

# GENERAL RULES AND REGULATIONS

## INTRODUCTION

Jeevass CMI Central School, run by Jeevass CMI Educational & Charitable Trust, established and administered by Christian Minority Community, is declared 'Minority Institution' by National Minority Commission for Minority Educational Institutions, New Delhi and is entitled to the benefits under article 30(1) of the Constitution of India.

## ACADEMIC YEAR & SCHOOL TIME

The regular class days begin in June and end in March. Regular day class begins at 8:45 am and ends at 3:30 pm. Students must be present in their class latest by 8:40 am on regular working days. All those come after 8:40 am on regular working days will be considered as late comers.

Parents are requested to take your ward from the school within half an hour after the regular classes. If a student has to stay back for extra classes, practices, etc, then the student must be taken from the school within 15 mins from the end of such sessions.

School Office functions from 8:45 am to 4:00 pm on week days (Monday to Friday) and from 9.30 am - 12.30 pm on Saturdays except on second Saturdays. Public holidays and second Saturdays are holidays.

## ADMISSION

Admission is restricted by the policies of the management and by the conditions of age. Availability, submission and consequent acceptance of the application form do not guarantee any admission.

## WITHDRAWAL

No school leaving certificate / Transfer Certificate (TC) will be issued unless applied for in the manner instructed from time to time, by the parent or guardian and until all the dues have been cleared. As a rule, parents are requested to submit the TC application at least one week in advance.

In case of mid-term withdrawals from school, parents are liable to pay the full fee for that particular month. Fees are due as long as no application for TC is submitted.

## ATTENDANCE

No student should absent himself/herself from class without valid reason.

Reasons for the absence must be clearly communicated to the School Office / Class Teacher / Headmistress through the approved means of communication. Reason for the absence must be clearly stated in the 'Leave Record' of the handbook.

Normally half-day leave will not be granted to students. Even in case of emergency, no student will be sent home unless a duly authorised person comes to take the child with a note of authority from parents.

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All those students who are coming late to the school have to report to the office.

If anybody wants to take your ward before the school hours, you are requested to inform the school office / class teacher / headmistress through any of the approved means of communication.

The parent/guardian has to report to the school office and sign the 'Early Leaving Register' in case he/she wants to take the ward in between the school hours. However, no student will be allowed to leave the school within the last 30 mins of the normal working hours (2:30 pm).

Short-time leave in between the school hours is not permitted. A student can enter and leave the school only once a day.

Absence for a period of 15 days or more without communicating the reason of leave through the approved means will result in the removal of the pupil from the role.

## **ASSESSMENT**

The school conducts continuous assessments so that the teachers as well as parents can have an idea as to how much the child is able to comprehend. Report Cards will be generated based on the continuous assessments.

## **SCHOOL UNIFORM**

Uniform for the school is the identity of the school. Uniformity in pattern, design and colour in the school uniforms is compulsory. Any change in design and colour will have to be rectified when the school informs. Any addition, deletion or alteration in the prescribed uniform will not be permitted.

Details of the uniform for an academic year will be given to the parents through the approved means of communication latest by the last working of the previous academic year.

On the days of birthday, students are allowed to come in colour dress. Invariably of classes and days, students must come with school identity card.

Management reserves the right to change the uniform. However, if there is any change in the uniform in an academic year, then it will be informed through website or circular at least before the closure the previous the academic year.

## **DISCIPLINE**

Students grow as they are trained. Parents are requested to see to the following discipline norms of the school.

**Every student should come to school in full uniform with School ID Card everyday.**

If a student loses his/her ID Card, then a request from the parent to issue a new ID card must be made through school handbook. A new ID card will be issued on the request of the parent and an amount, informed from time to time, will be charged.

Students should bring the HANDBOOK to school every day. The handbook is to be kept intact and neat all through the year. If a student loses his/her handbook, then a request from the parent must be made in an A4 size paper. A new handbook will be issued on the request of the parents

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and amount, informed from time to time, will be charged.

Every student is expected to be present for the daily assembly.

Every student must behave respectfully towards the members of the staff and greet them when they see them, the first time during the day. Students are expected to be courteous, polite and deferential both inside and outside the school.

Students shall be responsible for the safe custody of their belongings. As a precautionary measure it is suggested that they have their names inscribed on articles like tiffin carriers, umbrellas, school bags etc.

Lost articles must be claimed from the office within a week after which unclaimed articles will be disposed off.

Students are not to wear gold ornaments or bring other valuable articles to school.

The boys should come to school with their hair neatly trimmed. Long hair, pony tail, spiked and styled hair, colouring of hair and shaving of head other than for religious purposes are strictly forbidden.

Only black or white hair bands and hair clips will be permitted. Wearing of mehendi, colouring of hair and nails, using of liquid eyeliner on the eyelids is strictly prohibited.

