



Delhi Public School Megacity, Kolkata

Kalikapur, Rajarhat, North 24 Parganas, Kolkata 700135

Ph: +91 9073985529/30/31, 9836067424

Email: enquiry@dpsmegacity.in • Website: www.dpsmegacity.in

(It is compulsory for this page to be carefully filled by the parents or guardian)

TEACHER'S COPY

(2023-2024)

Fix the student's current photograph in school uniform

PARTICULARS OF THE STUDENT (Use Block Letters)

Full Name

Class Section Date of Birth / /

Admission No..... Registration No.....

Aadhar No.....

Address Locality

Post Office Municipality/ Panchayat

Police Station District

State City Pin

SMS Contact No.

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Please tick (✓) mark the appropriate box

Availing: School Bus Private Car Carpool

For Carpool Student, Carpool Name and Contact No.:

Name of Father/Guardian

Aadhar No.....

Office Address

Signature (Father)..... Email

Name of Mother

Aadhar No.....

Office Address

Signature (Mother)..... Email

Name of Brother / Sister (Studying in this school)

..... Class Section

Regn No.: Admission ID No. :

Any Medical Problem

..... Blood Group





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Name of Father/Guardian

Aadhar No.....

Office Address

Signature (Father)..... Email

Name of Mother

Aadhar No.....

Office Address

Signature (Mother)..... Email

Name of Brother / Sister (Studying in this school)

..... Class Section

Regn No.: Admission ID No. :

Any Medical Problem

..... Blood Group



Education does not commence with the alphabet,
it begins with a mother's look,
with a father's nod of appreciation or a sign of reproof,
with a sister's gentle pressure of the hand
or a brother's noble act of forbearance,
with a handful of flowers in green dales or hills, and meadows,
with bird's nests admired, but not touched,
with creeping ants, and almost imperceptible moments:
with humming beehives and grass,
with pleasant walks in shady lanes and thoughts
directed in sweet and kindly tones and words of nature,
to beauty, to acts of benevolence, to deeds of virtue
and to the sources of all good to God himself.



From The Principal's Desk

Dear Parents

We move ahead together with the wisdom and experience of another year of self-realisation, having accomplished one more step in the process of our evolution to an institution which prepares the foundation of an unpredictable future.

Delhi Public School Megacity has indeed traversed a challenging terrain of excellence in a comparatively short period of time and is today, as committed in its vision of building a sustainable, creative environment as it was in its inception.

“Old order changes yielding place to the new”. Indeed, the entire education system in our country is being reviewed, revised and restructured to meet the present day situation. Being a Premiere Educational Institute of the city, DPS Megacity has always been a harbinger of change, which has always been reflected in our policies. Our consistent endeavour has been to usher in changes in the students so that they are empowered to meet the demands of the evolving society and its dynamic systems.

Students have always been our primary focus, their evolution; progression and culmination into complete individuals are our steadfast purpose. We mould the clay of potential into the impenetrable concrete of character. We target not only to create successful professionals but also good human beings and enlightened citizens. Students have been given the exposure at the National and International level to nurture their talents and they have always done us and their parents proud.

I take this opportunity to express my sincere thanks on behalf of the management to our well wishers and the parents for their spontaneous support and invaluable co-operation. Remember, it is only with your extended support that together we would realize our vision for the future and fulfil the cherished ambitions of your children.

Our journey is an ongoing one. Together, we are destined to reach the destination of perfection.

God Bless and Good Luck!

With best wishes

(Indrani Sanyal)

Principal



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Medical Card of the Student

1. Name
2. Class: Sec: Roll No.:
3. Regn No.: Admission ID No.:
4. Age (in years)
5. Blood Group
6. Ailment / Diseases suffered
-
-
7. Allergies (if any)
-
-
8. Immunizations (Tick the Box)

	Yes	No
Polio	<input type="checkbox"/>	<input type="checkbox"/>
DPT	<input type="checkbox"/>	<input type="checkbox"/>
Measles	<input type="checkbox"/>	<input type="checkbox"/>
DT	<input type="checkbox"/>	<input type="checkbox"/>
Tetanus (with date of last injection)	<input type="checkbox"/>	<input type="checkbox"/>
Typhoid & Cholera (with date of last injection)	<input type="checkbox"/>	<input type="checkbox"/>
Hepatitis - A	<input type="checkbox"/>	<input type="checkbox"/>
Hepatitis - B	<input type="checkbox"/>	<input type="checkbox"/>
Chicken Pox	<input type="checkbox"/>	<input type="checkbox"/>
9. Help us to help your child, if there is any other ailment the school needs to know about
-
-
10. Mental health
11. Doctor's name and Contact No.
12. Physical Training Permitted..... / Not Permitted.....
If not permitted state reason and attach Medical Certificate
-



Teacher's Copy Medical Card of the Student

1. Name

2. Class: Sec: Roll No.:

3. Regn No.: Admission ID No.:

4. Age (in years)

5. Blood Group

6. Ailment / Diseases suffered

.....

.....

7. Allergies (if any)

.....

.....

8. Immunizations (Tick the Box)	Yes	No
Polio	<input type="checkbox"/>	<input type="checkbox"/>
DPT	<input type="checkbox"/>	<input type="checkbox"/>
Measles	<input type="checkbox"/>	<input type="checkbox"/>
DT	<input type="checkbox"/>	<input type="checkbox"/>
Tetanus (with date of last injection)	<input type="checkbox"/>	<input type="checkbox"/>
Typhoid & Cholera (with date of last injection)	<input type="checkbox"/>	<input type="checkbox"/>
Hepatitis - A	<input type="checkbox"/>	<input type="checkbox"/>
Hepatitis - B	<input type="checkbox"/>	<input type="checkbox"/>
Chicken Pox	<input type="checkbox"/>	<input type="checkbox"/>

9. Help us to help your child, if there is any other ailment the school needs to know about

.....

.....

10. Mental health

11. Doctor's name and Contact No.

12. Physical Training Permitted..... / Not Permitted.....

If not permitted state reason and attach Medical Certificate

.....





Commitment Policy

DPS is a school committed to:

- promoting independent thought, learning and research in its children
- providing a broadly-based education designed to enable all children to discover their strengths and to make the most of their talents within DPS and beyond;
- inculcating respect for individuality, differences and the contribution that each child makes to the life of the school and the community;
- supporting pastoral care that nurtures physical health, emotional maturity and spiritual richness;
- and fostering self-confidence, enthusiasm, perseverance, tolerance and integrity.

Education is concerned with developing attitudes, skills and knowledge that children need to comfortably and efficiently cope with the demands of living in a complex, changing society.

We recognise that children learn best when they are active participants in their own fields of learning. We therefore aim to provide children with the ability to acquire and organise knowledge.

We intend to respect individual differences. We strongly believe that all children should have equal access to learning and the opportunities to develop their full potential in a stimulating and secure environment.



The Almanac

The Almanac helps to bridge the gap between the teachers and parents. It gives information to parents and guardians about the school in all its aspects and provides the school information of the students under its care.

Students are to bring the Almanac to school everyday to keep a record of all assignments set for the day and the rules and regulations laid down by DPS Megacity, Kolkata. Parents are requested to check whether their wards are completing home assignments and abiding by the prevailing rules of the institution.

Parents are requested to go through the General Guidelines to Parents / Guardians and all other rules and regulations in the Almanac in order to keep abreast of all that is expected in terms of participation of the parents in connection with school matters.

Absence / Late arrivals and other records are to be regularly filled in by parents.

Parents are requested to meet the Principal or Headmistress or Headmaster by prior appointment to discuss any problem which will be looked into at the earliest.

In exceptional cases or in the interest of the institution the school administration, guided by the common code of justice and fair play, may exercise its discretionary powers for changing any of the school rules mentioned in the Almanac.



School Timings & Awards

School Timings for Classes Nursery to Class I	9:30 - 13:00
School Timings for Classes II & III	9:30 - 14:50
Classes IV to X	8:30 - 14:50
Classes XI to XII	8.30 - 13.00*
* Thrice a week lab class for XI & XII (Science)	13.00 - 14.50
Note: There will be no school for students on Saturdays (unless a notice is sent stating otherwise).	

PRIZES

Prizes (For Nursery to Class V)

- General Proficiency (2)
- General Progress
- All Round Performance (for Nursery to Class I)
- Second Language (Classes KGII to V)

Certificates (for Nursery to Class V)

- Good Conduct
- Responsibility
- Full Attendance
- Art & Craft

Awards (For Seniors Class VI to XII)

- Academic Excellence - (Section wise)
- Subject wise Toppers (Level wise)

Certificates

- Full Attendance.
- Co-curricular activities.
- Good Conduct.
- Good Initiative.
- Special Badge will be awarded to an outstanding student.
- Prizes for Board Toppers.
- Gold Medal for being the topper for five consecutive years in Senior School.



General Guidelines to Parents/Guardians

Parents are requested to read the guidelines given below and keep in mind that these guidelines are in the interest of their wards. Students of DPS Megacity, Kolkata are not expected to be undisciplined, or disobedient. Any action which is contrary to the display of good manners or action which does not uphold the image of the institution will definitely be considered a breach of school discipline and will be dealt with accordingly.

1. Parents are requested not to enter the classrooms to see / meet the teacher or their wards.
2. Only parents and authorised guardians are allowed inside the school premises. Parents are not allowed to bring any third party to school.
3. Parents should refrain from sending or forcing their children to attend school when they are sick during the assessments or examination. No student will be allowed to take the assessment / examination and then leave.
4. Criticism of the school or teachers in the presence of a child should be strictly avoided as the child will lose respect for their teachers and prevent a fruitful interrelation that could otherwise have evolved.
5. Any communication made by the parent/guardian should be addressed to the Principal or the concerned person on the school letterhead clearly mentioning the admission Identity Number, full name, class and section of the child.
6. The Principal/Administration will personally look into any legitimate complaint made to them in writing or meet the parent by prior appointment to discuss the problem which will be looked into at the earliest.
7. Parents must sign their wards' progress report card and return these to the school within three days. If lost or mutilated a duplicate can be availed at the cost of ₹200/- through the class teacher. More than one duplicate report card will not be issued in a session.
8. The name, admission identity number, class, section and house of the pupil, should be clearly marked on all his or her belongings.
9. Regularity, punctuality and discipline are three special areas in which parents are required to co-operate with the school to ensure that their wards get into a habit of exercising these.
10. **Strict disciplinary action will be taken against any student who damages any school property and a fine for the same will be imposed to recover the cost of the damaged property.**
11. Students are not allowed to wear earrings or any other jewellery. Girls are only allowed to wear small ear tops/studs. Tattoos, nail polish and mehendi are strictly prohibited.
12. Students must not bring cash, jewellery or exclusive watches, mobile phone / i-Pods to school. The school authority shall not undertake any responsibility if students lose any expensive/valuable articles, which are not permitted in the school. If any of the afore mentioned articles are found in the possession of the student they will be confiscated. Parents will have to come and collect it from the Principal.
13. Students should respect the school emblem - as it represents all the DPS Schools.



