



**CHITKARA**  
INTERNATIONAL  
SCHOOL

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**PROCEDURAL HANDBOOK 2017-18**

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# PROCEDURAL HANDBOOK

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## **1. WELCOME AND INTRODUCTION**

We wish you a very cordial welcome to Chitkara International School (CIS). This procedural handbook is intended to give a summary of the procedures and operations which govern the day-to-day running of the school together with an indication for future directions. Thus, it is important for you, as a parent to study this handbook carefully so that you have a clear idea about the school's systems and practices.

## **2. SCHOOL ACCREDITATION & AFFILIATION**

### **CBSE (Central Board of Secondary Education)**

The school is recognized by the Education Department, Chandigarh Administration and is affiliated till Grade/Class 12 with Central Board of Secondary Education (CBSE), New Delhi.

## **3. SCHOOL VISION & MISSION**

### **3.1 School Vision**

The school's vision is to provide a learning environment that encourages children to bring out the best in themselves and supporting their all-round development by awakening and illuminating their intellect in multi-dimensional ways.

We earnestly abide by our motto –

**“We will take a hand,  
open a mind,  
touch a heart and  
shape the future”.**

### **3.2 School Mission**

We, at CIS aim to become a Leading Innovative School of India by bridging the gap between the school education, higher education and the industry. We are on a mission to be one of the most sought after schools in the country by 2022 and emerge as a School of Research, Innovation and Knowledge by catering to the real needs of the global world.

## 4. SCHOOL TIMINGS

The academic session at CIS begins in the month of April. The school follows different timings during winters and summers.

Grade/Class	Summer	Winter
Nursery to Senior K.G. <i>(Monday to Friday)</i>	9:15 a.m. to 1:00 p.m.	9:25 a.m. to 1:10 p.m.
Grade 1 to 10 <i>(Monday to Friday)</i>	8:00 a.m. to 2:30 p.m.	8:10 a.m. to 2:40 p.m.
Grade 1 to 10 <i>(On working Saturdays)</i>	8:00 a.m. to 12:00 p.m.	8:10 a.m. to 12:10 p.m.

**Note:** *The school remains closed on the second Saturday of every month.*

### 4.1 Break-Free Days (On Working Saturdays - From Grade 1 To Grade 10)

The objective of Break free days is to develop a wide variety of skills in the students. These days are dedicated to Co-curricular Squads (explained under School's Co-curriculars). We have various Squads duly integrated into the curriculum and run simultaneously on every working Saturday for Senior Wing, and on every working Monday for Kindergarten. The school gives an opportunity to the students to opt for their choice of squad from grade 1 till grade 10. Activities beyond academics are majorly covered on break-free days. Also, Change the Game sessions (CTGs), school's Academia Industry Interface happen on break-free days which help our students to engage into experiential learning.

The school invites resource persons/industry experts from outside, who act as guides/facilitators to these students. Students interact with these people who specially come to deliver expert talks and connect students to the real world outside.

## 4.2 Visiting Hours

Particulars	Days	Timings
For Appointments (Emergencies or Urgent Work)	Monday to Friday	10:00 a.m. to 11:00 a.m.
	On working Saturdays	9:00 a.m. to 12:00 a.m.
To issue temporary Gate Pass	Monday to Friday	1:05 p.m. to 1:30 p.m. (parents of Junior Wing)
		2:35 p.m. to 3:00 p.m. (parents of Senior Wing)
	On working Saturdays	Holiday (Junior Wing) 12:05 p.m. to 12:35 p.m. (Senior Wing)
Chat Sessions	On working Saturdays only	Timings will be informed online through SchoolPad (SchoolPad explained ahead)

## 5. DIVISION OF SECTIONS SECTIONS FROM KINDERGARTEN TO GRADE 12

The division of sections at CIS is not done with any notion of the good or bad performance of the students in mind. The sections in the school are named as **Alpha, Omega, Sigma and Beta** with no hierarchical system or iterative process in mind. The allotment of sections to the students is done in consultation with the teachers, administration, and school psychologist in order to dismiss any type of performance hierarchy.