Students suffering from contagious / infectious diseases will not be permitted to attend school.

Do not disturb the birds, insects and other animals but try and befriend them.

## **FEES**

All school fees are to be paid only through electronic mode. Cash payment at the office counter is strictly prohibited. Fee schedule will be given to the parents through the approved means of communication at least before two months of start date of the fees of an academic year.

There will be approximately 10% of fees increment every year. Transfer Certificates cannot be generated if there is any kind of fee dues.

**It is the duty of every parent to pay the school fees on time. There will not be any further reminders to pay the fees.** 12% yearly fine will be charged from those who fail to pay the fees before the due date.

Parents can pay the tuition fee online using the school ERP (School Digital). Applicable online service charge will be deducted from the parents. Direct deposit by NEFT must be strictly avoided.

Parents can pay the tuition fee in advance. If the paid amount falls in the slab (given in the ERP), parents are eligible for the discount applicable to the slab.

Parents can download the Fee Paid Certificate from the parent login of the School ERP (School Digital) once the online payment is reconciled with the school bank accounts. It will take at least 3 bank and school office working days for any online payment to reflect in the School Digital.

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## **TOURS AND PICNICS**

Guided tours and picnics have great educational value and are generally enjoyed by children. Such arranged picnics are compulsory for all students. The school authorities, management and the staff will take all precautionary measures for the security of the students in all aspect. However, school or any of its associates will not be held responsible for which is beyond the ordinary control of the school or its associates.

## **REQUEST FOR CERTIFICATES/TIMETABLE/TRANSCRIPT**

Request for Certificates like bonafide certificate, course certificate, examination timetable, fees paid certificate and the like are to be addressed to the HM/Principal in A4 size paper and it will take a minimum of three office working days from the day of receipt of the request. Immediate processing of such requests is not possible.

In case of Transcript, parent must submit the format of the transcript required and provide at least 15 office working days to issue the same.

## **SCHOOL BUS**

Transportation facility by school is available in the selected routes. Parents can make use of the school bus facility by paying the prescribed fees in the window period given. Those who opt for school bus have to make use of the school bus for the whole academic year. Conditions of the Use of School Bus and its fees will be given at the time of bus registration.

## **PARENTAL CO-OPERATION**

Parents/guardian are expected to co-operate with the school by enforcing regularity and discipline, helping their children or wards to prepare their lessons and taking interest in the activities of the school.

It is the duty of the parents/guardian to update themselves with the information passed to the parents by regularly checking the approved means of communication.

Critical remarks about a teacher should be carefully avoided in the presence of the children. Parents must discuss such matters with HM/Administrator/Director.

Parents / guardians are also requested to check their ward's school diaries daily. Remarks made in the diary should be acknowledged.

Parents are strongly advised not to miss the Parent-Teacher meetings arranged during the course of the academic year for enquiry about the progress of their children in studies and in other aspects of school life. Parents are requested to come personally and collect the report cards at the open house.

Parents can meet teachers only with prior permission from the Headmistress. School handbook should be used for Parent-Teacher communication. In all communications with the school, admission number, name, standard and division of the student should be clearly mentioned.

Preferred visiting hours to meet the headmistress is from 11 am to 12 noon and the visiting hours to meet the teachers is from 3:30 pm to 4:00 pm on all Fridays with appointment.

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Parents/guardian are requested to notify the school office regarding the change in their address or contact numbers in the manner which informed from the school.

Parents will not be permitted to meet or call the teachers during school hours and please avoid disturbing teachers off -school hours unless it is an emergency.

Parents should ensure that their wards rejoin the school on scheduled reopening dates after long holidays and on the last working day of every term.

Any accident inside the campus is dealt with immediate care and attention and simultaneously informed to the parents.

Parents are requested to visit the school for all their transactions only during office hours.

Parents are requested to make use of Profile Verification of the School Digital to update any data pertaining to the student. Manual updating is not encouraged.

### **GENERAL**

The school reserves all rights to publish photographs and videos of the functions and activities of the students conducted by the school in the school brochures, websites or any such promotional media. No such contents shall be published / printed without prior written permission of the school.

### **CONCLUSION**

Since the school calendar is prepared at the beginning of the year, minor changes in dates and timings may sometimes have to be effected. If there is any change in the calendar, it will be communicated to the parents.

The management reserves the right to introduce new rules and regulations or to amend or change the existing ones in case of exigencies and in furtherance of the aims, objectives and ideals of the school.