14. It is compulsory for a student to attend school on the last day before and the first day after the vacations or else strict disciplinary action will be taken.
15. Parents must see to it that every child adheres to the date of submission of classwork / homework / project work, failing which they will not be accepted.
16. It is also the responsibility of the students to get their exercise books duly checked by the concerned teacher and ensure that all correction work is upto date. Parents must sign exercise books and return them whenever sent.
17. Parents who ignore requests by the school authorities to meet the Principal/ Headmistress or teachers, are liable to find their wards refused entry into the class.
18. Absence during the term is not in the best interest of the student. Leave may be granted on the following grounds:
 - Serious illness of a near relative.
 - For a condolence visit, if custom so demands.
 - The above should be requested in writing from the Principal/Administration.
 - Please note that if your child is absent for more than three days due to medical reason then a medical certificate should be provided to support his/her absence.
19. Parents must first check the school calendar, date sheets and other circulars before making enquiries over the phone.
20. Parents are requested not to enter the school buses to either see off or receive their wards.
21. Parents should ensure that their wards are at the bus stop at least 10 minutes before the departure of the bus. Buses will not wait beyond the departure time.
22. **Parents should not get into any argument with the teachers, bus conductor or drivers. If a problem arises, a letter about the same should be sent to the Principal / School office / Bus in-charge for a suitable action.**
23. Parents must always carry the parent's copy of the child's identity card (Escort Card) on their person while visiting the school or for any function organised by the school. If either of the cards are damaged or lost, the ID card requisition form will have to be deposited at the school office along with the requisite amount for a set of new identity/escort cards. No card should be replaced / photocopied by anyone apart from the school.
24. Parents are requested not to pressurise their children regarding studies. A balance of study and recreation should be maintained at all times. Remember mental saturation can prevent a child from healthy progression.
25. It is compulsory for both the parents to attend the Parent teacher meetings.
26. Children should wear house T-Shirt on the day of house activity.
27. Encourage your child to be independent, avoid spoon feeding and offer abundance of love and support.



28. Parents are requested to sign the Almanac regularly and read the circulars regularly, while keeping a watch on the homework set for the day.
29. If your child does not understand a topic being taught in class, the DPS Megacity, Kolkata teachers will help him to do so, if he asks for a few minutes of personal attention (within school hours).
30. Discourage tuitions. If your child pays attention in class or asks the teacher to explain a topic, you don't need to waste his/her precious time with private tuitions.
31. Imparting health education is very important. Ensure that for your ward.
32. Parents and guardians are requested to read and explain school rules to their wards.
33. Parents are free to discuss the progress of their wards with class teachers. However, this should be done by appointment with the concerned teacher.
34. Our school is a polythene bag free zone. Parents are requested not to send or bring articles like tiffin, stationery, craft material etc. to school in polythene bags.
35. Change of address, telephone number, Bus Route etc. should be immediately intimated to the Admission Officer or School Authorities. Form for the same is available at the school reception and required to be submitted through the Class Teacher.
36. Pupils must wear the school uniform on all occasions including their birthdays / PTM days.
37. No student is allowed to bring presents or return gifts etc. to school for any occasion or else these gifts will be returned. Only 2 eclairs / chocolates (costing upto Rs. 10/-) may be distributed in the class.

Note: Any electronic gadgets such as mobile phones, pen drive, CD / MP3 players, cameras, video camera, portable play station, hand video games etc. are not allowed in the school. If such gadgets are found in the possession of any student, they will be confiscated by the school.



School Rules

1. Every student should carry his/her School Diary / Almanac to school, everyday.
2. Student should report to school 10 minutes before the start of the school.
3. Moving from one classroom to another should be done in silence and in an orderly manner.
4. Except those of the Sikh community, all boys' hair should be trimmed and well groomed. Regular checking will be done for others.
5. Forming groups or running in the school corridors is strictly forbidden.
6. **Students are expected to take care of all school property. Desks / Chairs should not be damaged or scratched and graffiti on the walls will result in severe disciplinary action against the concerned students.**
7. Students are not allowed to carry any sharp instrument or article that can cause damage to property or harm to other students.
8. They should not bring any books other than text and library books to school. However, if the need arises to do so, the Principal/Teacher's permission is to be sought.
9. Students who come to and leave school in the care of an attendant/servant should not leave the school premises before the attendant/servant arrives. In case of delay, they should report to the school office.
10. Those who go home unescorted should not loiter around the school premises. No student will be allowed to enter the school once the school gates are closed.
11. Students should be polite and well mannered at all times and maintain the image and reputation of the school.
12. **Bullying, ragging and the use of foul language is strictly prohibited and is a punishable offence. School has zero tolerance towards any of the mentioned misbehaviour.**
13. Exploding of crackers or splashing of colour during Diwali/Holi or any other occasion in the school premises or in the school buses is strictly forbidden. Strict action will be taken against student who do not comply with this instruction.
14. Students should feel privileged to attend functions celebrated in school. Other than serious medical grounds no other cause will be accepted, if a student is absent from school functions.
15. Students are requested not to give any information to strangers/visitors. Please ask them to make enquiries from the school office.
16. The school has the right to terminate the schooling of any student with unsatisfactory progress in studies or whose conduct is a bad example for others, or if he/she is too old for the class.
17. Students are required to attend all functions/special classes or coaching in proper school uniform. Wearing of coloured clothes is strictly prohibited.
18. Parents are requested to collect their wards progress report personally.
An authorization letter along with attested signature must be sent with the person collecting the report card on behalf of the parents in case they are unable to come.
19. Children must come in their school uniform if they are accompanying the parents to school for any occasion, specially during PTM days.



School Transport / Bus Rules

1. Students can avail the school transport subject to the availability of seats. Parents are requested to consult the school Transport In Charge for details regarding routes of school buses.
2. The Monthly Bus Service Charges for the scheduled route/routes will be as per notification. Fees will be charged for 12 months in a year (including vacation). A parent who withdraws a ward to avoid Holiday Charges may not be given the bus service facility after re-opening the school. The amount is payable along with school fees on a quarterly basis.
3. The Transport fees may increase as determined by the School management.
4. The transport facility for the existing students will be auto renewed on beginning of every academic session until cancelled.
5. During Pre Board Exam and Board Exam, the parents have to make own arrangements for pickup & drop, to and from School. No waiver of transport fees will be applicable.
6. The Pickup and drop may be on different side of the road according to the bus route. No request for the change of side will be entertained.
7. A student who is commuting by school bus should be at the bus stop at least 10 minutes before the scheduled pick-up time of the bus. The bus will not wait for any latecomers. The student has to stand on the road that the bus is arriving. The scheduled timings are available with the Transport-in-charge at the school. The school reserves the right to alter the timings if and when necessary.
8. Students are issued a set of 2 identity cards (Student ID Card and Escort Card). Students ID Card should be worn by the students before boarding the bus and he or she should wear the same at all times, till the completion of the return bus journey. No one will be allowed to board the bus without the Student ID Card.
9. Students are allowed to use only the allotted bus and bus stop. No change will be allowed without prior written permission of the school.
10. The school will not be held responsible for any lapses in the bus services. In case of discrepancies/ grievances parents are requested to contact the Transport In Charge.
11. In the case of change in stop and / or bus (of a temporary or permanent nature), the permission for the same has to be sought through an application on prescribed form available at the school Office. The filled in application form along with requisite fee to be submitted at the School Office for permanent change. However, the change shall become effective only after a written permission is granted by the school. In such event a new set of ID cards will be issued. (on payment of requisite fees.)
12. If either the Identity Card or Escort Card is lost or mutilated, a new set of card(s) can be procured by applying on the prescribed form available at the School Office along with the remaining card (ID/ Escort Card) and requisite fee. The fee and the application form to be submitted at the Book store.
13. If a student misses his allotted bus, he is not supposed to board any other DPS bus. Thereafter, it is the responsibility of the parents to drop their wards to the school. However, the student may return by the allotted bus.



14. No student availing transport facility is allowed to leave the campus on their own transport. However, If due to certain exigencies, a student has to leave the campus during school hours under his own arrangements, the following rules are to be observed:
 - A written request from the parent/guardian is required.
 - Escort Card is to be produced.
 - A permission slip is obtained and shown at the school gate before leaving the campus.
15. No student should go near the bus until it comes to a complete halt.
16. No student should travel standing on the footboard.
17. Students should not move around in the bus, when it is in motion.
18. Students must not put their hands or head out of the window when the bus is in motion.
19. Consumption of edibles is not permitted in the bus. No object should be discarded inside or thrown outside the bus.
20. The driver's attention must not be distracted for any reason.
21. Unruly behaviour like shrieking, shouting and playing inside the bus is strictly prohibited. Courteous behaviour is expected at all times. The bus in-charge is responsible for maintaining discipline in the bus. Any difficulty or offence that may occur should be reported to the Principal / Transport in Charge as soon as possible. Strict action will be taken against anyone violating the Bus Rules.
22. Parents, who do not produce the escort cards at the time of receiving their wards at the bus stop / gate will not be allowed to take their children home, until they do so. The child will be handed over only to the person carrying the escort card.
23. Parents are requested to be patient, if a bus arrives late due to any unforeseen circumstance.
24. The school cannot be held responsible for misplaced belongings in the bus. In such cases parents are requested to contact the Lost & Found section of the school.
25. A change of route is possible only on availability. The requisite fee and minimum 15 days' notice is required to effect the change.
26. Notice period of one month needs to be given to the school by the parents before cancelling the school transport facility for the ward. Transport fees to be paid up to the quarter till which the transport facility is availed by the student.
27. For any enquiry regarding transport, please mail at transportcell@dpsmegacity.in or call the school reception numbers.
28. During Sports time / Rehearsal for events / Special Days, bus pick-up or drop point might have to be readjusted to which the parents are expected to make adjustment and comply with the decision of the school.
29. During dropping, if the parent/ guardian/ escort does not come at pre-scheduled time to receive his ward, then the student shall be taken to School or Urban Paribahan Services Pvt. Ltd. office, from where they can be collected upon presentation of the Escort Card.
30. The school may suspend/ cancel transport facility of any student without prior notice on breach of terms or non-payment of fees.



Student Dispersal

NON-BUS STUDENTS

1. Car pool system is not encouraged by the school, however if the parents appoint such people then the car pool person will be allowed to take 6 children at a time. The security of these children will be his responsibility after he has collected them from the respective class teachers.
2. Kindly note that children availing the carpools or private cars must reach school 20 minutes prior to the school timings.
3. Parents (or whoever is authorised by the parents)/ students have to show the Escort Card at the school gate before leaving the school premises.
4. If due to certain emergencies, a student has to leave the school campus during school hours, in his own transport, the following rules have to be observed:
 - a. Give a written application
 - b. Produce the Escort Card
 - c. Sign the School Leaving Register
 - d. Take a Permission Slip, which has to be shown at the school gate before leaving the campus.
5. In case the Escort Card is lost or misplaced the child can be released on the basis of a written application signed by both the parents and approved by the Principal / Headmistress/Headmaster.
6. The parents should check the background and driving License of the driver before putting their child into the carpool.



Code of Conduct for Students

WHAT IS EXPECTED OF DIPSITES?

1. They should take care of their health and develop healthy habits.
2. They should respect and look after the school premises and report to the teacher/administration for any damage that may occur.
3. They should be neat and clean and take care of their belongings.
4. They should be polite and courteous to one another, and everyone they come in contact with thereby keeping up the name of DPS Megacity.
5. To think positively and have an appealing demeanour.
6. To be courageous in times of difficulty and adversity.
7. To be ready to help those in need whether they are friends, relatives or even an unknown person.
8. Never use unfair means or be cruel, no matter how hard life may be.
9. To resist temptation at all times and have the courage to say 'No' to what is wrong.
- 10. To take pride in wearing a neat and clean uniform. It is mandatory that the Dipsites be smartly turned out.**
11. To respect the parents and teachers of the school during and after school hours.
12. Not to litter the school campus.
13. Not to be seen walking around the school building during class hours without permission.
14. Students should not waste their time in idle gossip.
15. They should look upon people from all parts of the world and all walks of life as their brethren irrespective of their caste, colour and creed.
16. They should be loyal and respectful to the school, family, society and country.
17. They should uphold the good name of the school at all times.
18. Boys need to have regular haircuts. The hairstyle should not be overtly fashionable or length of the hair too long for decency's sake.
19. School has a "zero tolerance policy" regarding the wrong act of bullying and ragging.



Rules for Examination

1. Attendance is compulsory for all tests and examination held during the year. If the student fails to appear for a particular examination, without any valid reason he / she will be given zero. There will be no tests conducted on a later date if a student does not appear or misses the same.
2. A minimum of 75% attendance is required for a student to qualify to take any test / examination conducted in school.
3. Students who are late for examination will not be given extra time to answer the question paper.
4. Answer scripts will be distributed to the students after evaluation. In case of any inadvertent error in totalling, unmarked answer scripts etc. it is to be brought to the notice of the concerned teacher on the same day. Thereafter no answer script will be reviewed.
5. No student should use unfair means in any form. Even helping any other student to cheat / use unfair means, will result in strict action taken against the child.
6. **No student should use unfair means during any exam. If a student is so caught, The paper stands cancelled. No retest will be taken.**
7. All students are expected to maintain strict discipline when in examination room/hall.
8. No student is expected to take out any blank answer scripts from the examination hall. Any student found with blank answer scripts with them will be dealt with severely.
9. In case of illness during examination students should not be sent to school. Early dispersal will not be allowed in such cases.
10. Any student who is unable to sit for an exam, must give a reason in writing for their absence. A doctor's certificate in case of medical reasons must be produced if the child is not appearing for the examination and regarding this matter the decision of the school authorities will be final.
11. Students who do not adhere to the above rules will be suspended and finally rusticated, if found guilty of any breach of conduct.
12. Attendance for a week before the examination is compulsory unless medically unfit, and strict action will be taken if students are absent during this period.
13. Attendance on the first day and last day of each term is compulsory.
14. Any unauthorised "study leave" is liable to disqualify a student from examination.



Withdrawals

1. Application for withdrawal must be in prescribed form available at the school reception and should state the academic session and class in which the child is studying along with his/her ID & Registration number.
2. Only Father/ Mother or Legal Guardian can apply for Transfer Certificate.
3. The parents should mention the last date on which the child will be attending his/her classes along with the reason for leaving school in the Transfer Certificate application form. The child should not attend the class after the last date, mentioned in the Transfer Certificate application form.
4. A one-month notice period is required for the child's withdrawal from the school. The fee for the relevant quarter must be paid before the child is withdrawn. Photocopy of the relevant quarter fee slip should be attached. If payment made online, photocopy of the acknowledgement receipt printout required to be attached.
5. The applicant must be either of the parents or Legal Guardian. The name and the signature of the applicant must be same as that on the registration form submitted at the time of admission. In case there is a change in the signature the school office must receive information pertaining to the change. The name applicant should match with the school record; otherwise valid ID proof would be required. The signature of the applicant must be same as that on the registration form/undertaking form submitted at the time of admission. In case there is a change in the signature the school office must receive information pertaining to the change.
6. Please submit an application for security deposit refund separately. Security deposit will only be refunded once parent/ Guardian intimate the school in writing and apply for the Transfer certificate or cancellation of the admission for his/her ward and all dues till the current quarter is cleared while applying for TC. The School is not liable to return the amount paid at the time of admission in any circumstances, whether the student has attended any classes or not from the beginning of the session.
7. The original copy of first fee receipt issued by the school at the time of admission supporting the payment of security deposit must be attached for the refund of security.
8. Refund of security deposit should be claimed within a year otherwise deposit will be forfeited. The re-issue of the cheque is subject to management discretion. The name of the Father/ Mother or Legal Guardian in whose favour the cheque is to be drawn to be mentioned.
9. If the student is going outside of State or abroad and the Transfer Certificate is required to be countersigned from the Council, please mention the same while applying.
10. Authorisation letter is required for collection of Transfer Certificate if either of the parents did not turn up and send someone to collect on their behalf.

Note : The Transfer Certificate will be issued on compliance of the above and clearance of all other dues e.g. Library, Laboratory etc. (if any)



Counselling

The school counsellor is available on the school premises. If you wish to meet the counsellor please seek a prior appointment from the school with the help of the class teacher.

Attendance

1. It is compulsory for students to have 80% attendance in each term to make them eligible to appear for the final examination.
2. Promotion for students will not be granted if attendance is below 80%.
3. A student seeking leave after giving his/her attendance in class will be granted permission, only if the Principal / Nurse finds that he/she needs to be granted the same.
4. Students who require medical attention during school hours will be sent to the school infirmary. Parents may be called to the school to take their wards home, if the case is serious.
5. Repeated unauthorised absence for more than 14 consecutive days renders the student liable to have his or her name struck off the rolls. Re-admission may be granted only after a payment of fresh admission fees. The school reserves the right to cancel the admission for leave more than 3 months without information or non-payment of fees.
6. If a child is absent continuously for more than 3 days due to medical reasons, his / her leave letter must be accompanied by a medical certificate.
7. Leave applications for attending marriages and other outstations functions should be discouraged. Only in case of extreme requirement the same can be made to the head of the institution. The school reserves the right to use its discretion in the matter of granting any form of leave.



Absence / Late Arrivals in School

1. Parents are expected to fill up the Record of absence when a student joins school after an absence, otherwise the concerned student will not be allowed to attend class.
2. A student returning to school after an infectious or contagious disease should produce a doctor's fitness certificate to resume classes.
3. Students suffering from the following diseases must observe the prescribed period of quarantine before returning to school.

Chicken Pox	-	Till the scabs fall off completely (3 Weeks).
Cholera	-	Till the child has completely recovered (3 Weeks).
Measles-	-	Two weeks after the rashes disappear.
Mumps	-	Until the swelling has gone (after one month).
Whooping Cough	-	Six weeks.
Jaundice	-	Six weeks.

4. The school gate will be closed at 10.00 am sharp for classes Nursery to class III and 8.20 am for classes IV - XII. Students arriving late will not be allowed to enter the school campus.

ID card / Escort Card

1. Students should wear ID card inside the school premises during the school hours.
2. Parents/ Guardians should produce the ID cards while receiving the child from the School or Bus and would not be allowed to take the child home without it. The child will be handed over only to the person carrying the escort card.
3. On loss of Escort/ ID Card a new set of card(s) can be procured by applying through the prescribed form (ID Card requisition form) available at the school office or download from the school website and submitting at the school office along with the requisite money. The ID cards will be available after 1 month from the date of requisition.
4. Parents are requested to download the temporary student ID and Escort cards from Entab Campus Care application: <http://dpsm.campuscare.info>. The Student ID card is to be worn by the student in the school. Students travelling by the school bus can get their bus stop, pick up and drop timings from the ID card.



Assignment Policy

Classes Nursery - Class I:	Practice work in English and Maths will be set on Wednesday and Friday. Work done during the week will be given on Friday, which should be revised at home.
Class II - IV:	Regular revision worksheet will be given by the respective class teachers, that will be noted in the diary. Maximum an hour of work will be given.
Classes V - XII:	Revision Sheet will be given on a regular basis which must be submitted on time to the respective subject teachers.

Disciplinary Measures

The disciplinary measures mentioned below and depending on the nature of the offence may be adopted by the school in dealing with students who violate the school norms of conduct.

1. Oral warning & counselling
2. Written warning
3. Detention during the break
4. Suspension
 - Students misbehaving in the school bus are liable to be denied the use of the school bus.
 - In all the disciplinary matters the decision of the school authorities is final and binding.
5. Uniforms will be checked on a regular basis. Students not in proper uniform will be sent home after calling up their parents.
6. In case of the confiscated Mobile Phones, they will only be returned to parents on two specific dates. Half Yearly PTM and Annual Examinations PTM. Under no circumstances the confiscated Mobile Phones will be returned on any other dates.
7. Suspensions, Indefinite Suspensions will be implemented in cases of gross indiscipline.
8. The Merit and Demerit slips will be issued to appreciate good behaviour and rectify negative traits.
9. Physical violence, inappropriate touching and boy-girl issue will be dealt with the strictest possible manner.
10. Bunking classes will be dealt with in the strictest possible manner.
11. It is mandatory by the Council for all the Students of class IX, X & XI, XII to have more than 75% attendance for appearing in the ICSE / ISC Board Examination.



Library Rules

The school library is open to all students of DPS Megacity. One book per week will be issued to each student. The students should observe the following rules.

1. Library is a 'Silence Zone'. Students have to strictly maintain silence in the library.
2. Students have to pay a fine of ₹5 per day for delay from the due date of return.
3. Students are not allowed to enter the library with food, water and personal items.
4. Each student has to show his/her book at the exit during dispersal.
5. For loss or damage of the library book, the student has to replace the same within 1 week.
6. Each student has to check his or her library book during issue, and report to the librarian for any discrepancy. If any scribbling/damage of the book is found while returning then he / she will have to replace the book.
7. Students should borrow books only on their own cards.
8. Strict silence must be maintained in the library.
9. Reference books cannot be borrowed and must be used only in the library during a library class.
10. Books lost / damaged / disfigured will have to be replaced or paid for by the borrower.
11. Books have been arranged and catalogued. They must be put back in the proper shelf, if you are not borrowing the same. It will help to keep the library in order.
12. Personal books/belongings are not supposed to be brought into the library.
13. Any child found damaging or defacing a library book would be debarred from using the library for a time period, which will be decided upon by the school authorities.
14. No student may take books out of the library without the permission of the librarian.
15. The due date for returning the books is 7 days later from the date of issue.
16. It is mandatory for students to return the books before holidays and the school examinations.
17. A security deposit of ₹500/- is to be made for the students using the library facilities which would be refundable at the time of student leaving the school.



Visiting Hours

Visiting hours for the Principal/Administration should be followed strictly. There may be cases where an emergency demands a matter to be looked into without a prior appointment, but the time mentioned below will be followed on a regular basis, six days a week.

Visiting hours to meet The Principal/Headmistress Senior/Academic Co-ordinator Senior/ Headmaster Junior/Headmistress Pre-Primary School

Friday	10.30 a.m. to 11.30 a.m.	(by appointment)
Working Saturday	10.30 a.m. to 12.00 a.m.	(by appointment)

An appointment must be made 3-4 days in advance with the School Office.

Visiting hours to meet Teachers

Class Nursery to I	1.30 p.m. to 2.15 p.m.	Tuesday & Thursday
Class II & Class III	9.00 a.m. to 10.00 a.m.	Wednesday & Thursday
Class IV to Class XII	1.00 p.m. to 2.00 p.m.	Tuesday & Thursday

An appointment must be made 3-4 days in advance with the concerned teacher through the School Office.

Visiting hours to meet Accounts/ Administrative Office

Monday to Friday	10.00 a.m. to 3.00 p.m.
Working Saturday (2nd & 4th)	10.00 a.m. to 2.00 p.m.

In emergency cases an appointment may be made by phone

Parent Teacher meetings will take place at regular intervals. Parents will be notified through school notices about these.

