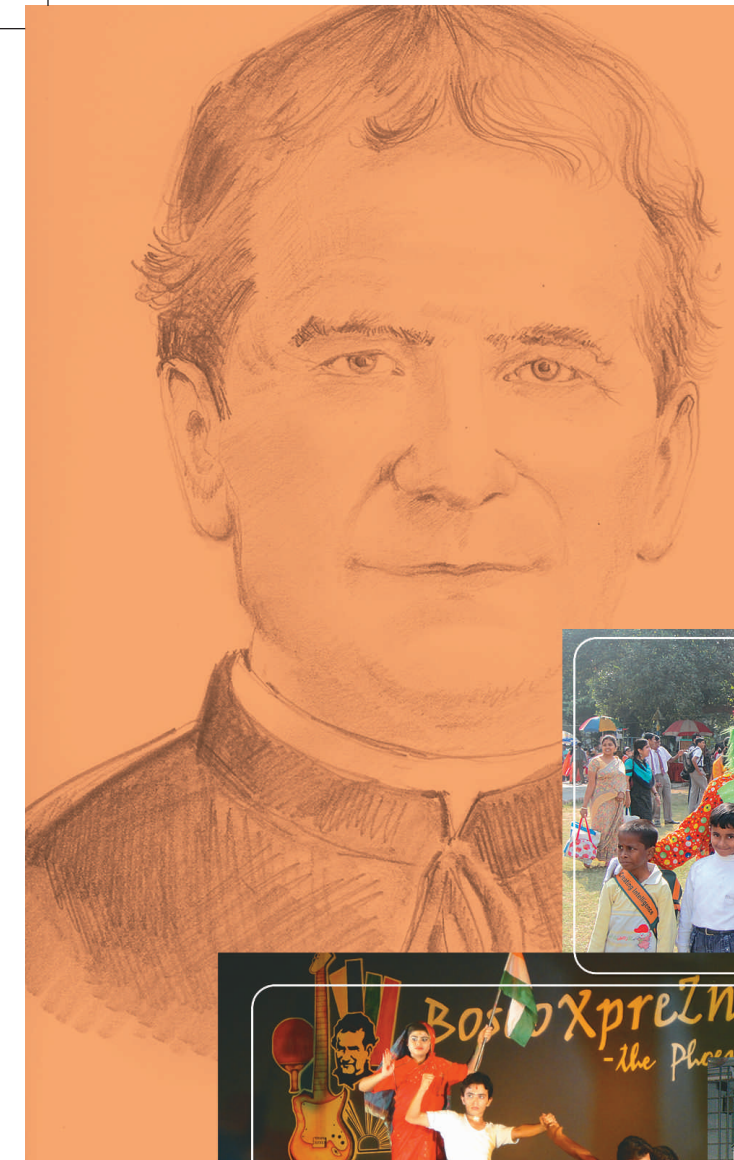




DON BOSCO SCHOOL

BANDEL



DON BOSCO SCHOOL

BANDEL

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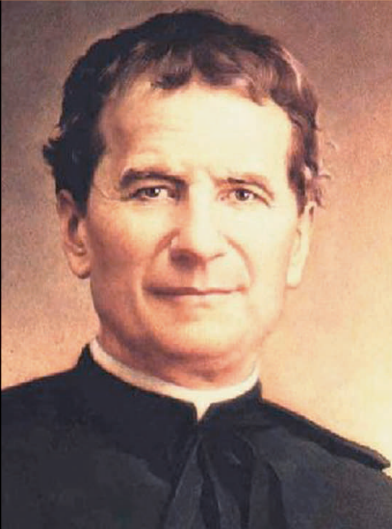
Website : www.dbbandel.org

P R O S P E C T U S





DON BOSCO



**ST. JOHN BOSCO
(DON BOSCO)
1815 - 1888**

Johnny Bosco had a difficult childhood. His father died when little Johnny was just two years old. He had to face many hurdles to continue his studies. Although dogged by poverty and unfriendly environment, Johnny's determination saw him through his course of studies. Seeing the enthusiasm of the boy, his mother, Margaret, stood by him and encouraged him to study convinced that God would one day use her son to work marvels.

Johnny, however, knew right from the beginning, what he wanted to do in life. Even Johnny gathered around himself children of the village by means of fun, laughter and song. Gradually he began to teach them to pray and show them the way to love God. His great desire was to spend his life with young people, who, Johnny saw, were in dire straits due to the prevailing economic, social and political conditions. He had this task in mind while entering the seminary to study for priesthood.



