

Our Mission

*Each child, every child.*

## Our Inspiration

*Dear Teacher,*

*My son starts school today. It is all going to be strange and new to him for a while and I wish you would treat him gently. It is an adventure that might take him across continents. All adventures that probably include wars, tragedy and sorrow. To live this life will require faith, love and courage.*

*So dear Teacher, will you please take him by his hand and teach him things he will have to know, teaching him – but gently, if you can. Teach him that for every enemy, there is a friend. He will have to know that all men are not just, that all men are not true. But teach him also that for every scoundrel there is a hero, that for every crooked politician, there is a dedicated leader.*

*Teach him if you can that 10 cents earned is of far more value than a dollar found. In school, teacher, it is far more honorable to fail than to cheat. Teach him to learn how to gracefully lose, and enjoy winning when he does win.*

*Teach him to be gentle with people, tough with tough people. Steer him away from envy if you can and teach him the secret of quiet laughter. Teach him if you can – how to laugh when he is sad, teach him there is no shame in tears. Teach him there can be glory in failure and despair in success. Teach him to scoff at cynics.*

*Teach him if you can the wonders of books, but also give time to ponder the extreme mystery of birds in the sky, bees in the sun and flowers on a green hill. Teach him to have faith in his own ideas, even if every one tell him they are wrong.*

*Try to give my son the strength not to follow the crowd when everyone else is doing it. Teach him to listen to every one, but teach him also to filter all that he hears on a screen of truth and take only the good that comes through.*

*Teach him to sell his talents and brains to the highest bidder but never to put a price tag on his heart and soul. Let him have the courage to be impatient, let him have the patience to be brave. Teach him to have sublime faith in himself, because then he will always have sublime faith in mankind, in God.*

*This is the order, teacher but see what best you can do. He is such a nice little boy and he is my son.*

*—Abraham Lincoln*

## General Rules of Conduct and Discipline

1. The school aims at providing holistic education to its students with special emphasis on teaching one to think intensively and critically while ensuring the development of a strong character. The school shall strive to motivate its pupils to attain excellence in all their endeavours.
2. Parents are requested to cooperate with the school by keeping a check on their ward's progress. For the maximum benefit of the child it is necessary to have a smooth parent-teacher communication for which it is advisable that the parents check the School Dairy of their wards daily.
3. The Student's Almanac should be brought to school every day. It must have a current passport size photograph. The student's profile should be duly filled and signed by parents.
4. All students are to reach school by 8:00 am.
5. **It is important to attend class on the opening day after every vacation.** Absence will entail fine unless valid reasons are furnished in writing duly signed by parents.
6. **It is compulsory for students to complete 80% of the attendance in the academic session to make them eligible to appear for the session ending assessments.** Relaxation will be given for leave only on medical grounds and on official school leave.
7. **Parents should fill up the 'Leave Record' column in the Dairy for each day the student is absent from school, stating the reason for absence.**
8. For leave of absence for more than three days citing medical grounds, a letter and a Medical certificate must be sent. A copy of the certificate is to be submitted and signed in the school clinic for the follow up. In case your child is unwell and not fit enough for class assignment/ project/ assessment, a note attached with the medical certificate should be sent for follow up.
9. **Repeated absence, without leave application or unexplained absence for more than five consecutive days renders the student liable to have his/ her name struck off the rolls.** Re-admission may be granted only on payment of the readmission fee.
10. **No student should leave the class room without the class-out pass.**
11. **No valuables like jewellery, mobile phones, cameras, iPod, iPad, mp3, any electronic gadgets, etc are to be brought to school.** The school is not responsible for articles or money lost. If any valuable is found with any student it would be confiscated.
12. **Students must not damage the property of the school.** Any kind of damage or disfiguring of the school property would have to be remedied or compensated by the offender.
13. The school reserves the right to dismiss a student on grounds of indiscipline, misconduct, or any such activity that is considered to be harmful to the general tone of

the school.

14. A student, who uses unfair means during tests and assessments, will be disqualified in that particular subject and this might hamper his/ her promotion to the next class.
15. Parents should not send their wards to school if they are sick. Students will not be allowed to leave school for dental or medical appointments during school hours.
16. Any change in address or telephone number of the parent or local guardian should be immediately notified to the Class Teacher and the Admission Department through an application.
17. Students will not be allowed go home during school hours unless there is an emergency for which the Head of Wing may be approached for permission. A gate pass will be issued from the Head of Wing. The gate pass must be handed over at the gate at the time of leaving.
18. Parents must purchase the school uniform and the stationery from the shop authorized by the school, the details of which is given in one of the following pages.
19. An identity card will be issued to the student which is to be worn every day. In case of loss, a duplicate card will be issued at a cost of two hundred rupees.
20. The School has installed a security system to ensure the safety of the premises and the children. It is mandatory for all visitors to register themselves at the gate with the security personnel and wait for permission to be granted before proceeding inside the School premises.
21. Since Royal Global School is a vegetarian campus hence parents are requested not to send non- vegetarian food to school with their children.
22. **School will remain shut for LKG to Grade V on all Saturdays and for classes VI to XII on second and fourth Saturday.**

#### **Basic Etiquette / Courtesies:**

- A good behavior is the hallmark of a good education. So every student is expected to conduct himself/herself in a manner that reflects favourably on the School and its insistence on the highest standards of good manners. **Students are expected to wish all staff and visitors the time of the day, keep hands out of their pocket and be courteous in their interaction with others.**
- Students must maintain a learning environment in the classroom which implies that decorum and discipline are to be maintained.

# School Uniform

1. All students must dress up properly in school uniform on every working day. Students must be in proper uniform if they visit the school after the school hours, during Parents-Teacher Meetings or on holidays.
2. No shoes of any other type, except the ones specified, will be allowed to be worn in the school.
3. Wearing students' ID card is mandatory for all students.
4. Girls are not allowed to wear fancy earrings, lipstick, kajal, nail colour or eyeliner to school. They should clip or tie their hair neatly according to the length of their hair. Only black hair bands, buns and black clips to be worn.
5. Both girls and boys should have short nails
6. **Boys should sport only crew cuts.** No spikes/ streaks, fade or engraved hair styles are permitted. Boys are not permitted to grow beards under any circumstances. **If found otherwise, the school reserves the right to take action.**

Summer  
Class LKG & II

Boys	Girls
Half Shirt (Sky Blue)	Half Shirt (Sky Blue)
Shorts (Checks)	Tunic (Checks)
Socks	Socks
Belt	Belt
Black Shoes	Black Shoes
Track Suit	Track Suit
T-Shirt	T-Shirt
Sports Shorts	Sports Shorts

Winter  
Class LKG & II

Boys	Girls
Full Shirt (sky blue)	Full Shirt (sky blue)
Trousers (Checks)	Trousers (Checks)
Half Sweater	Half Sweater
Full Sweater	Full Sweater
Socks	Socks

Summer  
Class- III to VIII

Boys	Girls
Half Shirt (Sky Blue)	Half Shirt (Sky Blue)
Shorts (Grey)	Divided Skirt (Check)
Socks	Socks
Belt	Belt
Tie	Tie
Track Suit	Track Suit
T-Shirt	T-Shirt
Black Shoes	Black Shoes
Sports Shorts	Sports Shorts

Winter  
Class- III to VIII

Boys	Girls
Full Shirt (sky blue)	Full Shirt (sky blue)
Trousers (Grey)	Trousers
Half Sweater	Half Sweater
Full Sweater	Full Sweater
Socks	Socks
Blazer	Blazer

**Summer**  
**Class- IX to XII**

<b>Boys</b>	<b>Girls</b>
Half Shirt (Sky Blue)	Half Shirt (Sky Blue)
Trousers (Grey)	Trousers (Grey)
Socks	Socks
Track Suit	Track Suit
Belt	Belt
Tie	Tie
T-Shirt	T-Shirt
Black Shoes	Black Shoes
Sports Shorts	Sports Shorts

**Winter**  
**Class- IX to XII**

<b>Boys</b>	<b>Girls</b>
Full Shirt (sky blue)	Full Shirt (sky blue)
Trousers (Grey)	Trousers
Half Sweater	Half Sweater
Blazer	Blazer
Socks	Socks

**Prep Uniform ( Boys & Girls) - White Kurta Pajama**

**After Dinner ( Boys & Girls) - Night Suits**

**Approved Tailor & Book Supplier**  
***Students Gallery***

2nd Floor Mapple, GNB Road, Ambari  
Near AGP Office, Above Bank of Baroda  
Guwahati - 781001; Ph: 0361-2730162

## Policy For withdrawal of Students

Parents desiring of withdrawing their children from the school / hostel should follow the below mentioned guidelines –

1. Three months' notice period needs to be served at any time during the session. In lieu of three months' notice, parents may clear their dues for three months.
2. Withdrawal seeking from the new session has to be applied latest by 1st January of the current session.

