



ANAND NIKETAN
SHILAJ CAMPUS

Guidelines for Parents

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1. ADMISSIONS

- Admission to the school is contingent on certain government and council regulations for age, ability and conduct.
- On confirmation of a child's admission, it's mandatory to submit the following documents:
- True copy of Birth Certificates.
- Original copy of School Leaving Certificate of the previous school attended.
- If the pupil comes from another state or another board, original school leaving certificate of the previous school attended countersigned by the DEO of the respective province.

2. WITHDRAWAL

- For mid-term withdrawal (between June to April), an application 3 months in advance is required.
- Failing which fees of one quarter will have to be paid.
- For end of session withdrawal, an application on or before 31st January is required.
- Students I-card & student ALMANAC need to be submitted to the school at the time of collecting caution fees.

3. TRANSFER CERTIFICATE

To obtain a transfer certificate the following formalities need to be completed:

- A written application needs to be submitted to obtain a withdrawal form.
- Ensure that the withdrawal form is submitted at least 3 weeks before requesting a T.C.
- All library books must be surrendered.
- All dues must be cleared.

4. FEES

- The school reserves the right to enhance the tuition fee as per government regulations.
- The transport and food fee enhancement shall be dependent on the prevailing rate of inflation.
- A penalty of rupees 75/- per day will be charged for late payment of fee.
- A penalty of Rs. 20/- will be charged for late payment of transport fee.
- A penalty of rupees 500/- will be levied in case a cheque issued for fee is dishonored by the bank.
- An administrative fee of Rs. 50/- would be deducted from the imprest account for issuing bonafied certificate on request.

5. TRANSPORT GUIDELINES

Anand Niketan aims to make schooling as equal, safe and stress-free as possible. The transportation facility is one of the ways we do so. Students may avail the school transport subject to the availability of seats. This facility requires that certain rules and procedures to be followed to ensure safety and fairness to all students. The following guidelines must be followed with complete discipline and respect if students wish to continue availing of the transport facility:

- All students using the school transport are expected to be on the same side of the road at the bus stop at least five to seven minutes before the arrival of the bus.
- No students should come near the entry door of the bus until it has come to a complete halt.
- All our buses are RTO compliant with a GPS tracker, CCTV, well trained drivers & conductors, first aid box & fire safety equipment in case of an emergency situation.
- No students will be allowed to travel standing on the footboard.
- Juniors students have a right of seat preference and any senior student found harassing his/her juniors shall be dealt with absolute strictness.
- Unruly behavior is strictly prohibited. Courteous behavior is expected at all the times. The driver's attention must not be distracted for any reason.
- Parents are requested not to board the school buses, either to see off or receive their wards.
- The bus will not wait for late comers either at pick up or drop points for students/parents respectively to ensure the timely arrival of all the students to school.
- Parents should not try to overtake and stop the school bus to facilitate the boarding of their wards as this endangers the safety of the students.
- Diversions/extension will not be entertained on existing routes.

- Waste objects, trash/food must neither be discarded inside the bus nor thrown out on the roads as cleanliness is a value we uphold.
- In case of a change in address or phone number the school office along with the transport-in-charge should be informed a month in advance.
- In case of a change in the bus stop or bus route, an application should be submitted on the application form available in the administrative office. It should be duly filed, completed and submitted in the office along with an administrative charge of Rs. 100/-
- It is the responsibility of the parents to pick up their ward from the allotted bus stop, failing which the child will be brought back to school and parents will have to pick up the ward from the school.
- For commuting only parents drop-pick, car pool and school transport is permitted.
- In case anybody other than guardians or parents are going to pick up the students at the drop points, a written note is to be submitted to the Admin office in advance.
- Parents are requested not to argue with the teachers/conductors/driver present in the bus. In case of any problem, a written complaint should be submitted to the admin office or email to admin office.