No phone calls will be entertained during school hours. Parents can call up or meet the teacher by prior appointment.

E-mail :

Academics :

- Principal : principal@dpsmegacity.in
- Class 9 to Class 12 : headmistress.senior@dpsmegacity.in
- Class 6 to Class 8 : headmaster.middle.school@dpsmegacity.in
- Class 2 to Class 5 : headmaster.junior@dpsmegacity.in
- Nursery to Class 1 : headmistress.preprimary@dpsmegacity.in

Note : Email ids of Class Teachers will be notified through the class group of the respective class.

Administrative :

- Fees : fees@dpsmegacity.in
- Accounts Dept : accounts@dpsmegacity.in
- Transport Dept : transportcell@dpsmegacity.in
- Enquiry : enquiry@dpsmegacity.in
- Lost & Found & House Keeping : moon@dpsmegacity.in



School Uniform

1. As long as a student is on the school rolls he/she must attend school in the uniform along with the ID card. This includes days when practical or extra classes are being conducted.
2. On PTM day every student has to come to school in the school uniform.
3. Uniforms should be neat and clean.
4. No shoes other than the ones decided by DPS Megacity authorities to be worn by students.
5. Uniforms should be ironed well.

Summer Uniform List

Class	Boys	Girls
Nursery - KG-II	Check Shirt	A-line cut single piece dress
	Half Pant	Socks
	Belt	Shoes (Bata Spark)
	Shoes (Bata Spark)	(colours as prescribed by the school)
	(colours as prescribed by the school)	
Class I-X	White Half Sleeve Shirt	White Half Sleeve Shirt
	Half Pant (Till Class V)	Plain Skirt (Till Class III)
	Trousers (Class VI onwards)	Divided Skirt (Class IV onwards)
	House T-Shirt (Class II onwards)	House T-Shirt (Class II onwards)
	House Cap (Class II onwards)	House Cap (Class II onwards)
	Track Pant (Class II onwards)	Track Pant (Class II onwards)
	Green Belt	Green Belt
	White Socks with Green Border	White Socks with Green Border
	Shoes (Bata Spark)	Shoes (Bata Spark)
	Tie Knotted (Class I, II & III)	Tie Knotted (Class I, II & III)
	Tie Ready (Class IV & above)	Tie Ready (Class IV & above)
	Tie Pin (Class IV & above)	Tie Pin (Class IV & above)
		Green Hair band

Accessories

Rubber Band / Hair Band / Hair Clips: Black in colour only



Swimming Uniform

Class	Boys	Girls
CLASS II & above	Swimming Trunk (Black)	Swimming Costume (Black)
	Swimming Cap (Black)	Swimming Cap (Black)
	Goggles	Goggles
	Swimming Bag	Swimming Bag

Winter Uniform

Class	Boys	Girls
Nursery, KG I & KG II	Same as Summer Uniform	Same as Summer Uniform
	Sweater (As per Uniform colour) (Sleeveless / Full Sleeve)	Sweater (As per the Uniform colour) (Sleeveless / Full Sleeve)
	Cap (As per Uniform Colour)	Scarf (As per the Uniform Colour)
	Acrowool Socks	Acrowool Socks
	Blue Trousers	Blue Trousers
	Class I-XII	Full Sleeve Shirt
Grey Trousers		Grey Plain Skirt (Class I-III) Grey Divided Skirt (Class IV & above)
Green Sweater with Monogram (Sleeveless/Full sleeve)		Green Sweater with Monogram (Sleeveless/Full sleeve)
Green Blazer (Class II onwards)		Green Blazer (Class II onwards)
Green Cap		Green Scarf
Grey Acrowool Socks		Long Grey Acrowool Socks



Positive Behaviour Management

(Proactive Counselling Intervention to promote Self Discipline)

We at DPS Megacity believe that we have to help pupils learn to make good choices, since good choices produce good behaviour. The ultimate goal of this discipline plan is to develop self-discipline in pupils and to move away from external, authority-imposed control.

Positive Behaviour Management programme rests on the belief that students are rational beings capable of controlling their own behaviour.

It is a stepladder process where the child is given reminders to understand reason for his misdemeanour and counselled to change his behavior to socially acceptable manner.

Principal, Headmistress, Headmaster, Academic Co-ordinator, consultant psychologist, PBM Committee members and class teacher are all involved in a comprehensive plan to help the child to develop self discipline. Initial reminders by means of correctional slips (pink slips) are given to the students when he misbehaves, hurts someone else or breaks school rules. Copy of the Pink slips will be sent to the Parents. Mention of the slip will be done in the Almanac and the Parents need to sign as an acknowledgment. After the student has received 3 such correctional slips a letter from the Principal is sent to the guardians of the student informing them and involving them to monitor and supervise the child.

Behaviour Management Cards also referred to, as Discipline Cards will be given for misdemeanours. The school psychologist has designed logical consequences to misdemeanors that includes reflective writing, student teacher contracts, individual counselling, parental involvement etc. as at different stages.

On issue of 3rd correctional slip, the child is made to sign a contract promising to improve himself. In case of repeated misdemeanours, the student can be suspended from the school for three to fifteen days. Further, in case of very severe offence and gross violation of School code of conduct, the School authorities reserve the right to expel the student.

The process constantly motivates children to do their best, monitors them consistently and helps them realise and learn. The individuality of a child is nurtured and at the same time he is taught to choose wisely.

At DPS Megacity we have a policy of "zero tolerance" for, bullying. We consider "Bullying" as an extreme act violating personal integrity, dignity and freedom and such acts will be met with the strictest possible measures.

All students and their guardians are to co-operate and follow PBM procedure for developing a disciplined environment in school.

DPS Megacity believes in creating a safe environment for the students in the school. Parents to report all concerns, however vague, regarding safety and well being of children, and inappropriate behaviour to the higher authorities at the earliest.



Parental Involvement in the School

Parents are encouraged to take an active part in helping with school activities. Though there will be a difference in the amount of time parents have to be actually involved with the school, an awareness of the common purpose, a willingness to read and attend to communication, an active interest in the happenings of your child's day, are all positive involvement.

The school has created a data bank detailing parents interests & hobbies. The school will from time to time be calling for parental co-operation & involvement.

Parents may help in the following ways :-

- being trained in the "early years of literacy parent helper's program".
- helping with excursions
- classroom activities
- speciality areas
- sports and physical education skills
- art/craft activities and skills
- making and repairing equipment

The school would be happy to hear from parents who possess special knowledge or expertise, which they would like to share with the children of DPS Megacity.

Regular involvement of parents is done to discuss academic progress as well as behavioral improvement and disciplinary issues.



The House System and its Objectives

Each child entering DPS is placed in a House and is gradually introduced to the ethos of the institution. Each house has a House Master and House Mistress to whom she/he may turn to for assistance at any time. All students from class II and above are placed in four houses and all activities academic, co-curricular and intramural are based on inter-House competitions.

The House System is devised to promote team spirit and a sense of belongingness to the school. Also, this enables the senior students of the school to provide care and help to their junior schoolmates. The House system provides excellent opportunities for student leadership and peer group support, aided by dedicated staff members, and house captains. It is a remarkable medium for enabling students of different ages to bond together and operate as a cohesive family. The House system helps support and co-ordinate the corporate life of the school and develops the athletic side of school life along with the purely scholastic aspect, and thereby attains the goal of a liberal education, namely "a healthy mind in a healthy body". The House system provides students with support and encouragement during their academic and co-curricular activities.

Through different intra and interschool activities, house teachers are able to monitor their students' progress and cultivate positive relationships. Academic follow-up is considered a high priority, and thereby much attention is given to individual students concerning study support and guidance.

The system provides an exciting division of the mass of pupils into units wherein each pupil has a rightful place and in which he / she takes pride. Houses are a common and successful way of building a superb school community and spirit. The houses compete in different sporting, cultural, and academic competitions and provide an excellent way of meeting people outside one's own class and age group, all of whom have a common goal and purpose.

HOUSE NAME AND MOTTO

Agni House (Red)	: Fight for what you believe
Jal House (Blue)	: Dare to think differently
Prithvi House (Green)	: Let truth be your guide
Vaayu House (Yellow)	: In union is strength



Mentor Coach

Mentor Coach provides a networking to support teacher development, build communication network and is instrumental in providing valuable feedbacks at each level of operation in the school for strategic academic planning. He/She is integral in establishing the norms of a progressive school culture.

Mentoring helps each person in the mentoring relationship:

- Understand their own unique talents
- Increase alignment and engagement with their current assignment
- Find and stay on a personal mastery path for long-term professional and personal development
- Increase loyalty to their team and to their organization

Mentor training is focussed on problem solving, skills for survival and peer support to reduce isolation & retain the vision.

Prefects' Body and Students' Council

Structuring :-

As our school symbolizes 'LEARN TO LEAD'

The selection of prefects will take place with the help of the teachers for students of Class IX, X, XI, XII exclusively. The candidates will be nominated by the Head of the Institution on basis of the total performance in academics as well as in sports/co-curricular activities.

Aims of the Prefects' Body :-

- It is an avenue to develop leadership skills.
- Giving them an opportunity to shoulder responsibility.
- To interact with groups to bring about discipline.
- To be an example as a leader for others to look up to.
- To lift their confidence level.
- A way of developing their speech skills.
- To act as a link between the students/teachers/management, so as to help us improve and make our institution the best in the city.

The most important aim is to be an example and to create footprints of a marked performer which others would follow in the future.



Promotion criteria for Classes Nursery - V

- Nursery to Class III. A continuous assessment system is followed throughout the year to judge the progress of the child.
- Children in the junior section are usually promoted to the next class. However in rare cases for the benefit of the child it may be necessary for him / her to repeat the class with the consent of the parents.
- The academic year will consist of two terms each closing with a term end assessment.
- Between these two terms there will be regular assessments, review tests and projects as per the year planner.
- **PROMOTION WILL BE DECIDED ON THE ENTIRE ACADEMIC YEAR'S PERFORMANCE AND NOT ON THE BASIS OF THE TERM END ASSESSMENT ALONE.**
- It is compulsory to pass in all the subjects.
- Our evaluation will employ the following Grade system

A+	-	90% & above
A	-	80% - 89%
B+	-	70% - 79%
B	-	60% - 69%
C+	-	50% - 59%
C	-	40% - 49%
D	-	Below 40%

The evaluation weightage for the examination will be as follows:

Class IV	Class V
1 st Term Class review - 50 Half Yearly Examination - 50	1 st Term Class review - 50 Half Yearly Examination - 50
2 nd Term Class review - 40 Project - 10 Annual Examination - 50	2 nd Term Class review - 40 Project - 10 Annual Examination - 50
Final Year average 50% Half Yearly + 50% Annual Exam	Final Year average 50% Half Yearly + 50% Annual Exam



Senior Section

The academic year will consist of two terms each closing with a formal examination. Other than two term examinations, there will be two pre announced review tests and projects for each subject. The review tests and the Half yearly examination will carry weightage of 50%. These written evaluations will be based on the work completed during the specified time. However the final examinations will be based on the work done between April to March. Promotion will be decided on the full year's performance and not merely on the basis of the final examination grades. Project work is compulsory for all the subjects in both the terms. A child would not be allowed to take the Half Yearly/ Final Examination, if the project work is not submitted. There will be evaluation through assignment/tests on the opening and closing day of every vacation.

Senior Section Classes VI - VIII

It is compulsory to pass in English and the other subjects like History / Civics, Geography, and Second Language, Physics, Chemistry, Biology, Computers and Mathematics. It is mandatory to pass in the third language.

Pass marks for all subjects is 35%.

Class IX

Compulsory Subjects: English, Second Language, Social studies.

Science Stream

- Mathematics
- Physics
- Chemistry
- Biology
- Computer / Physical Education / Economic Application

PASS MARKS FOR ALL SUBJECTS IS 33%.

Commerce Stream

- Commercial Studies
- Mathematics
- Physical Education / Computer / Economic Application
- Pass marks for all subjects is 33 %.

- * **Promotion will be done on basis of cumulative achievement level of the student throughout the academic year in the subjects he/she has been registered.**
- **Candidate is required to obtain at least 33% marks in five subjects including English along with 75% attendance.**



Class X

It is mandatory to pass in all subjects for the Half Yearly and the Pre-Board Examination.

Each child appearing for the Pre Board must submit the SUPW / Community Service File as well as the Project files in all subjects.

Pass marks for all subjects is 33% on yearly cumulative achievement.

Classes XI - XII

Science Stream

Compulsory Subject: English

Elective Subjects:

- Physics
- Chemistry
- Mathematics
- Biology • Computer Science

Commerce Stream

Compulsory Subject: English

Elective Subjects:

- Accounts
- Economics
- Mathematics
- Commerce • Computer
- Physical Education • Hindi • Bengali

Humanities

Compulsory Subject: English

Elective Subjects:

- Geography • Elective English
- Political Science • Sociology
- Economics • History
- Physical Education • Hindi • Bengali • Mathematics
- **Promotion from class XI to XII will be done the basis of the cumulative achievement level of the student throughout the academic year in the subjects he/she has been registered.**
- **For promotion a candidate is required to have obtained at least 35% marks in a minimum of four subjects which must include English. On the cumulative average and a minimum attendance of 75% of the working days.**



General format for all classes from VI to IX Senior Section

1. The academic year will consist of two terms each closing with a formal examination.
2. Between these two terms there will be regular assessments and projects (upto class X) as per the syllabus book and the year planner.

The evaluation weightage for the examination would be as follows:

Half Yearly

Review	-	20
Examination	-	80
Weightage	-	50% on yearly Average

Final Examinations

Review	-	10
Project	-	10
Examination	-	80
Weightage	-	50% on yearly Average

Final Yearly Average = 50% of Half Yearly + 50% of Annual Exam

PROMOTION WILL BE DECIDED ON THE ENTIRE ACADEMIC YEAR'S PERFORMANCE AND NOT ON THE BASIS OF THE ANNUAL EXAMINATION ONLY.

- Project work is compulsory for all the subjects in both the terms. If not submitted the child will not be allowed to take the Half Yearly / Final Examination.
 - Pass Marks & aggregate for all subjects is 40% (33% for IX). A student failing in the compulsory paper may not be promoted even if the aggregate is 40% and 33% for IX or above (as per the school norms).
3. Each pupil MUST attain a pass grade in SUPW and Community Service.

STANDARD	GRADE
Very Good	A
Good	B
Fair	C
Satisfactory	D
Unsatisfactory	E

4. Any pupil who is unsuccessful twice in being promoted to the higher class will be asked to leave the school.
5. The Principal's decision is final regarding promotion.

For Class - X and XII

It is mandatory to pass in all subjects for the Half Yearly as well as the Pre-Boards for Class X and XII.

For Class - XI and XII

Weightage of marks for every subject is 100, pass marks - 35%.



School Infirmary

The school infirmary is looked after by a qualified nurse. Medical Check-up of the students will be regularly carried out and a record maintained. If the doctor / nurse is of the opinion that a child needs special medical attention the parents will be informed.

Parents should inform the school authorities regarding children with physical disabilities. Special attention can be paid to the concerned child. All parents are requested to impart health education to their children.

- a) Maintain personal hygiene such as trimming of nails / hair and being neat on a regular basis.
- b) Exercise regularly.
- c) Sleep at least eight hours daily.
- d) Have a balanced diet, nutritionally rich in proteins and milk.
- e) Drink water, which is boiled or filtered. All students are advised to bring their bottles from home.
- f) Avoid consumption of ice creams, other milk products and eatables from roadside vendors and kiosks.
- g) All children should also be:
 - i) Dewormed at least once every year, on the advice of the family physician.
 - ii) Have a dental and ophthalmic check-up once every year by a well qualified dental surgeon and ophthalmologist.
 - iii) Immunised as per the schedule given:
 - BCG | DPT | Oral Polio | Measles/MMT | Typhoid | Booster dose to be given between 7-16 years of age and Tetanus to be given if injured every 2/3 years (with Oral medicine/injections)
 - Hepatitis A, Hepatitis B, Meningitis, Chicken Pox
 - Student suffering from infectious diseases such as Conjunctivitis, Dermatitis,

Scabies etc. should not be sent to school until they have fully recovered.

Students suffering from chronic diseases etc. are advised to be under continuous medical supervision of a doctor, who is a specialist in the concerned field.

A history of their illness must be filled up in the School Almanac, along with the treatment and the names of medicines prescribed by the doctor. Parents are also advised to keep the school nurse informed of any medical / health problem which may have developed during the academic year.

The medical history of the student must be filled up by the parents in a separate sheet.



International Award for Young People - IAYP

The International Award is an exciting self-development programme available to all young people worldwide equipping them with life skills to make a difference to themselves, their communities and their world. Till date, over 6 million young people from 125 countries have been motivated to undertake a variety of voluntary and challenging activities. Development, Challenge and Fun are the keywords to the success of the Award. It meets the needs and develops the potential of young people.

Service : To learn how to give useful service to others.

Skills : To encourage the development of personal interests and practical skills.

Physical Recreation: To encourage participation in physical recreation activities, physical fitness and improvement of performance.

Adventurous Journey: To encourage spirit of adventure and discovery whilst undertaking a journey in a group.

Residential Project: (Gold level)

At Gold Level, participants must complete an additional requirement of Residential Project. The aim being to broaden the participants experience through involvement with others in a residential setting.

Levels of Award	Minimum Duration
Bronze	6 months
Silver	12 months
Gold	18 months

For each level, participants have to complete the requirements of each of the 4 different sections. Qualifying standards are measured in terms of progress, proficiency and sustained effort.

The IAYP Award programme starts from 13 $\frac{1}{2}$ years of age. The Gold award can be completed by 25 years.

A special badge will be awarded to an outstanding student.

A gold medal will be awarded to a student performing exceptionally well for five consecutive years.

Trips and Excursions

Regular trips and Excursions/Educational trips are conducted from Class III onwards.

Pre primary – Class II Fun-day activities are arranged.



Teacher's Copy Declaration by the Parents

(2023-2024)

(Compulsory to fill up)

1. Our Ward.....
is a student of Class / Section of Delhi Public School Megacity, Kolkata. Either one of us (father / mother) will sign all his / her leave applications, report cards etc.
2. We the parents of acknowledge that we have read the General Guidelines, School Rules and code of conduct for students, we understand the importance and will abide by all the school rules and regulations.
3. Will submit Medical Reports if any.

.....
Signature of Father

.....
Signature of Mother

.....
Date



Advisory Guidelines for Guardians

[These guidelines are meant for ensuring the holistic well being of your child.]

1. It is advised that Guardians and family members should not indulge in any form of inter-personal violence in the presence of the child. Guardians are requested not to vent their frustration on their child. It leaves a negative and long-lasting impression on the child's mind.
2. Guardians should refrain from comparing their child with other children, including siblings.
3. A compassionate hug and an empathetic ear can do miracles for your child. Please create a safe and trustworthy environment at home.
4. Healthy food is preferred over fast food for Tiffin.
5. Spend more quality time with your child rather than buying material gifts for them.
6. Be in regular touch with your child's school. Guardians should cooperate with school's recommendations for need-based assessments.
7. If your child avoids going to school for certain classes, enquire with the school authorities.
8. Treat your children equally irrespective of gender.
9. Allow your child to follow their passion/ co-curricular activities. Each child is unique.
10. Help your child to deal with frustrations and failures. Say 'NO' with logic and care.
11. Guardians are encouraged to seek professional help to learn the techniques of age appropriate communication.
12. Children often emulate parents/ guardians /care-givers. So, it is important to practise what you preach.
13. Marks are not the only measure of excellence. Guardians are discouraged to put extra pressure on their child for securing marks.
14. Parents are encouraged to regulate the use of screen time of electronic gadgets of their children as well as their own.
15. If your child has a mental health problem please discuss this with the school authorities. Ignoring or hiding such a problem may lead to tragic circumstances.



Declaration by the Parents

[2023-2024]

[Compulsory to fill up]

1. Our Ward.....
is a student of Class / Section of Delhi Public School Megacity, Kolkata. Either one of us (father / mother) will sign all his / her leave applications, report cards etc.

2. We the parents of acknowledge that we have read the General Guidelines, School Rules and code of conduct for students, we understand the importance and will abide by all the school rules and regulations.

.....
Signature of Father

.....
Signature of Mother

.....
Date





School Song

We, stand and vow
Our loyalty
To our school
And to our land
We Dipsites sing out proudly
As we lend a helping hand
Dedication, perseverance
And success we can achieve
In our school, the one foundation
Is the place we love to be

Together we have traversed
Our land and over sea
In our journey all together
Unsullied we will be.
Dedication, Perseverance
And success we can achieve
As in DPS from day to day
We learn what life should be

As we sing along together
On foundation strong and free
We will help to build our nation
As we pass from here to be
Dedication, Perseverance
And success we can achieve
As we climb each step to victory
Proud dipsites we will be

Dedication Perseverance
And success we can achieve
In our school the one foundation
Is the place we love to be.
In our school the our foundation
Is the place we love to be.



Prayer (For Junior School)

ಶ್ರೀಗೌರವಾರ್ಜುನ (1) ಶ್ರೀಗೌರವಾರ್ಜುನ

Bless us all
Lord we pray.
For health and strength,
To work and play,
For the entire day.
We thank you Lord for your love and care

ಶ್ರೀಗೌರವಾರ್ಜುನ (2) ಶ್ರೀಗೌರವಾರ್ಜುನ

Thank you God, for the world so sweet.
Thank you God, for the food we eat.
Thank you God, for the birds that sing.
Thank you God, for everything.

ಶ್ರೀಗೌರವಾರ್ಜುನ (3) ಶ್ರೀಗೌರವಾರ್ಜುನ

Lord we thank you for this new day,
We thank You, for bringing us to school.
We ask You, to bless our parents, teachers and friends.
We thank You for everything.

ಶ್ರೀಗೌರವಾರ್ಜುನ (4) ಶ್ರೀಗೌರವಾರ್ಜುನ

God's love is so wonderful (3)
God's wonderful love.
So High you can't get over it,
So Low you can't get under it
So wide you can't get around it,
God's wonderful love.

ಶ್ರೀಗೌರವಾರ್ಜುನ (5) ಶ್ರೀಗೌರವಾರ್ಜುನ

God make my life a little light,
Within the world to glow;
A little flame that burneth bright,
Wherever I may go.

ಶ್ರೀಗೌರವಾರ್ಜುನ (6) ಶ್ರೀಗೌರವಾರ್ಜುನ

God make my life a little flower,
That giveth joy to all.
Content to bloom in native bower
Although the place be small.