## Refund Policy

1. Admission fee for the School and the hostel are not refundable under any circumstances. The annual fees for school and the hostel are not refundable if the child attends the school even for a day.
2. However if the child fails to join the school after admission for certain valid reasons , the annual fee will be refunded after deducting the first quarter tuition fee/ hostel fee etc.

## Assessments and Evaluations

1. As per the CBSE guidelines the school follows the Continuous and Comprehensive Evaluation system for all classes from LKG to Class X.
2. The session is divided into two terms –  
Term I from April to September  
Term II from October to March.
3. Students of Classes LKG and UKG are assessed on their daily performance in school.
4. Students of Classes I to III are assessed monthly. There would be four monthly assessments per term
5. Students of Classes IV to X are assessed through four formative assessments and two summative assessments as per the table below.

<b>Duration</b>	<b>Evaluation</b>	<b>Weightage</b>
April- May	Formative I	10%
June- August	Formative II	10%
September	Summative I	30%
October-November	Formative III	10%
December-February	Formative IV	10%
March	Summative II	30%

6. Students of Classes XI and XII would have regular weekly tests and a Half Yearly Examination and an Annual Examination for Class XI and two Pre Board examinations for Class XII.

## Criteria for Promotion

1. Promotion would be granted to the students of Classes LKG to III solely on the basis of the student's performance in the class.
2. For Classes IV to IX promotion would be granted on the student's performance in the formative and summative examinations.
3. Promotion from Class XI to XII would be granted on the student's attendance and performance throughout the year.
4. Promotion would not be granted if the child acquires E grade or less than 40% in three major subjects
5. **Promotion would not be granted if the child has an attendance of less than 80% in an academic year.**

## Parent-Teacher Meeting

The 'Parents-Teachers Meeting' is an opportunity for parents to meet the class and subject teachers of their wards on one to one basis. Parents are expected to participate in these meetings whole heartedly. Parents are welcome to meet the teachers on any working day with prior appointment. Parents are also welcome to meet the Principal on any working day from 2:00pm to 5:00pm.

## Sports and Activity

- The classes are a part of the weekly time table.
- **Swimming** classes will be compulsory for all students up to Grade **VIII**. Grade **IX-XII** students will have swimming as an option.
- **Chess** is compulsory for the students of Grade **I-V**. However, students from Grade **VI-XII** can choose Chess as an option of sports.
- **Yoga** has been made compulsory for students from Grade **I-XII**.
- Students can make a choice of Sports, one as major game and one as minor game from amongst the following available options during regular time table. They will play major game throughout the session whereas minor game will start from November, 2015 in place of swimming which will be stopped due to winter season.

<b>Grade</b>	<b>Sports Choices available</b>
II	Football, Cricket, Skating, Tennis, Taekwondo, Table Tennis.
III	Football, Cricket, Skating, Tennis, Taekwondo, Table Tennis, Basketball.
IV,V	Football, Cricket, Skating, Tennis, Taekwondo, Table Tennis, Basketball, Horse Riding, Badminton.
VI-XII	Football, Cricket, Skating, Tennis, Taekwondo, Table Tennis, Basketball, Horse Riding, Badminton, Squash, Pool & Billiards, Archery, Shooting, Chess.

- Students opting for Racquet games like Tennis, Badminton, Squash, Table Tennis and Skating will have to bring their own racquets and Skates. However, Balls and Shuttle cocks will be provided by school.
- It is mandatory for all students to come in House T-shirts and Track Pants on the day they have their sports and yoga classes only.
- Students from Grade II-VIII can make a choice of two activities, each from Activity 1 and 2 from amongst the following available options. However, Grade IX-XII students will have only one activity from amongst the following available options.
- Coaching and special classes for sports, visual and performing arts would be held after school from 2:30pm - 4:30pm. However, those interested in availing these classes would require to register for the same.

<b>Grade</b>	<b>Activity 1</b>	<b>Activity 2</b>
II-VIII	Tabla, Guitar, Keyboard, Drums, Brass Band.	Bharatanatyam, Sattriya, Western Dance, Vocal.
IX-XII	Tabla, Guitar, Keyboard, Drums, Brass Band, Bharatanatyam, Sattriya, Western Dance, Vocal.	

# Fees Rules & Regulations

The fees should be deposited with the State Bank India at any of the following branches only:

- State Bank Of India, G.S. Road, Branch (Christian Basti), Guwahati
- State Bank Of India, Beltola Branch, Guwahati
- State Bank Of India, Bharalumukh Branch, Guwahati
- State Bank Of India, Zoo Road Branch, (Zoo Tiniali), Guwahati
- State Bank Of India, Fancy Bazar Branch, Guwahati
- State Bank Of India, A.T. Road Branch, Guwahati
- State Bank Of India, Noonmati Branch, Guwahati
- State Bank Of India, Maligaon Branch (N.F. Rly Campus), Guwahati
- State Bank Of India, Ganeshguri Branch, Guwahati
- State Bank Of India, Six Mile Branch, Guwahati
- State Bank Of India, Silpukhuri Branch, Guwahati
- State Bank Of India, Garchuk Branch, Guwahati

## **Four Quarters**

## **Last Date of Payment without fine**

April - June (1st Qtr)	10th April
July - September (2nd Qtr)	10th July
October - December (3rd Qtr)	10th October
January - March (4th Qtr)	10th January

## **Hostel Fee Payment schedule :**

1st Half (April to September)	10th April 2015
2nd Half (October to March)	10th October 2015.

- Annual Fee is to be paid at the time of Admission/Renewal of Admission of the academic session 2015-16.
- Pocket Money / Imprest Money Expenses would be adjusted on actual expenses incurred by/on behalf of the student.
- Tuition and Transport Fee are to be paid initially at the time of admission and thereafter by 10th of July, October and January of the academic session 2015-16.
- Fees, if to be paid by cheque, must be paid in the school by 5th of July, October and January for the relevant quarter.
- Fees for the entire session may be deposited at a time in the beginning of the session or quarterly post dated cheque for the entire session may be deposited in the school in the beginning of the session.
- Late fine @ 25/-per day (including holidays) is leviable for failing to deposit quarterly/half yearly fees by 10th of the stipulated month.
- Fees are subject to increment from year to year on the basis of price index.
- Fees Receipt is to be filled up in quadruplicate, the bank will retain the 1st & 2nd copies and the 3rd & 4th copies will be returned to the payee along with the fee booklet. The 3rd copy in turn must necessarily be submitted to the school by the parent/student on the working day next to be day of payment of fee.
- Payment of fee, after the 10th of the relevant quarter or for non clearance of cheque by the bank, has to be made necessarily only in cash along with the late fine in the SBI, GS Road (Christian Basti) Branch, only and the 3rd copy of the receipt has to be submitted to the Accounts Department at the school on the next working day to avoid notices and reminders from the school.
- In case of payment by cheque /DD at the school, name of the student, Grade/Section and I.D. No. must be mentioned at the back of the cheque /DD.
- Duplicate fee booklet may be obtained from the school cash counter on payment of Rs. 100/- per booklet.
- Fee for the entire session may be deposited at a time in the beginning of the session along with the Annual Fee & caution deposit.
- Quarterly post dated cheque in advance for the entire session may be deposited in the Accounts Department, at the beginning of the session.
- Cheque return charges must be borne by the student.