*I have gone through all the above-mentioned Rules and Regulations of Jeevass CMI Central School, Aluva and accept them. Further, I understand that the management has the right to introduce new rules and regulations or to amend or change the existing ones in case of exigencies and in furtherance of the aims, objectives and ideals of the school.*

*I,.....(name of the person who fill the application), accept all the above-mentioned Rules and Regulations and request for the admission of my ward ..... to Grade .....*

Name, Relation & Signature:

# Fees Structure: 2025-26

## PreKG (2025-26)

- Admission Fee – Rs 15,000/- to be paid at the time of admission.
  - Your Attention please: Total admission fee is Rs 70,000.00. This amount is split into three – Rs 15,000/- (PreKG), Rs 30,000/- (LKG) and Rs 25,000/- (Grade 1).
  - Therefore, a student who joins in PreKG has to pay Admission Fee of Rs 15,000/-, and its second instalment of Rs 30,000/- at the time of promotion to LKG and the third instalment of Rs 25,000/- at the time of promotion to Grade 1.
- There will be 10% increment in fees every year.
- Initial Fee (Instalment 1)– Rs 12,000/- to be paid at the time of admission.
- Tuition Fee:
  - Instalment 2 – Rs 11,750/- to be paid before 15-Jul-2025
  - Instalment 3 – Rs 11,750/- to be paid before 15-Sep-2025
  - Instalment 4 – Rs 11,750/- to be paid before 15-Nov-2025
  - Instalment 5 – Rs 11,750/- to be paid before 15-Jan-2026

## LKG & UKG (2025-26)

- Admission Fee – Rs 45,000/- to be paid at the time of admission.
  - Your Attention please: Total admission fee is Rs 70,000.00. This amount is split into two – Rs 45,000/- (LKG/UKG) and Rs 25,000/- (Grade 1).
  - Therefore, a student who joins in LKG/UKG has to pay Admission Fee of Rs 45,000/-, and its second instalment of Rs 25,000/- at the time of promotion to Grade 1.
- There will be 10% increment in fees every year.
- Initial Fee (Instalment 1) – Rs 15,000/- to be paid before 15-May-2025.
- Tuition Fee:
  - Instalment 2 – Rs 13,750/- to be paid before 15-Jul-2025
  - Instalment 3 – Rs 13,750/- to be paid before 15-Sep-2025
  - Instalment 4 – Rs 13,750/- to be paid before 15-Nov-2025
  - Instalment 5 – Rs 13,750/- to be paid before 15-Jan-2026

## Grades 01-04 (2025-26)

- Admission Fee (non-refundable) – Rs 70000.00 to be paid at the time of admission.
- Yearly fee can be paid in 9 instalments starting from May to January. Last date to pay the fee is 15<sup>th</sup> of the respective months.
  - Rs 9,000/- – Instalment 1 to be paid before 15-May-2025
  - Rs 5,500/- – Instalments 2 to 9 to be paid before 15<sup>th</sup> of the respective months.

Name, Relation & Signature:

### **Grades 05-09 (2025-26)**

- Admission Fee (non-refundable) – Rs 50000.00 to be paid at the time of admission.
- Yearly fee can be paid in 9 instalments starting from May to January. Last date to pay the fee is 15<sup>th</sup> of the respective months.
  - Rs 7,000/- – Instalment 1 to be paid before 15-May-2025
  - Rs 5,500/- – Instalments 2 to 9 to be paid before 15<sup>th</sup> of the respective months.

### **Grades 10 (2025-26)**

- Yearly fee can be paid in 9 instalments starting from May to January. Last date to pay the fee is 15<sup>th</sup> of the respective months.
  - Rs 6,700/- – Instalment 1 to be paid before 15-May-2025
  - Rs 6,000/- – Instalments 2 to 9 to be paid before 15<sup>th</sup> of the respective months.

### **Grades 11 (2025-26)**

- Admission Fee (non-refundable) – Rs 30,000.00 to be paid at the time of admission.
- Every student has to pay an additional Rs 1500.00 per lab at the time of admission. If there are three labs in the allotted combination of subjects, then the student has to pay Rs 4500/- at the time of admission.
- Yearly fee can be paid in 9 instalments starting from May to January. Last date to pay the fee is 15<sup>th</sup> of the respective months.
  - Rs 7,500/- – Instalment 1 to be paid before 15-May-2025
  - Rs 6,000/- – Instalments 2 to 9 to be paid before 15<sup>th</sup> of the respective months.

### **Grades 12 (2025-26)**

- Yearly fee can be paid in 9 instalments starting from May to January. Last date to pay the fee is 15<sup>th</sup> of the respective months.
  - Rs 8,700/- – Instalment 1 to be paid before 15-May-2025
  - Rs 6,000/- – Instalments 2 to 9 to be paid before 15<sup>th</sup> of the respective months.

### **Your attention please:**

- None of the above fee is refundable.
- Discount of 3% will be given to those who pay yearly fees before 15-May-2026.
- Admission will be cancelled if the admission and its associated fees are not paid within the given date.
- 12% yearly fine based on number of days delayed will be charged on the instalment paid after the due date.

Name, Relation & Signature: