

***RULES
AND
REGULATIONS
FOR STUDENTS***



***DON BOSCO SCHOOL
Panbazar, Guwahati-1***

Rules and Regulations for Students

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FOREWARD

Dear Bosconians,

Ever since its foundation in 1948, Don Bosco School Guwahati has had a tradition of discipline and praiseworthy customs that is characteristic of any missionary institution of repute. Over the years, the rules and regulations that governed the Institution were fine-tuned by each succeeding generation of management, staff and students. Until recently, these were contained in the school handbook or calendar. To conserve the environment and the natural resources, it was decided to print it as a small booklet and give to each student at the time of admission to the school. Such a practice would negate the necessity of printing them each year and thus help conserve paper and the forests! Environmental issues have become of paramount importance to preserve the planet for the future generations.

These rules and regulations will help you to conduct yourself as a disciplined Bosconian. Any orderly society or institution is guided by rules and regulations. In the absence of rules and regulations, there will be uncertainty and chaos. Non adherence to traffic regulations creates chaos on our roads. We experience traffic snarls several times a day. Such chaotic situations would exist in our school if we do not obey the rules and regulations of the school. The rules and regulations are the handrails that help us to conduct

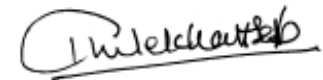
ourselves in an orderly and mutually beneficial manner.

I would encourage everyone – students, staff, parents and guardians – to read these rules and regulations. Knowledge and awareness will help us to live and let live and bring about a happy and serene atmosphere in the campus.

Lot of effort has been put into codifying them. I am grateful to all those who collaborated in this project especially members of the staff and the Managing Committee. God bless you.



Fr Joseph Almeida sdb
President



Fr Joseph Thelekkatt sdb
Secretary & Principal

1. **A brief history of Don Bosco School, Guwahati**

The Salesians of Don Bosco (S.D.B.) were entrusted with the Assam Mission (which then comprised of the whole of North-East) in 1922 by the Holy See in Rome. The first batch of Salesians arrived in Guwahati on 12th February 1922 led by Monsignor Louis Mathias S.D.B., D.D., Father Emmanuel Bars S.D.B., D.D., Father Joseph Gill, Father Joseph Huber Alsace, Father John Deponi, Father Paul Bonardi, Brother Gumersindo Cid, Brother Augustine Conti, Brother San Marino, Brother Laureas Santana, Brother Peter Aprile, and Brother Mario Calzi.

In 1923, Father Leo Piasecki S.D.B. from Poland was appointed for the Guwahati mission. He established "Our Lady's Orphanage" in 1926 and a carpentry school with just 12 students in 1928. The carpentry workshop was upgraded in 1938 and was named as Don Bosco Technical School. The Academic section was started for classes I to IV in 1937. The school was, however, taken over by the Army in 1942 at the outbreak of the Second World War and the school had to be closed.

The sad closure of the school owing to the outbreak of the Second World War did not dampen the spirit of the Salesians of Don Bosco from continuing with their mission. The Second World War ended in September 1945. The Salesians, following the footsteps of Don Bosco and his pass word 'at once', restarted the school officially on 8th February 1948 with a function presided over by Dr. Bhubaneswar Barua. It had a very humble beginning with only 92 students, studying in classes I to IV. During these years, parts of the school building were also being used by Assam Civil Engineering School and by Guwahati University.

The school was affiliated to Guwahati University in 1951. The first batch of 9 students appeared for the Matriculation examination in 1952, out of whom 8 had passed. One of the

well-known faces of this first batch was Dr Nirmal Kumar Choudhury, former Vice-Chancellor of Gauhati University. The English section was introduced from class VII in 1958 and from classes IV to VI in 1962. Thereafter, there was no looking back for Don Bosco School, Guwahati.

The school has initiated a series of novel and progressive steps to keep pace with the changing times to meet the needs of the students. As a first step, the primary school curriculum and teaching methods were totally revamped. The teachers of the primary school attended several workshops to familiarize and equip themselves with child-centred and activity-oriented teaching methods. The unit tests and examinations gave way to continuous evaluations through worksheets. Exercise books were replaced with loose sheets in order to reduce the weight of the school bag and reduce the wastage of paper.

The school was affiliated to the Central Board of Secondary Education (CBSE) in 2006 and upgraded to Senior Secondary (+2) level in 2009. The school was also changed from a hitherto 'all-boys school' to a co-educational school. The first batch of girls was admitted to Class XI in 2009 and to KG and Class I in 2010.

Don Bosco School, Guwahati was affiliated to the National Institute of Open Schooling (NIOS), New Delhi in 2008. The Open School centre offers opportunities for "out-of-school" youths who wish to continue their formal education.

Don Bosco Evening School

Don Bosco Evening School was started for the underprivileged children on April 25, 1994. This was initially started only for boys but in 2002 girls were also admitted. The Evening school has two sections:

- i. Literacy classes for out of school children

- ii. Tuition for children attending local schools

The objective of the evening school and other social out-reach programmes is to inculcate in the students a spirit of love and care for the children in need and at risk. Well wishers are welcome to support this noble venture initiated by the school.

2. **Vision**

The glory of God "is a human fully alive" lies at the heart of our educational philosophy. It is, therefore, our vision to enable the youth, the 'fully alive' to shape and mould their lives and live it in its fullness in the pursuit of "virtue and knowledge".

3. **Mission**

- i. To offer "quality education" that provides each student with a free, cheerful and friendly learning environment to acquire knowledge, expertise, values and interpersonal skills to face the challenges of life.
- ii. To impart sound and quality education through integral and holistic approach for the all round development of the human person by inculcating in the students the virtues of piety, integrity, freedom, accountability, self-reliance, discipline and selflessness.

4. **Method**

The system of education followed in the school is Preventive System of Education taught by St. John Bosco, a great educator and a father of youth. This system is based on reason (conviction), religion (a personal awareness of God), and relationship (kindness). It believes in preventing indiscipline among the students through the presence of the educators with the students in an environment of friendliness and love.

5. **Ambience**

The educative community composed of the Salesians, the members of the staff and parents, forms the very heart of the campus and strives to achieve the goal of all round and integral development of the students through mutual cooperation and support. The parents, teachers and the management support and complement each other's efforts through regular contacts (open days, PTA meetings, personal visits etc) to help the students in their quest for knowledge and virtue.

The educative community is committed to the integral growth of the students and instills in the young minds an insatiable quest for knowledge and virtue.

6. **Administration of the school**

The administration of the school is vested on the Chairperson and the members of the Governing Body of the Founder Society. The Chairperson appoints a team to administer the school on behalf of the Governing Body. The team consists of the Rector, the Principal, the Vice-Principal, the Administrator and the others from among the members of the Society with requisite qualifications and aptitude.

The day-to-day administration of the school is vested with the Principal and his team appointed by the Governing Body of the Founder Society. They are assisted by the Managing Committee of the school.