# Contacts & Communication

## Contact / Visits/ Meeting

- In all matters concerning your child, you are advised to contact the school office / Head of Wing.
- Parents are advised to write to the Principal directly on any issue pertaining to their child or meet the Principal in school.
- **Circulars / News Letters:** Please read all communications issued by the school carefully and take action promptly.
- **Online Update** Parents are requested to log on to [www.rgs.edu.in](http://www.rgs.edu.in) for regular updates of school activities.
- **Phone Calls:** Parents are required to ring up the respective departments/ officers to get in touch with the school.

Sl.No.	Department / Official	Phone/ Extn. No.
1	Front Office Block C	0361-2270044 / 8811055511
2	Front Office Block A	8811072509
3	Front office Block B	8811072510
5	Dean of Admission & Parents Relation	8822607726
4	Sr. Office Executive	8822607725
6	Pre-Primary School Co-ordinator	8811032720
7	Headmistress	8811055533
8	Dean of Academics & Activities	8811055510
9	PRO & Co-ordinator	8811055507
10	Accounts Dept.	8811055508 / 8811055513
11	Transport Manager	8811055509 / 8811032359

**email:** Parents are required to drop an e-mail to the respective department/officers to get in touch with the school and clarify queries.

Sl.No.	Department / Official	email
1	Principal's Office	principal@rgs.edu.in
2	Pre-Primary School Co-ordinator	ppcoordinator@rgs.edu.in
3	Headmistress	headmistress@rgs.edu.in
4	Dean of Admission & Parents Relation	admissions@rgs.edu.in
5	Dean of Academics & Activities	studies@rgs.edu.in
6	HR Department	hr@rgs.edu.in
7	Accounts Dept.	accounts@rgs.edu.in / financemanager@rgs.edu.in
8	Transport Manager	transport@rgs.edu.in
9	General Enquiry	enquiry@rgs.edu.in

## General Instructions for Boarders

- Parents should drop their ward(s) to the school a day before the reopening of the school after vacations failing which action would be taken which could amount to the striking off the child's name from the school rolls if the child remains absent from school for more than 7 days without prior notice.
- The admission letter issued by the Principal should be carried to the school when parents leave their ward(s) at the campus for the first time after new admission(s).
- Parents should leave the campus as soon as the formalities are completed. Visitors are not allowed after 4:00 p.m.
- Every child is assigned a Roll number (ERP No.) after admission. Kindly refer to this number in all future correspondence.
- Parents should ensure that all clothes and belongings are marked with the Roll No. with indelible ink.
- Parents are advised to submit the original Transfer Certificate or School Leaving Certificate (TC/ SLC) at the time of admission. In case of a failure, the documents should be submitted to the school office at the time of joining the school.
- Attested photographs of parents and local guardians should be submitted at the time of admission. The child will be allowed to leave the campus only with parents or local guardian.
- No child may leave the campus without the prior permission of the Principal. Students will only be allowed to go home according to the table given below.-

<b>Date</b>	<b>Occasion</b>	<b>Exit From School</b>
14 <sup>th</sup> -19 <sup>th</sup> April	Bohag Bihu	Optional
27 <sup>th</sup> June – 2 <sup>nd</sup> August	Summer Vacation for Classes IV - X	Mandatory
5 <sup>th</sup> July – 2 <sup>nd</sup> August	Summer Vacation for Classes XI -XII	Mandatory
18 <sup>th</sup> – 27 <sup>th</sup> October	Durga Puja	Mandatory
11 <sup>th</sup> – 15 <sup>th</sup> November	Diwali	Optional
23 <sup>rd</sup> December - 2 <sup>nd</sup> January	Winter Vacation	Mandatory
15 <sup>th</sup> – 17 <sup>th</sup> January	Magh Bihu	Optional

**Workshops and excursions would be organized For those children who stay back in the hostel during the optional exits.**

- All leave applications should be addressed to the Principal.
- Students are to return to school on time after vacation/ leave. In the case of a medical problem, the school must be informed and the student concerned is expected to return with supporting medical documents which are to be submitted to the Dean of Admissions.
- **Sanctioning of leave, cannot be assumed. Prior permission from the Principal is mandatory**
- Medical leave will only be granted by the Principal on the recommendation of the School Doctor. On return to the school, the student must deposit all supporting medical documents and medical prescriptions with Dean of Admissions.
- Leave granted will only extend to **two days**, apart from the time taken for travel.  
**Leave during the semester will only be granted for-**
  - Wedding of a close relative
  - Demise of a close relative
  - Visa appointments
  - Medical treatment
  - Entrance Examinations/Interviews

In all such cases, a scanned copy of relevant evidence needs to be submitted with the request for leave.

### **Boarding-House: Internal**

- All rooms in the hostel must be kept neat and clean all throughout the day.
- Beds must be neatly made and covered with counterpanes when not in use.
- No child is to bolt or lock his/her room at any time of the day or night.

### **Box Room**

- The Box-Room is never to be opened unless due permission is sought from the Warden.
- No suitcases, bags or boxes are to be kept inside the rooms. All baggage is to be kept in the Box-Room. All articles of daily use are to be kept in the cupboard space provided to each child.

### **Birthday Celebrations**

- Parents are welcome to visit the school on their child's birthday in the afternoon. The birthday may be celebrated between 3 pm – 5 pm.
- Parents are not allowed to be present on the campus after 5 pm.
- Parents who cannot be present on their child's birthday can directly place an order for items like cake, fruit juice, chips, puffs/samosa & chocolates. The school will pay the amount and debit the same to the child's account. The maximum amount incurred can be INR 3000 only.

### **Medical Facility & Advisory**

- Parents are required to inform the school of serious medical conditions such as a recent surgery, allergy, asthma or any other important medical information. The School will not be held liable for any untoward incident, if such information is not shared with the School.
- The school has a fully equipped air-conditioned medical infirmary and each hostel has 2-bedded air conditioned infirmary under the supervision of a doctor and two nurses.
- Besides the school has a tie-up with some of the leading hospitals of the city. It also has an ambulance stationed in the school campus 24x7 for exigencies.

### **Banned Articles**

- Pupils are not permitted to keep match-boxes, lighters, candles, incense-sticks, firearms, crackers, knives, weapons or any other potentially dangerous item.
- No cash, tuck or valuables are allowed in the School.
- No expensive personal articles are permitted. Valuables will not be the responsibility of the School.

### **Communication with School**

- In all matters concerning their ward(s), parents are advised to contact the school office
- Parents are advised to write to the Principal directly on any issue pertaining to their child. Parents can meet the Principal in school any day during school hours.

### **Correspondence**

- Letters/Parcels addressed to the children should have their Roll No., House Name and class mentioned clearly or else these can be misplaced or lost.
- All correspondence should be sent directly to the school address:

Royal Global School  
Royal Knowledge Park  
N.H. No.37, Betkuchi  
Opp. Tirupati Balaji Temple  
Guwahati- 781035  
Assam, India

- All parcels should be addressed to the school with the child's name and roll number mentioned on it. Kindly ensure that no valuable or cash is sent in these parcels.
- Parents should send 10 self-addressed inland letters, stamped envelopes/ aerogramme per term along with the child. It is a school rule that all children

must write home once in a fortnight.

