

## Profile

### Navrachana International School, Vadodara (NISV)

Navrachana International School, Vadodara (NISV), managed by the Navrachana Education Society (NES), marks the coming of age of International School Education in Gujarat. Its unique distinction is that, it is the first Day-cum-Residential co-education school in the state, which offers complete K-12 education, through well-reputed international/national curricula and pedagogies to students. It is the brain-child of the Society's pioneering leaders in the field of education and a far sighted tribute of NES to the cause of education with a truly global perspective.

The Navrachana International School is located in quiet and serene surroundings in Vadodara, a city with a rich cultural heritage and a unique cosmopolitan character, the result of the visionary genius and zealous endeavour of its erstwhile ruler, Maharaja Sayajirao III. In this environment, NISV has been embraced as a significant contributor to quality education.

The School's Mission, Vision & Philosophy statement incorporates the time-honored principles of fostering the spirit of excellence through Educating, Empowering and Enlightening all its students. With an effective mix of internationally acclaimed curricula and methodologies within an essentially Indian ethos, NISV's objective is to train generations of young students to grow and develop into proud and responsible global citizens. In tandem with this conviction, NISV pursues a judicious blend of tried and tested pedagogies, characterized by essential innovative practises, whilst at the same time keeping itself abreast of the latest in holistic education and the NEP 2020.

### School's Infrastructure

The bedrock of NISV's education policy is to lay a sound foundation for life for all its students in their concerted effort to help them frame their destinies. NISV's academic curriculum complements its state-of-the-art infrastructure that helps in physically creating an environment of enquiry and learning. The school is situated at the centre of a verdant green expanse of sports fields fringed with trees. It is a low rise building flooded with natural light and air. The large open-to-air central quadrangle and wide corridors flanking the classrooms use these elements to advantage. Air-conditioned classrooms, Science laboratories, IT enabled Resource Centers, Art and Craft rooms, Libraries and technology-aided classrooms help NISV's supportive team of highly qualified and experienced teaching professionals to deliver its curricula effectively. Their skills as facilitators are continually enhanced through frequent faculty enrichment programmes, both external and in-house. Consequently, the symbiotic culture of "grow as you learn and learn as you grow" underpins the academic environment at NISV. The school infrastructure becomes an integral part in supporting this endeavour.

We have opened our hearts and doors to students from around the world! NISV's residential suites are geared for comfortable living, designed aesthetically and practically, and accommodate three children to a room. While the recreation lounges allow for relaxation, the ICT node in the study lounges makes for pleasurable learning.



## Co-curricular Activities

All activities at NISV attempt to develop students into well-rounded personalities. With the objective of providing an appropriate platform for 'hands-on' learning to our students, a wide array of sporting activities conducted under the supervision of qualified sports coaches, have been provided. From conventional field games, to the more stimulating activities such as aerobics and yoga, NISV offers them all. A dream 400 mt. race track, lush green Football Fields, Tennis Courts, Basketball Courts, Table Tennis facilities and an Olympic sized swimming pool are temptations enough to stimulate even the most athletically uninspired!

No less important in the NISV scheme of things is Aesthetics, Art & culture. Full-fledged Centers for Visual and Performing Arts are the pride of the school. In this crucible, latent talent is nurtured, enhanced and acknowledged under the tutelage of dedicated and extremely talented teachers, who are often practising artists and performers themselves.

Our Outbound Programme to various parts of the country and abroad has added a vital fillip to our curricular endeavours as it provides experiential learning beyond the walls of the classroom and facilitates a deeper contact with nature and the environment. The vibrant Student and Teacher Exchange Programme with schools abroad is aimed at facilitating international mindedness and creating opportunities to focus on the world as a canvas for learning.

## Scheme of Studies (CBSE)

The pursuit of excellence in academics is the primary objective of NISV's CBSE section. Students learn through 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 stress of examinations is done away within the formative years of the child's learning. Continuous and comprehensive evaluation is done by way of periodic assessments. At the Secondary level formal evaluation methods are adopted to prepare students for the public examinations

### 1. Foundational Stage ( Grade I & II ):

The goal at this stage is to enable children to form concepts related to the world around them through direct experience and interactions with the physical, social and natural environment through Language (English, Hindi & Gujarati), Mathematical thinking and Environmental Awareness. Life Skill classes are also part of the regular course.

### 2. Preparatory Stage (Grades III to V):

The goal at this stage includes play, discovery, activity based, interactive learning and cognitive development of a child. The focus is still on Language and Numeracy skills. To prepare the students to take examination in middle school, periodic tests and term exams are scheduled for Grades 4 to 5 in the academic year. In school, evaluation takes place in a stress-free and learner-friendly environment ensuring comprehensiveness, competency spirit and transparency. Life Skill classes are also a part of the regular curriculum.

### 3. Middle Stage (Grades VI, VII & VIII):

The Middle Stage emphasizes on experiential learning to improve the skills of children. They learn the basics of Science, Social Science, Mathematics, Arts and Humanities. Students study three languages from Grades VI to VIII. This stage involves 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, Health and Physical Education are treated as co-scholastic areas to develop aesthetics sensibilities. Life Skill classes are also part of the regular course. Interdisciplinary skill subjects and clubs helps students to develop their skills. Platforms like Creya, Math Buddy builds the applicatory skills of students across subjects. Subject enrichment activities help to enhance the understanding of the subject. Evaluation is in the form of periodic tests, term and annual examination. The pedagogy of curriculum transaction at this level prepares the students for any of the National (CBSE/ICSE/GSEB) or International Boards (IGCSE, Cambridge/IB, Geneva).