A brilliant student, but unable to meet the cost of education, Johnny had to fend for himself—by working as a cobbler, carpenter, dishwasher and doing other odd jobs. He did all this to achieve his cherished goal. He successfully completed his studies, was ordained a priest in 1841 and began to live with and for boys who were poor and uncared for.

Religious and Political authorities of the day initially failed to understand Don Bosco and his doings. They found Don Bosco far too daring and operating outside the framework of the rigorous theology and conservative thought of the times they were familiar with.

Undaunted by difficulties and criticism, Don Bosco trusted in Lord Jesus and continued his work for the young. He fed them, trained them both in formal and non-formal education, taught them the dignity of labour and helped them live a purposeful life.

He thought big. He dreamt big. He thought of lands and peoples beyond the seas; of wherever youth were in need. By the time Don Bosco died, he had ensured that the task God had given him, would be carried on, all over the world, by his followers.

Don Bosco died on 31st January 1888. He was 73 years old. He was declared a saint of the Catholic church on 1st April, 1934.

Don Bosco, the friend of youth and an educator par excellence.

XVII. ATTITUDE TO SCHOOL-MATES :

113. Strive to edify your school-mates by your good example at all time. In fact no sermon is more efficacious than good example.
114. Never make fun of those who are backward in their studies or not so quick to grasp their lessons. Let there be no ridiculing of anyone on account of any physical defect. What you laugh at or despise in others may some day befall you.
115. Gladly help one another at recreation; make no distinction in the choice of your companions. Let no one be slighted in any game and let there be no selfishness. If there be need to make a sacrifice for the sake of the team let it be made cheerfully.
116. When you are asked by a superior regarding the conduct of some of your companions, answer to the best of your knowledge especially when it is a matter of preventing or remedying some evil. To be silent would not be beneficial to your companion and would be offensive to God. Always avoid exaggeration and speak truthfully.

XVIII. BEHAVIOUR AT SCHOOL :

117. To write or draw on the blackboard (except when called upon to do so), to write offensive words, to soil walls, maps or anything else are things absolutely to be avoided.
118. Take great care of your text-books, copy books and other belongings. Beware of appropriating your neighbour's property even if it be the smallest thing. Should you find a lost article, give it at once to the Vice Principal or the Assistant Principal.
119. Keep the floor clean by allowing no paper or ink to fall on it. Cleanliness and purity of soul are reflected by a clean and neat exterior.
120. Always have high regard for your school, keep its Respect and Honour as a responsible student.
121. Performances on the stage for the various school functions are encouraged as part of the holistic formation offered and they should help bring out the fine qualities of your heart and mind.
122. Do not ridicule any one for his mistakes or awkwardness. Encourage your companions with a generous applause but do not be boisterous.
123. Be gentlemanly also when things have not been according to your taste or as perfect as you expected them to be.
124. Whenever you move from place to place be orderly. Do not push or shove one another.

XIX. SCHOOL FEES :

125. The School fees cover twelve calendar months and may be paid in monthly installments or in advance. No deduction is made for holidays or broken periods. Students are liable to be charged full fees as long as their names are officially on the rolls. Fees once paid will not be refunded.
126. The School reserves the right to increase the fees at any time of the year if an increment is considered necessary. 5 % annual increase in the tuition fee or any other is normal.
127. The fees, if paid monthly, must be paid before the end of each month, failing which a late fee of Rs.10/- per month cumulatively will be levied.
128. If the delay in the payment of fees exceeds two months the student is liable to be sent home without further notification. He may be asked to discontinue.
129. Fees for the holiday months of May, October, December must be paid in advance before the School closes. All dues must be paid before the Final Assessment.



97. Dust is the greatest enemy of the Computer. REMOVE SHOES BEFORE ENTERING THE ROOM. WEAR CLEAN SOCKS.
98. Take nothing into the computer room without the prior permission of the teacher. No computer peripherals are to be brought to the Computer Room.
99. The computer is a complicated electronic instrument which is learned through instruction and operation. FOLLOW THE INSTRUCTIONS OF THE TEACHER CAREFULLY.
100. The Computer is a very delicate and expensive machine. Damages must be paid for by the Student. REPORT IMMEDIATELY ANY KIND OF DEFECT OR DAMAGE, SO THAT PROMPT ACTION MAY BE TAKEN AND THE MACHINE IS AVAILABLE FOR THE NEXT USER.
101. Misuse of computer or downloading the unauthorized websites can lead to suspension or dismissal of student from school.