7. **Admission**

- 7.1. The school belongs to the Catholic Minority Community and, therefore, members of the Catholic community get priority in admission. Students who are Catholics should produce the

- Baptism Certificate and a letter of introduction from their Parish Priest stating that they are practising Christians and that they are willing to attend the faith education conducted for Christian students.
- 7.2. Students who belong to other Christian denominations should produce certificates from their respective Church authorities stating that they are practising Christians and that they are willing to attend the faith education conducted for Christian students.
- 7.3. The admission to the appropriate class is based on the principles guiding the admission to minority institutions.
- 7.4. The exact date of birth with the supporting documents should be submitted to the school office at the time of admission. Under no circumstances, change of date / year of birth will be entertained in future.
- 7.5. Parents / guardians who will be responsible for interaction with the Principal regarding their child / ward should introduce themselves to the Principal personally.
- 7.6. The legal guardians of orphans must produce legal documents regarding the custody of the child.
- 7.7. Single parent families should produce documentary evidence as a proof of death of the spouse / divorce / legal status.
- 7.8. Selected Candidates should take admission on the stipulated date, failing which he / she may forfeit the seat.
- 7.9. No donation / capitation fee in any form is accepted for admission.
8. **Fees**
- 8.1. This may be referred to the Fee Book for the current year.
- 8.2. The School fees cover twelve calendar months including holidays

- and broken periods and may be paid in quarterly installments or in one installment at the beginning of the year.
- 8.3. The fees may also be paid in the following manner :
- i. Parents / guardians may pay in cheque / cash the entire amount in the designated bank through the fee slips provided for the purpose in the first month of the scholastic year.
 - ii. Parents / guardians may open an account with the designated Bank collecting the fees and instruct the bank to pay the fees at the scheduled time.
 - iii. Parents / guardians may also use the online facility to pay as and when it is made available.
- 8.4. It is the responsibility of the parents / guardians to ensure that fee slips are filled up correctly. It may not be credited in the accounts of the school if it is not correctly filled up. This may lead to confusion in the accounts and the school will not be responsible for the same.
- 8.5. The mode of payment must be chosen at the beginning of the scholastic year.
- 8.6. An additional fine, as prescribed from time to time, will be levied by the school in addition to the bank charges, if the cheques are not honoured by the bank.
- 8.7. Parents / guardians are requested to note that once the fees are paid in the bank, it will not be refunded nor adjusted. They are, therefore, requested to ensure that the correct amount is paid to the bank.
- 8.8. Parents and guardians desirous of seeking transfer for their ward should clear all the dues to the school and apply for Transfer Certificate fifteen days in advance to enable the office to issue the same. It is obligatory to obtain Transfer Certificate at the

time of transfer from this school to another.

- 8.9. There will be an increase in the fees on the basis of the increase in the salary of the teachers and staff.
- 8.10. Deserving students from the economically weaker sections of the society may be given concession in fees. Such concessions, however, will be withdrawn if the student fails to obtain the required pass marks / grades in all the subjects.
- 8.11. Students either joining or leaving the school during any time of the year will have to pay the fees for the whole quarter during which he/she joins or leaves.
- 8.12. Parents / Guardians are requested to pay the fees before the last day of the first month of the quarter, failing which a fine, as prescribed from time to time, will be imposed per month.
- 8.13. School will not issue any reminder for the payment of fees.
- 8.14. Admit cards will not be issued to students whose dues are not cleared and they will be debarred from sitting for the examinations. The Principal may grant special permission to such students to sit for the examinations provided such a request is made by the parents/guardian. However, the result of such students will be withheld till all the dues are cleared.
- 8.15. A security deposit, as prescribed from time to time, is to be paid at the time of admission which will be refunded without interest after the completion of the course and after adjusting all outstanding dues, if any, at the time of issuing the Transfer Certificate. The original receipt of the security deposit should be attached along with the application for refund of the security deposit.

9. School uniform

9.1. For boys

	Primary	Upper Primary	Secondary	Sr. Secondary
Shirt	Blue striped shirt (narrow stripes) with the school emblem on the pocket	White shirt with the school emblem on the pocket	Grey striped shirt (narrow stripes) with the school emblem on the pocket	Dark blue striped shirt (broad stripes) with the school emblem on the pocket
Pants	Grey shorts in summer (optional) / Dark grey trousers	Dark grey trousers	Dark grey trousers	Dark grey trousers
	Maroon tie	Maroon tie	Maroon tie	Maroon tie
	Black-laced leather shoes and white socks	Black-laced leather shoes and white socks	Black-laced leather shoes and white socks	Black-laced leather shoes and white socks
	House caps and scarves for special occasions	House caps and scarves for special occasions	House caps and scarves for special occasions	House caps and scarves for special occasions
Wednesday uniform	Black shorts in summer(optional) / Black trousers with the school jersey and white canvas shoes and white socks	Black trousers with the school jersey and black-laced leather shoes and white socks	Black trousers with the school jersey and black-laced leather shoes and white socks	Black trousers with the school jersey and black-laced leather shoes and white socks
Additional uniform for Winter Season	Light maroon sweater with dark grey border on the neck, sleeves and bottom with the school emblem on the left side of the chest / dark navy blue coat and the school emblem on the pocket	Light maroon sweater with dark grey border on the neck, sleeves and bottom with the school emblem on the left side of the chest / dark navy blue coat and the school emblem on the pocket	Light maroon sweater with dark grey border on the neck, sleeves and bottom with the school emblem on the left side of the chest / dark navy blue coat and the school emblem on the pocket	Light maroon sweater with dark grey border on the neck, sleeves and bottom with school emblem on the left side of the chest / dark navy blue coat and the school emblem on the pocket (Compulsory for students of Classes XI & XII).
Sports Day uniform	White shorts /black track suits with House jerseys and white canvas shoes	White shorts / black track suits with House jerseys and white canvas shoes	White Shorts / black Track Suits with House Jerseys and white canvas shoes	White shorts / black track suits with House jerseys and white canvas shoes

9.2 For girls

	Primary	Upper Primary	Secondary	Sr. Secondary
Shirt	White blouse (full / half sleeves)	White shirt with the school emblem on the pocket	Grey striped shirt (narrow stripes) with the school emblem on the pocket	Dark blue striped shirt (broad stripes) with the school emblem on the pocket
Pants / Dress	Blue & White striped dress with the school emblem and matching bloomers	Dark grey trousers	Dark grey trousers	Dark grey trousers
	Maroon tie; red ribbon / red band	Maroon tie; red ribbon / red band	Maroon tie; red ribbon / red band	Maroon tie; red ribbon / red band
	Black-laced leather shoes and white socks	Black-laced leather shoes and white socks	Black-laced leather shoes and white socks	Black-laced leather shoes and white socks
	House caps and scarves for special occasions	House caps and scarves for special occasions	House caps and scarves for special occasions	House caps and scarves for special occasions
Wednesday uniform	Black divided skirts with cross belts with the school jerseys and white canvas shoes and white socks	Black pants, school jersey and black-laced leather shoes and white socks	Black pants, school jersey and black-laced leather shoes and white socks	Black pants, school jersey and black-laced leather shoes and white socks
Additional uniform for Winter Season	Light maroon sweater with dark grey border on the neck, sleeves and bottom with the school emblem on the left side of the chest / dark navy blue coat and the school emblem on the pocket; white leggings (optional)	Light maroon sweater with dark grey border on the neck, sleeves and bottom with the school emblem on the left side of the chest / dark navy blue coat and the school emblem on the pocket	Light maroon sweater with dark grey border on the neck, sleeves and bottom with the school emblem on the left side of the chest / dark navy blue coat and the school emblem on the pocket	Light maroon sweater with dark grey border on the neck, sleeves and bottom with school emblem on the left side of the chest / dark navy blue coat and the school emblem on the pocket (Compulsory for students of Classes XI & XII).
Sports Day uniform	Shorts / black track suits / divided skirts with House jerseys and white canvas shoes	Shorts / black track suits / divided skirts with House jerseys and white canvas shoes	Shorts / black track suits / divided skirts with House jerseys and white canvas shoes	Shorts / black track suits / divided skirts with House jerseys and white canvas shoes