### **Visitors**

- **Parents/ Guardians are allowed to meet their ward(s) only on the Second Sundays of the months of May, September and February from 10 am to 4 pm**
- No visitor is allowed in the academic area/ hostels/ dining hall.
- Parents and visitors are not entertained on Sundays and holidays as the school office remains shut on these days. **Hence, parents and visitors are requested NOT to come on Sundays other than the above specified one and on holidays**, unless specifically requested by the school to come on a particular Sunday/ Holiday, as in the case of the School reopening after vacation.

### **Electronic Gadgets and Electrical Appliances**

- All students are permitted to bring mobile handsets with chargers **Mobile phones should not have cameras or any recording technology and memory card**. These phones are to be deposited with the respective Floor In-Charge.
- **The mobile phones will be made available to the students on Saturday after dinner from 8 pm to 9 pm. Calls are only to be made to parents only.**
- Students of Classes XI & XII are allowed to carry their laptops with them. These have to be deposited with their respective Floor In-Charge. Students would be allowed to keep their personal laptops in their possession only on Saturdays and Sundays.
- Students are not allowed to upload any content, related to the School or events happening in the school on Social Networking and Streaming Media websites .
- Students are not allowed to keep or use any electric gadgets such as an electric kettle, room heater, iron, cooking appliance or any other electrical appliance.

### **Fire Fighting Equipment**

- Tampering with firefighting equipment is prohibited. Such action will call for strict disciplinary action.

### **Discipline Code**

Parents and students are requested to note that the following practices are unacceptable and will invite strict disciplinary action.

- Disfiguring or damaging school property.
- Bunking School and classes.
- Bringing articles such as expensive watches, cameras, irrelevant CDs, mobile phones,

Laptop (except Classes XI & XII), electronic pens, i-pads, i-pods etc. to school.

- Use of abusive language.
- Not wearing the school uniform, during the term, as specified in the School Almanac.
- Damaging, scribbling on or tearing pages from library books or text or exercise books.
- Bringing sharp articles (knives, etc.) which can cause injury.
- Bursting firecrackers or throwing colour/ water on one another within or near the school premises.
- Late arrival in classes/ School.
- Misconduct, indiscipline and misbehavior with the teacher/ Housemaster / hostel staff .
- Assembling at or going to the book shop, cafeteria, and hostel during regular class time
- Theft
- Bullying, teasing or harassment of any kind.
- Sloganeering and signature campaigns.
- Chewing flavoured gum, betel nut, tobacco etc.
- Exchanging/ bringing/ providing any articles or electronic gadgets.

### **Zero Tolerance Policy**

- Parents are requested to personally supervise their ward's packing before the start of the semester. Contrabands, if found, will result in strict disciplinary action.
- The school follows a policy of 'Zero Tolerance' for the following.
  - (a) Possession/consumption of contraband such as cigarettes, alcohol, drugs, tobacco or any other intoxicant.
  - (b) Bullying, including physical/verbal abuse and running 'favours'.
  - (c) Sexual contact with another pupil.
  - (d) The possession and viewing of pornographic materials.

**Any of the aforementioned will lead to suspensions/expulsion.**

### **Prep Time and Lights Out**

- Prep time is to be strictly followed.
- 'Lights out' timings are to be strictly followed.
- Students of Classes X- XII are permitted a maximum of 1 hour of extra study time after lights out in their room with the use of study lamps at the discretion of the wardens. However, complete 'Lights out' is to be maintained after 10.00pm.

## **Sudden Checks and Inspections**

- The school reserves the right to conduct searches of rooms, box room, wardrobe, clothing, bedding, boxes or any other personal effects of the students.
- Students are expected to organize clearing of all articles from allocated, wardrobe and other spaces occupied on the last day of each semester. The school will not be responsible for any article left behind.
- No student is allowed to lock any space allocated to him/her. If a cupboard/room is found locked, it will be broken open by the school authorities.

## Holiday List 2015-16:

<b>Month</b>	<b>Dates</b>	<b>Occasion</b>
<b>April</b>	<b>14th -19th</b>	Bohag Bihu
<b>May</b>	<b>2nd</b>	Holiday
	<b>4th</b>	Buddha Purnima
<b>June</b>	<b>3rd</b>	Janmotsav of Sri Sri Madhab Deb
<b>27th June-2nd August</b>		Summer Vacation for Classes LKG-X (Both days Inclusive)
<b>5th July - 2nd August</b>		Summer Vacation for Classes XI-XII (Both Days Inclusive)
<b>August</b>	<b>15th</b>	Independence Day
	<b>29th</b>	Raksha Bandhan
<b>September</b>	<b>5th</b>	Janmashtami
	<b>17th</b>	Vishwakarma Puja
	<b>23rd</b>	Janmotsav of Shrimanta Shankar Deb
	<b>25th</b>	Id-Ul-Zuha
<b>October</b>	<b>2nd-4th</b>	Term Break
	<b>18th-27th</b>	Durga Puja (Both Days Inclusive)
<b>November</b>	<b>11th- 15th</b>	Diwali (Both Days Inclusive)
	<b>25th</b>	Guru Nanak Jayanti
<b>23rd December - 3rd January</b>		Winter break (Both Days Inclusive)
<b>January</b>	<b>14th-17th</b>	Magh Bihu
	<b>26th</b>	Republic Day
<b>February</b>	<b>13th</b>	Saraswati Puja (only for LKG-V)
<b>March</b>	<b>7th</b>	Shiva Ratri
	<b>23rd, 24th</b>	Holi
	<b>25th</b>	Good Friday

# Examination Schedule, 2015-16

## LKG to Class III

## Monthly Assessments

### Classes IV to X

1<sup>st</sup> Unit test

3<sup>th</sup> – 12<sup>th</sup> June

Summative Assessment I

18<sup>th</sup> September - 1st October

PTM- 16<sup>th</sup> October for LKG to Class III

PTM-17th October For Classes IV-X

2<sup>nd</sup> Unit Test

1<sup>st</sup> – 8<sup>th</sup> December

Summative Assessment II

1<sup>st</sup> -12<sup>th</sup> March, 2016 (Classes IV-VIII)

8<sup>th</sup> - 19<sup>th</sup> March, 2016 (Classes IX&X)

Distribution of Report Cards

21<sup>st</sup> March for LKG- Class III

22<sup>nd</sup> March for Classes IV -VIII

28<sup>th</sup> March for Class IX

## Class XI

Half yearly Examination

11<sup>th</sup> September– 1<sup>st</sup> October

PTM

17<sup>th</sup> October

Annual Examination

9<sup>th</sup> – 22<sup>nd</sup> February

## Class XII

Half Yearly

15<sup>th</sup> June – 4<sup>th</sup> July

PTM

8th August

1st Pre Board

17<sup>th</sup> November – 8<sup>th</sup> December

Declaration of results

15th December

2<sup>nd</sup> Pre Board

5<sup>th</sup> - 19<sup>th</sup> January, 2016

Declaration of results

25th January

## Months of the Houses:

To encourage team work among the school and to foster team spirit, the school is divided into 'houses' which are named after four great personalities of our country. They are

Gandhi House

Mother Teresa House

Tagore House

Vivekananda House.

To commemorate the greatness of these personalities and as tribute to them for their service to the nation in particular and mankind at large, the school dedicates their birth months to these personalities.