CBSE in consultation with MHRD and Ministry of Sports (Govt. of India) has attempted to integrate and mainstream Health and Physical Education across the Middle school and Secondary level. This is to ensure that the Physical Education component which will continue to be assessed internally, is cross-curricular and interdisciplinary across the four strands. The skill development Programs include Creya- a robust STEM program, Math Buddy a comprehensive and interactive Math programme and a variety of Clubs.



## 4. Secondary stage (for Grades IX to XII):

The syllabus is planned in a manner that helps students to acquire skills and apply theoretical knowledge in their day-to-day life and prepares them to be a life-long learner. Learning areas include Languages (English, Hindi/Foreign Languages), Mathematics, Science, Social Sciences, Artificial Intelligence, Life Skills, Vocational Subjects, Art Education, Health and Physical Education. Arts integration has been introduced by CBSE which builds greater understanding across disciplines, supporting authentic experiences that engage and motivate learners. This practice provides multiple modes of learning and understanding, while also fostering imagination, creativity and personal interpretation of ideas and topics..

The educational framework for Grades 11 and 12 is structured in alignment with the NEP 2020 and the CBSE curriculum. This new approach empowers students to select learning pathways and programs that resonate with their talents, skills, and interests. It fosters creative and critical thinking, nurtures social values, and promotes intellectual growth alongside the development of practical skills. These elements are essential for self-expression and holistic personality development, equipping students with 21<sup>st</sup>-century competencies. These skills support a responsible commitment to human rights, sustainable development and global well-being, ultimately shaping them into true global citizens.

**At NISV, Streams and Subjects offered in the Higher Secondary are as follows:**

### Subjects offered in Science Stream (Total 5 Subjects)

- English Core (compulsory)
- Chemistry (compulsory)
- Physics (compulsory)
- Mathematics/Biology (**any one**)\*
- Physical Education / Food Nutrition and Dietetics / Artificial Intelligence / Design Thinking & Innovation / Computer Science (**any one**)\*

### Subjects offered in Commerce Stream (Total 5 Subjects)

- English Core (compulsory)
- Accountancy (compulsory)
- Economics (compulsory)
- Business Studies (compulsory)
- Physical Education / Food Nutrition and Dietetics / Artificial Intelligence / Design Thinking & Innovation / Mathematics / Applied Mathematics / Entrepreneurship / Fashion Studies (**any one**)\*

### Subjects offered in Humanities Stream (Total 5 Subjects)

- English Core (compulsory)
- Psychology (compulsory)

**(Select any 3 out of following 4 combinations and then select any one subject out of these 3 combinations)**

- Business Administration / Applied Art (**any one**)\*
- Economics / Home Science (**any one**)\*
- Mathematics / Applied Mathematics / Fashion Studies / Entrepreneurship (**any one**)\*
- Physical Education / Food Nutrition and Dietetics / Artificial Intelligence / Design Thinking & Innovation (**any one**)\*

**\* Subjects with sufficient demand will be offered.**

**Compulsory for all the streams:**

Work Experience, General Studies, Health and Physical Education



## School Timings

### Monday Friday

Grades 1-12

7.25 am-2.10 pm

### 1st, 3rd & 5th Saturdays/as per school calendar

Grades 1-3: will not be working

Grades 4-12

7.25 am-12 noon: Regular classes clubs & other activities.

## Vacations:

**Vacations (approx.): Summer (~35 days), Autumn/Diwali (~12 days)**

**Winter : (~12 days), Spring (~4 days); during this period the boarding stays closed.**

### Boarding @ Navrachana International School, Vadodara (NISV)

The Boarding at NISV is the "very heart of the school", and at the outset it is to be emphasized that for the boarders, this is HOME. Each boarder is made to feel a strong sense of belonging, of being wanted, of being special....

The best infrastructure is meaningless without a staff that is compassionate, caring and involved with the children under their care. The key personnel in this endeavour are the House Parents, who are the "primary care givers", and the Residential Staff. The personal involvement of each member of staff goes well beyond merely fulfilling one's duty. As "loco parentis" they 'stand-in' for the parents by being role models, good listeners, always available and gentle but firm when needed.

Every boarding student is allocated a study-bedroom in a single-sex house supervised by House Parents; they are supported by the Residential staff. Study-bedrooms are shared between three students and may be personalized with suitable pictures, posters and photographs. Normally children of the same age share a room. Each House has a recreational space with multimedia equipment and a library. A separate study lounge is also available. Computers with internet connection via the firewall protected school server are available for students' use at designated times.

The school has an Infirmary attached to the Boarding Houses with a qualified staff on duty at all times. Treatment for minor illnesses and first-aid is given immediately at the Infirmary. The school has an arrangement with private hospitals, and in case of an emergency, one can reach a good, well-equipped hospital quickly. Regular medical check-ups are undertaken for the students.

