



ALWAYS HAVE A DREAM IN YOUR HEART

Outside the Classroom,
The students must live in the world;
Inside the Classroom,
The students can own the world.
No other place to offer more than a school.
Everything that has existed in the past,
Every day that is available in the present,
And the limitless possibilities of the future
You only need to convince yourself of the
value of these riches.





MESSAGE



Dear Students,

School is not only a place to gain academic knowledge but also a space to shape your character and values. Every day offers an opportunity to learn something new, improve your skills, and become a better human being. Be punctual, disciplined, and sincere in all your efforts, as these habits lay the foundation for lifelong success. Respect your teachers, parents, and classmates, and treat everyone with kindness and empathy. Complete your work honestly, use your time wisely, and stay curious in your learning. Remember that mistakes are part of growth—learn from them and move forward with confidence. With dedication, positive thinking, and moral values, you can achieve your goals and contribute meaningfully to society.

True education goes beyond textbooks and examinations. It teaches us discipline, respect, teamwork, and compassion. Be honest in your work, confident in your abilities, and humble in your achievements. Learn to manage your time effectively and balance studies with healthy activities. Keep your school diary neat and complete your tasks regularly. Always strive to do your best, because small consistent efforts lead to great achievements in the future.

Be regular in attendance, attentive in class, and sincere in your work. Respect school rules, value discipline, and maintain cleanliness in your surroundings. Treat your teachers and classmates with respect and kindness, as good behaviour reflects true education. Develop the habit of reading, asking questions, and learning from your experiences. Hard work, honesty, and patience will always lead you toward success.

For education to be meaningful and rewarding, it is essential for the students, teachers and parents to work in unison. The school almanac must be used as a means of communication between the school and the parents. We are confident that our students will make proper use of school almanac following a few hints given below:

- You must bring your almanac to school regularly, without fail. You shall note the Class/Home Work in each subject, done at school for your parent's reference and knowledge.
- You must show it to your parents and see that you bring back replies to the teacher's remarks.
- You must not tear out any page from the Diary or spoil it in any way.

Wishing You Happy Learning & Evolving at DIPS.....

BEST PRACTICES

Good habits help students grow into disciplined, confident, and responsible individuals. Students should wake up early and begin the day with a positive attitude. Being punctual and regular in school teaches the value of time. Paying attention in class, listening carefully to teachers, and asking questions improves learning and understanding. Completing homework on time and revising lessons daily builds strong academic foundations.

Wake Up Early: Waking up early helps students start the day calmly, stay active, and manage time better throughout the day.

Follow a Daily Routine : A fixed routine for study, play, meals, and rest brings discipline and balance to life.

Be Punctual and Regular : Reaching school on time and attending classes regularly shows responsibility and respect for learning.

Pay Attention in Class : Listening carefully to teachers and participating in class discussions improves understanding and confidence.

Complete Homework on Time : Regular homework practice strengthens concepts and builds consistency in studies.

Maintain Cleanliness : Keeping books, bags, uniforms, classrooms, and surroundings clean promotes hygiene and good health.

Respect Teachers and Elders : Respectful behaviour reflects good character and creates a positive learning environment.

Be Polite and Kind: Using polite language and helping others builds strong relationships and mutual respect.

Practice Honesty : Being truthful in words and actions develops trust and integrity.

Read Daily : Reading books, newspapers, or storybooks improves knowledge, language skills, and imagination.

Manage Time Wisely : Planning study time and avoiding unnecessary screen time increases productivity.

Stay Physically Active : Regular exercise, games, and sports keep the body fit and the mind fresh.

Follow School Rules : Obeying rules teaches discipline, responsibility, and self-control.

Develop Positive Thinking : Staying optimistic and learning from mistakes helps students grow with confidence.

Practice Gratitude: Being thankful for teachers, parents, and opportunities builds humility and happiness.

RULES, REGULATIONS AND CODE OF CONDUCT

Following rules and regulations in school is the cornerstone of a productive and harmonious educational environment. DIPS believes that a student's character and personality is moulded through discipline. School rules and regulations are essential for maintaining discipline and order in the school environment. They help students understand what is right and wrong and guide them to behave responsibly. When everyone follows the rules, the school becomes a safe, peaceful, and organized place for learning. To facilitate smooth administration, students must abide by following rules.

