c) In case of students residing in the Hostel, If fees are not paid up to 20 days from relevant last date for payment of fees, the local guardian of the student will have to take custody of the student and the student will not be allowed to reside in the hostel or attend classes.





REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR		
6.	If fees remain unpaid till 30 days from relevant last date for payment of fees the name of the student will be removed from the rolls of the school.	
7.	In case the students wishes to continue in the school after his name has been removed from the rolls of the school. His admission to school will be at the sole discretion of the school on full payment of unpaid fees and penalties and the admission will be considered to be a new admission and all fees and charges applicable to a new admission will apply.	
8.	No student, whose fee remains	
9.	<b>Conversions</b> Students converting from Boarding to Day Boarding should do so at the end of a semester/term. Students converting from Boarding to Day Boarding in the middle of a semester are required to give 3 months prior notice or 3 months fee in lieu of the notice.  Students converting from Day Boarding to Boarding (upon availability of space) should do so from the 1st day of the month.  Students converting in the middle of a month shall have to pay boarding fee from the beginning of the month	account; in the event of a cheque / draft return, a sum of Rs. 500/- besides the bank charges shall be debited to the student's account;
12.	To discontinue any extra paid activity, one semester's written notice is to be given. Failing to do so will result in the payment of full charges.	
13.	Withdrawal from an educational out station trip arranged by school, will be as per the terms and conditions of the tour operator and school.	
14.	Fees will not be refunded or waived for absence through sickness, shortened term or extended	
PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE		

- account; in the event of a cheque / draft return, a sum of Rs. 500/- besides the bank charges shall be debited to the student's account;
12. To discontinue any extra paid activity, one semester's written notice is to be given. Failing to do so will result in the payment of full charges.
  13. Withdrawal from an educational out station trip arranged by school, will be as per the terms and conditions of the tour operator and school.
  14. Fees will not be refunded or waived for absence through sickness, shortened term or extended vacation, early release before term end, non consumption of food or any other reason.
  15. **Refunds**  
Refunds if any, are refunded by "Cheque" without interest, less any outstanding charges due to school after the student has left the school.
  16. **Fees are revised annually.**
  17. Fees must be paid through the school fee slip book. If paid otherwise (Bank pay-in-slip, bank transfers) parents must provide



## Admissions, Withdrawal, Fee & Refunds

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

details of such transactions to the NISV accounts department on [fees@navrachana.ac.in](mailto:fees@navrachana.ac.in) in writing within 3 days. Otherwise the fee will not be credited to the student's account

### Withdrawal from NISV

1. Parents or Guardians are required to notify the Principal in writing of the withdrawal of the student. If this is to occur at any time other than the end of Grade 10 and Grade 12.
2. Students who have applied for withdrawal from the school must obtain a Withdrawal Form from the Administrator's Office. Until this has been completed and signed, signifying all dues cleared and school property including text books / equipment in good condition returned, examination results, transfer certificates / recommendations to future schools / colleges will not be issued.
3. Students wishing to withdraw should give at least one month's prior notice. Boarding students must give 3 months notice. Such notices should be given in writing

and addressed to the Principal. The parents will be given a letter as a confirmation of such a withdrawal notice.

4. Failure to provide the requisite notice of withdrawal will result in payment (or become adjustable against any balance with the school) of 1 month's school fees (3 months boarding fees for boarders) in lieu of the notice and may be charged at the time of withdrawal whether or not the vacancy is being filled.
5. Parents, who are uncertain regarding the continuation of their child, may make a conditional withdrawal application giving three months' notice.
6. Any instrument / equipment / gadget or books, stationery and uniforms purchased from / through the school are Non - Returnable.
7. If a newly admitted child is withdrawn before the commencement of the academic term, along with the admission fees, admin charges of Rs. 5000=00 will be deducted.
8. Transfer/Leaving Certificates will only be issued once the student's dues to the school have been cleared and all school equipment / books are returned.
9. At the time of exit, unless the Principal has received a written request from the parent, he would be unable, for legal and ethical reasons, to respond to requests from prospective schools to invigilate entrance examinations or supply information about a student's academic progress.

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR









**Liability & Indemnity**

The Principal, Staff, and all engaged by the school to conduct various school activities, including out of school excursions will take all reasonable steps to provide a safe and secure environment for all students who participate in school activities. However, the school shall not be responsible for loss, damages, personal injury, sickness, death, or property damage/loss which the student may sustain or which may occur accidentally as a result of his/her participation in

Parents are requested to enable the school to make informed decisions on behalf of the student during trekking, camping, sports or cultural visits to other schools. Students will always be chaperoned by members of the teaching or boarding staff. As part of the admission package parents are required to sign forms accepting school rules, policies (including fee policies) permitting students to take part in all activities arranged by the school. This includes all mandatory trips, excursions, trekking, swimming, activities arranged for boarders at weekends, all sports

Uniform. As per the school's philosophy, uniform is a necessity, but it has been adapted to the student's need and comfort.

**Formal Uniform** - This is worn on days specified in the time table and on all formal and ceremonial occasions, where students represent the school at inter school or other off campus occasions. The formal uniform consists of a school shirt, trousers / shorts / skirt, tie, belt, socks and shoes. In winter, the school blazer is worn by students from Grades 6-12 while students from Nur. to Gr5 wear the school sweater. The skirt

**Sports Uniform** - This is worn for all sports sessions and events, as specified in the time table. The Sports Uniform consists of a T-shirt, track pants/shorts, a jacket and sports shoes. Uniforms are available at designated outlets in the city.





## Student Welfare

PRINCIPLED - BALANCED - REFLECTIVE - THINKER - KNOWLEDGEABLE - COMMUNICATOR - INQUIRER - CARING - OPEN MINDED - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE

### School Transport System

The school does not have its own transport service. However, there are private transport agencies that provide transport services to the school students. The school will assist parents in contacting these agencies.

### Catering and Dining Facility

The Kitchens at NISV are of the highest standards and well equipped. We prepare three full meals a day as well as a mid-morning and an afternoon snack. The menus are varied and offer several cultural cuisines.

Day Boarders avail of lunch and the morning snack. Full Boarders avail of all meals. Vegetarian dishes are served at all meals. On request, boarders may be provided Non-Vegetarian meals (prepared in a separate kitchen) at dinner on a chargeable basis. All meals are supervised by the staff. Students are expected to attend all meals. In the interest of health and safety, parents are requested not to send food & drinks to the school or hostel.

### Health Services

Parents/ Guardians must provide a detailed history of the student's health at the time of admission. It is vital for us to know all details no matter how insignificant.

The School provides First Aid facilities only. Emergency medical treatment (including general anesthesia) at a recognized hospital will be provided, if a parent cannot be contacted in time, as per the consent given in the medical form at the time of admission. Every

effort would be made to contact a parent in such circumstances. A routine medical examination by the School Doctor/Nurse will be conducted.

Parents must inform the Principal / Section Co-ordinator in writing if the student has any known medical condition/disability or health problem or is unable to take part in physical education or sporting activities or has been suffering from infectious diseases. The student must not be sent to School if unfit, or suffering from a contagious disease. The School will endeavour to look after the student in the event of any emergency health problem, during school hours. However, the School will not be responsible for any consequences.

The school has an infirmary and there are qualified staff on duty at all times. Treatment for minor illnesses and First Aid is given immediately at the infirmary.

A Doctor is called when required.





## Student Welfare

PRINCIPLED - BALANCED - OPEN MINDED - REFLECTIVE - THINKER - KNOWLEDGEABLE - COMMUNICATOR - CARING - INQUIRER - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

The school has an arrangement with one of the city's private hospitals "Nand Hospital". In cases of emergency, the patient can reach the hospital in a short while.

Regular medical checkups are undertaken for the students, and their records are maintained, including height/weight information and results of periodic eye, ear and dental checkups. Parents are expected to fill in and submit a comprehensive medical form before admission, and at the beginning of each academic year. These are mandatory, so as the school is able to maintain each student's medical record.

First Aid kits are provided on all school buses and for groups going out on trips.

Parents are required to send a set of detailed instructions to aid their child with specific medical problems such as diabetes, asthma or allergies. Parent of students receiving short or long term medical treatment are required to discuss this with the school doctor or

House Parent (for boarders) prior to the commencement of school so that such information is documented on the medical form.

Students resuming school after a period of absence, including vacations, must provide details of any illness or accident encountered in the interim. In the event of a medical emergency we shall do our utmost to contact parents/ guardians immediately.

### Security

The security of the school is in the hands of a security service which runs a 24-hour shift system.

The boundaries are patrolled regularly and all the external gates manned.

Each building inside the campus has its own security guard who regulates exit and entry.

Entry and exit of students is governed by the School's Exeat Policy. All visitors

first need to register at the entry gate and obtain a visitor's pass before proceeding further.

As a security measure all vehicles entering the school campus must have an NISV sticker on the wind-shield. Vehicles without such an identification will not be permitted beyond the gate. Parents are requested to co-operate in the interest of the safety & security of our students.

The school is also under a 24 hour electronic surveillance.

### Disaster Management

1. Students will be regularly educated in Grade Rooms/Assemblies about various emergencies which they might encounter.
2. Protection / evacuation drills will be conducted twice a semester.
3. A fire or any other emergency (such as earthquake, intrusion etc.) must immediately be brought to the notice of the Principal / Co-ordinators, who





## Student Welfare

PRINCIPLED - BALANCED - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

will sound the alarm.

If the emergency warrants it, the Principal / Administrator will immediately summon the Fire Brigade and/or Police.

The alarm signal is a continuous ringing of the school bell (or hand bell in the event of a power failure). On hearing this signal, tutors will immediately:

1. Instruct students to vacate the room
2. Escort the grade in silence to the assembly point specified for the group.
3. Take attendance
4. Report any unexplained absences to the Principal/Section Co-ordinators.

Practical checks will be made and reported to the Principal / Co-ordinators.

1. The Co-ordinator will check their respective buildings

2. The House Parents will check the hostels.

3. The Kitchen In-charge will check Kitchen areas.

4. The Maintenance In-charge will check the Service block and staff residences.

5. The Admin Manager will check the administrative block.

6. The Librarians will check the Library-Media Center

7. The IT Manager will check IT hubs.

After all checks have been made the Principal/section co-ordinators will permit students and staff to return to the normal programme.

**Safety Drills:** It is obligatory for all the students to participate in Safety Drills which the School considers necessary or as required by law or as expedient to safety and well being of all students.

## Closure of School during Emergencies

The school will remain closed in case:

- (A) there is a curfew in our area or on the roads approaching our area.
- (B) there is a serious warning from the city authorities about floods / earthquake/riots etc.

### Note :

School authorities will take alternative decisions at their discretion, if the situation other than that mentioned in (A) and (B) warrants it.

In such emergencies all information and school decisions will be conveyed through the school website, newspaper or local TV channels, e-circulars as also the Vidyalaya App

INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE





## Student Welfare

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

### Communication

It will always be our aim to communicate clearly and effectively with parents. Communication is a bipolar process and needs to be emphasized. If parents do not receive the information they need, they may ask. Ideas that aid in the development of the school are always invited/encouraged.

The school authorities should be informed in writing of changes in email/postal address, telephone or mobile numbers.

As a general rule the first point of contact for information regarding a student should be the Grade Tutor.

If the information required relates to boarding, the House Parent may be contacted. The Section Coordinator and the Principal can also be contacted.

Arrangements for appointments should be made with the Receptionist.

The Principal should be contacted regarding requests for leave and confidential or grave problems.

**Absence of Parents :** If both parents are temporarily away from their home overnight during term time, half term or occasional holidays the Principal, must be informed in writing of the name, address and telephone number/s of a suitable legal guardian or other adult with whom the student will reside when not at School and who is willing and authorized by the parents to accept full responsibility for the student in all circumstances. These matters are the responsibility of the parents.

**Concerns/Complaints :** Parents who have cause for concern on any matter including matters of safety, care or quality of education must inform the Principal in writing immediately. The Parents and the School will be expected to resolve any dispute between them collaboratively and in good faith.

### Email

In an E-enabled world, the most efficient way to communicate from outside to within the campus or vice versa, is to use email. You are encouraged to make use of this powerful medium for almost every communication. Email IDs of Coordinators are available in the "Staff at NISV" section of PARENT STUDENT HANDBOOK.

### Telephone

Tel. : 9737196245, 9427506581.

### Link Book

The **Link Book** must be brought to school daily. The Link Book is a handy tool for all communication between the school and the parent. Parents are required to refer to it on a daily basis and respond accordingly.





## Student Welfare

PRINCIPLED - BALANCED - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

Any circular / information to be given by the school will be notified in the Link Book. The parents / guardians must sign in the Link Book to acknowledge its receipt. Parents may also use the Link Book for communicating with teachers on various issues.

### Circulars on APP

Communication with the parents is established through school circulars and notifications through the school app "Vidyalaya"

A hard copy of circulars will only be sent in case approval or consent is needed from parents.

### School Calendar

The School Calendar will be issued at the beginning of each academic year. It has details of most of the events scheduled to take place during the year. Schools are dynamic places, and changes and additions will happen. School Calendar needs to be updated

by students / parents as soon as new information reaches them.

### Prospectus

The prospectus describes the broad principles on which the school is currently run and gives some details of its history and ethos. The prospectus is not part of any agreement between the parents and the school and documents supplied in the pocket inside the back cover are not part of the prospectus. Although believed correct at the time of printing, certain statements may be out of date from time to time. Parents wishing to place specific reliance on a statement in the prospectus should seek written confirmation of that statement before accepting admission to the school.

### Interactions between Tutors & Parents

Parents may 'stop by' at the end of the day with the knowledge that most tutors

will be occupied and will not be able to entertain an impromptu meeting with them. It is more appropriate to make an appointment with the relevant Coordinator's office so that the required ground work may be done in advance and a meeting arranged with the appropriate tutor.

NISV, has developed a tutorial system that provides each student with a caring adult to guide them. Highly dedicated and experienced tutors sensitive to the needs and problems of young children, are appointed as Grade tutor. Each Grade tutor has a group of students in his/her care. In the middle and secondary schools, the Grade tutor is a source of Academic and Pastoral care and is responsible for the welfare, personal development and discipline of his/her ward. S/he is the first line of reference if a student has a problem or is an under achiever. Grade Tutors will regularly liaise with parents to discuss progress, problems and successes of individual students. The parents are required to address their concerns to the grade tutors.

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR





## Student Welfare

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

Parent teacher interactions are announced in the school calendar with prior intimation given through a circular. These meetings are held specifically to discuss the academic performance of the children.

1. We expect that such interactions are attended by both the parents.
2. Teachers are not available during the school working hours. Kindly take prior appointment to meet the teachers on a working day.
3. Parents can also come on working Saturdays with prior appointment.







<p><b>IT use and Internet Policy</b></p> <p>Students are encouraged to make the best use of the Technological facilities provided by the school for educational purposes. All students and their parents agree that the students will use the systems responsibly and according to the laws of the Government of India. Students will not attempt to enter or interfere with any of the areas of the system to which they have not been authorised. Students will not visit or download material from unsuitable sites, or pass such material, to other</p>	<p>to expulsion from the school, depending on the gravity of the offence.</p> <p><b>Library - Usage Policy</b></p> <p>Library Rules to be strictly followed all the time.</p> <ol style="list-style-type: none"> <li>1. There should be 'Total Silence' (no talking or whispering) observed by the students when in the library.</li> <li>2. All the students need to take care of the library books.</li> <li>3. Reference books &amp; CDs can not be taken out of the library.</li> </ol>	<ol style="list-style-type: none"> <li>6. Students of Grade 9-12 will use the library for research &amp; reference during non-instructional periods on their time table. They will be issued two books per week.</li> <li>7. The Library will remain open upto 4.10 pm from Mondays-Fridays and upto 3.10 pm on Saturdays.</li> </ol> <p><b>Sanction -</b></p> <ol style="list-style-type: none"> <li>1. In case of any damage or loss of the book, the same book has to be replaced or paid for.</li> <li>2. In case of delay of returning the</li> </ol>
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Students are encouraged to make the best use of the Technological facilities provided by the school for educational purposes. All students and their parents agree that the students will use the systems responsibly and according to the laws of the Government of India. Students will not attempt to enter or interfere with any of the areas of the system to which they have not been authorised. Students will not visit or download material from unsuitable sites, or pass such material, to other students. Students will not bring, in any form, material for use on computers that in the view of the school, is unsuitable or objectionable.

The school reserves the right to monitor the use of computers by its students within its network by any reasonable means; should students be found misusing the system, sanctions may range from confiscation of hardware and access being denied to the system

to expulsion from the school, depending on the gravity of the offence.

Library Rules to be strictly followed all the time.

1. There should be 'Total Silence' (no talking or whispering) observed by the students when in the library.
2. All the students need to take care of the library books.
3. Reference books & CDs can not be taken out of the library.
4. Students can issue the library books for a period of one week, they may request it to be reissued if desired.
5. Students of Grade 1-8 will use the library during the time tabled lessons. They will be issued two books per week. They may also use the IT facility in the library for reference work.

6. Students of Grade 9-12 will use the library for research & reference during non-instructional periods on their time table. They will be issued two books per week.
7. The Library will remain open upto 4.10 pm from Mondays-Fridays and upto 3.10 pm on Saturdays.

1. In case of any damage or loss of the book, the same book has to be replaced or paid for.
2. In case of delay of returning the book a fine of Rs. 5/- per day will be charged.

## Home Assignment Policy

Students need time at home to pursue personal interests, mother tongue fluency, and to engage in physical, recreational and intellectual activities with their families and friends.

We firmly believe that the students should be given enough time to relax



## School Policies

PRINCIPLED - BALANCED - REFLECTIVE - THINKER - KNOWLEDGEABLE - COMMUNICATOR - INQUIRER - CARING - OPEN MINDED

and enjoy with family members at home.

**Some times if a “Home assignment” is given, it may take a range of forms including:** Reading, Creative Writing, Research, Collecting data- pictures, scanning magazines / newspapers, Data analysis, Surveys, Questionnaire, Commentaries, Math Practice Problems, Memorising spellings and tables.

The child's Grade tutor ( Gr. Nur. - 5 ) will give an indication of the time which should be spent on the assignments given.

In Grade 6-12 the subject tutors will give structured and well defined assignments with clear instructions.

**Parents are encouraged to assist their children at home in the following ways:**

1. Organising a regular study time when the child is not tired.
2. Providing a quiet place and table for study
3. Listening, every day, to how the

child spent his day at school.

4. Motivating and supporting their child.
5. Helping the child complete the assignments independently (please do not do it for the child ).
6. Sharing with the Grade/Subject Tutor if the child has faced any difficulty.
7. Go through the Link Book on a daily basis.

**Home Assignment would be.....**

1. Relevant to the student's learning at school
2. Completed independently
3. Challenging to the student
4. Assigned flexible time to complete the work
5. Monitored by the teacher
6. Graded/Un graded
7. Providing additional practice for academic application
8. A vehicle for learning and developing personal responsibility.

All students will receive a link book note about Assignments if given.

**Teachers and parents need to work together to ensure that the children meet the objectives of the Assignments.**

### Policy on Academics

1. Students should use books, notebooks and relevant literature for each subject as prescribed by the school.
2. For all practicals, students must bring with them record books, journals, lab coats, dissection box, etc. As instructed by the tutor concerned, otherwise they may not be allowed to enter the laboratories.
3. Participation in co curricular / extracurricular activities / games and sports is compulsory.
4. Senior Students (Grades 9-12) may study quietly in an assigned area during non-instructional periods, but it should be noted, that these times are for study only.

INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE





5. Movement about the school will be brisk, quiet and orderly, keeping to the left. Students are not expected to be outside except by permission. For safety reasons, students must queue in an orderly manner.

6. Tutors are the best judge to assess a student's academic strengths and weaknesses. It is obligatory for the student to follow the advice and instructions, and do all that is necessary to improve academic performance as required. Parents must also adhere to suggestions made by tutors to ensure academic progress of their wards.

- ## Policy on Corporate Social Responsibility (CSR)

## Policy on Morning Assembly

On all working days the teachers and students will assemble as per schedule given below:

**Monday, Tuesday, Thursday, Friday**  
**(8.30 to 8.40 am)**

Assembly is conducted grade wise as per a schedule and rota

### Wednesday (8.30 to 9.00 am)

CommonAssembly-Prayer,Celebrations,Acknowledging Achievements & concluded with the NationalAnthem in the Quadrangle

## Policy on Spiritual life

NISV encourage students in their spiritual development but the curriculum is purely secular one. Students are taught to understand and respect all religions while practicing their own faith. Sound ethical values, that transcend all communities, are ingrained at the school.

## Policy on Life Skills

As a part of Life Skills/Value Education, students will be involved in a series of classes and workshops focussing on building up moral intelligence that will help the students to make the right choices and become a contributing member of the society. In addition, Health education will also be a part of the Value Education curriculum. Guided discussions, field trips, guest lectures, and audio-video aids will be used to facilitate interaction and make the process of learning an exciting one.







# School Policies

PRINCIPLED - BALANCED - OPEN MINDED - REFLECTIVE - THINKER - KNOWLEDGEABLE - COMMUNICATOR - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE

precautions may be needed. A parent may be prohibited to enter school premises if the principal, acting on his discretion, considers such prohibition to be in the best interests of the student or of the School.