XV. HINTS FOR BOYS IN SALESIAN SCHOOLS : (Given by DON BOSCO) ATTITUDE TO GOD

102. Remember that we have been created in order to love and serve God, our Creator and that all learning and wealth in this world amount to nothing without the fear of God on which our temporal and eternal welfare depend.
103. Give glory to God for whatever learning you have for He is the Author of every good. Do not glory in any ability.
104. Give yourself to the practice of virtue while you are young. The virtues to be cultivated most are modesty (purity), humility, obedience and kindness.
105. Being modest means a proper and decent manner of speaking and acting. This virtue is one of the best ornaments of your age.
106. Avoid any kind of sin, especially three evils should be particularly avoided :
 - a). the taking of the name of God in vain; b. impurity in thought, word or deed; c. stealing.
 These evils draw God's anger upon us. But if we keep these evils far away from us, God will never fail us with His blessings.

XVI. ATTITUDE TO TEACHERS :

107. Boys should look upon their school-mates as brothers and upon their teachers and Superiors as fathers/ mothers.
108. Respect every teacher whether of your own class or not. Be grateful towards those who taught you in the past. Show your teachers those exterior signs of reverence to which they are entitled, such as greeting them whenever you meet them.
109. Be convinced that your teachers deeply feel their serious obligation to promoting your welfare in the best way they possibly can, and that in advising, commanding and correcting you, they have nothing else in view but your own good.
110. After piety study is most praiseworthy. Therefore, your first occupation must consist in doing the tasks assigned to you by your teachers.
111. Always rise when your teachers enter the class and again when they leave. If they delay in coming do not make any noise, but wait for them in your places in silence reviewing your lesson or reading some good books.
112. During class avoid whispering or interrupting.

THE EDUCATIONAL SYSTEM OF DON BOSCO

The most significant achievement of Don Bosco was the revolution he brought about in the concept of education. While living with youth, teaching them and sharing his life with them, Don Bosco understood the importance of Reason, Religion and Loving Kindness in dealing with youth. He made these elements the warp and weft of his educational system.

Reason

It appeals to the resources of intelligence of the young person. It inculcates in the student an openness to truth and the capacity to grow in responsible freedom.

Religion

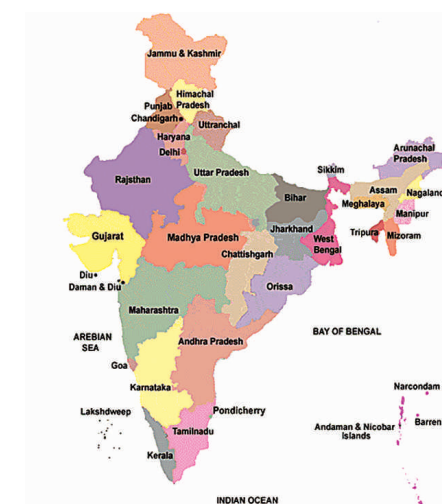
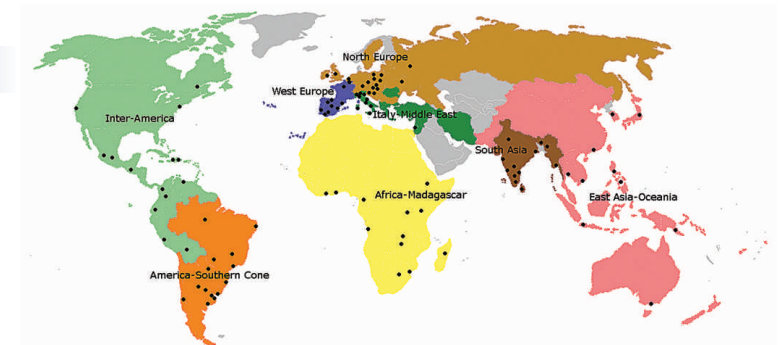
Every person's innate longing for and reverence of the divine is fostered in the student. In front of the divine he becomes aware of his potentialities as well as limitations. By becoming more and more divine, the student becomes truly human.

Loving Kindness

God loves all. We are all his children. The students are helped to experience this love and share it with one another. The constant love and care the students receive from their educators prompt them to share the same love and kindness with others.

DON BOSCO IN THE WORLD

The tiny seed planted by Don Bosco has now grown into a mighty tree cutting across cast, creed, cultures and languages. The Don Bosco concern has become an international movement contributing to peace and universal brotherhood in over 134 countries.



DON BOSCO IN INDIA

The Salesians of Don Bosco arrived in India in 1906. At Tanjavur, Tamil Nadu, the first Don Bosco institution was set up. Don Bosco institutions spread across the country have excelled in education, sports, cultural development and social awareness.