1. PERSONAL HYGIENE/APPEARANCE/DRESS

- ◆ Students are expected to maintain proper hygiene i.e. have trimmed and clean nails, wear fresh clean clothes and carry a handkerchief at all times.
- ◆ Boys are required to have well brushed and combed hair. Sporting long hair, Gel/hairstyles is strictly forbidden.
- ◆ Girls with long hair must have them tied up neatly with ribbons. Ornamental clips, hair band and heavy jewellery are not allowed.
- ◆ Prefects and House Captains must wear their respective badges.
- ◆ Shoes should be well polished and uniforms starched and well ironed to ensure a smart, well-groomed turnout. Sports uniform must be worn on the scheduled days.
- ◆ Failure to comply with dress regulations may result in the student being sent home after two warnings. He/she will then be marked absent.

2. BEHAVIOUR/DEPORTMENT/SPEECH

- ◆ Good manners, courtesy and politeness being the hall-mark of a good student, he/she is expected to greet all the staff members, visitors and elders showing due respect at all times.
- ◆ Use of vulgar and objectionable language, display of violent behaviour etc. will not be allowed.
- ◆ Students must show due consideration to all members of the society. His/her speech should not hurt or offend anyone.
- ◆ Misuse of school property, scribbling on walls, furniture, bulletin boards, toilet-walls etc. will be severely dealt with. Breakages of any kind are subject to fine and/or replacement/repairs.
- ◆ Library books, laboratory and class room equipments must be handled carefully and any loss or damage will have to be fully compensated for.
- ◆ The school premises must be kept neat and clean. Litter of any kind must be thrown in dustbin/waste baskets.

3. ATTENDANCE/LEAVE/ABSENCE

- ◆ Students should reach the school 5 minutes before bell rings. Late comers will be marked PL (Present but late). After three consecutive PL's strict action will be taken.
- ◆ Attendance in the Assembly is a must. Attendance on the opening and closing day of a school term is compulsory.
- ◆ A student is required to be present for at least 80% of the total working days in an academic year. In case the attendance is inadequate, the student will not be allowed to take the examination.
- ◆ Leave may be taken only after obtaining the Principal's prior sanction in writing.
- ◆ Absence on medical grounds needs to be supported by a Medical Certificate from a Registered Medical Practitioner.
- ◆ Absence, without prior information and sanction from the Principal, for 30 days continuously will cause the name of the student to be struck off from the school roll.
- ◆ Student must not attend school in case of being down with any contagious disease.

4 Student must take permission for

- ◆ Leaving the class, from the class/ subject teacher.
- ◆ Leaving the school, from the Principal/ Vice Principal.
- ◆ Receiving visitors, from the Principal/ Vice Principal.
- ◆ Making any phone call, from the Principal / Vice Principal.

5 Student And Co-curricular Activities

- ◆ DIPS being a thorough English Medium School, students must, therefore, converse only in English during school hours.
- ◆ Students are required to attend all classes as scheduled in the respective class time table. They must study with diligence and sincerity.
- ◆ Students should use text books, notebooks and relevant literature for each subject as prescribed by the school. Guides to text books are not encouraged.
- ◆ School examinations and class tests are compulsory. However, a student may be exempted on medical grounds on presentation of a registered medical practitioner certificate. Nevertheless, the school authorities reserve the right to have medical certificate countersigned by a civil surgeon or a physician nominated by the school.
- ◆ Students are required to preserve original copies of mark sheets of all examinations and testimonials issued by the school. Duplicates may be issued on payment of prescribed fees.

- ◆ For practical work, students must bring with them record books, journals, apron, dissection box etc. as instructed by the concerned teacher, otherwise they may not be allowed to enter the laboratories.
- ◆ Participation in co-curricular/ extracurricular activities/ games and sports is compulsory.