## Policy on Changes at the NISV

A progressive and forward looking school must initiate and respond to change. It is likely that there will be certain changes at the school during the years when the student is a pupil. The admission is granted on the basis that, in the interests of the school as a whole, changes may be made from time to time to these terms and conditions, to the size and location of the school, to its premises and facilities, to the academic and games curriculum, to the structure and composition of classes, to the way the school is run, to the length of school terms and to any other aspect of the School. Fee levels will be reviewed from time to time and there will be such reasonable increases as the Executive Committee of Navrachana Education

Society may determine. The policies on change are provided in good faith. They are intended to encourage stability, forward planning, and the proper resourcing and development of the school for the benefit of all. Parents shall be given reasonable notice, when feasible, of any changes that may significantly affect the School Community. Any waiver of the terms is effective only if stated in writing by the Principal.

## Special Educational Needs (SEN) Policy

Navrachana International School, Vadodara is committed to providing an education for its students in a caring and supportive environment. The aim of the school is to enable all its students achieve their full potential. In order to achieve this goal some of our students may require supplementary teaching, additional resources or classroom support. In all cases the intention is to integrate students socially and academically.

## Definition

Students who fall within the Special Needs definition include the following, each of which is described in the policy.

1. Students with ADD/ADHD
2. Students with chronic illnesses
3. Students with emotional and behavioral disorders
4. Students with mental health difficulties
5. Students with speech and communication disorders
6. Students with learning difficulties and disabilities

## Process

1. Teacher/counselor/parent observation of student behavior and/or academic performance.
2. Counseling with students and parents, and referred for further testing.
3. Test reports and recommendations are taken into account for further remediation.



## School Policies

PRINCIPLED - BALANCED - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE

4. Referred to special/remedial educator for out-of-school remedial education.

### Limitations/liability of the school

1. NISV does not have special / remedial educators or teachers trained in special/remedial education since it is not a certified special education institute. The school can only provide the necessary support with the cooperation or parents/guardians and out-of-school remedial educators.
2. Parents are responsible for providing the school with required documents before the school can give support to the students.
3. Documents include remedial / special educator's report, reports of psychological tests, educational / counseling psychologist's report, etc.

### Medical Supervision

Before entering the school the student must be immunized against DPT (Diphtheria, Pertusis or Whooping Cough), Tetanus) Poliomyelitis, Hepatitis A & B, TB, and MMR (Mumps, Measles, Rubella). The school requires a medical certificate on the general health of the student or, where grounds for suspicion exist, make arrangements to test for illegal substances. Parents would always be informed of such action. The school counselor, member of the staff or a medical practitioner acting conscientiously and in accordance with their code of professional ethics, may inform the principal or a parent in confidence of any matter which in their opinion is material to the safety and well-being of the student and/or others.

### Policy on Tuition beyond school times

We do not want children to unlearn in school and then learn. The school does not encourage private tuitions at all. Parents are requested not to pressurize their wards for depending on outside help for the academic support. The subject tutors in school will put in enough emphasis on learning and each child will achieve according to his / her potentials/level of application







# Regulations - Student Conduct

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

## Discipline, Support Measures and Sanctions

The School aims to support parents in the task of inculcating sound values and self-discipline and of practicing acceptable norms of behaviour. The aim of pastoral care is to ensure that students are equipped with the values that enable them to deal with life after they leave the secure environs of the school and home. We therefore lay emphasis on good behaviour firmly and consistently. The school recognizes the importance of moral intelligence and strives constantly to educate its wards on the propriety of behaviour.

Regular formative guidance is given in class and assembly on such matters as tobacco, alcohol and drug abuse.

The essential rule for conduct at NISV is Behave Sensibly. Any matter not dealt within this list falls under this rule. If any student finds it difficult to judge what is sensible, any faculty member will be pleased to help.

Positive reinforcement forms the core of our discipline plan. The school commends scholastic ability as well as exemplary behaviour.

Grade tutors take due care to ensure that their wards understand, appreciate and develop a sense of responsibility to themselves, the school and finally to society.

## Unsatisfactory Conduct

Chronic misconduct necessitates remedial action. A non-satis (abbreviation for non-satisfactory) note is issued to a student by a staff member to record the instance. This may be academic in nature (e.g. Incomplete work, late handing in of assignments etc) or socially disruptive (e.g. bullying, using abusive language, nonadherence to the dress code, unexplained absence, poor attitude, etc).

The issue of an 'unsatisfactory' note may lead to disciplinary action such as additional subject related work, service oriented tasks or detention. The gravity

of the offence determines the nature of the remedial measures adopted. Punishment is not necessarily a first resort if the offence is of a less serious nature. Where it is used it should, if possible be constructive. If a student ends up enjoying a punishment such as community service this is not at all counter productive. Extra work or repetition of inadequate work may often be an appropriate corrective measure. Tutors will report unsatisfactory work or behaviour on "Non Satis" slips.

The Principal, after consultation with the Student Welfare Committee, Grade Tutors and subject tutors determines the corrective measures to be adopted. All records of student conduct are kept in the student files.

Detention may be arranged by departments or individual tutors. Students may do academic work towards improving their competence in the subject concerned and or Community Service.

Regular School Detention, supervised on a rota basis by tutors, could be instituted if a majority of faculty find them helpful.





## Regulations - Student Conduct

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It is part of the philosophy of NISV that anyone who is not prepared to behave reasonably must leave our community either permanently or until s/he decides to assume the responsibilities of studentship. Suspension and Expulsion may be levied at the discretion of the school Principal, post consultation with the student welfare committee. However, behavior such as substance abuse and bullying/ragging invite immediate suspension/expulsion.

Corporal punishment, physical or verbal abuse, formal or informal, is not used under any circumstances.

Parents authorise the Principal and staff, to whom the supervision of pupils has been delegated, while in loco parentis, to take and/or authorise, in good faith, all decisions that safeguard and promote the welfare and proper education of the Student. Parents consent to such physical contact as may be lawful, appropriate and proper for teaching and appropriate to provide comfort to a pupil in distress or to maintain safety and good order.

### Personal Hygiene / Appearance / Dress

- (1) Dress Code: All students are to be neatly dressed in appropriate school uniform during school hours, school trips and official gatherings. Formal uniform shirts must be neatly tucked in and skirt lengths must be no higher than 2 inches from the center of the knee cap. No additional clothing other than the school uniform will be permitted. Propriety of dress is emphasized always. When not in uniform, variations in style are permissible such that the limits of good taste and reason are not surpassed. Thin Spaghetti straps and short revealing clothes are not permitted. Bangles, rings and make-up (lipsticks, nail polish) should not be worn during school hours.
- (2) Students are expected to maintain proper hygiene i.e. have trimmed and clean nails, wear fresh clean clothes and carry a handkerchief at all times.

- (3) Boys are required to have well trimmed hair, properly brushed and combed. Sporting long hair / colour / hairstyles / Gel in hair is strictly forbidden. Those that require to shave must do so regularly.

Girls with long hair must have them tied up neatly in plaits. Hair colouring, styling, ornamental clips, hair bands and heavy jewellery are prohibited.

Boys and girls must groom their hair properly.

- (4) Student Council members must wear their respective badges.
- (5) Shoes must be well polished and uniforms well ironed to ensure a smart well-groomed turnout.
- (6) Sports uniforms must be worn on the scheduled days.
- (7) 'Body Piercing or Tattooing' is not allowed.

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR



# Regulations - Student Conduct

PRINCIPLED - BALANCED - OPEN MINDED - REFLECTIVE - THINKER - KNOWLEDGEABLE - COMMUNICATOR - INQUIRER - CARING - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

## Sanction

Failure to comply with dress regulation, may result in the student being sent home after two warnings (in terms of a remark given in the Link Book). He/she will then be marked absent.

## Conduct / Deportment

- (1) Good manners, courtesy and cordiality are the hallmark of a good student. Students are expected to greet all staff members, visitors and elders with due respect at all times. Visitors must be approached welcomed and assisted.

## Sanction

Negligence/Disrespect will be reprimanded in person and in public.

- (2) Physical & verbal abuse will be sanctioned severely, use of vulgar and objectionable language, display of violent behavior etc will not be allowed. Students must follow instructions of faculty members.

Students must show due consideration to all members of society. His/her speech should not hurt or offend anyone. PDA (public display of affection or anger) is not permitted on campus. Students are required to be circumspect in their conduct. A public display of anger or any other inappropriate public behaviour that infringes the school's reputation will be severely dealt with.

## Sanction

1. Acknowledgment of the offence in public and in writing.
2. Suspension
3. Termination

- (3) The school premises must be kept neat and clean. Litter of any kind must be thrown in dustbins/waste paper baskets and picked up when requested by member of faculty or otherwise.

## Sanction

Repeated negligence will lead to written apology / public apology / physical clearance of the place

- (4) Misuse of school property, scribbling on walls, furniture, bulletin boards, toilet walls, etc. will be severely dealt with. Library books, laboratory and classroom equipment must be handled carefully.

## Sanction

1. Written apology
2. Any loss or damage will have to be fully compensated.
3. If an individual is not identified, then the repair cost will be charged to the entire group of the pupils involved. The fine shall comprise replacement cost plus a fine of 50% of the replacement cost. However, in cases of accidental breakages, only the replacement cost of the article will be charged. The House Parents will arbitrate cases of breakage within the boarding / dining hall where as the respective co-ordinators will be the arbiters in case of breakage in the academic blocks.





# Regulations - Student Conduct

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## Policy on Bullying / Ragging / Hazing

### Policy statement

NISV is committed to providing a caring, friendly school environment for all its school students, so that they can learn in a safe and secure atmosphere. All individuals, regardless of their age, culture, challenges, gender, racial/ethnic origin, religious belief and regions have the right to protection from abuse. Therefore, bullying of any kind is an unacceptable behavior at our school. Any form of bullying / ragging is expected to be reported to the staff for prompt and effective action to be taken against it.

### Definition

Bullying / Ragging is the use of aggression with the intention of hurting another person and causing distress, either physical or psychological.

Bullying / Ragging may involve, but is not limited to:

1. Unwanted teasing

2. Threatening
3. Intimidating
4. Stalking
5. Cyberstalking
6. Cyber bullying
7. Physical violence
8. Theft
9. Sexual, religious, or racial harassment
10. Public humiliation
11. Destruction of school or personal property
12. Social exclusion, including incitement and coercion
13. Spreading false rumours

### Disciplinary actions/consequences

Once the case has been investigated, the following disciplinary measures will be enforced depending on the severity of the offense:

1. Admonishment
2. Temporary removal from classroom
3. Loss of privileges
4. Classroom or administrative detention

5. Referral to the Student Welfare Committee
6. In-school suspension during the school week
7. Out-of-school suspension
8. Expulsion or termination

## Attendance / Leave / Absence / Punctuality

- (1) Students must reach the school five minutes before the bell rings.

### Sanction

1. Recorded in Link Book
2. Late comers will be marked in Attendance Register PL (Present but Late)
3. On 3rd late coming in a month the child will be sent back home under the intimation to the parent.

- (2) Attendance on the opening and the closing day of the school term is compulsory.





## Regulations - Student Conduct

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

### Sanction

If students do not attend school within three days of the school reopening, they are liable to face disciplinary action / suspension / termination.