Prayer (For Junior School)

ॐ नमो भगवते वासुदेवाय (7) ॐ नमो भगवते वासुदेवाय

God make my life a little song,
That comforteth the sad,
That helpeth others to be strong,
And makes the singer glad.

ॐ नमो भगवते वासुदेवाय (8) ॐ नमो भगवते वासुदेवाय

All things bright and beautiful,
All creatures great and small.
All things wise and wonderful,
The Lord God made them all.
He gave us eyes to see them,
And lips that we might tell,
How great is God Almighty
Who hath made all things well.

ॐ नमो भगवते वासुदेवाय (9) ॐ नमो भगवते वासुदेवाय

Now we wake and see the light,
It's God who kept us
Through the night.
To Him we lift
Our voices and pray,
That He may keep us,
Through the day.

ॐ नमो भगवते वासुदेवाय (10) ॐ नमो भगवते वासुदेवाय

Make the words of my mouth,
And the actions of my hands,
Always be acceptable to you, O God,
So all that I say,
And all that I do,
Will bring honour to my life,
And glory to your great and holy name.



Prayer (For Junior School)

ईश्वर

शक्ति दो हमें प्रभू
भक्ति करें हम सबकी,
सही मार्ग पर चलें हम,
विजयी रहें हम सदा।

(১)

বিশ্বপিতা তুমি হে প্রভু;
আমাদের প্রার্থনা এই শুধু —
তোমারই করুণা হতে বঞ্চিত
না হই কভু।

(৪)

সকালে উঠিয়া আমি মনে মনে বলি
সারাদিন যেন আমি ভালো হয়ে চলি
আদেশ করেন যাহা মোর গুরুজনে
সেই কাজ আমি যেন ভালো হয়ে করি।

(২)

মঙ্গল দ্বীপ জেলে —
অন্ধকারের দুচোখ আলোয় ভরো প্রভু।
তবু যারা বিশ্বাস
করে না তুমি আছো
তাদের মার্জনা করো প্রভু।

(৫)

ছোট শিশু মোরা, তোমার করুণা
হৃদয়ে মাগিয়া লব,
জগতের কাজে, জগতের মাঝে
আপনা ভুলিয়া যাব।

(৩)

বিপদে মোরে রক্ষা করো
এ নহে মোর প্রার্থনা;
বিপদে আমি না যেন করি ভয়।
দুঃখ তাপে ব্যথিত চিতে
নাহি বা দিলে সাহায্য;
দুঃখে যেন করিতে পারি জয়।

(৬)

ছোট তারা হাশে, আকাশের গায়ে,
ছোট ফুল ফোটে গাছে —
ছোট বটে তবু, তোমার জগতে
আমাদেরও কাজ আছে।



Message from The Gita

श्रीगुरुस्तोत्रम्

अखण्डमण्डलाकारं व्याप्तं येन चराचरम् ।
तत्पदं दर्शितं येन तस्मै श्रीगुरवे नमः ॥

(My) salutations to that Guru who showed me the abode, the one who is known, whose form is the entire universe and by whom all that moves and that does not move is pervaded (1)

अज्ञानतिमिरान्धस्य ज्ञानांजनशलाकया ।
चक्षुरुन्मीलितं येन तस्मै श्रीगुरवे नमः ॥

(My) salutations to that Guru who opened the eyes of the one blind due to darkness (cover) of ignorance with the needle (coated) with the ointments of knowledge (2)

गुरुर्ब्रह्मा गुरुर्विष्णुः गुरुर्देवो महेश्वरः ।
गुरुः साक्षात् परमब्रह्म तस्मै श्रीगुरवे नमः ॥

(My) salutations to Shree Guru, who himself is Brahma, Vishnu and Maheshvara, Guru is none other than the all pervading supreme Self. (3)

स्थावरं जंगमं व्याप्तं यत्किञ्चित् सचराचरम् ।
तत्पदं दर्शितं येन तस्मै श्रीगुरवे नमः ॥

(My) salutations to that teacher who showed me the one to be known, who permeates whatever that is movable and immovable, sentiment and insentiment. (4)

चिन्मयं व्यापि यत्सर्वं त्रैलोक्यं सचराचरम् ।
तत्पदं दर्शितं येन तस्मै श्रीगुरवे नमः ॥

(My) salutations to that teacher who showed me (by teaching) the one to be known, who it bat awareness and who is the pervade of all three worlds comprising the sentiment and insentiment. (5)

सर्वश्रुतिशिरोरत्नविराजितपदाम्बुजः
वेदान्ताम्बुजसूयो यस्तस्मै श्रीगुरवे नमः ॥

(My) salutations to that Guru who is the sun to the lotus of Vedanta and whose lotus feet are made radiant by the jewel of all Shrutis (Upanishads). (6)

चैतन्यं शाश्वतं शान्तं व्योमातीतं निरंजनम् ।
नादबिंदुकलातीतं तस्मै श्रीगुरवे नमः ॥

(My) salutations to that Guru who is awareness, changeless (beyond time), who is peace, beyond space, pure (free from raga and dvesha) and who is beyond the manifest and unmanifest. (7)



The message of Jesus Christ to mankind

The Bible gives to all mankind the two great commandments - the first one is to love God with all our heart, with all our soul and with all our mind, and the second is - to love our neighbour as ourselves. The first most important thing Jesus Christ taught all mankind is to revere God Almighty, giving Him all the glory and honour and praise, and then to love and respect others as one would do to himself.

Jesus Christ, during the course of earthly life, demonstrated the love and compassion of God towards the poor, the sick the sorrowing, the outcast and the sinful. He particularly loved the little children, and in one instance, addressing the crowd before Him, He told them - "unless you change and become like little children, you will never enter the kingdom of heaven. Therefore, whoever humbles himself like a child, is the greatest in the kingdom of heaven."

The Bible also teaches us to be the 'salt' and 'light' of the world. By this, Jesus means that we are to, always add flavour to people's lives - people who are in need of love, care and attention.

To be the 'light' of the world means to radiate God's light through our lives like a chandelier which shines with beauty and makes those around us look better.

Jesus also conveys to people not to get weary of doing good to all mankind irrespective of caste, creed or sex.

He assures people that God is interested in and takes care of every individual. Therefore, He insists that nobody should waste his time in worrying about his life. He says just as God provides for the birds and beasts of the air, He also will provide and take care of His most precious creation, i.e. mankind.

Jesus teaches us to put our whole hearted trust in the Sovereign Almighty God, love and revere Him at all times and in everything we do.

The Bible portrays God as the great tree which is full of healthy fruits like - love, joy, peace, patience, kindness, goodness, gentleness, faithfulness and self-control. The closer our walk with God, the more we can relish these fruits in our lives and become healthier and beautiful in God's sight.



नानक-वाणी

(Message from The Guru Granth Sahib)

टाकुर तुम सरनाई आया
उतर गयो मेरे मन का संशा
जब ते दर्शन पाया
रहाउ अनबोलत मेरी वृथा जानी
अपना नाम जपाया
दुख नाहि सुख सहज समाये
अनंद अनंद गुण गाया
बाँह पकड़ कड्ह लीने अपने
गृह अंध कूप ते माया
कह नानक गुरु बंधन काटे
बिछरत आन मिलाया
- गुरु ग्रंथ साहिब से



SURAH AL-FATIHAH

[Message from The Koran]

In the name of Allah, the Beneficent, the Merciful
Praise be to Allah, Lord of the Worlds,
The Beneficent, the Merciful.
Owner of the Day of Judgement,
Thee alone we worship;
Thee alone we ask for help.
Show us the straight path,
The path of those whom Thou hast favoured;
Not the path of those who earn
Thine Anger nor of those who go astray.



Prayer (English)

May there be peace in the sky
May there be peace in the water
May there be peace on the earth,
May there be peace in the plants and trees,
May there be peace in all.
May that real peace be mine.
May my creator grant me peace of mind.
May we work together in peace and harmony.
May our study be vigorous and fruitful
May love and harmony dwell among us.



Where the mind is without fear
and the head is held high;
Where knowledge is free;
Where the world has not broken up
into fragments by narrow domestic walls;
Where words come out from the depth of truth;
Where tireless striving stretches its arm towards perfection;
Where the clear stream of reason has not lost its way
into the dreary desert sand of dead habit;
Where the mind is led forward by Thee,
into ever widening thought and action
Into that heaven of freedom, my Father.
Let my country awake



Creator of all joy and beauty:
We thank Thee this morning for thy bright world.
For the sunshine on the hills,
for the mists on the rivers,
for birds, beasts, mountains, plain and forest.
All giving glory to Thee that we may look
As Thou lookest, upon all the beauty of the earth.



Teach us, good Lord.
To serve thee as thou deservest;
To give and not to count the cost;
To fight and not to heed the wounds;
To toil and not to look for rest;
To labour and not to seek a reward,
Save that of knowing that we do thy will
Amen.



Lord, make me a channel of Thy peace
That where there is hatred, I may bring love
That where there is wrong,
I may bring a spirit of forgiveness,
That where there is discord, I may bring harmony
That where there is error, I may bring hope.
That where there is sadness, I may bring joy
That where there is shadow, I may bring Thy light.



Lord, we thank you for keeping us well and healthy
Enlighten our minds with your wisdom
Remove all sorts of fears from us.
Fill us with joy and confidence.
Help us to recollect all that we study.
Help us to be honest with our teachers
Elders and friends.
We thank you for everything that you
Do for us and our school.

We shall over come, we shall over come
We shall over come some day

Chorus : Oh deep in my heart
I do believe
We shall over come, some day
We'll walk hand in hand. We'll walk hand in hand
We'll walk hand in hand some day

Chorus : We shall all be free, we shall all be free
We shall all be free some day

Chorus : We are not afraid, we are not afraid
We are not afraid some day

Chorus : We are not alone, we are not alone
We are not alone some day



Prayer Before Examination

O God, You are the truth and the origin of all knowledge.
Bless our studies/examination, which we offer you.
Enlighten our minds, strengthen our memories,
and direct our wills towards what is right.
Grant us to seek truth always and make us truly wise.

Amen.



Prayer to live a good life

This is my prayer to thee, my lord - strike,
strike at the root of penury in my heart.
Give me the strength lightly to bear my joys and sorrows.
Give me the strength to make my love fruitful in service.
Give me the strength never to disown the poor or
bend my knees before insolent might.
Give me the strength to raise my mind high above daily trifles.
And give me the strength to surrender my strength to thee with love

Tagore.