The school buses have fixed routes and parents are requested to consult the school transport in-charge for necessary details. Strict discipline should be maintained in the buses, failing which transport facility will have to be withdrawn for such students.

6. BIRTHDAY CELEBRATION

Birthdays at Anand Niketan are celebrated differently, keeping with our aim to make each child feel an equal and accepted part of the school system, students are not allowed to distribute sweets, exchange gifts or wear anything other than the uniform.

Additionally under project Ehsaas, students get a chance to share their joy with those less fortunate than them. They may voluntarily donate stationary items on their birthdays which are collected and distributed to students of a local municipal school.

7. WELL BEING AND SAFETY

The school takes all necessary measures to ensure the safety of its students. However it cannot be held responsible in case of any untoward incidents, accidents or injuries occurring on the school premises during school hours or on field trips or excursions.

Additionally, the transport facility exists to make the process of arriving and departing from school easier and safer for our students.

As a school we ensure that all necessary safety and security measures are taken to minimize any sort of risk to the students.

Nonetheless, the school may not be held responsible in case of untoward incidents while students are availing the transport facility.

8. FOR PARENTS

- Conducting of regular parent teacher meetings is a way forward for both the parent and the school to share and discuss the student's progress in academics, their behavior, habits, strengths, weaknesses, and a lot of other issues coming up at home and at school. These discussions play an important role in major decisions in relation to supporting the child academically and emotionally. The Failure of the parents to attend PTMs defeats the whole purpose of us joining hands to mould a bright, qualified, balanced and sensible individual.
- The scheduling of the academic time table, deciding the syllabus of the respective class, the curriculum, methodology and pedagogy followed in the school is at the absolute discretion of the Head of the School. These are revised from time to time keeping the overall development of the student in mind and also based on the need of the hour. Any issues the parents have for the same can be sorted out either during regular PTMs at school or through a meeting with the respective heads with prior appointment.
- Tests and term exams shall be conducted on the decided date. There is no provision for any retest or reexamination. Marks of any student who happens to miss the particular exam for major causes shall be averaged out in the result.
- Giving personal gifts to teachers is strictly not allowed. Parents are requested not to encourage any such transaction.
- Personal tuitions by Anand Niketan academic staff for Anand Niketan students is strongly discouraged. This is a direct encouragement of corrupt practices such as partiality, nepotism, bias and favoritism. Parents are requested not to approach any of our staff for personal tuitions. If the student has any difficulty, the school is willing to help with support classes. The school has taken a written undertaking from its entire staff with regards to the same. In spite of this if any staff member is found taking personal tuitions, serious action shall be taken both against the staff as well as the student in questions, amounting to rustication and dismissal.
- Parents, at all times, have to maintain the decorum and sanctity of the educational institute they have, by choice, selected to shape, mould and guide their ward. Behaving with teaching and non-teaching staff rudely or aggressively whether in person or on telephone is strictly not acceptable and shall entail strict reprimand from the Director.
- Any issue any parent has, should be conveyed to the respective heads first in writing and then in person individually after taking an appointment. The school values respect as a foremost virtue and if certain parents are unable to follow the decorum of the school strict and swift action will be taken. Indulging in disrespectful behavior towards school staff either individually or as part of a group shall entail immediate rustication of the ward.
- Packaged food is strictly prohibited on campus and on bus.

We have collectively joined hands to ensure a bright future for all our children, to give them an environment conducive for unhindered physical and personal growth, to make them responsible, conscientious, sensitive, diligent and complete individuals in their own right and hence, we shall all make a collective effort in this direction.

9. ALMANAC

- The ALMANAC should be brought to school everyday.
- Please notify the school immediately in case of change of phone number and address.
- Please ensure that mobile number for SMS communication is not on DO NOT DISTURB (DND) mode.

10. REGARDING DISPUTES

In case of any dispute between the school management and its stakeholders, the same shall be subject to Ahmedabad jurisdiction.



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