- (3) It is mandatory to attend all classes and activities allotted in each student's daily timetable.

### Sanction

Late coming to be dealt by the concerned subject tutor with a note to the co-ordinator. Students reporting late more than two times will be placed on detention through the co-ordinator. Regular offenders will be reported to the principal via the co-ordinator. All incidences will be recorded by the tutor, to be forwarded or discussed with the parents and may lead to

- (4) Students are expected to be present in school on all working days as per the dates given in each calendar.
- (5) NISV calendar offers generous school holidays and parents are

requested not to ask for additional leave for their children.

- (6) Leave may be taken only after obtaining the co-ordinator's / principal's sanction in writing.

- (7) Absence on medical grounds needs to be supported by a Medical Certificate from a Registered Medical Practitioner from Vadodara.

### Sanction

Absence, without prior information and sanction from the Principal, for 30 days continuously will result in the name of the student being struck off the school register.

- (8) Students must not attend school in case they have any contagious disease.

- (9) Attendance in semester assessments (Grade 6-12) examinations and class assessments are compulsory. However, a student may be exempted on medical grounds on presentation of a registered

physician's certificate.

Nevertheless, the school authorities reserve the right to have the medical certificate countersigned by a Civil Surgeon or a physician nominated by the school.

- (10) Students are required to be present for at least 80 % of the working days in an academic year for the grant of terms and to be eligible to appear for the Annual Examination (even Board exams).

### Sanction

In case the attendance is inadequate, the student's promotion to the next grade may be withheld.

- (11) Students must take permission for:

- A. Leaving the grade room, from the Grade Tutor / subject tutor.
- B. Leaving the school, from the Principal / Coordinator / Admin Manager.
- C. Receiving visitors, from the Principal / Coordinator / Admin Manager.





REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

D. Making any phone calls, from the Coordinator.

(12) For reasons of their own security, students must never leave campus / sports venue / CAS venue without the permission of the co-ordinator or the tutor incharge.

(13) The Principal reserves the right to grant & reject the leave.

**General Policies**

(1) Students must not conduct any meeting, activity, celebrations or sports / games / excursions without the permission of the co-ordinator or the tutor incharge.

D. Any sickness / injury / contagious disease of self or any other students.

(3) **Out of Bounds** : In the interest of students, certain areas of the campus are out of bounds to students, unless accompanied by a tutor:

A. The swimming pool, the PE store, Laboratories when a tutor is not present.

B. Teaching & other staff residences and gardens except by specific invitation.

G. The school campus for boarders & day boarders during vacations except with permission of the Administration Manager.

H. All service areas

I. Day Boarders are not permitted to visit the boarding house. In case of a pressing need they are required to seek the permission of the concerned House Parents.

**Sanction**

If any day boarder is found inside the hostel without proper authorization, he/she will be placed

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

All rules applicable on campus are applicable when students are off campus. NISV students are expected to always behave in a manner that is appropriate and reflects the school's ethics and values.



# Regulations - Student Conduct

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

## Sanction

If any serious issue of unethical behaviour of the NISV student beyond school hours / campus is brought to notice of the school management, the same will have serious repercussions and may lead to suspension or even expulsion from the school.

- (5) **Possessions** : All clothing and personal possessions must be labelled with the students class/roll number. It is the student's responsibility to look after his / her possessions. Valuables including pocket money, laptops, pens, calculators and school bags must not be left unattended either in grade rooms or elsewhere.

Students must look after their own belongings. The school will not be held responsible for any loss.

- (6) **Meals** All meals are compulsory and all students must attend them and take a reasonable portion of the meal offered.

## Sanction

Prohibited articles must not be brought to school. Possession of any of them could invite sanctions and confiscation. For more serious offences, it could lead to suspension or even expulsion from the school. School cannot take responsibility of items unattended.

- (7) **Dropping off and picking up students** In the interest of safety, please do not bring Day Boarder students to school half an hour before the scheduled start. Please write Car/Van No. in the students Link Book and ensure the vehicle has the NISV sticker on the front windshield in order to enter the school campus.

(8) **Strictly Prohibited** from bringing to school:

- Obscene or vulgar literature, photographs etc.
- Money
- Jewellery & Valuables
- Electronic games/gadgets.

- E. Sticks, Knives, scissors, sharp objects, toy or replica gun or any martial art equipment.

- F. Chocolates, chewing gum, paan and paan masalas, tobacco, banned drugs, cigarettes or any Unlawful items of consumption.

- G. **Mobile phones** are not to be carried to the school at any cost. In case of emergencies prior permission has to be taken from the school authorities.

**Phones will be immediately confiscated and returned to the parent on payment of Rs. 5000/- for immediate return or Rs. 2500/- for return at the end of the academic year.**

- H. Motorbikes and Four Wheelers are not to be brought to school. Vehicles would be taken away and handed over to the parents.

- I. Students of grades 11 and 12 are permitted to bring two-wheelers to school premises subject to the following conditions:

- Written permission from Admin Manager & Section Coordinator.





REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

2. Possession of a valid driving license.
3. Wearing a proper helmet.
4. Only two-wheelers without gears permitted.
5. Parking done at the owner's risk.
6. Students adhere to the instructions given by the security staff.
7. Cross-gender pillion drives not allowed.
8. No excessive speeding and dangerous driving.

**Sanction**

Revoking permission to bring the vehicle to the school premises.

- J. Fire works/crackers
- K. Holi colours
- L. Pets
- M. I-pods/electronic gadgets other than GDCs or calculators.