राष्ट्रीय गान

जन गण मन अधिनायक जय हे,
भारत भाग्य विधाता
पंजाब सिंध गुजरात मराठा,
द्रविड़ उत्कल बंग,
विन्ध्य हिमाचल यमुना गंगा,
उच्छल जलधि तरंग,
तव शुभ नामें जागे,
तव शुभ आशिष मागे,
गा हे तव जय गाथा
जन गण मंगलदायक जय हे,
भारत भाग्य विधाता
जय हे, जय हे, जय हे,
जय जय जय जय हे।

रवीन्द्र नाथ ठाकुर

सारे जहाँ से अच्छा हिन्दोस्ताँ हमारा ।।
हम बुलबुले हैं उसकी, वो गुलसिताँ हमारा ।।
पर्वत वो सबसे ऊँचा हमसाया आसमाँ का ।
वो संतरी हमारा, वो पासवाँ हमारा ।
गोदी में खेलती हैं जिसकी हजारों नदियाँ ।
गुलशन हैं जिसके दम मे, रश्के जहाँ हमारा ।।
मजहब नहीं सिखाता, आपस में बैर रखना
हिन्दी हैं हम वतन है, हिन्दोस्ताँ हमारा ।।

इकबाल



वन्दे मातरम्

सुजलाम् सुफलाम् मलयज शीतलाम्
शस्य श्यामलाम् मातरम् ।।
शुभ्र ज्योत्सना पुलकित यामिनीम् ।।
फुल्ल कुसुमित द्रुमदल शोभिनीम् ।।
सुहासिनीम् सुमधुर भाषिणीम् ।।
सुखदाम् वरदाम् मातरम् ।।

बंकिम चन्द्र

युनेस्को गीत

हम होंगे कामयाब, हम होंगे कामयाब,
हम होंगे कामयाब एक दिन,
ओहो, मन में है विश्वास, पूरा है विश्वास,
हम होंगे कामयाब एक दिन,
ओ, हम चलेंगे साथ-साथ एक दिन,
ओ, मन में है विश्वास, पूरा है विश्वास,
हम चलेंगे साथ-साथ एक दिन ।
हम होंगे कामयाब
नहीं डर किसी का आज, नहीं डर किसी का आज,
नहीं डर किसी का आज एक दिन,
ओ, मन में है विश्वास, पूरा है विश्वास,
नहीं डर किसी का आज एक दिन ।
हम होंगे कामयाब
होगी शांति चारों ओर, होगी शांति चारों ओर,
होगी शांति चारों ओर एक दिन,
ओ, मन में है विश्वास, पूरा है विश्वास,
होगी शांति चारों ओर एक दिन ।
हम होंगे कामयाब

सरस्वती वन्दना

श्वेत पद्मासने देवी श्वेत पुष्पक शोभिते
श्वेताम्बरे नित्ये श्वेत गंधानु लेपनां ।।
सरस्वति महाभागे विद्ये कमल लोचने
विश्वरूपे विशालाक्षि विद्यान् देहि नमोऽस्तुते ।।



ईश विनय

हे जगत् के नियन्ता जगदीश्वर !
सब जग के जन्म और जीवन देने वाले पिता !

मुझे शक्ति दें

मैं पतित, पिछड़े, भाग्य और कर्म के मारे
इन्सानों का सहारा बनूँ,

उनका सखा बन उनके दुःख दूर कर सकूँ।

मैं किसी के सम्मान, स्वाभिमान को
चोट न पहुँचाऊँ।

दूसरे के प्रभाव से और

अपने अभाव से कभी दुःखी न होऊँ।

सदा तेरा रहूँ, तेरी रजा में रजामन्द रहूँ।

तेरी भक्ति से दिन का प्रारम्भ करूँ

और तुम्हें धन्यवाद देकर भोजन करूँ,

तेरा आभार व्यक्त कर सोऊँ!

मुझ पर कृपा करें।

कृपा कर मेरे प्रभु! मुझे सुमति दें।

मैं इस विवाद में न पडूँ कि कौन कितना बुरा है

और उसने कितनी बुराइयों का पाप अपने सिर पर धरा है

वल्कि मैं अच्छे लोगों को जानूँ और उनके चरणचिह्नों पर चलूँ,

उनकी अच्छाइयों से अपने जीवन को सजाऊँ।

मुझे आशीष दें।

जिसने मेरे साथ अभद्रता और अन्याय का व्यवहार किया है

उसकी विगड़ी में खुशी न मनाऊँ।

जब मुझसे कोई अन्याय हो या गलती हो

तो दूसरों का धिक्कार सुनने से पहले ही अपने को धिक्कारता रहूँ।

तेरे आगे मैं अपना सिर झुकाता हूँ, तेरे आशीर्वाद से मेरा जीवन चल रहा है,

सासें गतिमान हैं और हृदय धड़क रहा है।

सदा तुझे अपने अंग-संग महसूस कर सकूँ।

महसूस करूँ कि तू मेरा हाथ अपने हाथ में लिये

सच्चे साथ की तरह साथ चल रहा है।

मेरे प्यारे प्रभो! मेरी प्रार्थना सुनो

स्वीकार कीजिये

ॐ शांति : शांति : शांति :



Prayer (Hindi)

(१)

हमको मन की शक्ति देना,
मन विजय करें
दूसरों की जय से पहले
खुद को जय करें।
भेदभाव अपने दिल से साफ कर सकें
दोस्तों से भूल हो तो माफ कर सकें
झूठ से बचे रहें, सच का दम भरें।
दूसरों की जय से पहले खुद को जय करें।
मुश्किलें पड़ें तो हमपे इतना कर्म कर
साथ हैं तो धर्म का, चलें चलो धर्म पर
खुद पे हौसला रहे बदी से ना डरे,
दूसरों की जय से पहले खुद को जय करें।

(२)

ये वक्त की आवाज है मिल के चलो
ये जिन्दगी का राज है मिल के चलो
मिल के चलो, मिल के चलो, मिल के चलो,
चलो भाई।

आज दिल की रंजिशें मिटा के आओ
आज भेद-भाव सब भुला के आओ
आजादी से है, भार जिन्हें है देश से है प्रेम
कदम कदम से और दिल से दिल मिला के
आओ।

जैसे सुर से सुर मिले हों राग के
जैसे शोले मिल के बड़े आग के
जिस तरह चिराग से जले चिराग
वैसे चले भेद तेरा मेरा साथ के।।

(३)

तुम्हीं हो माता-पिता तुम्हीं हो
तुम्हीं हो बन्धु सखा तुम्हीं हो।।
तुम्हीं हो साथी तुम्हीं सहारे
कोई ना अपना सिवा तुम्हारे।।
तुम्हीं हो नैया तुम्हीं खेवैया
तुम्हीं हो बन्धु सखा तुम्हीं हो,
जो खिल सकेना वो फूल हम हैं
तुम्हारे चरणों की धूल हम हैं
दया की दृष्टि सदा ही रखना
तुम्हीं हो बन्धु सखा तुम्ही हो।।

(५)

इतनी शक्ति हमें देना दाता
मन का विश्वास कमजोर हो ना
हम चले नेक रस्ते पे हम से
भूल कर भी कोई भूल हो ना
इतनी शक्ति
दूर अज्ञान के हों अन्धेरे
तू हमें ज्ञान की रोशनी दे
हर बुराई से बचके रहें हम
जितनी भी दे भली जिन्दगी दे
बैर हो ना किसी का किसी से
भावना मन में बदले की हो ना
हम चले नेक

इतनी शक्ति हमे

कुछ ना सोचें हमे क्या मिला है
हम ये सोचें किया क्या है अर्पण
फूल खुशियों की बाँटे सभी को
सब का जीवन ही बन जाय मधुवन
अपनी करुणा का जल तू बहा के
कर दे पावन हरेक मन का कोना।।



Prayer (Bengali)

আমার মাথা নত করে দাও হে তোমার চরণধুলার তলে।
সকল অহঙ্কার হে আমার ডুবাও চোখের জলে।
নিজেরে করিতে গৌরব দান নিজেরে কেবলই করি অপমান,
আপনারে শুধু ঘেরিয়া ঘেরিয়া ঘুরে মরি পলে পলে।
সকল অহঙ্কার হে আমার ডুবাও চোখের জলে।

আমারে না যেন করি প্রচার আমার আপন কাজে,
তোমারি ইচ্ছা করো হে পূর্ণ আমার জীবন মাঝে।
যাচিহ্নে তোমার চরম শান্তি পরাণে তোমার পরম কান্তি
আমারে আড়াল করিয়া দাঁড়াও হৃদয়পদ্ম দলে।
সকল অহঙ্কার হে আমার ডুবাও চোখের জলে।



সারা জীবন দিল আলো সূর্য গ্রহ চাঁদ
তোমার আশীর্বাদ, হে প্রভু, তোমার আশীর্বাদ।
মেঘের কলস ভ'রে ভ'রে প্রসাদবারি পড়ে ঝ'রে,
সকল দেহে প্রভাতবায়ু ঘুচায় অবসাদ —
তোমার আশীর্বাদ, হে প্রভু, তোমার আশীর্বাদ।।

তৃণ যে এই ধুলার পরে পাতে আঁচলখানি,
এই-যে আকাশ চিরনীরব অমৃতময় বাগী,
ফুল যে আসে দিনে দিনে বিনা রেখার পথটি চিনে,
এই-যে ভুবন দিকে দিকে পুরায় কত সাধ —
তোমার আশীর্বাদ, হে প্রভু, তোমার আশীর্বাদ।।



Prayer (Bengali)

একই সূত্রে বাঁধিয়াছি সহস্রটি মন,
এক কার্যে সঁপিয়াছি সহস্র জীবন -
বন্দেমাতরম্ ॥

আসুক সহস্র বাধা, বাধুক প্রলয়,
আমরা সহস্র প্রাণ রহিব নির্ভয় -
বন্দেমাতরম্ ॥

আমরা উরাইবনা ঝটিকা-ঝঙ্কায়,
অমৃত তরঙ্গ বক্ষে সহিব হেলায় ।
টুটে তো টুটুক এই নশ্বর জীবন,
তবুনা ছিঁড়িবে কভু এ দৃঢ় বন্ধন -
বন্দেমাতরম্ ॥



আনন্দলোকে মঙ্গলালোকে বিরাজ সত্যসুন্দর ।
মহিমা তব উদ্ভাসিত মহাগগনমাঝে,
বিশ্বজগত মণিভূষণ বেষ্টিত চরণে
গ্রহতারক চন্দ্রতপন ব্যাকুল দ্রুত বেগে
করিছে পান, করিছে স্নান, অক্ষয় কিরণে
ধরণী পর ঝরে নির্ঝর, মোহন মধু শোভা
ফুলপল্লব-গীতগন্ধ-সুন্দর বরনে ॥
বহে জীবন রজনীদিন চিরনূতনধারা,
করণা তব অবিশ্রাম জনমে মরণে ॥
স্নেহ প্রেম দয়া ভক্তি কোমল করে প্রাণ,
কত সাত্বন করে বর্ষণ সন্তাপ্রহরণে
জগতে তব কী মহোৎসব, বন্দন করে বিশ্ব
শ্রী সম্পদ ভূমাস্পদ নির্ভয়শরণে ।



Library Record

Books That I Have Read

Sl. No.	Title/Author	Date of Issue	Date of Return	Signature of Librarian



Activity Record

Events I have participated in

Name.....Class.....Sec.....

Date	Event	Signature of Class Teacher



Absent Days Record: 2023-2024

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
APR																															●	
MAY																																
JUN																															●	
JUL																																
AUG																																
SEP																															●	
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
OCT																																
NOV																																●
DEC																																
JAN																																
FEB																																●
MAR																															●	

[Tick-Mark (✓) the absent dates]



Teacher's Signature

Parent's Signature

Teacher's Signature

Parent's Signature



Some important facts

General Learners Outcomes

The four general learner outcomes (GLO) are the goals of standard based learning. They are essential over arching goals for all gracious levels, from elementary through middle to high, and all of the academy disciplines, whether mathematics, career and life skills, health, or any of the other should support the learner's progress towards these outcome because they enable learners to lead full and productive lives.

The ability to be responsible for one's own learning.

Individuals must be able to set priorities and establish achievable goals. They must be able to manage their time and work towards those goals. They must be able to take responsibility for their own actions and inactions.