May - *Geetobitan*, the Month of Tagore

September – Service to all, the Month of Mother Teresa

October – Peace and harmony, the Month of Gandhi

January – Youth – the Future, the Month of Swami Vivekananda

# Year Planner (LKG - Grade VIII):

April, 2015

<i>Date</i>	<i>Event</i>
5 <sup>th</sup> , Sunday	Boarders Report Open House for parents and boarders with Principal at 12:30pm
<b>Week I : Assembly By Class VIII</b> <b>Theme:</b> Welcoming the new session & Ushering in the Spring season	
6 <sup>th</sup> , Monday	New Session begins
11 <sup>th</sup> , Saturday	School Open For Classes V-XII
<b>Week II : Assembly By Class VIII</b> <b>Theme:</b> Ushering in the Spring season	
13 <sup>th</sup> , Monday	Bihu Celebration in School
14 <sup>th</sup> – 19 <sup>th</sup> (both days inclusive)	Bihu Holidays Excursion for Boarders
<b>Week III : Assembly By Class VII</b> <b>Theme: VISION</b> - “ Whatever you can do or dream you can begin it!”	
22 <sup>nd</sup> , Wednesday	Earth Day
<b>Week IV : Assembly By Class VI</b> <b>Theme: Dignity of Labour</b> All labour that uplifts humanity has dignity and importance ... Martin Luther King, Jr.	
30 <sup>th</sup> , Thursday	Tiger Fest
3 <sup>rd</sup> , Sunday	AIPMT

## MAY, 2015

<i>Date</i>	<i>Event</i>
<b>Week V: Assembly By Class V</b> <b>Theme:</b> Great Indian personalities – Buddha & Tagore	
4 <sup>th</sup> May, Monday	Buddha Purnima (Holiday)
7 <sup>th</sup> , Thursday	Birth Anniversary of Sri Rabindranath Tagore
8 <sup>th</sup> , Friday	Card making - L.I – Class IV Letter Writing - V – X (acknowledging mothers)
9 <sup>th</sup> , Saturday	LKG, UKG & Class I Orientation for parents, Weekly Test
<b>Week VI : Assembly By Class IV</b> <b>Theme: Value of hard work:</b> A man is not judged by the work he does but by the effort and sincerity he puts into his work	
11 <sup>th</sup> , Monday	Show and Tell (Class I)
13 <sup>th</sup> , Wednesday	Recitation (Class II)
15 <sup>th</sup> , Friday	Half a Minute (HAM) (Class III)
16 <sup>th</sup> , Saturday	Weekly Test
<b>Week VII : Assembly By Class III</b> <b>Theme:</b> “Thousands of candles can be lit from a single candle, and the life of the candle will not be shortened. Happiness never decreases by being shared.” – Buddha	
18 <sup>th</sup> , Monday	Oral Interpretation (Class IV)
20 <sup>th</sup> , Wednesday	Spin – a- yarn (Class V)
20 <sup>th</sup> -23 <sup>rd</sup> May Wednesday - Saturday	Capacity Building workshop by Art of Living for Class III-VII Recomended by CBSE

<i>Date</i>	<i>Event</i>
<b>Week VIII : Assembly By Class II</b> <b>Theme: OPPORTUNITY - “In the middle of difficulty lies Opportunity.”</b>	
25 <sup>th</sup> -28 <sup>rd</sup> May	Capacity Building workshop by Art of Living for Class VIII Recommended by CBSE
30 <sup>th</sup> , Saturday	Inter - House Play Competition (Classes IV – VIII) Weekly Test Theme: Folk tales of North East India
<b>Week IX : Assembly By Activity Teachers</b> <b>'ENVIRONMENT WEEK'</b> <b>Theme: World Environment Day – Raise your voice, Not the Sea level.</b>	
1 <sup>st</sup> June - 6 <sup>th</sup> June	'GO GREEN' Activities by the different Clubs & Classes Planting of 1 tree per section in the School campus
3 <sup>rd</sup> , Wednesday	Janmotsav of Sri Sri Madhab Dev (Holiday)
4 <sup>th</sup> , Thursday	Unit Tests begin (Class IV – X)
5 <sup>th</sup> , Friday	World Environment Day
<b>Week X : Assembly By Class I</b>	
9 <sup>th</sup> , Tuesday	Investiture Ceremony of Junior School
10 <sup>th</sup> , Wednesday	Action Song Competition (Group) Class – LKG
11 <sup>th</sup> , Thursday	Action Song Competition (Group) Class – UKG
12 <sup>th</sup> , Friday	Unit Tests ends

<i>Date</i>	<i>Event</i>
<b>Week XI : Assembly By Class VIII</b> <b>Theme: Belief:</b> Great things always happen, just believe in yourself, as there is no shortcut to success.	
17 <sup>th</sup> , Wednesday	Parent – Teacher Interaction ( <b>Open – House</b> ) Class - II
18 <sup>th</sup> , Thursday	Parent – Teacher Interaction ( <b>Open – House</b> ) Class - III
19 <sup>th</sup> , Friday	Parent – Teacher Interaction ( <b>Open – House</b> ) Class - IV
20 <sup>th</sup> , Saturday	Parent – Teacher Interaction ( <b>Open – House</b> ) Class - V
<b>Week XII : Assembly By Class VII</b> <b>Theme: – Strength:</b> When the mind is strong, situation becomes an opportunity.	
22 <sup>nd</sup> , Monday	Parent – Teacher Interaction ( <b>Open – House</b> ) Class - VI
23 <sup>rd</sup> , Tuesday	Parent – Teacher Interaction ( <b>Open – House</b> ) Class - VII
24 <sup>th</sup> , Wednesday	Parent – Teacher Interaction ( <b>Open – House</b> ) Class - VIII
27 <sup>th</sup> , Saturday	Summer Vacation begins (Class IV – X) Open House for Boarders Teachers' meeting
<b>29<sup>th</sup> – 4<sup>th</sup> July Teachers Workshop by CBSE impaneled resource person.</b> <b>5<sup>th</sup> – 12<sup>th</sup> July Excursion for Class XII</b>	
<b><u>August, 2015</u></b> <b>Week XIII : Assembly By Class VI</b> <b>Theme: – Success:</b> A fight between you and yourself , everyday.	
2 <sup>nd</sup> August, Sunday	Boarders Report latest by 4:00 pm.
3 <sup>rd</sup> August, Monday	School Reopens
8 <sup>th</sup> , Saturday	Weekly Test

<i>Date</i>	<i>Event</i>
<b>Week XIV : Assembly By Class V</b> <b>Theme: The spirit of Patriotism – India is what you want it to be.</b>	
14 <sup>th</sup> , Friday	Inter House Patriotic Song Competition Classes IV – VIII
15 <sup>th</sup> , Saturday	Independence Day (Holiday)
<b>Week XV : Assembly By Class IV</b> <b>Theme: – DETERMINATION - “ Determine that things can and shall be done, and then we shall find the way!”</b>	
22 <sup>nd</sup> , Saturday	Weekly Test
<b>Week XVI : Assembly By Class III</b> <b>Theme: – Know the value of TIME - snatch, seize, and enjoy every minute of it.</b>	
26 <sup>th</sup> , Wednesday	WWF – India Wild Wisdom Quiz
27 <sup>th</sup> , Thursday	Book Safari Class LKG - V
29 <sup>th</sup> , Saturday	Raksha Bhandan (Holiday)
<b>September 2015</b> <b>Week XVII : Assembly By Class II</b> <b>Theme: If you can dream it you can do it.</b>	
4 <sup>th</sup> , Friday	“Teachers' Day Celebration” Classes VI - XII Dispersal at 1:00 pm
5 <sup>th</sup> , Saturday	Janmashtami (Holiday)

<i>Date</i>	<i>Event</i>
<b>Week XVIII : Assembly By Class I</b>	
12 <sup>th</sup> , Saturday	Weekly Test
<b>Week XIX : Assembly By Activity Teachers</b>	
14 <sup>th</sup> , Monday	Revision for Half yearly exams begin
15 <sup>th</sup> , Tuesday	Do as you Like Class L.KG
16 <sup>th</sup> , Wednesday	Recitation Class III
17 <sup>th</sup> , Thursday	Vishwakarma Puja (Holiday)
18 <sup>th</sup> , Friday	Tell – a – Tale Class II (Group)
<b>Week XX : Assembly By Class – VIII</b> <b>Theme:</b> Shrimanta Sankar Deb, his life and work	
21 <sup>st</sup> , Monday	Summative Assessment I begins Classes IV – X School gets over for all at 12:15pm
22 <sup>nd</sup> , Tuesday	Do as you Like Class I
23 <sup>rd</sup> , Wednesday	Janam Utsav of Shri Shankar Dev (Holiday)
24 <sup>th</sup> , Thursday	Do as you like Class UKG
25 <sup>th</sup> , Friday	Id – ul – Zoha (Holiday)