- 9.3 The Primary school students (I-IV boys) should have cross pockets with elastic at the waist. The Upper Primary, Secondary and Senior Secondary school students should have cross pockets without elastic.
- 9.4 The uniforms and other items for the uniforms are to be purchased only from the approved supplier(s) to ensure uniformity. The name and address of the approved supplier(s) will be put up on the school notice board.
- 9.5 The trousers / shorts, shirts, black shoes and other items of the uniform must be as prescribed by the school.
- 9.6 It is important to note that every student must wear a clean, complete and correct uniform daily. A student who comes to school without the proper uniform or whose uniform is untidy will not be allowed to attend classes nor school functions.
- 9.7 A student will be marked absent even if he / she is allowed to attend class without the school uniform. Such students must bring a note on the following day from the parent / guardian stating the reason for being marked absent.
- 9.8 Students should come in school uniform for all school functions and programmes, unless otherwise instructed.
- 9.9 All boys (except Sikhs) must keep their hair short and faces clean. Girls must tie their hair neatly with ribbons or hair band. However, the girls belonging to the Primary section must tie their hair with red ribbon.
- 9.10 Personal cleanliness and appearance is an important part of education. Students should, therefore, attend classes neat and clean. They should ensure that their nails are trimmed and hair combed neatly.
- 9.11 Students are not allowed to use gels / hair dye / cosmetics,

jewellery nor wear baggy pants or pants below the hips. Boys are not allowed to use earrings.

10. **Text books & exercise sheets**

10.1. All the students are requested to obtain school files, textbooks, exercise sheets and stationery from the school approved supplier/suppliers.

10.2. The exercise sheets and the handouts provided by the school have to be kept neatly in an orderly manner in the files provided for the purpose. These will be inspected by the teachers or school authorities from time to time.

10.3. The school has adopted the policy of avoiding exercise books in order to:

- i. Reduce the weight of the school bag
- ii. Inculcate the habit of orderliness and personal responsibility
- iii. Teach the value of saving natural resources especially plants /trees

11. **Hand book**

11.1. A Handbook is provided to each student at the beginning of the academic year. This has to be maintained in a proper manner throughout the year. Students should fill the Identity certificate and other pages of the Handbook correctly within the first week of the commencement of the academic session. The ID page should contain the photograph and all the details asked for therein.

11.2. It is compulsory to fill in the name, address and contact number of the local guardian in the Handbook. It will be required in case of an emergency if the school is unable to contact the parents.

11.3. A written application has to be submitted to the Principal through

the class teacher together with the required fine, in case the handbook is lost. The front office will issue a new handbook on submission of the application duly countersigned by the class teacher and the Principal.

11.4. The handbook has to be brought to school daily. A student who does not bring the handbook will be marked absent if he / she is from the Primary / Upper Primary classes and the students of Secondary and Senior Secondary classes will be sent home to bring the handbook. Such students should bring a note on the following day from their parent / guardian for being marked absent / being sent home.

12. **Course of studies**

12.1. The school is affiliated to the Central Board of Secondary Education (CBSE), New Delhi. It prepares students for CBSE Board examinations.

12.2. The Don Bosco Evening School is a non-formal literacy Centre for out-of-school children and a coaching centre for students attending the local schools affiliated to SEBA. The medium of instruction is Assamese and Hindi.

12.3. The Open School uses text books prescribed by the National Institute of Open Schooling (NIOS), New Delhi.

13. **Religious instruction and value/life skill education**

13.1. The School gives great importance to values and life skill education as laid down under the principles and maxims of Don Bosco.

13.2. All the students belonging to Christian denominations are required to attend the faith education given by the school. All the other students should attend the regular course of value and life skill education imparted by the school.

- 13.3. The school emphasizes the value of prayer and meditation during the School Assembly and at other times, especially, during religious festivals. The School also introduces and encourages prayers and hymns with universal appeal.
- 13.4. The school encourages everyone to learn and appreciate each other's religious beliefs and cultural traditions and customs. Creation of strong familial bond based on mutual respect and appreciation for each other's faith, culture and traditions is the hallmark of true Bosconians.
- 13.5. Don Bosco School is owned and run by the Catholic Church. No one should show disrespect to the religious articles and images installed in the campus. Religious worship / rituals of other denominations / sects / religions are not performed in the School campus.
14. **Entry, assembly, classes, function and exit**
- 14.1. Students should reach the school at least by 7.20 AM. On arrival they should move towards their classrooms through the designated stairways and verandahs.
- 14.2. All should move to the place of the assembly at the bell at 7.25 A.M and should take their places for the assembly in an orderly manner and strict silence.
- 14.3. All should participate in the proceedings of the assembly with due reverence and attention.
- 14.4. Students should move to their classrooms in silence after the assembly. Those awaiting their turn to move towards their classrooms should remain silent in the place of assembly.
- 14.5. The gates of the school will be closed at 7.25 A.M. Late comers will be allowed to call their parents/guardians from the school to inform of their late arrival and that they are required to meet the

- teacher-in-charge in this regard.
- 14.6. Students should move out of the classrooms and form double lines in the veranda after the prayer at the end of the classes and should proceed to exit through the designated gate without haste / overtaking / breaking the line when asked to proceed.
- 14.7. All should participate in the school functions whole-heartedly with due attention and discipline. It is not permitted to be absent from class on the days of school functions, programmes and activities.
15. **Medical assistance, first aid & health education**
- 15.1. Parents / guardians should inform the school authorities regarding any ailment their child / ward is suffering from in order to provide timely medical assistance. This information regarding the health and medical needs of the student will help the school to ensure adequate medical care.
- 15.2. Students who feel unwell must report to the class teacher / subject teacher immediately.
- 15.3. The school has signed an MOU with the Society for Promotion of School Health and Lifestyle Consultancy to ensure that proper and timely medical assistance is available during school hours. The project "CHILD" (Child Health Intellectual and Lifestyle Development) will ensure that the school infirmary is adequately staffed and equipped to render medical aid and take care of medical emergencies. Further details can be accessed in the website of project CHILD (www.projectchild.in).
- 15.4. Students who are injured should inform the teachers / fellow students and report to the Infirmary for immediate medical attention. The matter should be brought to the notice of the class teacher and Vice Principal / Principal.