We firmly believe in and foster the rich cultural heritage of India and inculcate in our students love for our Motherland and its traditional values of non-violence, peace and tolerance. With our institutions spread across every corner of this country, we make national integration a way of life.



DON BOSCO SCHOOL, BANDEL

DON BOSCO SCHOOL, Bandel, established in January 1978, is an English Medium School for Catholic & Anglo-Indian boys conducted by the Salesians of Don Bosco. Provision is also made for admission of the boys of other faiths. The School is a Christian minority institution, recognized by the Education Department of the Government of West Bengal and affiliated to the Council for the Indian School Certificate Examinations (CISCE), New Delhi.



In short we're about

- Excellence in education
- Homely environment
- Indian traditions and values
- Total development of students
- Preparing the child for the 3rd millennium

Perhaps, that's why people say..... Don Bosco is not just another English medium School.

Don Bosco School, Bandel with its motto "Knowledge and Service" intends to provide quality education to the children of this region and to give them a strong foundation to build up character and a value based life. The school which began in 1978 with 40 students in Class 5, today has over 2000 students from classes 1 to 12. Ever since the beginning the school has come through various phases of development. Eventually the school came to 10 + 2 level and is affiliated to the ICSE / ISC board, New Delhi. The medium of instruction is English and the students are encouraged to speak only English in the campus. Instilling discipline, acquiring a sense of the Sacred, character formation, development of personal and community values, building up community feeling, commitment to social wellbeing and academic excellence are some of the priorities of this institution.



73. Ordinarily communication with parents / guardians are made through the School Calendar. On the first day of every month, the school Calendar should be checked by the Parents and the Class Teacher.
74. Parents / guardians are not permitted to see their wards or to interview teachers during class hours. They may meet the teachers of senior section between 2.40 and 3.15 pm on Thursdays and Junior section (1 to 5) between 2 and 2. 30 pm on Fridays with prior permission.
75. Admittance into the School premises is at the sole discretion of the school authorities who reserve to themselves the right to refuse admission to anyone without assigning any reason whatsoever.
76. All communication to the School should be addressed to the Principal. If the communication is regarding a pupil of the School, the parents are expected to write clearly on the top the pupil's name, class, section and the registration number.
77. School precinct is a non smoking area on working days as well as on holidays.
78. Negative/wrong/non-constructive publicity caused by any student/parent can lead to dismissal of the student.
79. Exemplary behaviour is expected of every student. It helps to educate other students and a Don Bosco Boy is noticed, recognised and appreciated in his School Uniform wherever he is.
80. The school does not own or organize transport facilities for students to come to school.

XIII. DON BOSCO BANDEL LIBRARY RULES :

81. Strict silence and order must be observed by all in the library.
82. A student must have his library card to enter the library. These cards are not exchangeable.
83. All articles and personal belongings must be left outside when entering the library. Only a copy book and a library book, if it is to be returned, may be taken into the library.
84. Only one book will be issued per card and no student can take a book on another's card.
85. Before leaving the library every student must submit for scrutiny the books borrowed.
86. A book can be kept for one week only. No renewal will be allowed.
87. All magazines, reference books used while in the library must be put back into the proper places after reading.
88. Books borrowed from the library must be returned directly to the librarian. They must not be circulated. A student who circulates books borrowed from the library may have his library card withdrawn and fined as well.
89. If any defect is noticed in a book that is being borrowed the librarian should be notified. Failure to do this checking renders one liable to be considered responsible for defects noticed on return of the book.
90. Fines will be imposed for damage done to books and articles in the library.
91. Books lost must be replaced by the borrower.
92. A fine of Rs. 5/- per day must be paid for every book returned late.
93. No fine will be charged for books overdue if a letter can be produced showing that the borrower has been absent for valid reasons.
94. Library cards are distributed once a year, in April. A lost card may be replaced by a new one, but a fine of Rs.10/- will have to be paid to the Librarian.
95. No books may be retained during the summer, autumn and winter vacations.

XIV. DON BOSCO BANDEL COMPUTER CENTRE RULES :

96. The Computer Centre is a place of learning and serious work.
For this "Silence" is a very necessary element. OBSERVE STRICT SILENCE.