The dining facilities at NISV are of the highest standards and well-equipped. We prepare three full meals a day, with mid-morning and afternoon snacks. The menus are varied and offer multi-cuisine choices. On request, boarders may be provided non-vegetarian meals (prepared in a separate kitchen) at dinner and eggs for breakfast at an additional cost. All meals are supervised by the staff. Students are expected to partake in all meals.

In School, the Boarders are treated with that "extra special attention" by every single staff member. The Grade Tutor, in particular, takes a personal interest in the boarders who are in her/his grade, checking on them on a regular basis and keeping in touch with the respective House Parent for routine as well as non-routine procedures.

For instance, a Link Book note must bear immediate results regardless of whether it has been initiated by the Grade Tutor or the House Parent or another member of the staff.



## ADMISSION PROCEDURE

### Admission Criteria

1. Availability of seats
2. Age of the student\*
3. A confidential report from the Head of the student's present school
4. Acceptance of the NISV standard terms and conditions for studies at the school (see 'Agreement' details)
5. Successful completion of the schools' admission process

\* Age Criterion: The age of the child, in the year the admission is required, should be

GRADE	
Nursery	3+ on 31st May 2026
Prep Junior	4+ on 31st May 2026
Prep Senior	5+ on 31st May 2026
Grade 1	6+ on 31st May 2026

### The school's decision is final and binding in all matters Admission Requirements

To register for admission the following documents need to be submitted.

1. Hard copy of the Application Form
2. Physical fitness report duly signed by a certified medical practitioner
3. Bonafide Certificate from the previous school (if applicable)
4. Original Transfer Certificate from the previous school (if applicable)
5. Photocopy of the Scholastic Record/Transcript of the results for last three years (if applicable)
6. Photocopy of Immunization details
7. Photocopy of the Birth Certificate of the student
8. Photocopy of OCI (if applicable)
9. Payment of fees
10. Photocopy of Aadhaar Card of Child & Parent
11. Equivalence Certificate for overseas students (if applicable)
12. Caste Certificate (if applicable)
13. Letter of Reference/Recommendation from previous school (for Grades 10-12)
14. Two attested copies of a) Transfer Certificate b) Report Card c) Registration Number (for Grades 10-12, with the school stamp and the Principal's signature)
15. In case of job transfer-Transfer order/letter of appointment of parent with residence address from the organization (for Grades 10-12).
16. For the change of board the TC should be countersigned by the educational authority of the board concerned (for Grade 9 to 12) & Other relevant documents as per CBSE Norms
17. All Indian students must provide their PEN (Permanent Education Number) & APAAR ID to confirm admission.

**Note: Admission will not be confirmed unless all the mentioned documents are submitted. It will be considered as provisional and would be cancelled after a month of the beginning of the academic session.**

### Other Requirements

1. Original documents with copies attached to the Admission Form for verification.
2. Examples of the student's schoolwork in the form of exercise books, portfolio etc.



### Grant of Admission

Admission is granted to a student if he/she satisfies all the provisions of the admission criteria and completes the admission requirements. The admission status will be considered provisional till the admission requirements are not met.

### Overseas Candidates.

Overseas applicants, who are unable to be physically present at the admission office for the completion of admission procedure should courier/email all the required documents to the school office and later should fulfill the admission requirements. In addition they should also provide a confidential recommendation from their existing school along with their last transcript. Such information should come directly from the candidate's existing school in a sealed envelope. Interviews, via teleconferencing are conducted for overseas candidates.

Parents should note that the status of admission will remain provisional till the original Transfer Certificate and other relevant documents are submitted to the school office at the beginning of the academic session

### Policy for Foreign Nationals

#### Documents required (According to the Immigration By-laws in force, Government of India)

The immigration be-laws of the Government of India states that a foreign national staying in India for a period of more than six months registers his/her name in the local immigration bureau within 14 days of their arrival in India and acquire residency permit.

The school will assist the parent/local guardian by providing a bonafide certificate for the day scholars. For the residential boarders, the school will provide a letter signed by the Talati of Bhayli village. The local guardian/parents would require to follow the process of registration. In case of expatriates staying in the hostel, designated members from NISV staff will be the local guardians.

#### **The documents required for the process are mentioned below-**

1. The student should hold a student visa. On getting provisional admission in the school, the school will issue a bonafide letter for visa. The same can be collected from the office or a scanned copy will be mailed on request from the parent.
2. Passport size photographs of the student-15 copies (Size 3.5cm x 3.5cm)
3. Passport size photographs of both the parents-2 copies each (Size 3.5cm x 3.5cm).
4. Photo copy of passport of student and both the parents-2 copies each.
5. ID Proof/Address Proof of the local guarding of the student.
6. Authority letter from both the parents on Rs. 300/- stamp paper nominating the local guardian. In case of expatriates staying in the hostel, designated members from the NISV staff will be the local guardian.
7. Address LIB office.
  - a) 2nd Floor, Opp Collector office, Nr Kuber Bhavan, Kothi- Raopura- Vadodara.
  - b) Rural Police Station, Taluka Police Station, Bhadra Kacheri, Panigate, Vadodara.
  - c) DSP office Kothi Kacheri, Vadodara.
8. ID Proof and Address proof of the parents/guardians from the respective country.
9. If the student shifts from any residential school of India to NISV, the Resident permit FRRO needs to be transferred to NISV

**Note-** Provisional admission granted to a student will not be confirmed without a residency permit. A copy of the permit is required to be submitted to the school in 15-days' time

## GRANT OF ADMISSION

I, the parent of \_\_\_\_\_ accept admission of my child/ward to

\_\_\_\_\_ in the Central Board of Secondary Education from the Academic Year \_\_\_\_\_.