**Sanction**

1. Written apology
2. Confiscation and non-returnable.
3. Parents informed
4. Suspension
5. After two warnings rustication.

**(9) Regulations - Suspension / Dismissal / Termination**

- etiquettes.
4. Misusing school property, scribbling on the walls, furniture, bulletin boards, toilet walls etc.
5. Mishandling laboratory and classroom equipment.
6. Copying or seeking help in the examination hall.
7. Using vulgar and objectionable language.
8. Possessing obscene or vulgar literature, photographs etc.
9. Displaying violent behaviour, insubordination and contempt of authority.

PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

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**Sanction**

1. Written apology
2. Confiscation and non-returnable.
3. Parents informed
4. Suspension
5. After two warnings rustication.

The school reserves the right to suspend, dismiss or terminate a student if he / she does not conform to the student's code of conduct. Acts of insubordination as listed below will be severely dealt with:

1. Regular late coming to school.
2. Staying away from classes or morning assembly.
3. Not adhering to dining room

- etiquettes.
4. Misusing school property, scribbling on the walls, furniture, bulletin boards, toilet walls etc.
5. Mishandling laboratory and classroom equipment.
6. Copying or seeking help in the examination hall.
7. Using vulgar and objectionable language.
8. Possessing obscene or vulgar literature, photographs etc.
9. Displaying violent behaviour, insubordination and contempt of authority.
10. Custodian of sticks, knives, explosives, guns or any martial art equipment.
11. Carrying phones, pagers, electronic games etc.
12. Consuming chewing gum, pan or pan masalas, banned drugs, tobacco
13. Smoking cigarettes or using any unlawful items of consumption.
14. Offering prohibited drugs to anyone on campus



## Regulations - Student Conduct

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15. Drinking or possessing alcohol or any other prohibited liquor.
16. Stealing or theft from anywhere.
17. Bullying and Ragging.
18. Public display of Anger/Affection.
19. Academic dishonesty.
20. In possession of material for copying.
21. Driving two wheeler / four wheeler to school.

### Interpretation

**These terms and conditions supersede those in the prospectus and elsewhere and will be construed as a whole.**

**Headings are for ease of reading only and are not otherwise part of the terms and conditions.**

**Any waiver is effective only if given in writing by the Principal personally.**





## Guidelines to Parents

PRINCIPLED - BALANCED - OPEN MINDED - REFLECTIVE - THINKER - KNOWLEDGEABLE - COMMUNICATOR - CARING - INQUIRER - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR

The school endeavours to offer ample opportunities to each child to attain excellence in the chosen fields of study, sports, hobbies and co-curricular activities. It is equally important for parents to encourage their children in the pursuit of these aims. They should also stress the qualities of virtue, learning and manners in their day-to-day life. In the interest of imparting sound education, moulding the character and personality of your child and efficient management of the school, a meaningful rapport between the Parents and the school must exist. We, therefore, advise parents to do the following:

1. Please study the Parent Student Hand Book carefully and ensure that the stated rules and regulations are strictly observed by your child.
2. Listen to your child first before moralizing to him/her.
3. Inculcate discipline, good manners, habits of orderliness, neatness in person and dress, and above all, influence your child to become a law abiding and worthy citizen of the country.

4. Ensure that your ward is punctual and regular.
5. Pay the fees regularly as per the schedule given.
6. NISV is an English Medium School and therefore your child will need to communicate in English. Please encourage your child to do so.
7. Intimate in writing if your child has to be absent from school with reason. Please do not send your child to the school if he/she is suffering from a contagious disease.
8. Send a proper note duly signed if your child is required to leave the school for any urgent work. Without this s/he will not be given permission to leave the school.
9. Ensure that you do not disturb your child during school working hours by making phone calls, visits, etc. In case of emergency, please approach the Principal / Coordinator, who will assist you in contacting the child

10. The school does not allow parents to directly approach tutors and/or other staff members. On days other than SLC/TPC days, prior appointment must be taken.
11. While corresponding with the school, parents are requested to mention the G. R. No., Grade and Section in which their child is studying.
12. Kindly make it a point to glance through any "Communication / Circulars" in the **Link Book** and the Vidyalaya app as there may be a message / remark / notice / from the Tutor/ Coordinator for you. Please respond promptly to the same if required.
13. Promptly inform the Grade Tutor of any change in address, telephone number, email ID, etc.
14. Take pride in sending your child neatly dressed in the prescribed school uniform.
15. Encourage your child to participate in all school activities.

INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE



## Guidelines to Parents

PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE

16. Be a regular at Teacher Parent Conference, Student Led Conferences, Parenting meetings, Graduation Day, Sports Day/Week, Funfair etc.

17. Feel free to approach the school counselors in terms of emotional help with respect to academic and personal counseling.

18. Make it a point to spend at least 20 minutes everyday with your child in order to know his day-to-day welfare activities.

19. In case of new admissions, parents are requested to see the school Counsellors, in order to be informed, if the child has any personality or adjustment related difficulty. The school will give full support and cooperation for the same.

20. Encourage self-help at work and study so that your child can become a resourceful and useful member of society.

21. If a parent wishes to engage a NISV teacher for tuition, prior permission from the Principal is required. However, the school does not encourage private tuitions.

22. The Management and the Principal welcome and appreciate constructive criticism and suggestions (preferably in writing) if made in the right manner and spirit. However, interference in the daily running of the school will not be appreciated.





NURTURERS

INQUIRERS

SEEKERS

VENTURERS



CBSE  
New Delhi, India



TRINITY  
COLLEGE LONDON

CollegeBoard  
PSAT - SAT



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