XI. OTHER RULES OF CONDUCT OR DISCIPLINE :

57. School begins with the Morning Assembly and all must be on time for it.
58. Every student must have a copy of the School Calendar. The School Calendar must be brought to school every class day. The student must enter his name and class into all the entries for 'Absent', 'Late', 'Uniform', 'Leave' etc.
59. No student will be allowed to leave the School campus during the School hours except on the strength of a letter of authorization from his parent/guardian which is counter signed by the Principal.
60. Students are to address their teachers and all members of the School Staff with respect and politeness. Arrogant and challenging behaviour towards teaching or nonteaching staff is not desired. On their way to and from school students must behave in a gentlemanly manner.
61. Smoking, chewing pan, chewing gum, betel-nut, tobacco etc. are strictly forbidden.
62. Fancy items, curios and electronic gadgets (toys, digital diaries, calculators, mobile phones etc.) belts with stylish buckles and stylish haircuts are not permitted. Students are not allowed to bring "two-wheelers" to school.
63. Any damage to school property must be made good by the student concerned.
64. No books, periodicals, comics, newspaper or printed matter of objectionable nature must be brought into the school. All printed material (except those mentioned in the school booklist) when brought into the school must be presented to the Principal for approval, and may be retained in the school and read, if they bear the signature of the school authorities.
65. Students are responsible for the safe custody of their own books and belongings. Each article should be marked with the student's name.
66. Every student is expected to subscribe towards small school shows and local charities, if requested by the Principal. However, no collections or fines or funds are to be made in the School without a written permission or notice from the Principal.
67. Every student attending school is obliged to take part in curricular activities organized by the School.
68. Students must speak only English in the school campus. Serious steps will be taken against those found speaking vernacular in the school campus at any time. This rule is applicable even on holidays.
69. Students up to Classes 5 are not permitted to wear wristwatches in the school. Those above class 6 may bring watches at their own risk.

XII. FOR PARENTS / GUARDIANS :

70. Parents retain their rights and duties in the education of their children, even though they delegate them in part to the school. The support and collaboration of parents are in all cases considered indispensable to the success of the work of education carried out by the school.
71. Parents / Guardians are requested to co-operate with the school authorities :
 - a) by urging their wards to be regular and punctual in attendance ;
 - b) by not engaging private tutors who are teachers of the school;
 - c) by seeing that their wards are diligent at their "homework" and lesson;
 - d) by insisting on neatness and cleanliness in the text books, exercise books and personal appearance;
 - e) by occasionally interviewing the Principal / Vice-Principal, teachers to discuss the progress of their wards.
72. Periodical Reports and the Report Book will keep parents/guardians informed of the progress of their wards. These reports are to be signed and returned on time, as given in the School Calendar. Delays will lead to an entry in the school diary.

Apart from academic field, students are encouraged to enroll themselves in various movements in order to develop their personality-

1. Leadership Training Services (LTS)
2. Scouts
3. Nature Club
4. Literary Group
5. Science Group
6. Quiz Club
7. Cyber Club
8. Music Club
9. Friends Group
10. Social Service Group
11. Sports Club
12. Young Christian Students (YCS)

The school even organizes various co-curricular activities like – Debate, Speech competition, Essay-writing contest, Letter-writing contest, Elocution, Painting, Singing, Music, Drawing, Quiz, Cricket, Football, Basketball, Volleyball, Table Tennis, Science Exhibition and Seminar etc.



I. AIM OF THE INSTITUTION :

1. The aim of the institution is to impart sound education and Christian values by forming in the boys habits of piety, virtue, discipline and self-reliance during the years of their studies.
2. The method of education followed in the school is the Preventive System taught and practised by St. John Bosco, the founder of the organization. It is based on Reason, Religion and Loving Kindness.



II. COURSE OF STUDIES :

3. Don Bosco School, Bandel has the following courses of studies:
 - a) The ICSE section (Class I to Class X) which prepares the boys for the Indian Certificate of Secondary Education Examination of the CISCE , New Delhi. The subjects offered by the School are English, Bengali / Hindi, Mathematics, Science, History - Civics & Geography, Economic Applications / Computer Applications and SUPW.
 - b) The ISC section (Class 11 and 12) which accepts boys who have passed ICSE or its equivalent and which prepares boys for the Indian School Certificate Examinations of the CISCE, New Delhi, in any one of the following Streams:
 - i) Science Stream with English, Bengali / Hindi / Economics, Mathematics, Physics, Chemistry and Biology / Computer Science.
 - ii) Commerce Stream with English, Bengali / Hindi / Computer Science, Mathematics, Economics, Principles of Accounts and Structures of Commerce.
 - iii) Arts Stream with English, Hindi / Bengali, Political Science, History, Economics, Literature in English and Environmental Education.
 - c) National Institute of Open Schooling (NIOS) has recognised the school as an Accredited Institution (AI) and offers Secondary and Senior Secondary Courses (for details contact the reception).