Conditions at the time of Admission: \_\_\_\_\_

Signature of the Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

### Office Use

Admission Status – Granted ☐

Not Granted ☐

GR. No. - \_\_\_\_\_

Date - \_\_\_\_\_

Coordinator's Sign : \_\_\_\_\_

### Document Submitted (all photocopies to be attested by a competent authority)

- ☐ Hard copy of the Application Form
- ☐ Original Bonafide Certificate
- ☐ Original Transfer Certificate
- ☐ Photocopy of Previous School Reports / Transcripts (if applicable)
- ☐ Original Fitness Certificate
- ☐ 2 Letters of Reference / Recommendation from the previous school
- ☐ Photocopy of Immunization Record
- ☐ Photocopy of Birth Certificate
- ☐ Photocopy of OCI
- ☐ Photocopy of Aadhaar Card of Child & Parent
- ☐ Photocopy of Caste Certificate (if applicable)
- ☐ LOC ( Grade X, XI, XII )
- ☐ All Indian students must provide their PEN (Permanent Education Number) & APAAR ID to confirm admission.

## COURSE SELECTION SHEET

### CBSE Language Selection (Grades 6 to 8)

Language A      English

Language B      Hindi

 \*Language C      \_\_\_\_\_  
 (Sanskrit/French/German/Gujarati )

### CBSE (Grades 9 & 10)

	<b>Subjects</b>	Tick the relevant subject*
Language A	English Language and Literature	✓
*Language B	Hindi Course B	
	Gujarati	
	French	
	German	
	Sanskrit	
Mathematics	Mathematics	✓
Social Science	Social Science	✓
Science	Science	✓
Skill Subject(s) Choose any one	Artificial Intelligence / Design Thinking / Introduction to Financial Markets	

\* Only courses with sufficient demand will be offered. The student should have studied language B for minimum of three years.

#### CBSE (Grades 9 - 10) Examination till Grade IX is conducted by the school.

The Central Board of Secondary Education Certificate Examination for Grade 10 is conducted by CBSE, New Delhi. The course is a mix of internal and external assessment. The students follow the syllabus prescribed by CBSE.

*The examination fees for Grade 10: Subject to CBSE guidelines.*



**CBSE (Grades 11 & 12)**

<b>Subjects offered in Science Stream (Total 5 Subjects)</b>
<ul style="list-style-type: none"> <li>English Core (compulsory)</li> <li>Chemistry (compulsory)</li> <li>Physics (compulsory)</li> <li>Mathematics/Biology <b>(any one)*</b></li> <li>Physical Education / Food Nutrition and Dietetics / Artificial Intelligence / Design Thinking &amp; Innovation / Computer Science <b>(any one)*</b></li> </ul>
<b>Subjects offered in Commerce Stream (Total 5 Subjects)</b>
<ul style="list-style-type: none"> <li>English Core (compulsory)</li> <li>Accountancy (compulsory)</li> <li>Economics (compulsory)</li> <li>Business Studies (compulsory)</li> <li>Physical Education / Food Nutrition and Dietetics / Artificial Intelligence / Design Thinking &amp; Innovation / Mathematics / Applied Mathematics / Entrepreneurship / Fashion Studies <b>(any one)*</b></li> </ul>
<b>Subjects offered in Humanities Stream (Total 5 Subjects)</b>
<ul style="list-style-type: none"> <li>English Core (compulsory)</li> <li>Psychology (compulsory)</li> </ul> <p><b>(Select any 3 out of following 4 combinations and then select any one subject out of these 3 combinations)</b></p> <ul style="list-style-type: none"> <li>Business Administration / Applied Art <b>(any one)*</b></li> <li>Economics / Home Science <b>(any one)*</b></li> <li>Mathematics / Applied Mathematics / Fashion Studies / Entrepreneurship <b>(any one)*</b></li> <li>Physical Education / Food Nutrition and Dietetics / Artificial Intelligence / Design Thinking &amp; Innovation <b>(any one)*</b></li> </ul>
<b>* Subjects with sufficient demand will be offered.</b>

**CBSE (Grades 11 - 12)**

Examination for Grade 11 is conducted by the school. Senior School Certificate Examination (SSCE) is conducted by CBSE, New Delhi for Grade 12. This examination includes both internal and external examinations.