The understanding that is essential for human beings to work together.

Regardless of the workplace, whether a science laboratory, construction site, business office, or retail store, individuals must be able to manage their own behaviour in a group setting. They must be able to work towards group goals, communicate effectively in groups, and demonstrate that each individual must make a contribution to the general welfare of the immediate community.

The ability to be involved in complex thinking and problem solving.

Individuals must be able to manipulate the structures of learning and that are acquired through schooling, work, and other experiences. They must be able to develop various ways of looking at the world in which they live in order to solve the myriad problems faced in today's society.

The ability to recognise and produce quality performance and quality products.

Individuals must be able to recognize when they are performing at a level that is equal to or that of other individuals from the world. They must know when they perform well and when they produce quality products.

Healthy body - The home to a healthy mind.

Protection from preventable diseases, disabilities and death through immunisation is the birth right of every child. As many parents are adopting a small family norm, it is our duty to ensure that every child in our society is fully immunized. Immunisation is one of the cost effective health care interventions.



Some important facts

General Learners Outcomes

As part of the responsibility towards the development of your child we feel that we must inform you about some of the common diseases, which are now preventable through vaccination. Hepatitis A, commonly known as Jaundice, is increasing as a health threat among young children especially those who are members of families in the higher socio-economic groups. It is transmitted through Hepatitis A, Hepatitis B virus which are transmitted through blood and body fluids. Chicken Pox, which is quite common in school children, affects a child during test/examination time and unnerves both parents as well as the child.

Dental Care

Unfortunately dental and oral health is a very neglected aspect of personal hygiene among us Indians. Oral and dental hygiene is a habit that has to be inculcated from the very beginning.

Some pointer towards a healthier set of teeth are as follows:

- Brushing of teeth properly is very important, not just once. Children have to be taught to brush their teeth twice daily. The last activity that your child should do before going to bed is brush his teeth.
- Along with brushing of the teeth regular flossing must also be done. Flossing is a great way of looking after your gums, which suffer due to food particles, trapped between teeth spaces.
- Avoid over indulgence in chocolates and sugar-coated sweets. Excessive of these leads to cavities.
- If needed scaling should be done. It does not make the teeth loose.
- If in case tooth-extraction is required it should not be delayed. It is a misconception that tooth extraction can lead to a bad eye sight or impaired vision.

Unfortunately we have noticed that a lot of parents ignore the aspect of personal hygiene. Over the past year children in Nursery and Prep have been treated for problems identified earlier.

Remember to take your child to a dentist whenever the child complains of tooth ache. The economics of dentistry is an exception to the general rule. If you save now, you don't reap benefits later but you end up losing your pearly whites before they mature!



Assignment Policy

Assignment is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Assignment is worthwhile use of time outside of regular school hours to practise, prepare, maintain, complete, extend, make-up, or enrich classroom learning activities. It is also intended to develop independent study habits, appreciation for values of learning, and to reinforce the various levels of thinking.

It is the belief of Delhi Public School that parent involvement in support of an assignment plan is beneficial to a student's academic growth and achievement.

The following are considered parent responsibilities:

1. To provide essential supplies for learning, such as paper, pencil/pen, folder, etc.
2. To provide an appropriate time and environment for study and learning with minimal disruptions.
3. To provide a block of time for assignment. If no assignment is assigned the parents should have their wards review work or read a book.
4. To provide necessary assistance and a positive attitude for completing assigned task according to instructions from teacher.
5. To develop a routine, ensure that:
 - a) All required assignment, books and materials be brought home.
 - b) All assignments are completed and returned to school on time.
 - c) The student communicates concerns or questions regarding homework assignments to his/her teacher.

Have you ever forgotten to do something really important? Have you ever had to do a long - term assignment at the last minute because you forgot about it until the night before it was due? Have you ever missed an activity because you had three scheduled for the same time? We can help.

Careful planning can help eliminate such problems. It's simply a matter of keeping track of what you need to do and when you need to do it. Learning to manage your time now will help you in college when you will have a much less structured schedule.



Time Management

Good time to review notes, study flashcards, or read material include:

- Waiting for the bus or for a ride
- Waiting in a doctor's or dentist office.
- Five minutes at the end of class if you have no other assignments.

How you spend your time is a habit developed over the years. Changing habits isn't easy, but its worth the effort if it will increase your productivity and give you more time to do the things you really enjoy. A student planner is an excellent way to keep track of all your activities. Include everything you need to do, and then fill in the thing you want to do. Three basics techniques will help you manage your time.

Use Your Time Wisely

1. Use idle time during the day when nothing specific is planned. Using time efficiently will help ensure you get everything done. Take a book or notepad with you wherever you go.
2. Begin to work on an assignment immediately. This gives you a head start and the opportunity to ask questions.
3. Get to class on time. Try to make up for the time lost or wasted.
4. Use your student planner to record assignments, practices, and appointments.
5. Work on long term assignments when you have an opportunity. Avoid having to read a 200 page book the night before it's due simply because you did not plan ahead.
6. Use study halls. You will have less work to do at home. If you do not have a particular assignment to work on, review notes of the day or week, or read ahead.
7. Ask the teacher for help if you are having trouble with an assignment.
8. Avoid missing school if possible. Stay home only if you are really sick. You would miss discussions and assignments and still have the work to do when you return.



While At Home

1. Establish a routine by setting aside a specific time each night to practice assignment. Schedule one-hour blocks of time. Study for 50 minutes and take a break for 10 minutes.
3. Estimate how long each assignment will take and plan accordingly. Try to do the work you find hardest, first, you will feel a true sense of accomplishment when you have finished, and the rest of the work will become easier.
4. Get to work right away. Don't waste time talking on the phone, taking snacks, or watching TV.
5. Spend more time studying subjects that are harder for you. Review what you have already studied or read ahead.
6. Don't let watching television consume all your free time. Only watch your favourite shows. Use your free time to study, spend time with friends, families, read, take a walk, or write a letter.
7. Continue to work on long-term assignments to avoid having to rush to get them done. Breaking them up into smaller tasks will make the job much easier and will reduce stress.
8. Check off finished assignment in your student planner.

Make A 'To Do List" (TDL)

By making and prioritizing a list of things you need to do, you will be able to plan time to get those tasks completed you can score it off the list giving yourself a sense of accomplishment to your productivity. Use the corners of your student planner to write your TDL.

To create a TDL:

1. In the evening or early in the morning, list the tasks you want to accomplish for the day. Don't include routine things which you are not likely to forget.
2. Priorities or rank each task and cross them out when they are done.



Goal Setting

Setting goals and planning how to accomplish them are the way to succeed. Goal setting will help you earn better grades, save time, reduce frustration, and increase self-esteem. Once you know what your goals are, you can set up a plan to achieve them and lead yourself to success!

Goal Guidelines

Set short-term goals

- Earn an 'A' or 'Good' on the next English test.
- Join a school organization.
- Clean my room.

Set Long-term goals

- Look at college brochures.
- List interests and possible career opportunities.
- Graduate with honours.

Make goals specific

- Poor: I will exercise more.
- Better: I will not watch television on Tuesday nights.

Set a time limit

- When do I want to have the goal accomplished?
- What steps must I take to achieve my goal and keep myself on track?



Learning Techniques

Study Skills

Setting goals and properly managing your time, as discussed on the previous pages will help you to complete your studies faster and learn more effectively.

Before you study, prioritise the assignments on the weekly calendar pages using the system you most prefer. Once an assignment is completed, cross it out. The next time you study, you can re-prioritise your list to include new assignments. Using the following tips, you'll get more out of your classes. Get more done in less time, and have extra free time.

Where to Study

Find a quiet place to study to help you focus on your homework. Listening to the radio or television will only distract you from your studies.

- It is easy to get sleepy sitting in a soft chair or lying on your bed. Sit in a straight backed chair. A well-lit area will make it easier to read and will keep you alert. Open a window for fresh air. Always study in the same place.
- Make a study kit to store your supplies. This way you will be using your time for homework, not looking for supplies. Include a dictionary, ruler, pens, pencils, erasers, paper, and paper clips, note cards and hi-lighters.
- Keep your work place organized and clean.

Reading to Learn

To get as much out of reading as possible, think about what you are reading. If the section is hard to understand, stop after a few paragraphs and summarize what you have read, either read out loudly or in your notes? If this is difficult, read the section slowly; look up words you don't understand.

- Grasp the context of what you're reading from groups of words rather than by each word itself.
- Don't move your lips when reading; it slows down.
- Don't follow words with your finger. It will slow down and make it harder to understand the material.
- Read a variety of material. The more you read, the easier and more enjoyable reading will become.
- Write a summary of the material in your own words. Glancing back at the notes will help you remember.
- Look at accompanying photos, charts, maps and illustrations to help you understand the material.
- Before reading a textbook assignment, read review questions, looking for the answer while you read. This will help you focus.



LISTENING AND NOTE TAKING

1. Use abbreviations and symbols to speed up your writing. Keep your system simple so you can quickly understand your notes.
2. Listen for what is important. Teachers will often indicate what information you should record and concentrate on. Listen for these phrases:
 - 'This is important'
 - 'Listen to what I am saying'
 - 'Because of this...'
 - 'Let's go over this again'
 - 'Don't forget this'
 - 'This will be on the test.' (when you hear this, write a T in the margin of your notes)
3. Listen intently. Keep your thoughts on the subject being discussed.
 - Be alert and ask questions.
 - If you don't understand, ask the teacher to explain the material in another way.
4. Tips for taking notes:
 - Use pen or pencil that won't smear.
 - Take notes on a full sheet of paper marked with a page number, subject and date.
 - Keep notes for each subject together.
 - Use hi-lighter or coloured pencils to mark different topics.
 - Draw a line on the left side of your paper about 2" from the margin.

On the right, record notes. On the left, write a question that is answered by your notes, and try to answer the question.

- Record vocabulary terms.
- Evaluate what you read or hear before writing anything.
- Keep up. If you fall behind, catch up as soon as possible.

Memorisation

Word Tricks

Here are several ideas for retaining information:

- Ideas with the same letter - Products exported into our country:
 - coffee, coconuts...
- Alphabetical order - Western states: Gujarat, Rajasthan...
- Word books - The first letters of the great Lakes spell HOMES: Huron, Ontario, Michigan, Erie and Superior.



- Sentence books - Use phrases to fix information in your memory. The more creative the phrases, the easier it will be to recall. For example, to remember when Columbus landed in the Americas, we say, 'In fourteen hundred ninety-two, Columbus sailed the Ocean Blue.'

Flash cards

On 3"X5" index cards, print vocabulary words, formulae, dates, etc. on the front and an explanation on the back. Study the cards several times, including between classes and during your study session. Test your memory and score yourself. Keep practising and watch your grades improve.

Flashcards work well for:

Vocabulary lists... foreign words...

Dates and events in social studies...

States, countries and capitals...

Names of government branches...

And departments... famous people...

Math and science formulae...



Address & Telephone Numbers of Friends

Name

Address

Telephone

Name

Address

Telephone

Name

Address

Telephone

Name

Address

Telephone

Name

Address

Telephone

Name

Address

Telephone

Name

Address

Telephone





Delhi Public School Megacity, Kolkata

Dear Parents

you are requested to come and meet

at

on

Signature Designation

Date

Delhi Public School Megacity, Kolkata

Dear Parents

you are requested to come and meet

at

on

Signature Designation

Date







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