NOTE - The ISC is a separate course. A new application is required for Admission to this course. Admission to it is entirely based on academic and non-academic performances, which include conduct and overall behaviour. It is assessed by the school authorities. Even the students who have completed the ICSE at Don Bosco School, Bandel are assessed.

4. Don Bosco School, Bandel, is an English medium school where every effort is made to teach the students to handle English effectively as a written and spoken language.
5. Bengali and Hindi, however are compulsory subjects as Indian Languages, in the three-language scheme of secondary education.
6. Religious Instruction : The classes of Christian Doctrine, Catechism, are compulsory for Christian boys. Students of other faiths must attend classes of Moral Science which deals with the moral principles and rules of conduct.
7. Discipline : Special attention is given to ensure a high standard of morality and discipline in the school. A student must strive to attain qualities of mind and heart and integrate into his life virtues such as honesty, sincerity, piety, compassion, generosity, love for nature and self-reliance.
8. The students' personality, initiatives and originality are given full scope in creative curricular activities and by involvement and participation in youth movements, sports and games.

IX. VACATIONS :

39. Vacations are given in the school calendar.
40. These Holidays may not be extended or anticipated. Unauthorized absence before vacation and delay to return to School after the vacation will mean readmission to the School. In case of sickness, the matter must be notified to the Principal ON THE DAY THE SCHOOL CLOSES OR REOPENS, with relevant medical documents.
41. Saturdays are generally holidays. However, if there is any unavoidable disruption of class during the class days, it will be made up by having class on the following Saturday (normally the school has 5 working days a week).

X. REGULARITY RECORD : (ABSENCE, LEAVE , LATE):

42. Absence from school without leave is not tolerated except when the cause is sudden illness or unforeseen circumstances in which the information must be given at the earliest.
43. Leave of absence is sanctioned when a written application is made by the parent/guardian stating the reason, which must be a serious one. Such reasons as birthdays, excursions, festivals, urgent business, time to study for an examination are not considered sufficient.
44. After an absence from class the reasons for the absence must be entered briefly in the Regularity Record under 'Absent' in the calendar. Reasons of a private nature may always be submitted in a letter.
45. An absence due to illness for two or more days, besides being entered in the regularity record under "absent" must be accompanied by a doctor's prescription / certificate.
46. If an unauthorized absence from school exceeds 15 calendar days, the student's name may be struck off the rolls and he may not be re-admitted to school. For long term sickness, a letter must be given to the school every 15 days giving the necessary details.
47. It is mandatory for the students to attend the School on days marked "Compulsory Attendance." Defaulters are to seek readmission to the School. In case of sickness, the matter must be notified to the Principal ON THE SAME DAY with relevant medical documents.
48. Leave for religious ceremonies or special occasions must be obtained earlier. However no consideration can be made to examinations and tests.
49. A leave granted must be recorded in the Regularity Record under 'Leave' in the calendar.
50. Late arrival in school is a breach of discipline. A Student who comes late to school must enter the day and time of arrival in the Regularity Record under 'Late'. These are to be signed by the parents when he gets back home.
51. Late arrivals which exceed five times will lead to a "Parent Call" and ten late arrivals may invoke suspension from the school.
52. Students who come late to school habitually may be sent back home.
53. The school declines all responsibility if through failure to produce a letter stating the reason for absence or delay, a student is obliged to return home during school hours.
54. Early Departure: It is availed when there is an emergency at home or when a student gets sick in the school. It is not granted to those who come sick from home.
55. In case a child falls sick/meets with any accident in the school premises he can be helped with immediate first aid only. The child's parents will be informed and are expected to come and attend immediately. It is important to give the correct contact numbers, especially when the contact number is changed.
56. Re-admission to class for absentees and late comers is granted when they can show the teacher in charge the Regularity Record duly countersigned by the Principal.



35. PROMOTION CRITERIA [CLASS XI & XII]

1. Promotion at the end of the year will be based on a total continuous Assessment (300 marks) in every subject, on the work done during the year.
2. For candidates who fail to secure promotion, there is no arrangement for Re-examination or Promotion on trial.
3. The result of the Final Assessment is final and cannot be changed.
4. A minimum of 85% attendance is absolutely essential for promotion at the end of the year.
5. A student who fails to secure promotion may be asked to leave the school. In no case, however, he will be allowed to repeat the class for a third time. Also a student who fails twice in three consecutive years will be asked to look for alternatives.
6. A student must secure :
 - 40 % each (120 marks out of 300) for Moral Science/ Catechism, 2nd Language, Mathematics, Biology /Computer
 - 40% aggregate (i.e. 240 marks out of 600) for English Language and English Literature.
 - 40% aggregate (i.e. 240 marks out of 600) for Physics & Chemistry
 - 40% aggregate (i.e. 360 marks out of 900) for Accounts, Economics and Commerce.
 - 40% aggregate (i.e. 360 marks out of 900) for Literature in English, History and Political science.
 - A student must secure minimum C3 Grade for those subjects which are graded.
7. A student may be promoted even if he fails in one subject except for Moral Science/Catechism & English.

In all questions of promotion or failure, the Rector's decision is final.

PROMOTION CRITERIA

36. a) For promotion the whole year's performance is considered.
- b) Normally a student should pass in all subjects; he may be considered for promotion even if he fails in one of the subjects other than Catechism, Moral science, English, 2nd Language and SUPW.
- c) Two semester System : There will be only two assessments. The continuous assessments, unit tests, projects and assignments will form part of the overall total of 300 marks. Internal assessment for Moral Science will be based on "Conduct Record".

d) Grades :

A1 -- 95 AND ABOVE	B3 -- 70 TO 74
A2 -- 90 TO 94	C1 -- 60 TO 69
A3 -- 85—TO 89	C2 -- 50 TO 59
B1 -- 80 TO 84	C3 -- 40 TO 49
B2 -- 75 TO 79	D -- LESS THAN 39

VIII. PRIVATE TUITION

37. As a policy, the School forbids all private tuitions, since a pupil should be able to progress in his work as a result of Good Teaching.
38. Teachers are not allowed to undertake private tuitions since they interfere with the proper execution of their school duties, including the preparation of lessons at home and correction of exercises. Private tuitions are not to be undertaken by the School teachers.

FACILITIES

- **Faculty:** well qualified and dedicated faculty recruited from all over the country, who are committed to teaching, research and consultancy, and who share the vision of building Don Bosco Bandel into a centre of excellence in the field of education.
- **Learning Resources:** Well stocked and spacious air conditioned library.
- **Infrastructural facilities:** Well-equipped classrooms, laboratories, tastefully furnished Computer labs, Science Labs, Audio-Visual Room, Table tennis room, School auditorium etc.....

III. ADMISSION :

9. Applications for admissions are accepted from students of all religious faiths. However, Christians and Anglo-Indians are given preference.
10. Parents are asked to fill in the Admission Forms with the utmost accuracy. No subsequent changes will be permitted.
11. A candidate who has attended a recognized school may be admitted with a Transfer Certificate. Catholic students must produce a recommendation letter from the Parish Priest.
12. A new candidate must be introduced personally to the Principal by the one who will be responsible for his conduct and fees.
13. New candidates will be examined on the syllabus of the class immediately below that to which they seek admission.
14. The Rector is the final authority in granting admissions.

IV. DISMISSAL AND WITHDRAWAL :

15. Before withdrawing a student from the school a month's notice is to be given or a month's fee in lieu of such notice.
16. Any certificate / statement from the school will be issued against an application along with Rs.10/-.
17. For a Transfer Certificate an application is to be made by the parent / guardian. It will be issued when all the dues to the school are cleared.
18. **Any student failing two years in succession in the same class or failing twice in three consecutive years, will be asked to shift to another stream/school as the student is not able to keep up to the demands of the school and a leaving certificate will be granted on request.**
19. Students whose attendance is irregular, who do not pay their fees, who are habitually late or absent, or lazy or dishonest or disobedient, whose conduct is injurious to the moral tone of the school or incompatible with strict discipline, or whose sickness is liable to be injurious to other boys may be dismissed.
20. Three General observations would amount to one General Remark which is a very serious breach of discipline and hence a deterrent to promotion or even dismissal from School. An observation is given in case of a minor breach of discipline.
21. Positive remarks will be entered in the school diary to encourage the students to be more socially concerned, conscious and progressive, which may reduce the implications of any of the negative remarks received. It cannot however add marks but will be considered while issuing Character Certificate.
22. As a rule, students who are dismissed or have taken Transfer Certificate are not re-admitted.
23. The Rector's decision is final in all cases of dismissal and withdrawal.