## 6. SCHOOL UNIFORM

At CIS, the school uniform seeks to:

1. create a sense of belonging amongst students
2. bringing them together through a shared dress code
3. bring comfort to the students
4. to maintain discipline in the school

## 6.1 Class Wise Categorisation Of Uniform

Class	Summer Uniform	Winter Uniform	Sports Uniform
	<b>On Mondays, Tuesdays, Thursdays and Fridays</b>	<b>On Mondays, Tuesdays, Thursdays and Fridays</b>	<b>On Wednesdays</b>
Nestling to Cygnet	<b>Boys:</b> Blue denim shorts with red T-shirt. Red coloured Patkas for Sikh students.	<b>Boys:</b> Blue denim pants with red T-shirt/ Red sweater and blazer. Red coloured Patkas for Sikh students.	<b>Boys:</b> White T-shirt & Black Lower Black Sweatshirt (for winters)
	<b>Girls:</b> Blue denim divided skirt with red T- shirt.	<b>Girls:</b> Blue denim pants with red T- shirt/ Red sweater and blazer.	<b>Girls:</b> White T-shirt & Black Lower Black Sweatshirt (for winters)
	<b>From Monday to Friday</b>	<b>From Monday to Friday</b>	<b>On Saturdays</b>
Grade 1 to 6	<b>Boys:</b> Blue denim dangris/Pants with sky blue T-shirt. Sky blue coloured Patkas for Sikh students.	<b>Boys:</b> Blue denim dangris/Pants with sky blue T-shirt/ Red sweater and blazer. Sky blue coloured Patkas for Sikh students.	<b>Boys:</b> Green T-shirt & Black Lower Black Sweatshirt (for winters)
	<b>Girls:</b> Blue denim dangris/Pants with sky blue-shirt	<b>Girls:</b> Blue denim dangris/Pants with sky blue T-shirt/ Red sweater and blazer	<b>Girls:</b> Green T-shirt & Black Lower Black Sweatshirt (for winters)

Grade 7 to 10	<b>Boys:</b> Blue shirt with a tie, grey trousers and waist coat. Grey coloured Patkas for Sikh students.	<b>Boys:</b> Blue shirt with a tie, grey trousers and waist coat/ Grey sweater and blazer. Grey coloured Patkas for sikh students.	<b>Boys:</b> Green T-shirt & Black Lower Black Sweatshirt (for winters)
	<b>Girls:</b> Blue shirt with scarf, grey trousers and waist coat	<b>Girls:</b> Blue shirt with a scarf, grey trousers, waist coat/ Grey sweater and blazer.	<b>Girls:</b> Green T-shirt & Black Lower Black Sweatshirt (for winters)

**House Uniform:** School has days reserved for different uniforms to break the monotony of wearing regular school uniform. **Students of Grade 1 to 10 are required to wear** house uniform on every **Tuesday**.

## 6.2 Availability Of School Uniform And Stationery

Parents are free to purchase uniform, stationery and books from any vendor of their choice. The design of the uniform and list of books and stationery items is displayed on the school’s website and on the school’s notice board.

## 7. HOME-SCHOOL COMMUNICATION & INFORMATION MANAGEMENT SYSTEM

The following modes ensure efficiency in the school communication practices:

### 7.1 The Nervous System - “Schoolpad”

The school has implemented SchoolPad (school’s online communication system) which allows management, teachers, parents and students to easily connect and communicate with the school. It also acts as a digital school diary for students and parents.

The school trains and gives hands-on experience to every parent/guardian on SchoolPad. This training is free of cost and happens in the school. The parents are given a user ID and password through which they can have access to daily activities of the school i.e. attendance, circulars, performance of the child, home learning programs, online report cards, appointment schedule with teachers, events, celebrations, interaction with the school and other activities. **The school will not be sending any paper circular to the parents; all the information will be sent through SchoolPad. It is compulsory for the parents to check SchoolPad daily and for that all the parents should have access to computer**



and internet connection. The parents can also download the SchoolPad's mobile application for quick updates.