<i>Date</i>	<i>Event</i>
<b>OCTOBER – 2015 Week XXI : Assembly By Class VII</b>	
<b>Theme:</b> A creative man is motivated by the desire to achieve, not by the desire to beat others.	
29 <sup>th</sup> , Tuesday	Half-a-minute Class II
1 <sup>st</sup> October, Thursday	Summative Assessment I ends
2 <sup>nd</sup> – 4 <sup>th</sup> October	Term Break Inter – House Sports Meet for Boarders
<b>Week XXII : Assembly By Class – VI</b>	
<b>Theme:</b> Dream big, follow your passion and rest will fall in place by itself.	
5 <sup>th</sup> , Monday	2nd Term Begins
8th-10th	Literary Fest Class VI – XII
14 <sup>th</sup> , Wednesday	Rhythmic Rendezvous, A music Competition
<b>Week XXIII : Assembly By Class - V</b>	
<b>Theme:</b> Whatever the mind of a man can conceive and believe it can achieve.	
16 <sup>th</sup> , Friday	Report Giving (Boarders & Day Scholars) Classes LKG – III
17 <sup>th</sup> , Saturday	Report Giving (Boarders & Day Scholars) Classes IV – XI
<b>Week XXIV : Assembly By Class - IV</b>	
<b>Theme:</b> “The miracle is this: The more we share, the more we have.”	
18 <sup>th</sup> – 27 <sup>th</sup> , October	Puja Holidays (both days inclusive)
27 <sup>th</sup> October	Boarders Report
28 <sup>th</sup> , Wednesday	School Reopens
<b>NOVEMBER – 2015 Week XXV : Assembly By Class - III</b>	
<b>Theme:</b> Giving Back: “For it is in giving that we receive.”	
6 <sup>th</sup> , Friday	Night Spent for Classes II & III, Classes IV & V leave for Kaziranga

<i>Date</i>	<i>Event</i>
8th, Sunday	Classes IV & V return from Kaziranga
8 <sup>th</sup> – 15 <sup>th</sup> November	Diwali Holidays
<b>Week XXVI : Assembly By Class II</b> <b>Theme:</b> Compassion- “A kind gesture can reach a wound that only compassion can heal”	
16 <sup>th</sup> , Monday	School reopens
21 <sup>st</sup> , Saturday	Weekly Test
<b>Week XXVII : Assembly By Activity Teachers</b>	
25 <sup>th</sup> , Wednesday	Guru Nanak Jayanti (Holiday)
26 <sup>th</sup> -28 <sup>th</sup> , Thursday-Saturday	Anup Lahoty Memorial Inter-School Sports Meet
<b><u>DECEMBER – 2015</u> Week XXVIII : Assembly By Class - VIII</b> <b>Theme:</b> Volunteering- “But more importantly, go into the world and do good”	
1 <sup>st</sup> , Tuesday	2 <sup>nd</sup> Unit Test begins Class IV – X
<b>Week XXIX : Assembly By Class - VII</b> <b>Theme:</b> Unity- “The thread may stretch or tangle, but will never break.”	
8 <sup>th</sup> , Tuesday	Unit Test ends
12 <sup>th</sup> , Saturday	Form Evening Class L.KG – III
<b>Week XXX : Assembly By Class -VI</b> <b>Theme:</b> Achievement- “If you can’t do great things, do small things in great way.”	
14 <sup>th</sup> , Monday	Inter House Declamation for Classes VII & VIII Theme: India Nationalist Leaders

<i>Date</i>	<i>Event</i>
20 <sup>th</sup> , Sunday	Christmas Carnival Inter House Carol and Western Dance Competition Class VI - X
<b>Week XXXI : Assembly By Class V</b> <b>Theme:</b> Hope - "There are always flowers for those who want to see them."	
21 <sup>st</sup> , Monday	TRIVENI- The RGS Exhibition
22 <sup>nd</sup> , Tuesday	Founders Day
23 <sup>rd</sup> Dec - 3 <sup>rd</sup> January, 2016	Winter Break
3 <sup>rd</sup> January, Sunday	Boarders report
<b>JANUARY -2016 Week XXXII : Assembly By Class - IV</b> <b>Theme:</b> Patience- "Trees that are slow to grow bear the best fruit."	
4 <sup>th</sup> , Monday	School Reopens
<b>Week XXXIII : Assembly By Class - III</b> <b>Theme:</b> Harvest Festival	
13 <sup>th</sup> , Wednesday	Bihu Celebration
14 <sup>th</sup> – 17 <sup>th</sup> January	Bihu holidays
<b>Week XXXIV : Assembly By Class -II</b> <b>Theme:</b> Freedom Struggle of India	
23 <sup>rd</sup> , Saturday	Staff picnic
<b>Week XXXV : Assembly By Activity Teachers</b>	
26 <sup>th</sup> , Tuesday	Republic Day

<i>Date</i>	<i>Event</i>
29 <sup>th</sup> , Friday	Class Picnic Class LKG - III
<b><u>FEBRUARY – 2016</u>    Week XXXVI : Assembly By Class VIII</b>	
<b>Theme:</b> “Be nice to people on your way up because you’ll meet on your way down”	
6 <sup>th</sup> , Saturday	<b>Class Picnic (IV - X)</b>
<b>Week XXXVII : Assembly By Class - VII</b>	
<b>Theme:</b> Good Manners- “Good manners will open doors that the best education cannot.”	
13 <sup>th</sup> , Saturday	Saraswati Puja Class VI – XII School gets over at 1:00pm.
<b>Week XXXVIII : Assembly By Class - VI</b>	
<b>Theme:</b> Determination- Failure will never overtake me if my determination to succeed is strong enough.	
19 <sup>th</sup> , Friday	Tell-a-Tale Class III
<b>Week XXXIX : Assembly By Class - V</b>	
<b>Theme:</b> “The roots of all goodness lie in the soil of appreciation for goodness.”	
22 <sup>th</sup> , Monday	Inter House Quiz Classes IV & V
<b><u>MARCH, 2016</u>                      Week XL : Assembly</b>	
1 <sup>st</sup> , Tuesday	SA II begins Class IV - VIII
<b>Week XLI : Assembly</b>	
12 <sup>th</sup> , Saturday	SA II Ends Class IV - VIII



<i>Date</i>	<i>Event</i>
9 <sup>th</sup> , Saturday	Weekly Test
16 <sup>th</sup> , Saturday	Weekly Test Investiture ceremony Senior School Cabinet
23 <sup>rd</sup> , Saturday & 24 <sup>th</sup> , Sunday	RGSMUN Classes IX – XII
25 <sup>th</sup> May - 28 <sup>th</sup> May Monday - Thursday	Capacity building workshop by Art of Living (Recommended by CBSE)
30 <sup>th</sup> , Saturday	Weekly Test
<b><u>JUNE, 2015</u></b>	<b>Month of Mother Earth</b>
1 <sup>st</sup> - 6 <sup>th</sup> June	'GO GREEN' Activities by the different Clubs & Classes Planting of 1 tree per section in the School campus
3 <sup>rd</sup> , Wednesday	Janmotsav of Sri Sri Madhab Dev
4 <sup>th</sup> , Thursday	Unit Tests begins for Class IX & X
5 <sup>th</sup> , Friday	Celebration of World Environment Day
6 <sup>th</sup> , Saturday	School Open – Weekly Test for Classes XI & XII
12 <sup>th</sup> , Friday	Unit Tests End
15 <sup>th</sup> , Monday	Half-Yearly Exam begins for Class XII
20 <sup>th</sup> , Saturday	Inter House Quiz for Classes IX - XI
25 <sup>th</sup> , Friday	Open House for Class IX
26 <sup>th</sup> , Friday	Open House for Class X
27 <sup>th</sup> , Saturday	Summer Vacation begins for Classes IX & X, Open House for Boarders, Teachers' meeting



