Hand Book of Information 2023-24

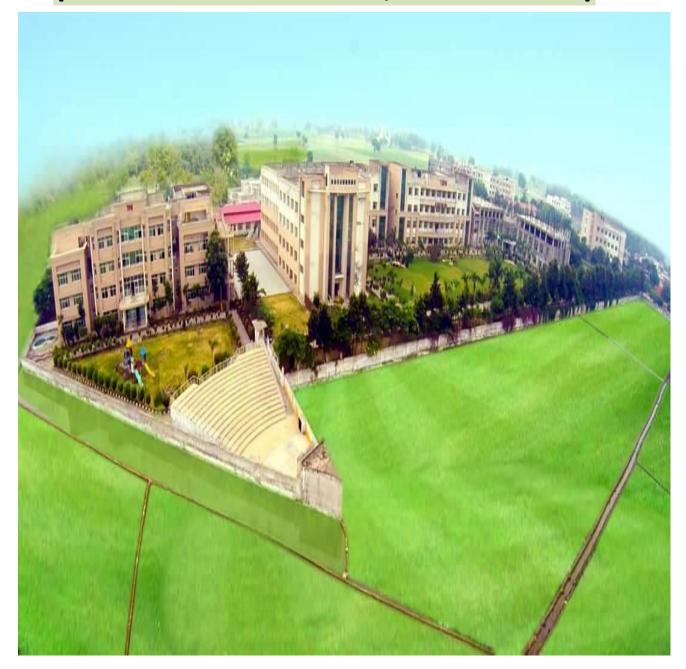
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(Contact:9729074298,9996683009)



GUIDELINES TO PARENTS/GUARDIANS

- To get the best from the school for your child, you are advised to maintain a close contact with the school. We earnestly recommend that parents and guardians should look into their ward's school diary everyday and ensure that lessons and homework assigned for the day are done. Remarks given by Principal/Teachers in the diary should be seen and countersigned.
- Parents are not allowed to visit the class-rooms to see their children or teachers during regular teaching hours without the permission of the Principal.
- Parents are required to inform the school if there is any change in their address and telephone numbers in the standard performa available at school.
- Avoid asking for a half-day leave. In case of emergency, permission must be sought, in writing, from the Principal.
- Do not send your child to school, if sick or not good at health, to attend classes or even for weekly tests. Inform to school as well.
- Parents attention is drawn to the fact criticism of the school or teachers in presence of the child should be scrupulously avoided as it causes the students to lose respect for

- their teachers with the consequent failure to learn from them that may retard their progress.
- If there is any legitimate complaint, please meet or write to the Principal at the earliest. Your complaint would be personally verified by the Principal and suitable action will be taken up.
- Any communication made by the parent/guardian should be addressed to the Principal through the class teacher. The name of the student, address and phone number, admission number and class/section should be clearly mentioned in the application.
- Parents should sign the progress report card and return it to the school within three
 days from the date of distribution. If the progress report is lost or mutilated, a
 replacement will be made after the payment of Rs. 100/- at the Administrative Office.
 Rs. 100/- will also be charged for replacement of the I-Card.
- The Name, Admission No., Class, Section and House of the pupil should be clearly marked on all belonging and uniform of the students.
- Parents are advised to ensure that their wards should attend school on the notified date at the beginning of the semester or after each vacation.
- Collection and distribution of lunch boxes and other belongings is not the responsibility
 of the school. Therefore, parents should ensure to send such things with the child only.
- Parents are advised not to send sweets, presents, etc to school for any occasion like Birthday, Teacher's day, Children's Day or any other festival.
- Parents are requested not to board the school buses, either to see off or receive their wards.
- Parents should not try to overtake and stop the school bus to facilitate the boarding of their wards as this can endanger the safety of the bus. Such attempts would lead to strict disciplinary action against the offenders.
- Parents should not argue with the teachers/conductors/ driver present in the bus. In case of any problem, a written complaint should be submitted to the Principal.
- Our school is a polybag-free zone. Parents are requested not to send or bring any articles like tiffin, stationery, craft articles etc. to school in polybags.
- Admissions shall be strictly based on availability of seats and meeting eligibility criteria and shall be confirmed only after furnishing all the requisite documents and fees/charges.
- The information provided at the time of admission in Registration Form and other supporting documents including Name, date of birth, etc shall hold true till the student leaves TERI PUBLIC SCHOOL. Any sort of discrepancy, false statements or misrepresentation of facts by the parents/guardians at the time of admission, when discovered, would result in dismissal of the student.
- Parents/Guardians are advised to keep TERI PUBLIC SCHOOL updated with any change of contact details in writing.
- Parents/ Guardians/ Visitors/ Relatives whose identification photographs have been provided on the student dossier, will only be permitted to meet the student.
- Disciplinary action would be taken against the student found doing insubordination and other acts such as bullying. physical and mental ill-treatment towards other students. A student found guilty of serious breach of discipline will be summarily expelled from the School without any liability on the part of the school.
- TERI PUBLIC SCHOOL takes care of the safety of the student. However, TERI PUBLIC SCHOOL does not accept any responsibility, legal or otherwise, for accidents or mishaps and TERI PUBLIC SCHOOL shall remain indemnified against any claim on such grounds.
- A clear calendar months notice in writing or a month fee in lieu of notice must be given before the pupil can be withdrawn.
- Those who leave school in the mid session will have to pay the fees as per the notice period .Transfer certificate will not be issued unless all dues are settled.
- The School Management reserves the right to change, amend, add or delete any of the above mentioned rules and regulations at any time without any prior notice. Students shall be bound by various rules and regulations framed from time to time by the Management for smooth running of the institute.
- Students are not to be allowed half day/ short leave only in emergency situations. Parents should take their children.
- Mobile phones and Bikes are not allowed on the school Campus..