## **7.2 School Reception**

Parents may call our Front Office Team on the School Telephone Number: +91- 95011-05703 or +91-76965-78444 in the case of emergency during school hours. The same query/problem must be shared on SchoolPad.

## **8. HEALTH, SAFETY AND SECURITY**

The campus security at the school is undertaken by the security service which functions 24/7. For everyone's safety, the boundaries are patrolled regularly and all the external gates are manned. Each building inside the campus has its own security guard who regulates entries and exits. Following are some of the safety and health measures taken by the school:

### **8.1 VMS (Visitor Management System)**

In order to ensure the safety and security of the students and making the most out of the school teaching hours, visitor management system has been adopted in the school. The parents and general visitors are allowed to enter the school as per a schedule made by the school and only during the school visiting hours. Our visitor management system ensures smooth functioning of the school operations with ample productivity.

### **8.2 First Aid At School**

CIS provides basic medical facilities to the students in case of need. The school has collaborated with Indus Hospital Phase I, Mohali to provide appropriate medical facilities to the students during school hours. Regular health check-ups are organized by professionally qualified doctors from Indus Hospital. Various workshops on health awareness for the faculty members and students are held in the school premises. Information regarding every check-up along with the health report of the child is uploaded on SchoolPad.

It should be noted that a history of illness of the child must be filled up in the medical consent form provided on the Orientation Day of the school for the new admissions. The class teacher, school administration and the school doctor should be regularly notified about any specific ailment the child is suffering from.

If the child is found ill or gets injured in the school, parents/guardians would be contacted by the school office to take their child with them.

**Please note that the school is authorized to administer basic first aid once the student injury comes into the notice of the school.**

A student suffering from contagious disease should not be sent to school till he/she fully recovers from it. Students suffering from diseases such as chicken pox, mumps and jaundice must observe the prescribed quarantine period as follows:

- i) **Chicken Pox**- till the scabs fall completely (minimum 21 days)
- ii) **Mumps**-until the swelling has gone (about one month)
- iii) **Jaundice**-six weeks

### **8.3 Student Insurance “Student Education Welfare Plan”**

Chitkara Educational Trust attempts to provide utmost security for its students, both within and outside the campus. For this reason, a noble insurance plan called '**Student Education Welfare Plan**' has been devised for the students of Chitkara International School with 24hrs and 365 days worldwide coverage. The parents are explained about the same on the Orientation Day of the school. Also, this policy covers accidental cases only. For further details, School Administration may be contacted.

### **8.4 Student Id Cards & Gate Pass**

Entry and exit of students is governed by school ID-Cards & Gate Pass procedure. All visitors need to register themselves with the Security Gate and obtain a visitors pass before proceeding further.

#### **8.4.1 Student Identity Card**

Student Identity Card is worn by the students in the school campus and during daily commute from home to school and vice versa. Students and parents are requested to take good care of these cards as these cards are an important part of the school security system.

Students are issued ID cards from the school only. The loss of a card should be reported immediately through SchoolPad or an application to the school administration. A new card will be issued and charged for Rs. 50/- per loss.

#### **8.4.2 Gatepass**

Gatepass is issued to the parents/guardians while exiting the school. Without a gate pass, the parents/guardians cannot leave the school campus with the child. In case of loss of a gate pass, a new gate pass will be issued and charged for Rs. 25/- per loss.

## **9. SCHOOL TRANSPORTATION**

### **9.1 General**

Chitkara International School (CIS) has outsourced a fleet of buses to a private contractor that ply throughout the Tricity (Chandigarh, Panchkula and Mohali) and the adjoining areas like Zirakpur, Kharar and Derabassi. The contractor of the transport system has been directed to ensure that all the buses are in order.

### **9.2 Guidelines For Parents Who Will Pick /Drop The Child On Their Own**

The parents/guardians, who have not availed the school's transport facility, are requested to follow the below-mentioned guidelines:

1. A GATE PASS will be issued to the parents/guardians who will take the responsibility of picking and dropping the child to the school on time. The person whose photograph is affixed on the gate pass or the one carrying the gate pass will be allowed to take the child from the school premises.
2. A student coming late to school has to submit his/her parent's written note duly signed stating the reason to the school administration.
3. If any other person apart from the parent/guardian comes to pick up the child from the school, the parent/guardian in that case needs to send a written note on SchoolPad.
4. Any parent/guardian, who wishes to take their child in between the school hours, is required to take a written permission from the office.
5. Loss of gate pass must be reported to the school office immediately. A duplicate gate pass will be issued separately.

## **10. SCHOOL RULES & REGULATIONS**

### **10.1 General Rules**

1. The school rules are applicable to the students from the time they leave home for school.
2. Ignorance of school rules will not be taken as an excuse for breaking them.
3. Any breach of common sense or good discipline is an offense.
4. The school follows English as a strict medium of instruction.
5. Students are themselves responsible for the safe custody of their books and belongings.
6. In case a student is found in possession of a mobile, it will not be returned.

7. Magazines, novels and comics etc. should not be brought to the school.
8. At a time only two students per class are allowed for conveniences against a pass issued by the teacher.
9. Visitors and friends are not allowed to meet students during the school hours.
10. Parents are requested not to visit the classroom of their children without permission.
11. All the students should show respect and sensitivity by using appropriate language.
12. The school is strictly against corporal punishment. Incidents of indiscipline are dealt with care by all the faculty and staff members.
13. Students must maintain discipline at the main gate and while travelling in the school bus. They must listen to the teachers, driver, conductor and the security guards.

### **10.2 Ragging**

Ragging is strictly prohibited in the school.

### **10.3 Dress Code**

Neat clothing, grooming and appearance are a part of personal well-being.

1. Students should keep their hair in place.
2. Hairstyles should not be bizarre or coloured.
3. Girls with long hair must have it properly tied and plated during the school hours
4. Boys' hair should be neatly cut and of proper length (should not touch the collar).
5. Hair gel is not permitted for boys or girls.
6. Fingernails should be neatly cut and clean.
7. Girls may wear small earrings but bangles, necklaces, chains and rings should not be worn during school hours.
8. No body piercing is allowed.

### **10.4 Attendance/Leave**

1. Attendance of 75% of the total number of working days of the school in an academic year is compulsory.
2. Parents are requested to send the leave request form online to the class teacher for sanctioning the leave of the child.
3. If a student remains absent for six consecutive days without informing the school authority, his/her name shall be struck off from the school rolls and the student may be readmitted only at the discretion of the Principal. The readmission fee will be charged as per school rules.

4. In order to apply for a leave, parents must fill the leave request form available on SchoolPad.
5. In the case of an unexpected medical illness, parents must send a message to the class teacher on the same day.
6. In order to avail for medical leave, medical certificate must be submitted to the school.

### **10.5 Information Technology And Internet Policy**

Students are encouraged to make the best use of technological facilities provided by the school for educational purposes. All students and their parents need to sign an undertaking stating that students will use the desktops responsibly and according to the cyber laws framed by the Government of India. To be precise, this implies that:

1. Students should not attempt to enter any areas of the system, or interfere with any of the areas of the system without prior authorisation.
2. Students should not visit or download material from unsuitable sites or pass on such material to other students.
3. Students should not bring any form of material for use on computers that is unsuitable or objectionable according to the school.

### **10.6 Mobile Phones and Other Gadgets Banned**

Mobile phones and other gadgets are strictly not allowed inside the school premises for the school students. If any mobile phone or gadget etc is found during a surprise check, it will be confiscated and will not be returned at all.