- 15.5. Students are, generally, not given treatment within the school, except the immediate First Aid. In case further medical attention is necessary, the “CHILD” personnel shall contact the nearest medical facility for taking the student there for treatment. The expenses for the treatment will have to be borne by the parents / guardians.
- 15.6. Parents / Guardians should provide the “CHILD” personnel with all relevant data necessary to contact them / local guardians. The school cannot be held responsible for any negligence/wrong treatment on the part of the concerned hospital.
- 15.7. While every care will be taken by the school to ensure the safety and well being of the student, the school cannot be held responsible for accidents, minor or serious, to students during their stay in the school or while taking part in sports, co-curricular activities, excursions, study tours, field trips, competitions, within or outside the school premises.
- 15.8. Students will be exempted from games, PT / SUPW by the Principal on the recommendation of a competent Medical Officer, for which a request letter from the parents / guardians along with the medical certificate should be submitted to the Principal.

16. Evaluation system

- 16.1. Lower Primary Section (Classes I – IV)
- 16.1.1. Assessments and Evaluations are done and Work sheets completed throughout the year.
- 16.1.2. Skill Proficiency Assessments in various subjects are conducted at the end of each term to assess the student’s acquisition of skills taught and practised during the semester.
- 16.1.3. In Primary section, the emphasis is to help the child to acquire:
- i. Psycho-motor coordination

- ii. Self-care and self-confidence
 - iii. Social skills
 - iv. Literacy and numeracy
- 16.1.4. The parents / guardians are encouraged to be in close contact with the class teacher and other teachers in order to assist their children/wards in their all round development and growth.

16.2. Classes V-XII

- 16.2.1. The syllabus for the academic year is divided into 1st term (April-September) and 2nd term (October – March).
- 16.2.2. Continuous and Comprehensive Evaluation(CCE) is made for each student throughout the term based on the formative assessments, assignments and projects.
- 16.2.3. Each term ends with a Summative Assessment.
- 16.2.4. Class XII will have minimum of two Pre-Board examinations in addition to one Unit Test & Mid Term examination.
- 16.2.5. Grades for the following subjects will be awarded on a continuous evaluation basis.
- i. Work experience for classes V – XII
 - ii. Art education for classes V – X
 - iii. Physical education for classes V – XII
 - iv. Music, dance, arts & crafts and games & sports for classes V – XII.
 - v. General studies and health education for classes XI & XII.
- 16.2.6. Students who fail to hand over the answer scripts to the invigilator will be marked zero in that particular subject. However, he / she will be allowed to sit for the remaining tests / examinations.

17. Grading pattern

17.1. The school follows the grading pattern based on CBSE guidelines for classes V to XII.

18. Performance report & re-evaluation

18.1. Performance Reports are handed over to the students regularly after each assessment. Parents / guardians are requested to meet the class teachers after each assessment to discuss the performance of their children along with the answer scripts.

18.2. The assessment answer scripts / worksheets / evaluation sheets are handed over to the students. The same should be counter signed by the parents / guardians. These answer scripts / worksheets / evaluation sheets are to be retained by the students of classes V to VIII and preserved in the files provided for the purpose. These answer scripts / worksheets / evaluation sheets have to be produced before the Summative Assessment. However students of class IX & X will have to return the answer scripts and they will be retained by the school to be produced before the Board as and when required. Marks will be deducted from the subjects concerned if the answer scripts are tampered with or not produced for inspection before the semester examinations.

18.3. Any error or discrepancy in marking the assessment papers should be brought to the notice of the Principal through a written complaint within three days.

18.4. Answer scripts of the 1st Summative Assessment will be available for inspection by parents / guardians on the "Open Day" for the declaration of the 1st term examination results.

18.5. The answer script of the 2nd Summative Assessment will be re-evaluated, if a written request is made by the parent / guardian / student within three days of the declaration of the results. The request should be addressed to the Principal and submitted to

the school office along with the re-evaluation fee for each answer script as prescribed by the school from time to time.

19. Promotion/detention

19.1. Classes: I-IV

19.1.1. The performance of the whole year is taken into consideration for promotion. The assessment is made through the worksheets and other assessments (written and oral) done throughout the year. All the students are promoted to the next class unless the parents / guardians in consultation with the school authorities decide to keep him / her in the same class for another year.

19.2. Classes: V to VII

19.2.1. The marks obtained in the Formative Assessments, (projects as well as assignments) and Summative Assessments of both terms will determine the promotion to the next class.

19.2.2. A student has to obtain at least a C2 grade in all the subjects in both 1st & 2nd Summative Assessments.

19.2.3. Promotion is based on the average of Summative Assessment of both the terms.

19.2.4. All the students are promoted to the next class unless the parents / guardians in consultation with the school authorities decide to keep him / her in the same class for another year. However, those who have not obtained adequate grades for promotion to the next class will have to submit an undertaking by the parents / guardians stating that they will take extra care to ensure that their children / wards improve their performance in the next academic session.

19.3. Classes: VIII to XI

19.3.1. The marks obtained in the Formative Assessments, (projects as well as assignments) and Summative Assessments of both

- terms will determine the promotion to the next class.
- 19.3.2 A student has to obtain at least a D grade in all the subjects in both 1st & 2nd Summative Assessments for promotion.
- 19.3.3 Promotion is based on average of Summative Assessment of both the terms. A student must at least secure D grade or 33% in each subject in the final assessment to be eligible for promotion. However, a class VIII student should secure C2 grade or 40% in each subject in the final assessment to be eligible for promotion.
- 19.3.4 A student will be allowed to take improvement test if he/she obtains E1 or E2 grade in one subject only. However, a student will be detained in the same class if he/she fails to get at least D grade or 33% in that subject.
- 19.3.5 A student will not be eligible for promotion and will be detained in the same class if he/she fails to get at least D grade or 33% in two or more than two subjects for two consecutive years.
- 19.3.6 Class XI students must pass separately in both theory and practical in subjects involving practical.
- 19.3.7 Parents / guardians are required to bring to the notice of the Principal if there are any grounds like physical disabilities, specific health problems etc. for which special consideration is to be shown to their children/wards sufficiently well in advance.
- 19.3.8 The promotion or detention of a student is based on his/her performance during the whole year and decided by the Principal in consultation with the Moderation Committee consisting of the Vice Principal, the Class teacher and the coordinator of that section.
- 19.3.9 The results of the terminal examinations will be given only to the parents and guardians on the days specified for the same. The

- parents / guardians should meet the class teacher concerned to obtain the Progress Report and discuss with him/her the progress of their sons / daughters / wards.
- 19.3.10 If parents / guardians are unable to collect the Progress Report Cards personally due to unavoidable circumstances, they should obtain a written authorization in advance from the Principal to depute someone to collect the progress report on their behalf.
- 19.3.11 In case, a parent / guardian fails to collect the Report Cards on the appointed day from the class teacher, the same may be collected from the school office on payment of late fee as prescribed by the school from time to time.
20. ***Vacations***
- 20.1. The major vacations during the year are:
- i. Spring Break
 - ii. Summer Break
 - iii. Autumn Break
 - iv. Winter Break
- 20.2. All the students should attend school on the last and the first working day before and after vacations. Absence on these days will be viewed seriously and a fine as prescribed from time to time will be imposed for each day of absence before and after vacations as the case may be.
- 20.3. The student may be exempted from paying the fine by the Principal only on the grounds of illness of the student or other serious reasons like bereavement provided that a medical certificate is furnished together with the leave application.
21. ***Politeness & etiquette***
- 21.1. All students must be considerate, polite and courteous towards their teachers and fellow students.

21.2. The school believes in equality and does not tolerate any form of discrimination based on colour, race, religion, caste, gender or nationality.

21.3. All the students should treat each other as brothers and sisters. It is forbidden to cultivate exclusive relationships and groups.

21.4. Members of the staff (teaching / non-teaching) and visitors are to be treated with courtesy.

21.5. Students should greet teachers and visitors, especially, the elderly and show them signs of respect – e.g. rising to greet, if seated, etc.

22. **Personal possessions**

22.1. Students should bring to school only the prescribed text books, note books and other stationery items that are needed for school work.

22.2. Students are not allowed to bring magazines, CDs, cassettes, ipods, flash / pen drives, paper or books other than school books, mobile phones, cameras, expensive pens/watches, cash in excess of Rs.100.00, electronic gadgets, toys etc to the school. The school authorities may inspect the school bags, including parcels and letters and if any of these items are found in the possession of students, the same will be confiscated and shall not be returned.

22.3. No buying / selling nor exchanging of anything is allowed in the school.

23. **Lost & found**

23.1. All personal and school property losses and thefts must be reported to the School office.

23.2. If any item is found by a student, it should be handed over to the Principal immediately.

23.3. The lost items are kept in the Lost and Found cupboard, the key of which is available with the Security staff.

24. **Transport**

24.1. The school does not provide transport to and from school but outsources the same to transport providers.

24.2. Students who are to leave by bus should proceed to the buses in line and remain seated in the bus.

24.3. All the students should behave properly in the bus. They should not talk boisterously and shout while they travel and should not cause any nuisance / disturbance in the bus. They should respect people on the way and in the bus. If any complaint is received by the school authorities about misbehaviour of any student / students, stern action will be taken against him / her / them.

24.4. Teachers and Captains appointed to monitor the school buses should ensure that all the students of their respective buses maintain discipline while traveling. They will also take daily attendance of those who use the bus and submit the same to the school office.

24.5. Only bona fide students who have obtained the bus cards and the designated staff of the school will be allowed to travel by school bus. Parents / guardians are not allowed to travel by the school bus.

24.6. Students who have not paid the bus fees should not travel by the school bus. Students should always carry with them the valid Bus Card. Those who are not authorized to travel but are still availing the school bus facility will have to pay the bus fee for one full quarter as fine.

24.7. Parents / guardians are requested to make proper arrangements to take their children immediately after school hours. Though

proper care will be taken to ensure the safety of the children, the school cannot be held responsible if a student leaves the school campus on his / her own accord.

24.8. Students should not be sent to school in personal cars.

25. **Student leaders**

25.1. The Principal appoints the student leaders and volunteers after due consultation with the coordinators and teachers.

25.2. Class monitor and vice class monitor are appointed by the Principal after consulting the coordinators and the class teacher.

25.3. The Class monitor is the leader of the class and is responsible for discipline, unity and overall performance of the class under the guidance of the class teacher.

25.4. The Class Monitor should ensure that discipline is maintained in the class, when the teachers are absent. He / she should not allow any of his / her classmates to be disturbed or bullied by other classmates. He / she should report to the class teacher about those students who create nuisance in the class.

25.5. The vice class Monitor assumes the responsibilities of the class Monitor in the absence of the class Monitor.

25.6. Prefect and Vice Prefect are the student leaders who are appointed by the Principal after consulting the House Master. The Prefect takes the responsibility for the entire house of the school under the guidance and supervision of the House Marshall.

25.7. House captains / Vice captains are appointed by the Principal after consulting the Class teacher and the House Marshall. They are responsible for their own respective houses.

25.8. Prefects, Class monitors and House captains and their Deputies are responsible for the overall discipline and enforcement of all the rules of the school. Students should, therefore, heed to their

instructions and obey them. Disobedience and disrespect towards them will tantamount to disobedience and disrespect to the teachers and the Head of the institution. Suitable disciplinary actions will be taken against those who disrespect the student leaders and their legitimate instructions.

26. **Responsibilities of monitors/prefects/house captains**

26.1. The Monitors, Prefects and House Captains should assist the Class teachers / House Marshalls in maintaining discipline among the students. They should set a personal example by their own behaviour and conduct. They should show leadership skills and manage their peers and work for the well being of the school. They are expected to win the respect of their juniors, peers and teachers. They should display qualities of fairness, firmness, care and enthusiasm and be a source of strength and inspiration to their fellow students and the school authorities.

27. **Support staff**

27.1. The support staff of the school has assigned duties. Members of the staff / students / parents / guardians are not allowed to demand of them any unauthorized services or engage them for their personal needs and errands.

27.2. The members of the staff, parents and students are not allowed to tip the support staff.

28. **Use of school telephones**

28.1. Students are not permitted the use the school telephones except with the permission of the Principal / Vice Principal. The school telephone is to be used only in case of an emergency.

29. **Damage of school property / belongings of others**

29.1. It is the responsibility of everyone to safeguard the property of the school. Students are liable to pay for any loss or damage caused to the sports material or other school properties or

belongings of others. The whole group or class will be fined, if no one accepts his / her / their fault.

29.2. Students are forbidden to deface / write on walls, cupboards, desks or clothes. If any student is found indulging in such activities, appropriate fine to repair or replace the item thus damaged will be imposed upon the student concerned. Other exemplary punishments may also be imposed, if found, necessary.

30. **Cleanliness & supw (socially useful productive work)**

30.1. SUPW captain/vice captain is appointed by the Principal in consultation with the Class Teacher to assist the Class Teacher in organizing the socially useful productive work of his / her class.

30.2. The School believes in the dignity of labour and expects every student to contribute his / her share in keeping the campus clean. No one will be exempted from carrying out normal duties connected with the cleanliness of the class rooms / school campus on the basis of caste, creed or social standing of parents.

30.3. The cleanliness of the School Campus is the responsibility of every student. Each class will be assigned areas for upkeep and cleanliness.

30.4. Students along with the class teacher are responsible for the upkeep and cleanliness of their own classrooms and the veranda in front of their classrooms. The students assigned to do the "Socially Useful Productive Work" (SUPW) should be diligent, responsible and committed to their work. Every classroom is expected to look attractive with suitable displays and decors.

30.5. Students are forbidden to bring disposable water bottles, disposable plastic containers, bags etc to the school.

30.6. Lights and fans must be turned off when classrooms are not in use. The SUPW captain should ensure that the students turn off the lights and fans.

30.7. The SUPW captains should ensure that the classrooms are locked during long breaks or when the classes are held elsewhere.

30.8. The class is responsible for obtaining a new lock if the keys are lost due to the negligence of the class. The duplicate key should be kept in the office of the Principal.

31. **The house system / co-curricular activities**

31.1. **House system**

House	Patron	Motto	Clour
Bezbarua	Lakhinath Bezbarua	No pain, no gain	Yellow
Bordoloi	Gopinath Bordoloi	Character is true wealth	Green
Lachit	Lachit Borphukan	Service to humanity	Red
Phukan	Tarun Ram Phukan	Nobility of character	Blue

31.2. Cultural and co-curricular activities of the school are conducted through the house system, clubs, specialized groups and cultural associations organized by the school in accordance with the Don Bosco's system of education.

31.3. The school does not permit student unions.

31.4. All students are encouraged to take active part in sports, games, clubs and other co-curricular activities of the school.

31.5. Students are encouraged to become members of any club / association and take active part in its various activities.

31.6. Non-scholastic activities are a part of school curriculum and all the students are encouraged to participate in them. Participation and excellence in non-scholastic activities i.e. sports / games, NCC, scouting, yoga, shramdaan, swimming, gymnastics, trekking, literary, cultural, associations / clubs / groups / troops will be awarded grades as per CBSE norms.

- 31.7 Students who are selected / nominated /sponsored by the school to participate in non-scholastic activities (games & sports, literary and cultural competitions) will be awarded grades as per the grading system suggested by CBSE.
32. ***Clubs / associations / groups / troops / sports / academies etc.***
- 32.1. Every student is expected to be a member of at least one club / association / troops / groups / sports academies. Clubs / associations / troops should be committed to its aims and ideals and should have meetings and activities on a regular basis in order to award grades to its members.
- 32.2. A student should have a minimum of 80% attendance at meetings & activities of club / association / troops / groups. Grades will be awarded for:
- i. Attendance at meetings and participation in activities
 - ii. Performance and participation
- 32.5. The grades will be proposed by the teachers animating the club/ association/troop/group and awarded by the Principal.
- 32.6. Students should apply to obtain grades for the non-scholastic activities with all the relevant documents to the Principal one month before the commencement of the Semester examinations. Applications which are received late will not be entertained.
- 32.7. The house system / clubs / cultural associations / interest groups etc provide ample opportunities for the all round education and development of the students. They also provide sufficient avenues for the development of leadership and human resource management skills among the students. Parents / guardians should, therefore, encourage their child/ward to take part in these activities of the school.

33. ***Coaching in co-curricular activities***
- 33.1. Coaching will be given as per the schedule to be published by the school from time to time.
- 33.2. The selected students are required to obtain all necessary sports kits for the games they have opted.
- 33.3. Students who are selected for coaching will have to attend the coaching sessions as per the schedule published by the concerned department.
- 33.4. Students should maintain punctuality and regularity for the coaching sessions.
- 33.5. Leave application will have to be submitted to the coach if, for any reason, one is unable to attend a training session. The coach will enter the details of such leave in the attendance register maintained by him/her.
- 33.6. There will be coaching camps during school breaks (vacations). All the students will have to participate in the camps. The names of the students who fail to attend the coaching camp without authorization will be struck off.
- 33.7. Students should take prior permission from their parents / guardians to participate in the matches that are organized outside the school.
- 33.8. There will be no coaching during examination days.
- 33.9. Fees for each quarter should be paid during the first month of the quarter.
- 33.10. A student should pay the fee for the entire semester, once he / she enrolls for coaching.
- 33.11. Students who do not make adequate progress in the game for which he / she is being coached will be asked to discontinue their coaching.

34. Access to the campus

- 34.1. The students should be in their school uniforms and have their ID cards with them in order to enter the campus. They should also have their ID cards with them when they are coming for coaching.
- 34.2. Parents / guardians / others are welcome to the office for any work on all working days between 12.30 pm - 3.30 pm.
- 34.3. Parents / guardians who wish to meet the coordinators, class teachers or subject teachers should get prior appointment. Parents / guardians are not allowed to meet them during class hours except with the special permission of the Principal.
- 34.4. Those who wish to meet the Principal / Vice Principal should make prior appointments through the Front Office. The visiting hours are between 2.00 P.M. and 3.30 P.M. on all working days. They will not be available during school hours.
- 34.5. Only bona fide members of the staff and students are allowed into the campus during school hours. Others are required to obtain permission from the Principal to enter the campus. The security may request for the ID card at the gate.

35. Attendance / absence from class

- 35.1. Students are not allowed to stay away from class without leave except when the cause is sudden illness or other unforeseen circumstances.
- 35.2. A student will not be granted leave of absence nor will he / she be allowed to leave the school during school hours except with a written request of the parents / guardians and duly approved by the Principal.
- 35.3. Birthdays, excursions, festivals, urgent business, time to study for examinations / tests etc., are not considered to be valid reasons for granting leave.

- 35.4. A leave, whenever it is sanctioned, must be recorded in the regularity record of the student's school Handbook with the signature of the sanctioning authority and countersigned by the parent / guardian.
- 35.5. The reason for any absence is to be entered in the regularity record duly signed by parents/guardians and produced before the sectional co-ordinator for countersignature. The student should, however, obtain the signature of the Principal, if the absence exceeds 5 days.
- 35.6. A medical certificate should be produced in support for the days of absence from school, if the absence is on medical grounds.
- 35.7. Students are not allowed to absent themselves from class on days prior to tests and examinations. Marks will be deducted from the ensuing tests / examinations for these absentee students.
- 35.8. A student who has been absent continuously for 15 calendar days without due authorization from the Principal will have his name struck off the rolls and may not be re-admitted. If re-admitted, fresh admission fees will be charged.
- 35.9. Students who do not have at least 80% attendance may not be allowed to appear in the Summative Assessment at the end of each semester.
- 35.10. It is compulsory for a student to be present on the last working day before the vacation and on the first working day after the vacation.
- 35.11. At least 80% attendance is compulsory. Students shall also be required to have at least 80% attendance in the laboratory for practical work in the subject involving practical. Students who

do not fulfill the required percentage of attendance will not be allowed to sit for the examinations.

35.12. At least 60% attendance is required for students participating in sports at national level organized by Federations, Central Board of Secondary Education (CBSE) and School games Federation of India (SGFI). These students are also required to have 60% attendance in the laboratory for practical work in the subjects involving practical. Students who do not fulfill the required percentage of attendance will not be allowed to sit for the examinations.

35.13. It is also not permitted to be absent from school on the days of school functions/programmes and activities.

36. **Late arrivals & early departures**

36.1. A student who comes late to school will be allowed to attend classes only after the parents/guardians meet the concerned teacher. They must enter the date and time of arrival under 'Late' of the regularity record. The parents / guardians should meet the Principal after every "fifth late arrival" and explain the reason for the late arrival of their child / ward.

36.2. A student who comes late to school is allowed to enter into the class only when he / she shows the Class teacher / teacher-in-charge the regularity record duly countersigned by the Principal / Vice Principal.

36.3. Students who have to leave the school early for any reason whatsoever should obtain written permission from the Principal / Vice Principal. The same should be shown to the class teacher before leaving the school campus.

36.4. Students will not be allowed to take half day leave.

36.5. Students should obtain the gate pass if he / she wishes to leave

the campus during the class hours and should show the same to the class teacher. On re-entering the campus he / she should get the security to note the time of entry. The pass should then be submitted to the Front Office.

36.6 A student will be sent home due to failure in wearing the school uniform / failure in bringing books to class / failure in getting signature of parent on the remarks written by teachers / Principal in the Hand Book / habitually coming late to school / creating disturbance in class etc. after due intimation to the parents/guardians.

37. **Examinations**

37.1. The students should enter the examination hall in perfect silence and sit silently in their respective places.

37.2. Students should ensure that there are no papers / books / handbooks / calculators / mobile phones / previous question papers in the desks / instrument boxes / pockets. Students should bring it to the notice of the invigilator, if any such material is found and have it removed. It will be construed as an intention to use unfair means if any such paper / book is found with or near anyone during the examinations and suitable penalty will be imposed.

37.3. Students are allowed to bring only the writing board, the admit card, instrument box, writing and drawing materials into the examination hall. Students should not bring anything into the examination hall that could be used as unfair means in the examinations.

37.4. One mark out of twenty five, two out of fifty and three out of eighty / hundred will be deducted in each examination on failure to produce the admit card or wear the full uniform.

37.5. One mark out of twenty five, two out of fifty and three out of

- eighty / hundred will be deducted in each examination, if a student is found talking, disturbing, prompting either through words or signs during the examinations.
- 37.6 A student will not be allowed to continue the test/examination, if he/she is found to be using unfair means (copying, enabling others to copy, bringing texts or books etc) in tests and examinations, and no mark/grade will be awarded for that subject. However, he / she will be allowed to sit for the remaining tests/examinations.
38. **Answer book**
- 38.1. Students should write all the particulars asked for on the ID page of the answer books, including the name of the subject and set number, if any, of the question paper.
- 38.2. All the pages of the answer book and additional sheets should be numbered.
- 38.3. Name / class / roll number / section, any identity mark etc. should not be written in any place in the answer book nor on additional sheets / graphs/ maps other than the ID page. One mark out of twenty five, two out of fifty and three out of eighty / hundred will be deducted in each examination, if he / she does so.
- 38.4. All the additional sheets should be tied properly with a double knot or stapled at the time of submission of the answer book.
39. **Question paper**
- 39.1. Students should read the entire question paper as soon as they receive the question paper during the allotted time and clear doubts, if any. No further doubts / clarifications will be entertained by the invigilators after the allotted time.
- 39.2. The question paper should be left behind in one's place along with the answer book if one has to leave the examination hall for

- any reason. It is strictly forbidden to take the question paper out of the examination hall during the examinations.
- 39.3. The examinees should not write anything on the question papers. One mark out of twenty five, two out of fifty and three out of eighty / hundred will be deducted in each examination, if he / she does so.
40. **Permission to leave the hall during the examinations**
- 40.1. No one will be allowed to leave the examination hall during the first 60 and the last 30 minutes of the examinations.
- 40.2. Invigilators will permit only one student at a time to leave the examination hall during the examinations.
41. **Completion of the examination**
- 41.1. Students will be allowed to leave the examination hall only after the warning bell on submission of the answer book.
- 41.2. Students should ensure that all the particulars asked for in the ID page have been provided before the submission of the answer book.
- 41.3. Students should check and ensure that the pages including the additional papers / maps etc used for the examination are numbered correctly. The total number of pages used should be entered on the ID page.
- 41.4. Students will be allowed to write till the final bell. They should stop writing at the final bell and should hand over the answer book immediately, failing which one mark out of twenty five, two out of fifty and three out of eighty / hundred will be deducted.
- 41.5. Students should leave the hall and the school building immediately after the answer book has been submitted to the invigilator. They should not loiter around in the school verandas / basketball courts. They should proceed to the galleries in Rang Ghar and wait to exit through the canteen gate.

41.6. Students who fail to hand over the answer scripts to the invigilator will be marked zero in that particular subject. However, he / she will be allowed to continue with the remaining examinations.

42. ***Withdrawal & expulsion***

42.1. Transfer Certificate / School Leaving Certificate will be issued when all dues have been paid and on receipt of a written application from the parent / guardian mentioning therein the date of admission, class, section and ID number of the pupil.

42.2. Students who do not acquire minimum level of proficiency may be asked to leave the school as being either unwilling or unable to study.

42.3. The School may ask a parent / guardian to withdraw his / her ward from the school for the well-being and smooth running of the school giving reasons thereof.

42.4. Students are liable to be dismissed at any time of the year for their irregular attendance, insubordination, habitual idleness, disobedience and conduct affecting the morale of the school, unless the student corrects himself / herself after having been admonished.

42.5. A student may be asked to leave if he / she is suffering from any disease which would be harmful to the other fellow students.

42.6. A student is liable to be suspended or dismissed for any misbehaviour of a serious nature that has become public knowledge, even if it has taken place outside the school premises.

42.7. A student is liable to be suspended or dismissed for any act of indiscipline, insubordination, interference in administration or for disrespect to any member of the staff or any religion or community unless the student corrects himself / herself after having been admonished.

42.8. A student is liable to be suspended or dismissed for any act of violence of any form, physical or verbal, either in the school or in the school bus, if he / she does not correct himself / herself after being admonished

42.9. Tobacco in any form, alcohol and other intoxicating substances / drugs is forbidden within the school campus and in the school bus. A student is liable to be suspended or dismissed if he / she is found possessing / using such substances.

42.10. Students are forbidden to bring explosives / fireworks / ink / colour, dangerous implements / knives / pistols etc and toys to the school. Exemplary disciplinary action will be taken against students disobeying this rule. The student may be asked to discontinue for the well being of the school and its members, if necessary.

43. ***Library***

43.1. The Library is a place for serious reading/study. Strict silence must be maintained in the Library.

43.2. Books must be handled carefully so that no damage is done to any book.

43.3. A reader must not underline or dog-ear any page of the books.

44. ***Reference libraries***

44.1. It is open to the students of Classes IV - XII for reading or consulting books and periodicals.

44.2. Students are allowed to take only a pen and a notebook into the reference libraries.

44.3. No books shall be taken out of the Reference Libraries.

44.4. No tracing or marking on any book or map is allowed.

44.5. Any damage caused will have to be borne by the student concerned.

- 44.6. Books should be replaced in their proper places after use.
- 44.7. The guidance of the Librarian may be sought regarding books one wishes to consult.
- 44.8. The Librarian may refuse entry to anyone who misbehaves in the Library and may also send him/her out of the library, if he/she disturbs inside the library.
- 44.10. Students are to ensure that all books and journals are put back in their proper places before leaving the Library.
- 44.11. Students are not allowed to take any book outside the reference library. The Librarian may allow a student to use the facility in the Reading Room to take a copy of any article that he / she finds interesting.

45. Lending library

- 45.1. Books will be issued once in two weeks. Students may borrow books on the day and time fixed for each class.
- 45.2. Students should leave the Library immediately after receiving the books.
- 45.3. Students should bring it to the notice of the Librarian if any defect is noticed, when taking a book.
- 45.4. Students must replace the books, if the same is lost or damaged.
- 45.5. Students who have not returned the books on the due date, should return the same with a fine of Rs.5.00 for each day of delay.
46. The Library is open on all working days from 7.00 A.M. to 3.30 P.M with half an hour break for lunch.

47. Amendments

- 47.1 These rules are approved by the Managing Committee which reserves to itself the right to amend, modify, add or delete any

rule through resolutions / office orders / circulars from time to time and all such amendments, modifications, additions and subtraction shall take effect from the date as stated therein and shall be binding on all.

- 47.2 Principal is the interpreter of these rules. He may, if necessary, notwithstanding anything contained in these rules, suspend the operation of or make an exception to any particular rule for the best interest of the school and report the fact in writing with reasons thereof to the Managing Committee for their information and advice.