- Parents can email their grievances/ suggestions to the Principal which would be surely looked into and addressed. Our email is;
 principal.tps@terii.in
 - Or call directly @ 9729074298.
- Parents/Guardians are requested to read & explain the school rules to their wards.
- Any change in the schedule or any urgent information will be informed to the parents through an SMS in whatsapp group.
- On the child's birthday, only toffees may be distributed in the classroom. Students of class VI and onwards are not permitted to come to school in any casuals on any day including birthdays and PTMs.
- In PTM students must wear a school uniform.
- For other queries you may contact;
 Reception:9996683009
 Accounts Department:9729011813

Your kind support always appreciated.

SCHOOL RULES

- Every student should bring his/her diary to school everyday and must put on his/her identity card.
- Parents are requested to avail school bus facilities for their wards to commute to school. Non-bus commuters should arrive at school 10 minutes before the beginning of the school time.
- A warning bell will be there 5 minutes before the start of the assembly which will be a signal for all to go to their respective classrooms. This should be done promptly and silently. As soon as the bell rings, the students must get ready for the assembly.
- Students should be habitually clean and always neatly dressed. Students should wear school uniforms on all working days and the school functions. Students who are not in proper uniform will not be allowed to enter their classrooms. No low waist skirt/trousers are allowed.
- No shouting or whistling is allowed in or around the school building.
- Running in corridors is strictly prohibited.
- Care must be taken of the school property and no student should scratch or damage any furniture item. Crafting on any sort of school property or on other belongings will not be tolerated. Damage done even by accident should be reported at once to the class teacher.
- Any damage done will be met by the concerned student, together with the fine imposed on him/her for such an offence. Any damage noticed must be reported to the class teacher immediately.
- Non-sikh boys get their hair cut at regular intervals. Sikh boys must wear turbans/dastaar as per the school uniform.
- The following are strictly prohibited in the school premises:
 - *Mobile phones/1-pods *Calculator, walkman or any electronic gadget.
 - Note: Possession of any above article will result in direct expulsion from school without any notice and that article will be ceased.
 - No book, (other than text books or library books) magazine or paper should be brought to the school without the Principal's/Teachers' permission.
 - Lending or borrowing of money or other articles is not permitted.
 - Students are warned not to buy or accept anything from strangers.
 - Students will not be allowed to meet visitors during their classes.
 - The school reserves the right to expel a student with an unsatisfactory progress in studies or whose conduct is not good as per the school rules.
 - Students must attend festivals and functions celebrated in the school.
 - Students are not allowed to wear watches, ear rings or other jewellery.
 Girls are allowed to wear only small studs. No student is allowed to put on nail polish/mehndi/tattoos.

- Students are not allowed to bring money or valuable articles to school.
- Bullying and using foul language are punishable offences.
- Students found tempering with the school records /property are liable to face strict disciplinary action.

BUS RULES

- The buses will not wait for latecomers.
- The student should stay away from the main road until the bus arrives.
- No student should come near the entry door of the bus until it has come to a complete halt. All students must occupy seats immediately after boarding the bus.
- The front door of the bus is the only authorised entrance and exit.
- The drivers are authorised to stop the buses at designated stops only, unless directed by the bus supervisor, for some authentic reason .
- When the bus is in motion, student must not move around in the bus and no part of their body should be outside the bus.
- Waste objects, trash/food must neither be discarded inside the nor thrown out on the road. It must be thrown in the dustbin only.
- Students will be held responsible for any damage to buses caused either out of negligence or vandalism.
- Unruly behaviour is strictly prohibited. Courteous behaviour is expected at all times.
- No refund/adjustment of the bus fare will be done, even if the bus is used for a few days only.
- The driver's attention must not be distracted for any reason.
- Students must travel only by the buses allotted to them by the Transport Officer.
- Students of Nursery to Class-II must be picked up at the bus stop by their parents/guardians, failing which they will be brought back to school.
- Strict discipline is expected to be maintained in the bus.

CODE OF CONDUCT FOR STUDENTS

- Always behave politely.
- Always be decent in talks and behaviour.
- Accomplish your work honestly.
- Face adversities with courage.
- Always be ready to lend a helping hand at home to parents, brothers and sisters; in school to teachers, companions and any unattended visitor who may happen to meet in the school premises.
- Never cheat or use unfair means in life.
- Never be cruel as cruelty is the trait of a bully while kindness is the mark of a gentleman.
- Never hesitate to say 'NO' when asked or tempted to do a thing which you know to be wrong.
- Respect the liberty and the rights of others.
- Instead of lamenting and grumbling over the evils of the world, try to contribute your share in making it a better place to live in.
- Look upon fellow beings as brethren, irrespective of castle, colour and creed and maintain fraternity.
- Pupils should always greet and respect teachers, elders and friends in a pleasant tone whenever they meet them outside or inside the school premises.
- Always put on a proper, neat and clean school uniform.

ATTENDANCE RULES

Coming school regularly is an integral part of a student's life. This inculcates discipline and regularity in a student which in turn creates a value system that becomes an essential part of life.

- No student will be allowed to enter without a leave application if he/she remained absent the previous day.
- Students who remain sick for more than 5 days have to produce or submit a medical certificate from a qualified doctor at the time of rejoining the school.
- All students will attend school on the opening day after each of the vacation.
- It is compulsory for the students to maintain regular attendance during the academic year.
- A special certificate of Appreciation will be awarded to the students with 100% attendance.
- Minimum Attendance: It is compulsory for every child to maintain at least 75% attendance at the end of academic session.
- Absenteeism in weekly Tests;

Classes I-V

Average marks will be given only to the student who is on leave on Medical grounds or on School Duty or due to any other reason granted by the Principal.

Classes VI to XII

It is mandatory for the students to appear for all weekly Tests/Periodic Tests as per schedule. In case the student is on leave on Medical ground, on School Duty or due to any other reason granted by the Principal, the student has to appear for the re-test as per the CBSE norms.

Late Admissions Classes III-VIII

If the student is admitted late, he/she will be exempted from the tests held before his/her admission to the school.

Classes IX-X

If the students is admitted late, and has come from any board other than CBSE, he/she will be exempted from the tests held before his/her admission to the school and if the student is from CBSE, he/she has to submit the marks and grades record from his/her previous school as per CBSE norms.

SCHOLARSHIP CRITERIA

- Scholarships will be awarded by the Managing committee of the school to the students who will secure 98% and above in class X and XII in CBSE BOARD EXAMS(In the form of cash amount).
- For class I-IX and XI scholarship will be awarded to school topper ranks First ,Second & Third .Percentage should be above 96%.
 (Scholarship is in the form of a cash amount).

SCHOLASTIC AREA:

Assessment of Pre-Nursery & Nursery, KG

There are no formal examinations for classes Pre- Nursery and Nursery. However evaluation of the child's progress is done on the basis of day to day performance. These theme based assessment are carried out in various ways which include written assessments via worksheets

via classroom discussions & interactions.

• The assessment structure and examination for classes I to VIII comprises of two terms i.e. Term-1 and 2 as explained below:-

Terms-1&2 (100 Marks) in each term

Periodic Assessment -20Marks

Half yearly -80Marks

PA includes-

Weekly tests, notebook submission, subject enrichment, activities, projects and assignments.

Half yearly and Annual exam includes- Written Assessment.

Assessment of class IX-XII
 As per the guidelines of CBSE.

ACADEMIC CALENDAR 2023-24 (TERM EXAMINATION)

TERM-I	6 Sep	8 Sep	11 Sep	13 sep	15 sep	18 sep
TERM-2	4 March	6 march	8 march	11 march	13march	15 march
I	GK/Conv	Maths	English	EVS	Hindi	Drg∁
II	Drg/comp	EVS	GK/conv	Maths	Hindi	English
III	Maths	Hindi	English	GK &Com	EVS	French
IV	English	EVS	GK ∁	Maths	Hindi	French
V	Maths	Hindi	English	GK &Com	EVS	French
VI	English	Science	SS	Maths	Hindi	Frn/pb ∁
VII	Maths	Hindi	English	Science	ss	Frn/pb &Comp
VIII	English	Science	SS	Maths	Hindi	Frn/pb &Comp
IX	Science	Maths	Additional	Hindi	ss	English
X	Maths	English	Hindi	SS	Science	Additional
XI	Acc/phy	Mat/eco/bio	chem/Bst	English	Painting	Additional
XII	Chem/Bst	Acc/phy	Mat/eco/ bio	Painting	English	Additional
PRE-BOARD-1	4-Dec	6-Dec	8-Dec	11-Dec	13-Dec	15-Dec
PRE-BOARD-2	18-jan	20-jan	22-jan	24-jan	25-jan	27-jan
Х	Maths	English	Hindi	SS	Science	Additional
XII	Acc/phy	Chem/Bst	Mat/eco/bio	Painting	English	Additional

PERIODIC ASSESSMENT

Periodic assessment will be conducted weekly. (Monday)

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Date/ Class	I	II	Ш	IV	٧	VI	VII	VIII	IX	X	ΧI	XII
April 10	Mat	Hin	Evs	Eng	Mat	Eng	Ss	Sci	Eng	Hin	Eng	Eng
17	Hin	Mat	Eng	Evs	Eng	Hin	Sci	Mat	Hin	Eng	Acc/phy	Acc/Phy
24	Evs	Eng	Hin	Mat	Hin	Mat	Eng	Ss	Mat	Ss	Pnt	Pnt
1 May	Eng	Evs	Mat	Hin	Evs	Sci	Hin	Eng	Ss	Mat	Mat/Eco	Mat/Eco
8	Mat	Hin	Evs	Eng	Com	Ss	Mat	Hin	Sci	Sci	Che/Bst	Che/Bst
15	Hin	Mat	Eng	Evs	Frn	Eng	Ss	Sci	Eng	Hin	Eng	Eng
22	Evs	Eng	Hin	Mat	Mat	Hin	Sci	Mat	Hin	Eng	Acc/Phy	Acc/Phy
July 3	Eng	Evs	Mat	Hin	Eng	Mat	Eng	Ss	Mat	Ss	Pnt	Pnt

10	Mat	Hin	Frn	Eng	Hin	Sci	Hin	Eng	Ss	Mat	Mat/Eco	Mat/Eco
17	Hin	Mat	Evs	Evs	Evs	Ss	Mat	Hin	Sci	Sci	Che/Bst	Che/Bst
24	Evs	Eng	Eng	Mat	Frn	Eng	Ss	Sci	Eng	Hin	Eng	Eng
31	Eng	Evs	Hin	Hin	Com	Hin	Sci	Mat	Hin	Eng	Acc/Phy	Acc/phy
Aug 7	Mat	Hin	Mat	Eng	Mat	Mat	Eng	Ss	Mat	Mat	Pnt	Pnt
14	Hin	Mat	Evs	Evs	Eng	Sci	Hin	Eng	Ss	Sci	Mat/Eco	Mat/eco
21	Evs	Eng	Eng	Mat	Hin	Ss	Mat	Hin	Sci	Ss	Che/Bst	Che/Bst
28	Eng	Evs	Hin	Hin	Evs	Eng	Ss	Sci	Eng	Hin	Eng	Eng