### **10.7 Library “The Knowledge Nook” Rules**

1. Students & Parents are expected to maintain “Total Silence” when in the library.
2. The permissible upper limit of the number of books that can be borrowed by a student varies for different grades.
3. The books in the library are issued to the students from grade 3 onwards to grade 10.
4. All members must check every book before borrowing. They will be held responsible for any damage done to the book on return. Students will be required to pay the cost of the book, in the case of loss.
5. Students should not exchange their library books with others. In the case of loss, the original borrower will be held accountable.

### **10.8 Educational And Industrial Visits**

Our educational visits promote personal, social and emotional development, standing them in good stead to make smooth and trouble-free transitions, whether from Primary to Secondary school, or between later key stages. This fulfils the educational mission set out by the school.

Apart from this, CIS is continuously working on bridging the gap between academia and the industry. Industrial Visit is a significant part of our course, during which students visit companies, educational institutions and get insight regarding the internal working environment of an institution. These visits undoubtedly form an indispensable part of our teaching practice and are organized solely with the consent of the parents through online consent forms.

### **10.9 Birthday Celebrations**

The school encourages simple birthday celebration among students. The school allows distribution of maximum 2 toffees to the students. Parents should not send any expensive goodies with the child. Any goodies sent by the parent for the distribution purposes on birthdays, etc. shall not be allowed and no requests in this regard shall be entertained.

It should be noted that the school disallows students to be dressed in casual attire on their birthdays after Grade 6.

## **11. CURRICULUM OVERVIEW**

Chitkara International School is affiliated to C.B.S.E. (Central Board of Secondary Education). The school follows Continuous and Comprehensive Evaluation (CCE) in its true spirit from grade 3 onwards where students appear for formative as well as summative assessments. The school shares the feedback of the same to the parents through **Assessment Booklets (Report Cards) and other types of online assessments with varying formats and displays.**

### **11.1 Curriculum Framework**

The curriculum framework includes the teaching, learning and the assessment framework that embeds technology at every level keeping in mind the needs of this generation of learners. Thus, both scholastic and the co-scholastic areas of learning are assessed from time to time at varying levels.

### **11.2 Homework**

Homework in CIS is a significant part of learning and is spread as per varying levels depending on the need of reinforcement at home. Our objective is to keep the homework comprehensive and engaging for the child according to varying levels so that it induces

learning with fun. The students are never over-burdened because we cater to different ways when it comes to providing homework.

The process of giving home work starts from **Grade 3** onwards. From **Nestling to Grade 2**, the homework is not compulsory in nature as per the norms of **Central Board of Secondary Education (CBSE)**. A lot of home assignments are regularly uploaded on SchoolPad for more practice at home.

Our vision, objective and motive of giving homework is shared with parents on the Orientation Day of the school.

## **12. LOCKER FACILITY (Grade 3 to 10)**

The school provides locker facility to each and every child from Grade 3 to 10 so that the child does not need to carry heavy bag daily. Some of the locker procedures are reflected below:

1. All the lockers and its associated keys are the property of Chitkara International School.
2. 2 keys are given to the students per locker once before the commencement of the session.
3. From Kindergarten to Grade 2, the student's materials are kept in the cubbies under the control of the teachers.
4. From Grade 3 onwards, parents are issued two keys (One for the parent and one for the child).
5. In the case of loss of the key, the parent has to bear the cost of the new lock. They may contact the school administration through SchoolPad or school reception in this regard.
6. The student needs to hand over the locker keys to the class teacher at the end of the session failing which the parent has to bear the cost of the new locker.
7. The student must submit both the keys of the school. A single key will not be accepted.

## **13. PRODEDURE FOR LOST AND FOUND ARTICLES & ITEMS IN THE SCHOOL**

The lost and found policy and procedures have been devised to handle lost and found articles. By lost property, we mean, any unattended, abandoned, misplaced, or forgotten item - which is found within/inside the premises/boundaries of the School.

