



ABSENCE

1. 75% attendance during the academic session is mandatory for a student. However, the percentage could be relaxed only on medical ground. But, they will not be eligible for any academic awards.
2. Students not appearing in UT/Cyclic/ PT/Terminal Exams will lose the eligibility to appear in the Annual Examination and will have no right to claim scholar badges or any other awards. No re-test will be conducted.
3. Unexplained absence for more than five consecutive days renders the student liable to have his/her name struck off. Re-admission may be possible only on payment of fresh admission fee.
4. On being absent for 2 days, students should produce medical certificate from a practicing physician on rejoining the school. Students suffering from infectious diseases should observe rest for quarantine period before returning to class.
5. On rejoining the school after availing medical leave the student must submit a fitness certificate to the principal.
6. Pre-sanctioned leave will be considered as 50% of attendance.

WITHDRAWAL

1. T.C. will be issued only after clearing all the dues of the school.
2. Student leaving in the month of May must pay the fee for the month of June.
3. Students leaving in the mid of the academic session, must pay one month fee before withdrawing from the school.
4. School retains the right to rusticate the student if he/she is found indulging in unfair means on the ground of discipline.

RED COLUMN REGISTER

Students involved in anti disciplinary activities in class, must be put in Red Column Register under intimation to the parents.

Updating of Information

It is the duty of parent to update your personal information such as change in residential number, contact number etc.