Oct 9	Mat	Hin	Mat	Eng	Frn	Hin	Sci	Mat	Hin	Eng	Acc/phy	Acc/phy
16	Hin	Mat	Evs	Evs	Com	Mat	Eng	Ss	Mat	Mat	Pnt	Pnt
30	Evs	Eng	Eng	Mat	Mat	Sci	Hin	Eng	Ss	Sci	Mat/Eco	Mat/Eco
Nov 6	Eng	Evs	Hin	Hin	Hin	Ss	Mat	Hin	Sci	Ss	Che/Bst	Che/Bst
20	Mat	Hin	Mat	Eng	Evs	Eng	Ss	Sci	Eng	Hin	Eng	Eng
28	Hin	Mat	Evs	Evs	Eng	Hin	Sci	Mat	Hin	Eng	Acc/Phy	Acc/Phy
Dec 4	Evs	Eng	Eng	Mat	Frn	Mat	Eng	Ss	Mat	Mat	Pnt	Pnt
11	Eng	Evs	Hin	Hin	Com	Sci	Hin	Eng	Ss	Sci	Mat/Eco	Mat/Eco
18	Mat	Hin	Mat	Frn	Mat	Ss	Mat	Hin	Sci	Ss	Che/Bst	Che/Bst
DEC	Р	R	Е	ı	В	0	Α	R	D	-	1	
JAN	Р	R	E	-	В	0	Α	R	D	-	2	
Jan 22	Hin	Mat	Evs	Eng	Hin	Eng	Ss	Sci	Eng	Hin	Eng	Eng
29	Evs	Eng	Eng	Evs	Eng	Hin	Sci	Mat	Hin	Eng	Acc/Phy	Acc/Phy
Feb 5	Eng	Evs	Hin	Mat	Evs	Mat	Eng	Ss	Mat	Mat	Pnt	Pnt
12	-	-	Mat	Hin	Frn	Sci	Hin	Eng	Ss	Sci	Mat/Eco	Mat/Eco
19	-	-	Frn	Frn	Com	Ss	Mat	Hin	Sci	Ss	Che/Bst	Che/Bst

HOUSE SYSTEM

- The aim of the house system is to inculcate and develop the qualities of leadership, public speaking, organisational skill ,feeling of belongingness among the students through various competitions and school functions.
- Students Council included ;Head boy ,Head girl ,Sports captain ,Sports vice captain and other captains for our different clubs maintained by the school.
- Each student is placed in one of the four houses.
- A member of the staff assisted by several other teachers will be housemaster /mistress.
- Points are awarded to the students throughout the year for co curricular activities through inter house competitions.
- At the end of the academic session the house gaining the highest point is awarded the running trophy.

TOURS AND EXCURSIONS

- To see and experience new sites and sounds is an invaluable learning opportunity the students from class nursery to plus two are taken on regular outings to enhance their worldview which includes.
- Educational Tours; this includes visits to museums ,monuments ,places of Civic facilities like post office, banks ,provisional stores ,factories, industries etc.
- Picnic and excursions; These are planned regularly to keep our children in touch with nature and to express the joy of childhood.
- Outstation tours Will be organised for students to inculcate the richness of our country in the field of diversity.
- Night stay in the school campus to make strong bonding between peers.

CO -SCHOLASTIC PLANNER

DATES	ACTIVITIES/COMPETITIONS	CLASSES
06-Apr	 Self introduction Importance of personality development ,speech competition 	Nur-VVI-XII
14-Apr	Baisakhi celebrationInter house speech competition, Hindi	Nur-XIIVI-XII
15-Apr	Inter house healthy food competitionCooking of food without fire	Nur-VVI-XII
18-Apr	Paper folding craft activityVisit to historical placeTheme world heritage day	Nur-IIIII-XII
22-Apr	Plantation activity on Earth DayInter house essay writing competition	Nur-VVI-XII
29-Apr	Fancy dress competition , soloDance competition ,solo	Nur-VVI-XII
01-May	International Labour Day , Charity workArt and craft activity	Nur-VVI-XII
03-May	Press Freedom Day(Best out of newspaper)TERII talks	Nur-VVI-XII
08-May	Fruit and salad decoration activityRed Cross day- TERII talks	Nur-VVI-XII