6 General

- ◆ No cash contribution is accepted from the students for any school function. However, students hold a few functions such as Teacher's Day, Fete, Farewell to class XII by class XI etc for which a reasonable amount is collected by students with the knowledge/ approval of authorities.
- ◆ Account of such money collected and spent is maintained by the organizing committee and scrutinized by the teachers overseeing the function.
- ◆ The school authorities try their best to protect the students and to keep the school premises safe. However, the school will not be responsible for any unforeseen mishap beyond its control. Moreover, the school will not be responsible for accidents and hazards of chemicals in the laboratories.
- ◆ **Students are strictly prohibited from bringing to school:**
 1. Obscene or vulgar literature, photographs etc.
 2. Money, Jewellery, valuables, electronic games, cell phones etc.
 3. Stick. knives or any martial art equipment.
 4. Chewing gums, pan masalas, banned drugs and any unlawful items of consumption.

Students must report the following to the Administrator/ Class teacher immediately:

- 1 Any sickness/ injury/ contagious diseases.
 - 2 Any breakage.
 - 3 Any errant behaviour by other students.
- ◆ Any notice, circular or report given by the school must be handed over by the student to his/ her parents/ guardians and returned to the school, where necessary, with the signature of parent/ guardian.
 - ◆ Students should not carry out any meeting, activity, celebrations or print circulars/ magazines without the written permission of the Principal.
 - ◆ Students must look after their own belongings. The school will not be held responsible for any loss.

- ◆ Please note that vehicles of staff and students within the school premises will not be allowed to exceed the speed limit of 20 Kmph, and must be driven in the 1st/ 2nd gear only. Action will be taken for breaking this rule and the concerned vehicle will not be allowed to enter the school premises any more.
- ◆ Students are strictly advised to drive motorized vehicles with valid license, as required by law.
- ◆ Students driving geared two- wheelers need to obtain vehicle pass from the school. Only then they will be allowed to park their two wheelers outside the gates of the school at their own risk. The school does not assume responsibility of any kind regarding safety of the vehicles.
- ◆ The school takes utmost care for accuracy of student information in its records. However students and parents are requested to check spelling of names and birth dates at the time of filling in the student's bio-data form and the examination form for Std. X & XII.
- ◆ If a student wants to get his/ her forms/ documents attested from the school office, he/ she should deposit it in the school and may collect it on the third day from the office.
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7. SUSPENSION/DISMISSAL/TERMINATION

The school reserves the right to suspend, dismiss or terminate a student if he/she:
Fails to show diligence and satisfactory progress in studies.

- ◆ Indulges in immoral behaviour, insubordination, contempt of authority or violation of the student's code of conduct in examinations or causing willful damage to school property or any other unlawful act.
- ◆ Is suffering from a sickness or disease which in the opinion of the school will be harmful or contagious to other students.
- ◆ Remains absent from school continuously for long periods or intermittently without prior permission from the Principal/Co-ordinator.
- ◆ Fails to pay fee within 20 days of last due date. The school's decision in such cases would be final and binding.

9. GUIDELINES FOR PARENTS

- ◆ The school endeavours to offer ample opportunity to each child, to attain excellence in the chosen field of study, sports, hobbies and co-curricular activities. It is equally important for parents to encourage their children in the pursuit of these aims. They should also stress the importance of the qualities of virtue, learning and manners in day-to-day life.

In the interest of imparting sound education, moulding the character and personality

- ◆ of your child and efficient management of the school, a meaningful rapport between the parent and the school must exist. We, therefore, advise parents to follow the following:

- 1) Please study the student's code of conduct carefully and ensure the rules and regulations are strictly followed by your child.
- 2) Inculcate discipline, good manners, habits of orderliness, neatness in person and dress and above all, influence your child to become a law-abiding worthy citizen.
- 3) Ensure that your ward is punctual and regular.
- 4) Pay the fees regularly before 10th of every month.
- 5) In the interest of your child, remember to send leave note for absence from school.
- 6) Ensure that your child has required books and stationery.
- 7) DIPs school is an English medium school. Therefore, your child will need to communicate in English. Please encourage your child to do so at home too.
- 8) Intimate in writing if your child has to be absent from school. Please do not send child to the school if he or she is suffering from a contagious disease.
- 9) Send a proper note, duly signed, if your child is required to leave the school for any urgent work. Without this he / she will not be given permission to leave the school.
- 10) Ensure that you do not disturb your child during class hours by making phone calls, visits etc. In case of emergency please approach the Principal / Vice Principal, who will assist you to contact the child.
- 11) The school does not allow parents to directly approach Teacher and / or / other staff members. On days other than the open days, prior appointment must be taken from the Principal to discuss academic issues.
- 12) Acknowledge all communications circulars etc. addressed to you and respond promptly. While corresponding with the school, parents are requested to mention the class and section in which their child is studying.