<i>Date</i>	<i>Event</i>
17 <sup>th</sup> , Thursday	Vishwakarma Puja (Holiday)
21 <sup>st</sup> , Monday	Summative Assessment I begins School gets over for all at 12:15pm
23 <sup>rd</sup> , Wednesday	Janam Utsav of Shri Shankar Dev (Holiday)
25 <sup>th</sup> , Friday	Id – ul – Zoha (Holiday)
<b><u>OCTOBER, 2015</u></b>	<b>Month of Gandhi</b>
1 <sup>st</sup> , Thursday	Summative Assessment I ends
2 <sup>nd</sup> – 4 <sup>th</sup> October	Term Break, Inter – House Sports Meet for Boarders
5 <sup>th</sup> , Monday	2 <sup>nd</sup> TERM BEGINS
8 <sup>th</sup> , 9 <sup>th</sup> , 10 <sup>th</sup>	Literary Fest Class VI – XII)
14 <sup>th</sup> , Wednesday	Rhythmic Rendezvous- A musical competition
17 <sup>th</sup> , Saturday	Report Giving for Classes IX - XI (Boarders & Day Scholars)
18 <sup>th</sup> – 27 <sup>th</sup> , October	Puja Holidays (Both Days Inclusive)
27 <sup>th</sup> Tuesday	Boarders Report
28 <sup>th</sup> , Wednesday	School Reopens
<b><u>NOVEMBER – 2015</u></b>	<b>Month of Science &amp; Peace</b>
8 <sup>th</sup> – 15 <sup>th</sup> November	Diwali Holidays ( Both Days Inclusive)
16 <sup>th</sup> , Monday	School reopens

<i>Date</i>	<i>Event</i>
17 <sup>th</sup> , Tuesday	1 <sup>st</sup> Pre-Board Examination of Class XII Begins
21 <sup>st</sup> , Saturday	Weekly Test, Inter house debate
25 <sup>th</sup> , Wednesday	Guru Nanak Jayanti (Holiday)
27 <sup>th</sup> , 29 <sup>th</sup> ,	Anup Lahoty – Inter-School Sports Meet
<b><u>DECEMBER – 2015</u></b>	<b>Month for the upholding Human Rights</b>
1 <sup>st</sup> , Tuesday	2 <sup>nd</sup> Unit Test begins for Class IX & X
8 <sup>th</sup> , Tuesday	Unit Test & 1st Pre-Board examination ends
15 <sup>th</sup> , Tuesday	Declaration of Results of 1 <sup>st</sup> Pre board Examination (Day Scholars) Reports to be mailed to Boarders
20 <sup>th</sup> , Sunday	Christmas Carnival Inter House Carol and Western Dance Competition
21 <sup>st</sup> , Monday	Triveni The RGS Exhibition
22 <sup>nd</sup> , Tuesday	Founders Day
23 <sup>rd</sup> - 3 <sup>rd</sup> January, 2016	Winter Break (Both Days inclusive)
3 <sup>rd</sup> January, Sunday	Boarders report
<b><u>JANUARY -2016</u></b>	<b>Month of Vivekananda</b>
4 <sup>th</sup> , Monday	School Reopens
5 <sup>th</sup> , Tuesday	2 <sup>nd</sup> Pre-Board Examination of Class XII begins
13 <sup>th</sup> , Wednesday	Bihu Celebration, CSH Public Theatre Production by Class XI
14 <sup>th</sup> – 17 <sup>th</sup> January	Bihu holidays

<i>Date</i>	<i>Event</i>
19 <sup>th</sup> , Tuesday	2 <sup>nd</sup> Pre Board Examination ends
23 <sup>rd</sup> , Saturday	Staff picnic
24 <sup>th</sup> , Sunday	Thanks giving walk to Kamakhya Temple
25 <sup>th</sup> , Monday	Declaration of results of 2 <sup>nd</sup> pre-board examination
26 <sup>th</sup> , Tuesday	Republic Day
30 <sup>th</sup> , Saturday	Graduation ceremony of the batch of 2016 followed by PTM of the Boarders of Class XII
31 <sup>st</sup> , Sunday	Evening Bash for the students of Class XII
<b><u>FEBRUARY – 2016</u></b>	<b>Month dedicated to Interfaith Harmony</b>
6 <sup>th</sup> , Saturday	Class Picnics for IX & X
9 <sup>th</sup> , Tuesday	Annual Examination of Class XI begins
13 <sup>th</sup> , Saturday	Saraswati Puja School gets over at 1:00pm.
22 <sup>nd</sup> , Monday	Annual Examination of Class XI ends
29 <sup>th</sup> , Monday	Declaration of results of the Annual Examination of Class XI
<b><u>MARCH, 2016</u></b>	<b>Celebration of the End of the Session</b>
8 <sup>th</sup> , Tuesday	SA II for Classes IX & X begins Session for Class XII, 2016-17 begins
19 <sup>th</sup> , Saturday	SA II for Classes IX & X ends
28 <sup>th</sup> , Monday	Declaration of results for Class IX

## Sports Planner 2015-16

Sl. No.	EVENTS	I, II, III	IV, V, VI	VII, VIII, IX	X, XI, XII
1.	CHESS	SEPTEMBER, 2015	MAY, 2015	MAY, 2015	JUNE, 2015
2.	TABLE TENNIS	-----	MAY, 2015	MAY, 2015	JUNE, 2015
3.	TAEKWONDO	OCTOBER, 2015	JUNE, 2015	JUNE, 2015	JUNE, 2015
4.	POOL & BILLIARDS	-----	-----	JUNE, 2015	JUNE, 2015
5.	SWIMMING	AUGUST, 2015	AUGUST, 2015	AUGUST, 2015	AUGUST, 2015
6.	BADMINTON	-----	AUGUST, 2015	AUGUST, 2015	AUGUST, 2015
7.	SQUASH	-----	-----	AUGUST, 2015	AUGUST, 2015
8.	ARCHERY	-----	-----	SEPTEMBER, 2015	SEPTEMBER, 2015
9.	SKATING	SEPTEMBER, 2015	SEPTEMBER, 2015	SEPTEMBER, 2015	SEPTEMBER, 2015
10.	TENNIS	-----	SEPTEMBER, 2015	SEPTEMBER, 2015	SEPTEMBER, 2015
11.	BASKETBALL	-----	OCTOBER, 2015	OCTOBER, 2015	OCTOBER, 2015
12.	FOOTBALL	OCTOBER, 2015	OCTOBER, 2015	NOVEMBER, 2015	NOVEMBER, 2015
13.	HORSE RIDING	-----	NOVEMBER, 2015	NOVEMBER, 2015	NOVEMBER, 2015
14.	CRICKET	NOVEMBER, 2015	DECEMBER, 2015	DECEMBER, 2015	DECEMBER, 2015
15.	VOLLEYBALL	-----	-----	DECEMBER, 2015	DECEMBER, 2015
16.	TRACK & FIELD	DECEMBER, 2015	DECEMBER, 2015	DECEMBER, 2015	DECEMBER, 2015

- Inter House Sports Meet for boarders will be held on 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> October, 2015.
- Annual Sports Day for Grade: LKG-XII will be held on December, 2015. The dates will be notified in due course of time.