14-May	Mother's Day celebrationFormation of students Council	Nur-XII
20-May	 Colouring competition Inter house GK competition Inter house quiz competition, maths and Science 	Nur-K.GI-VVI-XII
26-May	English declamation competition	• I-XII
	SUMMER CAMP	
	 It will be conducted on last week of May daytime stay for junior section and night stay for senior section 	
	EDUCATIONAL TRIPS	
	 Educational trips will be conducted in the last week of May for all classes. 	
01-July	Doctor's dayHealth checkup of all classes	
07-July	Inter house painting and colouring competition on save water and electricity	Nur-XII
15-July	Inter house Hindi debate competition	Nur-XII
21-July	 Rain dance and umbrella party Making of working model rainwater harvesting 	Nur-VVI-XII
28-July	Talent Hunt competition	Nur-XII
05-Aug	Nature walkSpell bee competitionExtempore competition	Nur-KGI-VVI-XII
11-Aug	 Flag making competition Inter house poster making competition on patriotic theme 	Nur-IIIII-XII
15-Aug	Independence Day celebration	Nur-XII
19-Aug	Calligraphy competitionHandwriting and sulekh Pratiyogita	Nur-VVI-XII
29-Aug	Rakhi making activityTERII talks on National sports day	Nur-VVI-XII
05-Sep	 Teachers Day celebration Mid term examination Local trip after exam 	
01-Oct	Swachhata Divas celebration rally on the theme of Mahatma Gandhi Jayanti	• I-XII
11-Oct	Talent Hunt competition will be conducted at outside the school on the theme International Day of girl child	• Open

21-Oct	Dumb charadePoem recitationAntakshari	Nur-KGI-VVI-XII
23-Oct	 Dussehra celebration with all classes and different activities 	

31-Oct	Run for Unity ,Marathon	• I-VIII
04-Nov	Diwali celebration and different activities for all classes.	
10-Nov	Maths activity and quizSocial science quiz	Nur-VVI-X
25-Nov	Guru Parv celebration and activities for all classes	
25-Dec	Christmas celebration with different activities for all classes	
DEC	Pre board examinationOutstation tourWinter Carnival	
JAN	Pre-board examination	
26-Jan	Republic Day celebration	
03-Feb	Annual sports meet for all classes	
09-Feb	Annual day(tentative)	
March	RESULT DAY CEREMONYSCHOLARSHIP DISTRIBUTION	

Bank Account Details

Fee can be deposited directly in to the bank accounts mentioned below

BANK NAME Account Holder Name	Punjab National Bank TERI	ICICI TERII
Account Number	0873002111112166	059405000531
IFSC Code	PUNB0726600	ICIC0000594
Branch	Mirzapur Kurukshetra	Sec-17 Kurukshetra

Important Note:-

- ❖ Fine in delay of the dues will be charged as per the Number of days
- ❖ The student will be allowed in the class only after the depositing amount.

- ❖ Transport charges may increase whenever petrol/diesel rates goes high.
- ❖ Students are not allowed to bring valuable articles, phone, gold, cash etc. to school .
- ❖ Every student is expected to take care of school property. He/ She will have to pay for any damage inflicted to the school property or any belonging of fellow students.

Holidays and Vacations

Note: Second and fourth Saturdays will be off for students in every month, as per the direction of district Administrations

Day	Date	Holiday
Tuesday	4 April	Mahavir Jayanti
Thursday	14 April	Baisakhi,Ambedkar Jayanti
Friday	5 th May	Budh Purnima
Tuesday	15 th Aug	Independence Day
Saturday	19 th August	Teej
Wednesday	30 th August	Raksha Bandhan
Wednesday	6 th September	Janmashtmi
Saturday	23 rd September	Sahidi Diwas
Monday	2 nd October	Mahatma Gandhi Jayanti
Tuesday	24 th October	Dussehara
Saturday	28 th October	Maharishi Balmiki Jayanti
Wednesday	1 st November	Haryana Day/ Karwa Chauth
Monday to Wednesday	13 th to 15 th November	Diwali Holidays
Monday	27 th November	Guru Nanak Jayanti
Monday	25 th December	Chritstmas
Friday	26th January 2024	Republic Day
Wednesday	14 February	Basant Panchmi
Saturday	24 th February	Guru Ravi Dass Jayanti
Friday	8 th March	Maha Shivratri
Monday	25 th March	Holi

Note: Schedule of activity scholastic ,excursion and list of holidays are subject to variations.





TERI PUBLIC SCHOOL

9th Milestone, Kaithal Road, Barna, Kurukshetra, Haryana-136119

Website: https://teripublicschool.in/apply

E-mail: principal.tps@terii.in

Contacts: 9729074298, 9996683009

www.facebook.com/tpspage