***The examination fees for Grade 12: Subject to CBSE guidelines.***

 Father's Signature  
 \_\_\_\_\_

 Mother's Signature  
 \_\_\_\_\_

 Student's Signature  
 \_\_\_\_\_

## TERMS AND CONDITIONS



Navrachana International School, Vadodara - CBSE

### TERMS AND CONDITIONS FOR ADMISSION AND STUDIES AT SCHOOLS OF NAVRACHANA EDUCATION SOCIETY

The School is "Navrachana International School, Vadodara - CBSE" School. (Hereafter referred to as the School)

#### 1. PREAMBLE

- (a) **The School** is acting under the authority of the Executive Committee of Navrachana Education Society, owners of the school, as now or in the future constituted.
- (b) **The Principal** is the person appointed by the Executive Committee of The Navrachana Education Society to be the Principal of the school who is responsible for the day to day running of the school and for the student while in the care of the school and includes those to whom any of the duties of the Principal have been responsibly delegated by the Executive Committee.
- (c.) **Teacher/s** is/are those employed by the school to instruct in curricular and co-curricular education at the school.
- (d) **Student/s** is/are those registered as a student/s at the school.
- (e) **Parent/s, Guardians** is/are those whose wards study at the school.
- (f) **School Structure:** Formal education begins from Grade 1 of the Primary section. Promotion from one section to the other is automatic based on student's performance. Pedagogy, Class Strength, Study Time, Infrastructure, Technology integration and Teacher qualifications are variables from one section to another. Fee structure for each section is based on these variables.
- (g) **School Aims:** The school's aims to strike a balance between academic work, moral, spiritual and physical education and the pursuit of leisure activities. The school is committed to high standards of teaching and care. Parents are expected to give their support and encouragement to these aims and to uphold and promote the good name of the school, to continue the student's education at home and encourage the student to maintain appropriate standards of discipline, diligence, punctuality, behaviour, tidiness and cleanliness; and to conduct themselves in relation to the school and its staff in such a manner that a relationship of trust and confidence between the school and the parents is maintained at all times.
- (h) **Changes at the School:** 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 student. The grant of admission to the School is made 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 and the structure and composition of classes and the way the school is run, to the length of school terms and the school day 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.
- (i) **Terms and Conditions:** Decisions taken about all aspects of the school affect the school community as a whole. The school believes that these terms and conditions reflect the traditions and customs which have existed at independent schools and at this school in particular, over the duration of its existence. The rules given about change, para (h), 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 will be given reasonable notice, when practicable, of changes that may significantly affect the school community. Any waiver of the Terms is effective only if stated in writing by the Principal or by a person to whom the duties of the Principal have been responsibly delegated by the Executive Committee. The ethos and principles on which the school is run are reflected in the policies concerning admission, equal opportunities, behaviour and discipline, drugs and substances, expulsion and review.
- (j) **Adherence to the Students Code of Conduct** published in the Parent-Student Hand book and the boarding manual and uploaded on the school website, is obligatory.

#### 2. CARE AND GOOD DISCIPLINE

- (a) **Parents Authority:** Parents authorize the Principal and staff to whom the supervision of students has been delegated while in loco parentis to take and/or authorize 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 student in distress or to maintain safety and good order of their child/ward and other students. (Corporal punishment is not used). As the school provides first aid facilities only, parents consent also to emergency medical treatment (including general anesthetic) at a private hospital where certified by a doctor to be necessary for the safety of the student and if a parent cannot be contacted in time. Every effort would be made to contact a parent in such circumstances. Parents consent to the conduct of routine medical examinations by the school appointed medical authorities.

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- (b) **Academics:** Teachers are the best judge to assess student's academic strengths and weaknesses. It is obligatory for the student to obey advice, instructions and do all that is necessary to improve academic performance as required. Parents must also adhere to suggestions made by teachers to ensure their ward's academic progress and regular attendance.
- (c) **Health:** Parents must inform the Principal, 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 in contact with infectious diseases. The student must not be sent to school if unfit to attend or is suffering from a serious 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.
- (d) **Meals:** Meals are an integral and important part of our school curriculum for reasons of nutrition and inculcating good food habits and etiquette.
- (e) **Attendance:** The student is expected to take full part in the activities of the school, to attend on each school day, to work hard to the best of his ability and to be well-behaved. Parents agreement to observe the term/vacation dates which will normally be published at the start of every academic year. Students not meeting the attendance requirements of the Examination Board and the school would not be promoted or registered for the Board Examination.
- (f) **The School Link Book:** Each student on admission to the school or at the start of every academic year is supplied with a copy of the School Link Book giving information about the staff and the student, student roll, scheduled events, and holidays. All students and parents are required to abide by the Code of Conduct as defined in the Parent Student Hand Book which is uploaded on the school website.
- (g) **Conduct of the Student:** Students are expected to behave with respect and good manners to those whom they meet both in school and in the community and to show a proper respect for the environment. The Principal and the school Staff are responsible for the care and good discipline of students while they are in the charge of the school, for the day to day running of the school and teaching of the curriculum. Students reprimanded for indiscipline are required to serve the sanctions listed in the Parent-Student Hand book.
- (h) **Campus:** The NISV campus is a large space with a number of shade-giving trees, and open playing fields. This was once agricultural land and so the natural habitat of snakes, bees, monkeys, stray dogs and so on. Despite the school's efforts and vigilance pests randomly enter the campus, much more so during the monsoon season. Generally, these pests do not harm humans unless provoked, molested or attracted by food. In such a situation, while NISV will take every step to get the correct and the best medical attention to the victim/s, NISV cannot be held legally or morally responsible for the incident and the consequences of the same. Parents, students and employees are informed that snakes, monkeys, bees are protected by the Wildlife Protection Act and stray dogs by a Supreme Court order. Both these legal acts forbid anyone from harming them in any way and NISV would be liable for legal action if this can be proven in a court of law. The school is under 24/7 CCTV coverage for the safety of the children and staff.
- (i) **Safety Drills:** It is obligatory for all 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.
- (j) **Liability:** The Principal, Staff, and all engaged by the school to conduct various school activities, during and after school hours, including out of school activities will take all reasonable steps to provide a safe and a secure environment for all students who participate in its activities. However, the school shall not be responsible for loss, damages for personal injury, sickness, death, or property damage which the student may sustain or which may occur accidentally as a result of his/her participation in school activities or as a result of student behaviour towards each other. The school is not responsible in any way for any mishaps or undesirable acts of the student outside of the school campus. Parents acknowledge that the school and its Principal/Teachers/Staff shall not be held responsible for any event that may occur within the school campus which is beyond the reasonable control of the school.

### 3. ADMISSION TO THE SCHOOL

- (a) **Admissions:** Subject to vacancy, the school will give to a student as per its norms; a time bound Admission to its Pre Primary Section as also following verification of age as per the RTE Act and physical fitness as per the school's standards. In addition grant of Admission in classes I-XII will be, subject to an acceptable previous school reports and other admission procedures. To avail of the admission granted after confirmation from the Principal, parents must submit the school's Application Form for admission, completed and signed, along with supporting documents and pay the fees/deposits on or before the date declared by the school. If the Application Form is incomplete or without the required documents or if the fees are not paid as per the due date, the admission shall be deemed as withdrawn. Admission is confirmed only when the school receives the duly completed and signed Admission Form, along with supporting documents and the fees/deposits have been paid.



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- (b) **Admission:** A student granted admission will be registered on completion of the students Admission Form which entails payment of admission and other fees, verification of submitted documents, submission of photographs, certified physical fitness certificate, certified copy of the student's annual evaluation of the last class attended / examination passed, submission of the Leaving/Transfer Certificate and acceptance of these Terms.
- (c) **Fees & Deposit:** Admission Fees are not refundable once paid. Refund of School Fees and Other Fees, as paid, on grant of Admission and/or Registration of the student for studies at the school is subject to schools Refund of Fees Policy. Deposits, if taken, are refunded without interest less any sundry outstanding charges or balances due to the school after the student has left the school.
- (d) **Litigation:** The personal details and contact information of the student will remain the same as given by the Parent/Guardian at the time of admission to the school till the school is intimated in writing of any change therein after completion of all formalities as per law. The school shall not be made a party to any litigation including any litigation of personal nature pertaining to the family of the child. In the event of the school getting involved in any litigation, the costs of defending the same shall be deducted from the deposits of the student or reimbursed by the Parent/Guardian. In the event of any conflicting and/or contradictory claims made by/or between the parents and/or guardians of the child, the school shall follow only the instructions given by the Parent/Guardian at the time of admission, unless there is an order from a court of competent jurisdiction..

#### 4. FEES

##### (a) Fees are charged on the following heads:

- (i) Admission (One time for new admissions and Grades 1, 9, 11)
- (ii) School Fees
- (iii) PTA (Parent Teacher's Association subscription fees)
- (iv) Imprest (balance refundable)
- (v) Meals

The above does not include additional academic and co-curricular activities, value added programmes, stationery text books, e-books, journals, external exam fees, outings, field trips, sports and outbound programmes. Damages or loss of school property shall be paid as extra.

- (b) **Payment:** School Fees for the academic year are payable on or before the dates specified as announced from time to time. A student may be excluded from school or from Board/public examinations at any time when fees are unpaid/part paid and will be deemed withdrawn without notice of 30 days after exclusion. If a student is excluded, thereafter should the student reapply to join the school, he/she will be considered as a new admission and all formalities of admission will have to be completed. Fees will not be refunded or waived for absence through sickness, nor if a term is shortened or a vacation extended, nor if a student is released home before the normal end of term, nor if food has not been consumed, nor for any other cause.
- (c) **Responsibility for payment:** Fees are the joint and several responsibility of each person who has signed the Admission Form. The school may withhold information, property or examination certificates while fees are unpaid/part paid..
- (d) **Late fees:** Fees paid after the Fee collection period will be considered as late fee payments and a penalty will be charged as per the prevailing rules as mentioned in the Parent Student Handbook uploaded on the website.

#### 5. NOTICE OF CANCELLATION OR WITHDRAWAL; REMOVAL; FEES IN LIEU OF NOTICE

- (a) **Notice** means (unless the contrary is stated in these terms and conditions or the Fees Sheet) a calendar month's written notice delivered by hand to the Principal or sent by recorded delivery to the postal address of the school or through registered email id of the parents and sent to the principal at principal@navrachana.ac.in. No other notice will suffice. Notice given by one parent will be deemed to be given on behalf of both parents. Provisional Notice for any purpose is valid only for the term in which it is given and only when written and accepted in writing by the Principal. Term means the period between and including the first and last day of each school term. Fees in lieu means fees in full for the term of notice at the rate that would have applied had the student attended and not limited to any contribution in the case of a scholarship, free-ship.
- (b) **Withdrawal:** In all cases, except at the end of the 10th & 12th Std., a month's notice must be given before a student is withdrawn from school. Withdrawal from the boarding requires three months notice. Failure to provide the requisite notice will result in payment (or become adjustable against any balance with the school) of fees for the full succeeding Instalment in lieu becoming due and payable as a debt and may be charged at any time after withdrawal, whether or not the place can be filled.