# Daily Schedule

## Week Days

Rouser	05:30 am
Roll Call & Morning Conditioning	06:00am to 06:30am
Bath & Change	06:30am to 07:20am
Breakfast	07:20am to 07:55am
Fall In	07:55am to 08:05am
Assembly	08:10am to 08:25am
P-I	08:25am to 09:05am
P-II	09:05am to 09:45am
P-III	09:45am to 10:25am
Short Period	10:25am to 10:35am
P-IV	10:35am to 11:15am
P-V	11:15am to 11:55am
P-VI	11:55am to 12:35pm
Lunch Break	12:35pm to 01:00pm
P-VII	01:00pm to 01:35pm
P-VIII	01:35pm to 02:10pm
Fall In & Boarders move to the Hostel	02:10 pm to 02:20pm
Freshen up & Change	02:20pm to 03:00pm
Games	03:00pm to 04:10pm
Snacks	04:10pm to 04:30pm
Bath & Change	04:30pm to 05:15pm

Evening fall in	05:15pm to 05:25pm
Supervised Prep (Classes IV-VI)	05:30pm to 07:00pm
Supervised Prep (Classes VII-XII)	05:30pm to 07:30pm
Dinner (Classes IV-VI)	07:00pm to 07:30pm
Dinner (Classes VII-XII)	07:30pm to 08:00pm
Self -study/Watching TV/Reading News Paper Classes IV-VI	07:30pm to 08:00pm
Self -study/Watching TV/Reading News Paper Classes VII-XII	08:00pm to 08:30pm
Milk (Classes IV-VI)	08:00pm to 08:15pm
Milk (Classes VII-XII)	08:30pm to 08:45pm
Brushing (Teeth) & Arranging School Bag / Polishing Shoes (Classes IV-VI)	08:15pm to 08:45pm
Brushing (Teeth) & Arranging School Bag / Polishing Shoes (Classes VII-XII)	08:45pm to 09:00pm
Lights off	09:00pm

9pm to 5:30am sleep mandatory

## Schedule for Sundays & Holidays

Wake up call	06:30 am
Bath & Change	06:30am to 08:00am
Breakfast	08:00am to 08:00am
Games	09:00am to 11:00am
Changing of bed sheets/setting of cupboards & study table	11:30am to 01:00pm
Lunch	01:00pm to 02:00pm
Rest	02:00pm to 04:30pm

Snacks	04:30pm to 05:00pm
Self study	05:00pm to 07:00pm
TV/ News paper	07:00pm to 08:00pm
Dinner	08:00pm to 08:30pm
Milk / Brushing Teeth	08:30pm to 09:00pm
Lights off	09:00pm

# List of Child's Requirements in Hostels :

a. The following items will be supplied to the students by the School:

<b>ITEM</b>	<b>Quantity</b>
Bed & Mattress	- 1 No. each
Pillow	- 1 No.
Pillow cover	- 2 Nos.
Blue Bed Cover	- 2 Nos
Study Table & Chair	- 1 each
Closet	- 1 No
Pin Board	- 1 No

b. The following items will be bought by the parents from the authorized shop:

<b>ITEM</b>	<b>Quantity</b>
White Bed sheet	- 2 Nos.
Pillow cover ( white)	- 2 Nos
School Uniform	- 3 Sets
Track suit	- 2 Sets
T- Shirt ( casual)	- 2 Nos.
Trouser ( Black)	- 2 Nos
Night suits	- 2 Pairs
Sports T-Shirts (House colour)	- 2 Nos
Sports Shorts	- 2 Nos.
Tie & Belt	- 1 No. each
Socks	- 4 Pairs.
Sports socks (White colour)	- 4 Pairs
Shoes ( Addidas) Black	- 1 No.
Sports Shoes (Addidas) White	- 1 No.
Swimming costume/trunks	- 1 No. each
Laundry Bag	- 2 Nos.
School Bag	- 1 No.
Name Tags	- As required.

Extra stationery and reference books/educational magazines if required by the student will be provided and charged.

## The following items are to be brought by the students from home:

(Parents are expected to ensure that the items are replenished from time to time if needed by the child)

<b>ITEM</b>	<b>1<sup>st</sup> Term(Apr-Sep)</b>	<b>2<sup>nd</sup> Term (Oct-March)</b>
Undergarments (for girls & boys)	4 Nos.	4 Nos
Bath Towels (white only )	2 Nos.	2 Nos
Hand Towel	2 Nos	2 Nos
Muffler	-	1 No.
Monkey cap	-	1 No.
Blanket	1 No.	1 No.

White colour Sports shoes	1 Pair	1 Pair
Casual footwear (Floaters)/ Leather chappal	1 Pair	1 Pair
Bathroom slippers	1 Pair	1 Pair
Woolen Stockings ( Black)		3 Pairs
Suit case large size (With Name of the Student, Roll No. & School Address)	1 No.	
Travelling Bag ( Small )	1 no	
Casual wear	4 Pairs.	4 Pairs
Handkerchiefs	6 Nos.	6 Pairs
Swimming Trunk/suit	1 No.	1 No.
Swimming gown and cap	( if required)	
Blazer / Jacket (boys)		2 Nos.
Formals (girls)		2 Pairs
Traditional Indian/ State Costume	1 Set.	
Inland letter/ Aerogramme	10 Nos.	
Lock and Key	1 No	
Cap	1 No	
Water Bottle	1 No	
Rain coat/ Umbrella	1 No	
Hangers	6 Nos	
Ruck-sack / backpack	1 No	

#### Toiletries:

The student should bring the following toiletries.

· Bathing soaps	6 Nos.	6 Nos.
· Toothpaste	2 Nos.	2 Nos.
· Shampoo	2 No.	2 No.
· Toothbrush	2 Nos.	2 Nos.
· Tongue cleaner	2 Nos.	2 Nos.
· Day/Night Cream / Moisturizer	1 No.	1 No.
· Combs	2 Nos.	
· Black shoe polish	2 Nos.	2 Nos.
· Shoe brush	1 No.	1 No.
· Nail cutter	1 No.	
· Talcum powder (large)	1 No.	
· Soap case	1 No.	
· Plastic mug	1 No.	
· Dettol bottle (large)	1 No.	
· Deodorants (optional)		
· After shave lotion (optional for senior boys)		
· Cold cream		2 No.
· Hair band / rubber band / clips (black, for girls) As required.		
· Safety pins	1 Dozen.	
· Hair Oil	1 Bottle	1 Bottle
· Hand Sanitizer	2 Bottles (small)	

**In case extra toiletries are needed, parents are requested to replenish the same during vacations.**

**However, students can get general toiletries from the School Provision Store.**

# List of Items to be Provided by the parents

(Kindly tear out and submit to the Head of Boarding / House Mistress at the time of joining the Hostel)

Items	Required No.	No. of Items Brought
School Uniform Set	3 Pairs	
Casual Wear	1 Pair	
Night Suit	2 Pairs	
School Track Suit	1 Pair	
House T-Shirt	2 Nos	
Undergarments	4 Nos	
Bath Towel	2 Nos	
Hand Towel	2 Nos	
Muffler	1 No	
Woolen Cap & Sports Cap	1 No Each	
Black Shoes	1 Pair	
White Shoes	1 Pair	
White Socks	4 Pairs	
Tie, Belt, Floater & Bathroom Slippers	1 No each	
Blanket	1 No	
Handkerchief	5 Nos	
Swimming Trunk	1 No	
Swimming Cap, Goggles & Suit	1 No each	
Horse Riding Gear	Optional	
White Kurta Pajama	3 Pairs	
Sports Gear	Optional	
Musical Instrument	Optional	
Suitcase	1 Large Size	
Hangers	4 Nos	
Water Bottle, Sun Glasses	1 No Each	

**\*\*Laundry No. to be marked on all items**

Sign of House Master

Sign of House Parents