13) Look into the child's diary everyday and see that homework assigned is completed.

14) Kindly make it a point to glance through the pages marked under communication as there may be message/ remark /notice from the teacher/ Vice Principal for you kindly respond promptly.

15) Promptly inform the class teacher of any change in address, telephone number etc.

16) Take pride in sending your child smartly dressed in the prescribed school uniform.

17) Encourage your child to participate in all school activities. Be regular at parent teacher meeting. Encourage self help at work and study so that your child can become more resourceful and useful member of society.

10. School Fee

School fee has to be deposited as per as per applicable fee structure, by 10th of every month. This rule is applicable even during summer vacations.

11. Uniform

On all school working days, wearing of school uniform is compulsory. House uniform is to be worn on Wednesday and Saturdays. Disciplinary action shall be taken against the defaulters. If defaulted thrice the students will be sent back home, at the cost and responsibility of the parents.



11. Fine Policy

A fine policy for students in Schools & Colleges is usually created to ensure that students follow rules and maintain discipline. The purpose of this policy is to encourage students to follow rules and responsibilities, while maintaining a supportive and fair environment. Fines are only implemented in cases of repeated or serious misconduct.

Absenteeism Fine

To ensure that students attend Schools regularly and are discouraged from unnecessary absenteeism, following amount of absenteeism fine will be imposed. However, if genuine leave is applied and the same is being sanctioned by the principal, no fine will be imposed.

Classes Pre-Primary to V	-Rs 10/- per day.
Classes VI to VIII	-Rs 20/- per day.
Classes IX onwards	-Rs 50/- per day.

Late Fee Fine:-

- i) Fee is to be deposited as per applicable fee structure by 10th of every month. This rule is applicable even during long vacations.
- ii) After 10th, of every month, late fee fine @ Rs. 10/- per day, will be charged till 15th of the month. From 16th till 20th Rs.20/- per day & from 21st till last working day of the concerned month Rs.30/- per day, will be charged.
- iii) Monthly fee fine will be calculated based on fee from month for which it is due and will not be compounded for recovery in due fee. For example, if fee is pending from July till September, fine days will be calculated one time only, provided, all the pending dues are cleared.
- iv) In case of holiday on 10th of any month, no fine will be charged for 11th, however on 12th, two days late fee fine will be calculated.
- v) Fine amount will be collected before any due fee amount. Balance in any fee due will be fined under rules.

Uniform Defaulter Fine

On all working days, wearing of the uniform is mandatory. House uniform is to be worn in schools on Wednesday and Saturday. Students who do not adhere to the dress code, to be fined Rs. 20/- per day, until the issue is corrected. Repeated violations may result in increased fines or further disciplinary action. If defaulted thrice in a term, the students will be sent back home, at the cost and responsibility of the parents.

Property Fine

If a student damages or defaces property (e.g., desks, walls), the student will be required to pay for repairs or replacement. The fine will be determined based on the extent of the damage done. In such cases, fine of double the amount of the damage done, will be recovered. This amount will be utilized for immediate repair.

Lost Books or Materials:

If a student loses a textbook, library book or any school material, they will be fined for the replacement cost, of the item lost by the student. The amount will be determined by the librarian or item in-charge.

Misbehaviour Fine

Behaviour in the Institution is crucial for creating a positive learning environment. Student must be counselled on behaviour issues. If misbehaviour persists, then fine in the range of Rs. 500/- to Rs. 2,000/- can be imposed & warning order given for the same. Repeated misbehaviour will lead to expulsion from the institution.

Exceptions and Adjustments

The institution recognizes that sometimes situations arise where fines may not be fair or necessary. In such cases, students or their parents can request a review of the fine, and adjustments may be made based on the circumstances. In all such cases, principal should put up detailed report with remarks to the management for consideration.