### **13.1 Key Points:**

1. Students are encouraged to write/print their names on all personal belongings such as jackets, lunch boxes, digital devices, pencil/pen pouches, compass boxes, water bottles etc.
2. Lost items will be kept in the "Lost and Found" area.

3. Students may check the lost and found area for any missing items. Parents may also check for missing items in the lost and found area but with prior appointment.
4. Any cash, jewellery found will be submitted to the Office of Administration which can be retrieved on providing supporting evidence.
5. Unclaimed items will be handed over to the Office of Administration at the end of every month.

### **13.2 Procedure related to Unclaimed Articles:**

All lost Items received are held for a period of 60 (sixty) days. They are entered into the School's Lost and Found Log with a brief description of the item and the date and location of where it was found. Thereafter, the following procedure will pertain to unclaimed articles:

1. Clothing and books shall be donated to a charitable institution;
2. Miscellaneous Items shall be donated or discarded as determined by the Office of Infrastructure.
3. If a member or student of Chitkara International School has lost an item, they are asked to contact the Facilities Department in order to enter their lost article in the School's Lost and Found Log.

## **14. REPORTING AND ASSESSMENT**

In order to keep the parents well informed with the child's performance, reporting serves as a useful medium. Through regular and prompt reporting of the child's performance in every aspect, the parents can track his/her child's productivity in the school. The school provides with multiple ways of feedback through regular PTMs, SPOC (Sole Point of Contact) sessions and orientation sessions with the Core Team and Office of Principal and Vice-Principal.

### **14.1 Conduct Of Exams & Rules**

Examinations are the significant tools of learning rather than testing at Chitkara. The school covers various formats of examinations so as to prepare the child for a better tomorrow. Stretching from formative and summative to open book revisions and Revision through teaching sessions, all come under the umbrella of learning through exams at Chitkara. Thus, it is important for the students to appear for the exams. In the case of any medical emergency, a leave application with other necessary documentations and evidences (if required) should be submitted to the school.



## **14.2 Feedback**

*Feedback is an important part of the learning process at Chitkara and the same is shared with parents from time to time through the following:*

### **14.2.1 Kindergarten Meetings (Chat Sessions)**

These are done on one-to-one basis and happen frequently along with the entire team.

### **14.2.2 Parent-Teacher Meeting (PTM)**

Formal PTM happens at least once in two months from Grade 1 onwards.

### **14.2.3 Spoc Sessions**

SPOC is a joint hand holding of the child from both the ends together (i.e. School and Home). Hence, the Home SPOC and School SPOC work together on the child for his/her improvement and hold a joint responsibility in the areas of academics. Parents are requested to nominate a Home SPOC (the person who will coordinate with the school on the academic front). Thereafter, the child will be assigned a school SPOC as a custodian of his/her studies from the school's side.

## **14.3 Daily Academic Track**

In order to process, coordinate and monitor daily academics being conducted in the school, the school avidly shares Daily Academic Track with the parents via SchoolPad. This Academic Track is inclusive of lessons being done in the class along with Home Assignments (if any). This track is uploaded regularly and promptly. This practice provides an opportunity to the parents and school to run everything smoothly and efficiently.

## **14.4 Assessment**

The school carefully guides and monitors each and every step taken by its students. In this regard, assessments play an important part. These assessments cover every aspect, from medical, to sports and academics. CIS timely shares Online Medical Reports and Bi-monthly Planner Performances via SchoolPad.

The school shares online medical reports with parents. The online medical reports are provided to the parents after in-depth and proper check up of the child by our expert and professional doctors. The reports do not cover any one area but include health concerns, observations and dietary needs. These online medical reports stretch from Paediatric report, to dental report, hearing report, skin report, eye report and growth report along with specific observations with rooms for improvement.

