

CBSE



**PARENT STUDENT HAND BOOK
2020-21**





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.



About us

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 - REFLECTIVE - THINKER - KNOWLEDGEABLE

Governance

NISV is an Institution of Navrachana Education Society, a Charitable Trust. It is managed by an Executive Committee appointed by the Board of Trustees.

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.

Eminent and experienced educationists who form the Board of Trustees, advise the Principal actively on curriculum planning, methods of instruction, assessment & evaluation, and numerous other academic & school related issues.

The Maintenance department ensures the upkeep of the campus, and the various services it incorporates.

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

Academic Management

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:

CBSE Coordinator

Grades 1-10

CBSE HS Coordinator

Grades 11-12

Activities Coordinator

Sports Coordinator

IT Coordinator

HODs

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

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 - REFLECTIVE - THINKER - KNOWLEDGEABLE

Facilities

NISV has one of the finest school complexes in Vadodara city. A beautifully structured, well equipped and centrally air-conditioned building stands amidst sprawling lush green surroundings. The overall growth and development of its students is the guiding principle, and to this end the infrastructure and facilities necessary for a modern academic institution are provided for.

- 1. Study Centers:** The centers have the requisite equipment and resources for day-to-day educational pursuits, with comfortable seating arrangement for students. These are well equipped with ICT facilities.
- 2. Science Laboratories:** The laboratories are equipped to ensure high standards of safety, and support the core programs of learning science from an early age. Experimentation skills are taught and encouraged under the supervision of trained tutors.

3. Information and Communication Technology (ICT) Center:

The Use of ICT is in evidence throughout the NISV campus with sophisticated networked nodes, SMART rooms, computer system installations and fast Internet connections. The installed Internet connections, e-beams, digital projection and audio visual systems, and a host of ICT hardware enhance the quality and depth of learning for the student as also for the teaching community at NISV. The school has successfully integrated a computerized process of administration, be it for preparation of report cards, fee slips, communicating with parents, managing the school finances etc. The school's website contributes immensely in the dispersion of information and interactive communication capabilities.

- 4. Media & Resource Center :** The Central Library, planned for over 30,000 books, tapes, CDs, VCDs and DVDs, is staffed by qualified librarians and equipped with

networked computers linked to a filtered Internet service. Ample facilities have been accorded for reference reading and research. Extended Library facilities are provided in study centers, tutors conclave, boarding houses and other learning centers.

- 5. Open Air Theaters:** The huge quadrangle, a unique open air theater has the capacity to accommodate about a 1000 people for any function or event.

"Expressions", another stage in front of the Performing Arts Center is a beautiful venue for public functions.

- 6. Multipurpose Hall / AV Rooms:** Seminars, competitions and meetings are conducted regularly in the hall for the staff, the parents as well as the students. These have the latest technological equipment to aid performance and presentations.
- 7. Kitchen & Dining Hall:** A hygienic and fully staffed kitchen



About us

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

prepares food which is wholesome and nourishing. Tutors and students 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



About us

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

accomplished through group or individual counseling and by collaborating with parents, tutors and 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 IB 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

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

Primary (Grades 1-5)

Anjelina D'Souza	M.A., B.Ed.
Arunima Avasthi	B.Sc., PGD - ECCE
Bhavini Joshi	B.A.
Gunjan Mehta	B.Com, PGD - IRPM, B.Ed.
Nidhee Sharma	B.Com, B.Ed.
Parizad Dalal	B.Com, PG ECCEd, B.Ed.
Rajasvi Dhingra	B.A., PGDCA, B.Ed.
Rajwant Kaur Virdi	B.Sc., B.Ed.
Ranju Sharma	M.Com, B.Ed.
Ritika Nagpal	M.A., M.Sc., B.Ed.
Seloni Duggal	B.Com, B.Ed.

Secondary & Higher Secondary (Gr.6-12) Mathematics

Anagha Pathak	M.Sc, B.Ed
Naimish Kumar Panda	M.Phil., PG in Maths
Pooja Nair	M.Sc, B.Ed
Yohannan Mathew	M.Sc., B.Ed

First Language English

Chandrima Sen	B.A., M.A., B.Ed.
Monica Menon	B.A., B.Ed., M.A.
Ritika Nagpal	M.A., M.Sc., B.Ed.
Shilpi Kumar	M.A., B.Sc., B.Ed.
Shweta Pandit	M.A., B.Sc., B.Ed.
Srilakshmi	B.A., M.A., B.Ed.

Second/Modern Languages Hindi, Gujarati, Sanskrit, French, German

Anupam Giri	M.A., B.Ed.
Archana Sevak	M.A., B.Ed.
Kamna Singh	B.A., L.L.B., B.Ed., E.C.C.E
Kavitha Ganesh	B.F.A., German B1
Meena Mirani	M.H.Sc., B.Ed.
Prachi Sinha	M.A., B.Ed
Rita Roy	B.A.(French), M.A. (Sociology), B.Ed. Dip. in French
Suniti Pathak	M.A., B.Ed.

ICT

Leenata Paranjape	B.Sc., B.Ed., PGDCA
Poonam Sonkar	B.Sc., PGDCA, MCA

STEAM

Arunima Avasthi	B.Sc., MBA, B.Ed., PGD-ECCE
Gunjan Mehta	B.Com, PGD - IRPM
Inu Anand	M.Sc., B.Ed.
Nachiket Bhagwat	B.Com, B.Ed.

Humanities/Social Sciences

Hussain Kagalwala	M.Com., B.Ed., MBA
Nachiket Bhagwat	B.Com, B.Ed.
Sachita Mital	M.Com., B.Ed.

Varsha Sharda	CA, B.Ed.
Vibha Bhatt	B.Sc.(Home Sc.), B.Ed.

Fashion Studies

Abir Saiyed	M.Sc.
-------------	-------

Sciences

Anamika Agarwal	M.Sc., B.Ed.
Inu Anand	M.Sc., B.Ed.
Rashmi Ravindernath	M.Sc., B.Ed.
Sunil Tiwari	M.Sc., B.Ed.
Upasana Sharma	M.Sc., B.Ed.
Vandana Shukla	M.Sc., B.Ed.
Vijayalakshmi Nair	M.Sc., B.Ed.

Counselors / Psychology

Nishita Bakshi	M.A., PGDACH, Graphology
Shraddha Sata	M.A., Dip in CAH

Career Counselor

Meghna Gandhi	B.Sc., MBA, M.A.
---------------	------------------

Physical Education

Deepak Salunke	M.Com, B.P.Ed, AFC Coaching
Digvijaysinh Zala	B.A., B.P.Ed
Gurmail Kaur	B.A., B.P.Ed
Neha Jambusariya	M.A., M.P.Ed

INQUIRER - CARING - COMMUNICATOR - REFLECTIVE - THINKER - KNOWLEDGEABLE



Academics - CBSE Curriculum

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 - REFLECTIVE - THINKER - KNOWLEDGEABLE

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, Fast Computing Skills (Abacus), Environmental Studies and Computer Literacy. The content is drawn from the immediate environment and strategies are adopted to enhance skills of observation, collection, Grading, 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 1-4

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.

Maths Wizard - Grades 5-8

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.

STEAM Learning - Grades 3-8

STEAM looks at education from a child's



Academics - CBSE Curriculum

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

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.

Grades 9-10

The syllabus is planned in a manner that helps the students acquire skills to apply theoretical knowledge in their day-to-day 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. To enhance the co-scholastic skills, CBSE emphasizes on participation in the Literary and Scientific Club and Aesthetic Club for the all round

development of the student.

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 / Applied Arts / Physical Education
5. Computer Science / Biology / Physical Education

Stream II - Commerce :

1. English
2. Economics
3. Business Studies
4. Accountancy
5. Mathematics / Physical Education / Applied Arts / Informatic Practices / Food, Nutrition and Dietetics

Stream III - Humanities :

1. English
2. Economics / Fashion Studies / Information Technology
3. Psychology / Home Science
4. Physical Education / Food, Nutrition and Dietetics
5. Mathematics / Applied Arts / Business Administration

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



Academics - CBSE Curriculum

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 - REFLECTIVE - THINKER - KNOWLEDGEABLE

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

20% Oral
 10% Subject Enrichment
 5% HW/submission
 5% Notebook

On a Term - Computer Assessment
 40% Written (2 Compulsory)
 10% Practical

Half yearly exam - 80 marks
2nd term
 Periodic 3 & 4 - 10 marks (Best one is considered)
 Subject enrichment activity - 5 marks
 Notebook maintenance - 5 marks
 Annual Exam - 80 marks

Assignment schedule

Revisional Assignment I - September
 Revisional Assignment II - March

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)
-----	------------------------

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 - 10 marks each (Best one is considered)
 Subject enrichment activity - 5 marks
 Notebook maintenance - 5 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 - Notebook
 5 marks - Subject Enrichment

Grade 10

Periodic Test - 10 marks
Subject enrichment - 5 marks
Notebook - 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



Academics - CBSE Curriculum

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 - REFLECTIVE - THINKER - KNOWLEDGEABLE

Promotion Policy

Minimum of D grade 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 and move upwards from C grade to B

grade and above, in all 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 terms.

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.

Grades Minimum requirement to qualify for online test

5-6 A2 in languages and A1 in all other subjects in both the terms

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



Academics - CBSE Curriculum

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

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

Scholar's Medal

Scholar's medal is awarded to the 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, Chosen Activity, Physical Education, General Knowledge etc.
2. Since CCE will be implemented from Grade 5, all scholastic and co-scholastic performance will be taken into consideration for the scholar's medal.





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 - REFLECTIVE - THINKER - KNOWLEDGEABLE

Conferences

(A) Student Led Conferences (SLC) are held to empower and enable the key stakeholders in the school viz- the students themselves along with their parents and teachers. The aim of such an exercise is to help every student to set realistic goals in academics, personal and social (attitudes, appearance, emotions etc.) areas. This will not only build the child's confidence, but also initiate him/her to be a thinker with a sense of responsibility and pride in his work.

Four SLCs have been scheduled and the documents of goal setting will be kept in the dossier of the child for future reference by the Grade Tutor. It would be conducted by the child.

(B) 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.

© 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.

(D) Parent Conferences are scheduled to orient parents about new paradigms in education, techniques of parenting or updates on the systems of education at NISV.

(E) 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.

Study Aids

Students from Grade 8 and above will need a scientific calculator. Please ensure that all items are clearly marked with permanent marker as the school takes no responsibility for loss or theft.

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.



Beyond Academics

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

- The student council nominations and elections take place in June.
- A solemn investiture ceremony inducts these members into the student council.

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, a Vice-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. Performance standards are recognised as "highly commendable", "commendable" & "good performance".

- List of all Inter-House Activities are notified in the Year Planner (Approx 12-14 activities per year/per group)
- Students are required to attend all activity demonstration sessions.
- To maximize the involvement of all the students, participation is allowed in four Inter-House Activities only.
- 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

of competitions conducted. The house points will be carried forward in deciding the “Best House” at the end of the 2nd term.

- 6. The PE Department is a neutral body. They help the Houses-In-charge at the time of practice / selection of the house teams.
- 7. During the mid term/vacations the school organizes sports coaching camps / workshops for promoting games / sport and improving the performance level of students. The charges for these are borne by students separately.

POINT SYSTEM

Position	Individual Game / Sport (Points)	Team Game / Sport (points)
1	5	10
2	3	7
3	2	5
4	1	3

“Champion Sportsman of the Year” Award Policy

- 1. Inter-House Competitions
- 2. District Sports Office / Sub Coaching center, Sports authority of Gujarat, Sports authority of India
- 3. Competition organized by IB / IGCSE / CBSE Sports Program at various levels.
- 4. Competition organized by District Association / State Association / All India Association or All India Federation / International Association

POINT SYSTEM

Participation	Participation Points
International Level	10
National / All India	8
State / Zonal	6
District	4
Inter House Game / Sport	2

Athletics (Rules and Regulations)

- 1. FOUR best participants are required from each house in each grade category to contest an event.
- 2. Entries once given will not be changed.
- 3. Participants can choose only three events, either two track and one field event OR one track and two field events.
- 4. A participant is allowed to participate in one grade category only. Houses-In-charge and Teachers-In-charge should ensure that the participant is put in the right Grade category. In case of a default the participant will be disqualified.
- 5. Direct finals will be there for all relays.
- 6. Only two trials in preliminary rounds and three trials in final round of field events will be given to an Athlete;



Beyond Academics

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

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

however, in High Jump three trials will be given to an athlete to clear each height.

7. Points system for individual events will be as follows.

1 st position	7 points
2 nd position	5 points
3 rd position	4 points
4 th position	3 points
5 th position	2 points
6 th position	1 point

Points system for Relay / Tug of War

1 st position	14 points
2 nd position	10 points
3 rd position	8 points
4 th position	6 points

8. Best six participants against time from heats in Track events will be taken for the finals.

9. Best six participants from the Preliminary rounds in field events will qualify for the finals.

10. For Individual Championships Relay points will not be counted.

11. For Champion House relay points will be counted

12. A Relay team shall consist of 4+1 extra participant.

13. Following are the categories for an Individual championships.

Primary school	Grade 2 & 3 Grade 4 & 5
Middle school	Grade 6 to 8
Senior school	Grade 10 to 12

14. If there are less than THREE entries in any event, the event will not be conducted.

15. An athlete causing an obstruction in the play of the other athlete shall be disqualified. The athlete leaving the track on his own stands disqualified.

16. In case of any dispute, the matter must be reported in writing to the Sports Coordinator on the same day. The final decision will be taken by the Jury.

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

NSA Sports Programmes are offered to all Navrachana Education Society Institutions Students / Parents as well as other local school Students of Vadodara.

Month/ Duration	Programmes for Students	Fees Morning-6.30 to 8.00am Evening – 5.00 to 6.30pm	Special programme – with flood lights Evening - 7.00 to 8.30pm
15 June to 31 st December 2020	6 Months / 5 Days a week Program Monthly Fees- Rs.1500/-	Rs.7500/-	Rs.1800/- per month or 9000/- for 6 months
January to April 2021	Monthly Sports Program	Rs.1500/- per month Or 5000/- four months	Rs.1800/- per month or 6000/- for 4 months
3 rd May to 30 th May 2021	Summer Sports Camp(7.15am to 9.15am)	Rs.3000/-	-----

NSA ONE YEAR MEMBERSHIP

Students – Rs.15, 000/- Fee 15th June 2020 to 30th April 2021(Inclusive of summer camp)

- NSA shall supervise all ongoing activities during the game.
- NSA rules and regulations apply to all persons.
- List of holidays as per the respective Navrachana Education Society Institutions.
- Mode of Payment: Cheque in favour of Navrachana Sports Academy, Digital Payment Gateways.
- Fees once paid are non-refundable.
- Parking will be allowed only at the designated place. Kindly cooperate with the School Security Personnel.

For NSA membership Registration Contact:

Mr. Narendra Dogra (9427341583) Sama,

Mr. Pawan Rai (9725770105) Bhayali

Dy.Director, Navrachana International School, Bhayali, **Email sportsacademy@navrachana.edu.in / Mobile No. 9427612953**



Admissions, Withdrawal, Fee & Refunds

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 - REFLECTIVE - THINKER - KNOWLEDGEABLE

Admissions at NISV

Before applying for their ward’s admission to NISV, parents and guardians are advised to consider the following:

(1) Admission Policy

Subject to availability of places, NISV offers education to all children.

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.nisvcbse.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

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

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.

Admissions, Withdrawal, Fee & Refunds

Guide to payment of fees. Navrachana International School- Vadodara. CBSE Students 2020-21

It is the responsibility of the parent/guardian to ensure that all fees are paid on time as per the schedule given.
The School takes no responsibility of reminding the parent/guardian.

1st Installment	2nd Installment	3rd Installment	4th Installment
Last Date: 20 April 2019	Last Date: 15 July 2019	Last Date : 15 Oct. 2019	Last Date : 15 Jan. 2020
For : April. '19 to June '19	For : Jul. '19 to Sept. '19	For : Oct '19 to Dec. '19	For Jan. '20 to Mar. '20

- Fees must be paid on time. Late fee will be charged for delayed payments.
- If fees remain unpaid beyond a stipulated period, the students name will be struck off the role.
- For payments made by cheque
 - 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.
 - Post dated cheques will not be accepted.
 - Out station cheques will not be accepted
 - Cheques may be deposited at any branch of Union Bank of India in Vadodara (cheque must be Account Payee CTS 2010 only).
 - Do not use drop boxes at ATM Kiosks.

4. Charges towards delayed payments

S.No.	Extra Time for Fees Payment	Late Fee
1.	7 Days from Last date of Payment	Rs. 500=00
2.	10 Days from Last date of Payment	Rs. 1000=00
3.	20 Days from Last date of Payment	Rs. 3000=00

- IN CASE FEES REMAIN UNPAID BEYOND 20 DAYS FROM LAST RELEVANT DATE FOR PAYMENT OF FEES:
 - The Parent/Guardian should not send the student to school till fees are paid with additional charge of Rs. 5,000/-
 - 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.
 - 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.

Student Welfare

Counselling Services

Schools provide a common ground for children from different walks of life to meet, interact, strengthen existing skills and learn new ones. Within the security of a known world the child prepares to take on the challenges of tomorrow. The ability to adapt, adjust, accept, make decisions and take responsibility for their actions, are among the many skills that children learn at school. Always willing to work with children, Counsellors at our school build a rapport with the students, that assist them to understand their responsibility in charting their growth.

We often provide the vital link in many a relationship; be it Student Parent, Student Tutor or Parent Tutor. As a team, we work with tutors and parents to provide the experiences that children need to achieve success. Academic counselling, personal counselling and career counselling, to name a few, are some of the specialized areas of assistance provided.

Students from Grade 8 upwards are counselled by MYP/IGCSE & DP co-ordinators to make subject option choices at the IGCSE and IB Diploma levels. Students and their parents are invited for personal guidance sessions to help channelize student interests. Representatives of various professions, institutions, colleges and agencies visit the school to interact with students. The school actively assists students in choosing universities and in the application process.

Students' Safety Policy and Insurance

All health and safety measures including group / personal supervision are integrated in the school's systems. However, in spite of the best care and supervision, at school, unforeseen eventualities may occur.

The school's insurance cover for its students is renewed every year. The school's liability is restricted to the amount/sum insured in the Insurance

Policy. This includes injury due to an accident and the subsequent medical expenses for treatment in a hospital or nursing home as an in-patient, or any injury in an accident sustained by any student of the school in case of disability. The benefits under this insurance policy are enumerated below:-

1. Medical expenses for treatment in hospital or nursing home as an inpatient : Rs. 500/- per annum
2. Death (Capital benefit): Rs.50,000/-;
3. Permanent total disablement from injuries : Rs. 62,500/-
4. Permanent partial disablement (% as per tariff which varies from 5% to 70%)

The insurance covers any accidental injury, snake bite, drowning and food poisoning. This is a round-the-clock cover and not restricted to school timings. The insurance policy has been taken from: BajajAllianz General Ins. Co. Ltd., 4th Floor, Atlantis Heights, Opp. Swagat Petrol Pump, Sarabhai Main Road, Vadodara

Student Welfare

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

as earthquake, intrusion etc.) must immediately be brought to the notice of the Principal / Co-ordinators, who 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 Co-ordinator 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 a s 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 NISV FLINNT gateway.

Communication

REFLECTIVE - THINKER - KNOWLEDGEABLE - PRINCIPLED - BALANCED - OPEN MINDED - 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

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 Co-ordinators are available in the "Staff at NISV" section of PARENT STUDENT HANDBOOK.

Telephone & Fax

Tel. : 9737196245, 9427506581
Fax : 0265-2253855

The fax is switched to 'receive messages' both during and outside office hours.

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.



School Policies

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 - REFLECTIVE - THINKER - KNOWLEDGEABLE

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.



School Policies

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

- 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)

Various Community Service projects will be taken up during the term for all Grades.

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)

Common Assembly- Prayer, Celebrations, Acknowledging Achievements & concluded with the National Anthem 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.

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

Regulations - Student Conduct

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 - 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 whereas the respective coordinators will be the arbiters in case of breakage in the academic blocks.



Regulations - Student Conduct

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 - REFLECTIVE - THINKER - KNOWLEDGEABLE

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.



Regulations - Student Conduct

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 - REFLECTIVE - THINKER - KNOWLEDGEABLE

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 in charge.

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

General Policies

(1) Students must not conduct any meeting, activity, celebrations or print circulars / magazines without the written permission of the Principal.

(2) Students **must report** the following to the Coordinators/ Grade Tutor **immediately**:

- A. Any breakage
- B. Any errant behaviour by other students
- C. Things or money stolen from bags from the classrooms.

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.
- C. The Boarding Houses during school lesson hours except by special permission.
- D. Other boarding houses other than a student's own.
- E. The maintenance department, kitchens and store rooms.
- F. The school campus for day scholars on weekends and evenings when not involved in school activities.

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 on 'Useful Labour' in the form of cleaning the school campus and/or suspended.

(4) Rules when off Campus

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

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.

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.

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

- A. Obscene or vulgar literature, photographs etc.
- B. Money
- C. Jewellery & Valuables
- D. 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.
- H. Motorbikes and Four Wheelers are not to be brought to school
- I. Fire works/crackers
- J. Holi colours
- K. Pets
- L. I-pods/electronic gadgets other than GDCs or calculators.

Regulations - Student Conduct

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

Sanction

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

(9) Regulations - Suspension / Dismissal / Termination

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
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.





CBSE
New Delhi, India



CENTRAL
INTERNATIONAL
SCHOOL



GATEWAY
TO THE
FUTURE



LXL
TEACH



THE DUKE OF EDINBURGH'S
INTERNATIONAL AWARD



TRINITY
COLLEGE LONDON



ACT



CollegeBoard
PSAT - SAT



NIMUN

Navrachana International School, Vadodara

Vasna-Bhayali Road, Bhayali, Vadodara -391410, Gujarat, India.

Mob.: 9737196245, 9427506581

Email : nisv@navrachana.ac.in, Web : www.navrachana.edu.in



www.navrachana.edu.in