## TERMS AND CONDITIONS

- (c) **Cancellation** If a newly admitted child is withdrawn before the commencement of the academic term, the Admission fees and Rs. 5000 would be deducted as administration fee.
- (d) **Removal:** Parents shall be required to remove a student permanently, if the Principal is of the opinion that the student is not making sufficient progress to warrant his remaining at the school or his conduct is unsatisfactory or the conduct of the parents is or has been such that the relationship of trust and confidence which should exist between the school and the parents has broken down. Under these circumstances all outstanding fees and charges must be paid. Refund of fees if any, will be as per the prevailing rules for "Refund of Fees". The school will not be liable to refund any fees to the parents unless all outstanding dues have been paid in full.
- (e) **Expulsion:** The student shall be expelled at any time if, because of the conduct of a parent or the student (whether on or off school premises or in or out of term time), the Principal is reasonably satisfied that such conduct has been prejudicial to good order or school discipline or to the reputation of the school or if for some other reason the continued presence of the student is incompatible with the interests of the school. The Principal will act fairly in accordance with the procedures of natural justice and would not expel a student other than in grave circumstances. There would be no refund of fees in these circumstances and all outstanding fees and charges for that Instalment must be paid but fees in lieu of notice would not be charged.
- (f) **Other Events Requiring Notice:** To discontinue any extra activity, if any, a month's written notice is required, failure to give such advance warning will result in payment of full charges becoming payable in lieu. The school may terminate this agreement on one term's written notice and otherwise under clauses 5 (d) and 5 (e) above.
- (g) **Withdrawal** from an educational outstation tour arranged by the school will require a minimum notice period of 7 days and will entail a forfeiture of 75% of the amount payable for the tour or as per the prevailing policy at that time..

### 6. GENERAL CONDITIONS

- (a) **Special Precautions:** The Principal must be notified in writing immediately of any court orders or situations of risk in relation to a student for whom any special safety precautions may be needed. A parent may be excluded from school premises if the Principal, considers such exclusion to be in the best interests of the students or of the school.
- (b) **Absence of Parents:** (Applicable to local students only) When both parents will be 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 for 24-hour contact 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.
- (c) **Insurances:** The school has insured all students under a 'Students Safety Insurance Policy'. The school's liability is restricted to the limit and the interpretation of coverage by the Insurers. All other insurances are the responsibility of parents. The school is not the agent of the parents for any purpose related to insurance.
- (d) **Concerns/Complaints:** Parents who have cause for concern as to any matter including matters of safety, care or quality of education must inform the Principal in writing without delay. The parents and the school will be expected to resolve any dispute between them in co-operation with each other and in good faith.
- (e) **Special Learning Difficulties:** The school shall notify parents if it is felt by the school that a student may need extra support or should be referred to an educational psychologist for a formal diagnosis. The school has Counsellors and is able to advise parents as to how they may, at their own expense, obtain specialist advice or specialist support; but the school staff are not qualified to make a medical diagnosis of conditions such as those commonly referred to as dyslexia or other learning difficulties. Parents will be asked to withdraw a student if in the opinion of the Principal, the school cannot provide adequately for a student's special educational needs. Parents/Guardians are made aware that the school imparts the highest level of education and co-curricular activities to children from diverse backgrounds. Consequently, a Parent/Guardian shall hold the teachers and the school totally harmless for any difference in the method of teaching adopted in the best interest of their child/ward. Parents are also informed that children have different learning abilities, Dyslexia, ADHD and other developmental and behavioural challenges and hence agree to have utmost trust and faith in the methodology adopted by the school to impart education as per the individual needs of the child/ward. This may involve, the child undergoing various levels of counselling, additional coaching, external aids and resources and abide by the provisions and concessions (Accommodations) as per Governmental Guidelines for Inclusive Practices (Person's Disability Act). Parents further confirm that in the event of the school wanting to teach a child/ward at a different pace and method as mentioned above, the said decision shall be always in the best interest of the child and hence they will have no objection to the same, at any point of time. The parents shall support the school in helping the child/ward attain a level of proficiency that the child/ward should attain, in whatsoever means as suggested by the school.

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- (f) **Medical Supervision:** Before joining the school the student must be immunized against DPT (Diphtheria, Pertussis (Whooping Cough), Tetanus) Poliomyelitis, Hepatitis A & B, TB, Covid 19 and MMR (Mumps, Measles, Rubella), or any other immunization as required at that time. Information about any allergies or ongoing medical treatment details must be provided to the school at the time of admission and updated in the school records on occurrences. The school requires a medical certificate of a certified Allopathic doctor having a recognized degree in Medicine, as to the general health of the student or (where grounds for suspicion exist) make arrangements to test for illegal substances; parents would always be informed. 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.
- (g) **Sexual Abuse, Harassment & Ragging:** The school takes every issue of sexual abuse, harassment and ragging with complete seriousness. Sexual Abuse, Harassment and Ragging are offences under the Indian Penal Code, POCSO Act 2012 and under specific laws passed by the Central and State Governments. The school shall, on being notified of any instance/allegation of such activity, take strict action including but not limited to criminal proceedings and/or cancellation of admission against those found guilty of sexual abuse, harassment and/or ragging. Parents/Guardians are informed that the POCSO Act has been uploaded on the school website and the Anti-Ragging Policy is published in the parent-student handbook and uploaded on the website. It is obligatory for them to ensure compliance of the applicable rules by their wards.
- (h) **Confidentiality:** The school will take care to preserve the confidentiality of information concerning the student and parents. The parents, however, consent on behalf of themselves and the student to the school (through the Principal as the person responsible), obtaining, holding, using and communicating on a "need-to-know" basis, confidential information which, in the opinion of the Principal is material to the safety and welfare of the student and others. The parents consent to the school's communicating with any other school or college which the student attends or which a parent proposes the student should attend about any matter concerning the student or payment of fees, whether or not the information passing is also held in machine-readable form.
- (i) **Examinations, Reports and References:** The school will enter a student for an examination only if the Principal is satisfied that such is in the best interests of the student. Information supplied to parents and others concerning the progress of a student and the character, examination, further education and career prospects of the student and any references will be given conscientiously and with all due care but otherwise without liability on the part of the school.
- (j) **Intellectual Property:** The school reserves all rights and interests in any intellectual property rights arising as a result of the actions of a student in conjunction with any member of staff of the school and/or other students at the school for a purpose associated with the school. Any use of such intellectual property rights by a student is subject to the terms of a license to be agreed prior to the use between the student, the student's parents and the school. The school will allow the student's role in creation/development of intellectual property to be acknowledged.
- (k) **Photographs, Video Clips:** Photographs of student/s will be used in maintaining school records, and/or in the promotion of the school programs in newspapers, slide shows, or other media.
- (l) **Website:** The school website gives a broad understanding and information of the school, its ethos, programmes, infrastructure and other relevant details. The information on the website although believed to be correct at the time of uploading may be out of date from time to time. Parents wishing to place specific reliance on the information in the website should seek written confirmation before accepting admission to the school.
- (m) **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 publishing, 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.
- (n) **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.
- (o) **Jurisdiction:** These terms and conditions are executed at the school and is governed exclusively by the laws of India and jurisdiction of Courts in Vadodara, Gujarat, to the exclusion of all others.
- (p) **These terms and conditions** are subject to change from time to time. Such changes would be announced on the school website.



## AGREEMENT

### I agree-

- (a) To having read, understood and to abide and support the school policies, procedures and code of conduct as stated in the Terms and Conditions for Admission and Studies at NISV and in the PSHB uploaded on the school website.
- (b) To having understood that students participate in all activities in-house & out bound and field trips for educational purposes, as a part of the regular school program. All activities in-house & out bound (trips etc.) would be supervised by staff or responsible adults who will exercise all reasonable caution. However, parents and guardians agree that the school or school board cannot accept responsibility for accidents either at the place of activity or en route.
- (c) To meeting all financial responsibilities with respect to the education of the child in the school.
- (d) To meeting eligibility requirements for admission to the grade applied for, as stated in the application pack of NISV
- (e) That I have read the Protection of Children from Sexual Offences (POCSO) Act 2012 (uploaded on the school website) and understand and accept the said Act in totality.
- (f) To give my consent to the Principal or Tutor in charge to act on my behalf, should the need arise for my signature during a medical emergency. That in an emergency, authorize the school to provide consent for medical attention for my child and agree to my child receiving such medical or surgical treatment as deemed necessary and understand that critical health information which will impact my child's education or well being will be given to the school.
- (g) That in all force majeure situations, safety and security protocols and SOPs prescribed by the school and GOI/GOG will be strictly adhered to.
- (h) That I have read and accepted the fee schedule of the school up to Grade 12 (for the academic year 2026-27).
- (i) To accept and agree that school reserves the right to revoke the admission/strike the name off the register of a student, on the grounds of a questionable sense of propriety and decorum on the parent's part or the conduct of the parent is or has been such that the relationship of trust and confidence which should exist between the school and parents has broken down.
- (j) That the information given/filled in the application form is true to the best of our knowledge. In case of any change in the information provided, the application will be supported with the required legal document.
- (k) That the school reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect Information.
- (l) That I have no objection to our child's/parents' photograph being displayed in school hoarding and publications.
- (m) That the child can visit or be sent to the school counselor as and when required.
- (n) To having read the school policy & the circulars as and when given and abide by them and follow the communication channel laid down by the school.
- (o) To accepting that the decision of the school management shall be final and irrevocable.

\_\_\_\_\_  
Father's Name

\_\_\_\_\_  
Mother's Name

\_\_\_\_\_  
Signature (for school records)

\_\_\_\_\_  
Signature (for school records)

\_\_\_\_\_  
Date -

\_\_\_\_\_  
Date -

\_\_\_\_\_  
Guardian's Name

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Signature (for school records)

\_\_\_\_\_  
Signature (for school records)

\_\_\_\_\_  
Date -

\_\_\_\_\_  
Date -

(Revised - 15/09/2025)