In the field of sports, the school exercises skill-based assessment. Apart from this, the school also shares Bi-monthly Planner Performance through Stars and Traffic Lights (Green=Excellent, Yellow=Good, Red=Needs Improvement). The evaluations/assessments are wholly based on the child’s performance with rooms for improvement.

## 15 SCHOOL CO-CURRICULARS

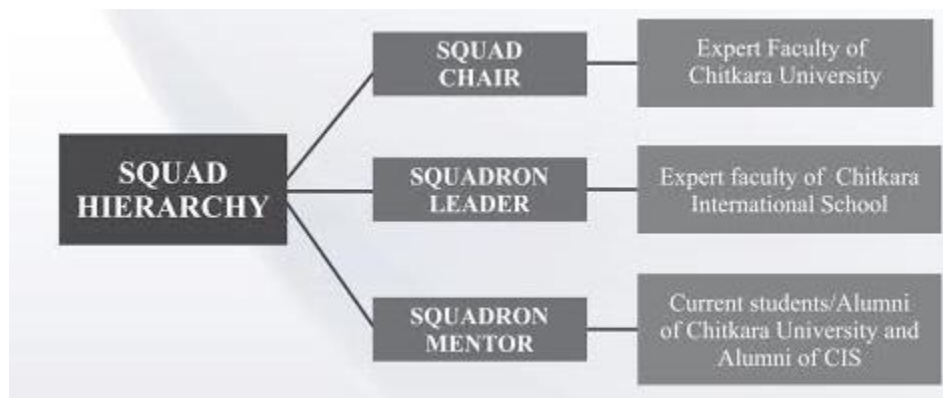
CIS aims at the holistic development of its students. Thus, we not only provide quality education but also offer the most interesting and out of the box activities for students to acknowledge their hidden talents and for us to provide the right exposure and platform to that talent. We lay due emphasis on different activities through active participation in various social, athletic and artistic clubs and societies. We guide students to discover and create their own understanding. Our Co-Curricular framework is broadly divided into three spectrums;

1. Activity Planner
2. Co-Curricular Squads
3. Wednesday Clubs

**15.1 Activity Planner-** Through activity planners, we sustain an integrated multidisciplinary environment that facilitates excellence in research and creative activities. The objective of the Activity Planners is to focus on developing and inculcating saving habits, language proficiency, positive thinking, being organized, basic auto skills and art of conversation in their daily lives.

**15.2 Co-Curricular Squads-** The Co-Curricular Squads aim at giving the students a chance to provide right direction to their talent and interest with the help of a guide/facilitator. We have ten squads in all.

### The Squad Hierarchy



1. Big Ben (Science Squad)
2. Movers & Shakers (Dance Squad)

3. Palette (Art and Craft Squad)
4. Rasa (Theatre Squad)
5. Techplore (Technology Squad)
6. Orator (Creative and Communication Squad)
7. Mastermind (Quiz Squad)
8. Dhvani (Music Squad)
9. Photography (Photography and Videography Squad)
10. Rock steady Squad

**15.3 C.B.S.E Clubs-** The school actively runs four C.B.S.E Clubs where in each student chooses any two skills and he/she is assessed on the level of participation and achievement.

The 4 clubs where recreational activity is clubbed with pedagogical learning are:

1. Literary and Creative Skills
2. Scientific Skills
3. Information and Communication Technology (ICT)
4. Organizational and Leadership skills

CIS also promotes leadership of all styles and nature. We allow potential students to experience being a CEO or manager of the four houses i.e. **Steel Talkers, Brass Sounders, Zinc Thinkers and Copper Stoppers.**

## **16 SCHOOL'S INTERNATIONAL CONNECT**

With a prospect of sharing and seeking optimal, efficient and functional ideas across the globe, CIS is indulged into various international programs and sessions for its students. With International Connect, CIS ensures that the students are exposed in a way which would be beneficial for them in the global environment. CIS encourages students to participate in several Model United Nations (MUN) conferences nationally and internationally. It is an academic simulation of the United Nations that aims to educate participant's civic and current affairs, effective communication, global issues and multilateral diplomacy.