Appendix - A

Dos and Don'ts for students

1. Do not leave the school early, except with the written permission of the principal.
2. Do not use indecent language or indulge in fights or quarrels with others.
3. Do not litter and spit in or near the school building.
4. Do not disfigure or otherwise damage any school property.
5. Do not smoke nor take drugs or any other intoxicating substances.
6. Do not gamble.
7. Do not use violence in any form.
8. Do not use unfair means in the examinations.
9. Do not bring explosives / fireworks / ink / colour, dangerous implements / knives / pistols etc and toys to the school.
10. Have your own text books, stationary and other material required during class hours.
11. Behave politely at all times.
12. Be punctual.
13. Be in the school ten minutes before the bell is rung.
14. Bring a written statement signed by the Parent/Guardian for every absence.
15. Bring a medical certificate from a doctor if the absence is for more than 3 days due to illness, stating the illness and fitness.
16. Bring an explanatory note from your parent / guardian for late arrival.
17. Bring the permission of the Principal for late arrival and absence on the previous day for admission to class.
18. Bring your diary and identity card to school every day.

Appendix - B

Instructions to parents / guardians

1. Participation of parents and guardians in the education of their children and wards at school along with the teachers and the school authorities is important and indispensable. They are, therefore, requested to meet the teachers and the school authorities frequently and discuss the performance of their children and wards at school. It is also important that parents and guardians provide an ideal environment at home for the intellectual growth and development of their children and wards.
2. Parents and guardians are requested to participate and co-operate with the school authorities by:
 - i. Attending PTA meetings organized from time to time.
 - ii. Advising their wards to be regular and punctual in attending classes.
 - iii. Providing sufficient number of uniforms (at least two sets) and sending their children/wards daily to school well dressed in their proper and full uniform.
 - iv. Ensuring that their children/wards are diligent in doing their assignments, projects and lessons.
 - v. Insisting on neatness and cleanliness of their children/wards, their textbooks, exercise books and other belongings.
 - vi. Ensuring that girls(primary section) tie their hair neatly with red ribbon.
 - vii. Regularly going through the school Diary / Handbook for communications sent from the school and getting in touch with the school authorities to give feedback on the school and get feedback on their children.

- viii. Promptly countersigning the Report Book, Test papers etc.
 - ix. Regularly keeping in touch with the school authorities and teachers.
3. The school, generally, makes all communications with parents / guardians through the Hand Books. Parents / guardians are, therefore, requested to go through the School Diary / Hand Book daily and countersign the remarks / comments made by the Principal / teachers. Parents and guardians are also requested to address their communications to the Principal and class teacher as the case may be.
 4. Parents / guardians are requested to affix their specimen signature in the space provided in the Reference Card and School Diary / Hand Book. The school will not accept any other signature. Parents / guardians are, therefore, requested to take care while signing on the Regularity Record, Report Book etc.
 5. Parents / guardians are requested to strive to inculcate in their children the virtues of piety, honesty, integrity and regular study habits. They are also requested to instill in the minds of their children and wards the evil effects of lying, cheating and hypocrisy.
 6. Parents / guardians are requested to ensure that their children / wards bring all the necessary materials required for class work. The school will not accept books / tiffin / water bottles / pencil boxes / project works etc. from parents / guardians to be delivered to their wards during the school hours.
 7. Parents / guardians are not allowed to meet their wards or interview teachers during school hours.
 8. Parents / guardians are requested to refrain from smoking, chewing pan, using tobacco and other harmful substances within the school premises.

9. Parents / guardians are requested to follow the instructions given by those in-charge of traffic (teachers, NCC Cadets and Scouts) in front of the school.
10. Parents / guardians are requested not to park their vehicles in front of the school and at a distance of hundred meters on both sides of the school gates and along the compound wall of the school.
11. Parents / guardians / students are not allowed to use the Church Square for parking their vehicles.
12. No teacher is allowed to take tuitions for the students of the school. Parents/guardians are, therefore, requested not to engage the teachers of Don Bosco school for giving tuition to their children/wards.

Appendix - C

Alumni Association of Don Bosco

1. History of the Association

1.1. On June 24, 1870 when the Turin Oratory was celebrating Don Bosco's Feast, there came a special group of visitors led by Mr. Charles Gastini. They were the past pupils of Don Bosco. On seeing them, Don Bosco exclaimed, "One of my greatest joys is to hear people praising my past pupils". "Yes", he told them. "As I loved you when you were young pupils, now that you are grown up men, I love you much more..."

1.2. On behalf of the past pupils, Mr. Charles Gastini assured Don Bosco that they would form an association of the past pupils in gratitude for the education received which would be a living monument of Don Bosco in the world. In fact, Mr. Gastini became the first President of the Association of past pupils of Don Bosco.

1.3. Since then, Don Bosco had the joy of welcoming his past pupils every year for eighteen years. After his death, successors of Don Bosco continued the Past Pupils Association. To-day, the number of membership in the Alumni Association of Don Bosco is beyond one's imagination and is continuing to grow year after year.

2. World Confederation

The Association has grown into a World Confederation with its secretariat in Rome with the spread of Don Bosco Institutions throughout the world.

3. National Confederation

The National Confederation with its headquarters at New Delhi, India is co-ordinating ten Provincial Federations of Bangalore, Chennai, Kolkata, Mumbai, Dimapur, Hyderabad, Guwahati, New Delhi, Trichy and Goa.

4. Provincial Federation

The Provincial Federation of Guwahati with its secretariat at Don Bosco Provincial Office, Guwahati is co-ordinating and animating the local units of Alumni.

5. Local unit of Don Bosco, Guwahati

The Don Bosco Alumni Association of Guwahati has organized itself into a unit and has set up its office in the School premises and is fully equipped to meet the needs of the Association.

A large number of former students of the school are actively involved with the association and its activities. They had several reunions of its past pupils who are spread out all over the world.

All former students of the school are invited to join the Association.

6. Activities of Don Bosco Guwahati unit

The activities of the unit are :

- i. Annual General Assembly
- ii. Annual programme of the Association fittingly named "Nostalgia"
- iii. Annual Celebration of Bosco Jayanti with over 500 at-risk children living in the streets and in the shelter homes of Snehalaya
- iv. Sponsorship of programmes of the Don Bosco Evening School
- v. Annual All Assam Open Table Tennis Ranking Tournament with prize money
- vi. Celebration of X'mas Jingle Mingle, Diwali Fest etc.

7. Membership of the Local Unit

All the students who have completed their course of studies in


the school may enroll themselves as members of the Association at the time of obtaining Transfer Certificate.

The constitution and regulations of the Association may be collected from the Alumni's office in the school.

8. ***Eligibility for membership***

A student who has studied at least for six months in any Don Bosco Institution is eligible to join any local unit of the Don Bosco Alumni Association anywhere in the world. It is the wish of Don Bosco and his successors that the students who leave a Don Bosco Institution should find the office of the Alumni, register their names, participate in the activities and partake of the privileges by following its Motto:

"Know, love, help one another and keep united"



“You have to learn the rules of the game. And then you have to play better than anyone else”

Albert Einstein