V. SCHOOL UNIFORM :

24. Every student must wear clean, complete and correct uniform daily. Defaulters may be fined or sent back home and an entry will be made in the diary.
25. Whenever the complete or correct uniform cannot be worn, permission to attend school must be obtained on the Regularity Record under "Uniform".
26. The uniform will be as follows :
 - a) For Classes I to XII :
 - White shirt with half sleeves (full sleeves may be used from November to February)
 - D B Monogram stitched on the left shirt pocket.
 - Grey shorts (for Classes I to V) (long pants may be used from November to February)
 - Grey long pants (Classes VI to XII)
 - Maroon neck tie with DB House Badge.
 - Specially designed tie for Classes XI and XII.
 - Plain black shoes and white socks.
 - White Keds on P.T. days
 - Plain light-grey pullover for winter.
 - b) For Sports Day :
 - Vest to be bought from the school.
 - White trousers for the March Past.
 - White keds and white socks.
 - White shorts.
27. To ensure uniformity the following items of uniform must be obtained from the school; the Grey pant cloth, pullover, the DB monogram, the maroon tie.

VI. SCHOOL HOURS :

28.a) Senior Section		b) Junior Section	
08.30 am to 09.20 am	Assembly & 1st Period	09.00 am to 09.50 am	Assembly & 1st Period
09.20 am to 10.00 am	2nd Period	09.50 am to 10.30 am	2nd Period
10.00 am to 10.40 am	3rd Period	10.30 am to 11.10 am	3rd Period
10.40 am	BREAK	11.10 am to 11.55 am	LUNCH BREAK
10.50 am to 11.30 am	4th Period	11.55 am to 12.35 pm	4th Period
11.30 am to 12.05 pm	5th Period	12.35 pm to 01.15 pm	5th Period
12.05 pm	LUNCH BREAK	01.15 pm to 01.55 pm	6th Period
12.50 pm to 01.25 pm	6th Period	01.55 pm to 02.30 pm	7th Period
01.25 pm to 02.00 pm	7th Period		
02.00 pm to 02.35 pm	8th Period		

(Students may be asked to stay back till 3.15 pm when there will be practices / examinations / school functions.)

- CLASSES I to III WILL GO HOME AT 01.55 pm • CLASSES IV & V WILL GO HOME AT 02.30 pm.

(Students may be asked to stay back till 3.10 pm when there will be practices / school functions.)

29. School office hours : 10-30 to 11-30 a.m.

THE SCHOOL OFFICE IS OPEN ONLY ON CLASS DAYS :

30. a) School Stationery hours : Morning 9-15 to 10-00 a.m.
- b) School fees time : 1st to 10th and 21st to 25th - 9.00 am to 01-00 p.m.

THE SCHOOL STATIONERY & FEES COUNTERS ARE OPEN ONLY ON CLASS DAYS.

31. The Rector, the Principal, the Vice Principal and the Bursar can be met between 9.15 to 10.15 am or any other time by previous appointment.(Appointments can always be done through students of the school).
32. No School business will be transacted on holidays or during vacations.

VII. ASSESSMENT AND PROMOTION :

33. PROMOTION CRITERIA [CLASS 1 TO V]

1. Promotion at the end of the year will be based on a total continuous Assessment (300 marks) in every subject, on the work done during the year.
2. For candidates who failed to secure promotion, there is no arrangement for Re-examination or Promotion on trial.
3. The result of the Final Assessment is final and cannot be changed.
4. A minimum of 85% attendance is absolutely essential for promotion at the end of the year.
5. A student who fails to secure promotion may be asked to leave the school. In no case, however, will be allowed to repeat the class for a third time. Also a student who fails twice in three consecutive years will be asked to look for alternatives.

34. PROMOTION CRITERIA [CLASS VI TO X]

1. Promotion at the end of the year will be based on a total continuous Assessment (300 marks) in every subject, and on the work done during the year.
2. For candidates who fail to secure promotion, there is no arrangement for Re-examination or Promotion on trial.
3. The result of the Final Assessment is final and cannot be changed.
4. A minimum of 85% attendance is absolutely essential for promotion at the end of the year.
5. A student who fails to secure promotion may be asked to leave the school. In no case, however, he will be allowed to repeat the class for a third time. Also a student who fails twice in three consecutive years will be asked to look for alternatives.
6. A student must secure :
 - 40% each (i.e. 120 marks out of 300) for Moral Science/ Catechism, 2nd Language, Mathematics, Science, Computer/Economics.
 - 40% aggregate (i.e. 240 marks out of 600) for English Language and English Literature.
 - 40% aggregate (i.e. 120 marks out of 300) for History and Geography.
 - 40% aggregate (i.e. 360 marks out of 900) for Physics and Chemistry and Biology (for Cl. 8,9 & 10)
7. A student must secure minimum C3 Grade for those subjects which are graded.
8. A student may be promoted even if he fails in one subject except for Moral Science/Catechism & English.

In all matters regarding promotion the Rector's decision is final.