Apart from this, the school is also engaged in various School Immersion Programs. Students of CIS have visited various countries like Switzerland, London etc. These cultural and academic exchange programs serve as a learning basis for our students in a fruitful way. The school also practices Collaborative Learning in order to share and spread novel ideas with various educational institutions around the globe and eventually circulating quality education on a larger forefront. The various international sessions/workshops and expert talks focus on international and multi-cultural aspect in our academic program and also prepare students for the challenging future.

## 17 EVENTS AT CHITKARA INTERNATIONAL SCHOOL

Various events are held at Chitkara International School. Through these events, the school tries to give an unprecedented experience to its students. Every possible effort is made by the school to help students learn something from these events.

The information regarding every event is provided to the parents via SchoolPad.

## 18 FEE CYCLE AND PROCEDURE

The school fee is to be paid through the following modes:

1. **Online Payment:** The fee can be paid online through SchoolPad login by using Debit Card/ Credit card or Net Banking. Please note that the online transaction fee/ charges (*charged by the payment gateway*) will be applicable to parents on fee payment by this mode.
2. **Offline Payment:** The fee can be paid through Cash or Demand Draft (*in favour of "Chitkara International School" payable at Chandigarh*) which is to be deposited at the designated Branches of HDFC Bank, which are :
  - a. SCO 78-79, Sector 8-C, Chandigarh
  - b. SCO 382, Sector 37-D, Chandigarh

### Fee cycle & instructions for parents:

1. The fee must be paid quarterly only.
2. Parents are required to adhere to the below-mentioned fee cycle only.

Quarter	To be paid between
1st Quarter (April-June)	1st to 10th April 2017
2nd Quarter (July-Sept)	1st to 10th July 2017
3rd Quarter (Oct-Dec)	1st to 10th Oct 2017
4th Quarter (Jan-March)	1st to 10th Jan 2018

The fee is to be paid between 1st and 10th of each quarter. Thereafter, late fee will be applicable.

3. If the due date for the deposit of fee i.e. 10th of every quarter is a bank holiday, the fee will be accepted on the next working day without late fee. The bank is open on all working days irrespective of school holidays.
4. Late fee will be applicable as follows
  - ✓ From 11th to 15th(Of the month in which the fee is due) Rs 100/-
  - ✓ From 16th to 20th(Of the month in which the fee is due) Rs 200/-
  - ✓ From 21st to 30th(Of the month in which the fee is due) Rs 500/-
5. If the fee is not paid by the 30th/31st of the month in which it is due along with late fee, the name of the student will be struck off the rolls and the student will not be allowed to attend the classes.
6. Re-admission procedure will have to be followed again, if the parent/ guardian intend to keep the child in the school.
7. Fee once paid will not be refunded.

## **19 WITHDRAWAL PROCESS**

The parent who wishes to withdraw the child from the school needs to do the following:

1. Fill in the Withdrawal Form (Annexure – I) one month in advance of the next quarter else the fee for the forthcoming quarter will be charged.
2. Get fee, library and other clearances by filling the NO DUES UNDERTAKING (Annexure-2) and getting it signed from the school administration.
3. Apply for the Transfer or a School leaving Certificate and other school documents.
4. Apply for the refund of caution money (security deposit) only upon the production of the first receipt (issued at the time of admission) within a period of three months from the withdrawal of the student from the school.
5. The maximum time for the money to be refunded would be 3 months from the date of applying for refund of caution money.
6. No-Dues Form has to be filled by the student, getting clearance from all the departments before final withdrawal
7. Transfer certificate will only be issued on the clearance of all school dues. Transfer certificate will be issued within a week's time.
8. Duplicate T.C./Report Card/Certificate etc. will be issued on payment as per school rules.

## **20 CHITKARA INTERNATIONAL SCHOOL'S ALUMNI NETWORK (CISAN)**

Through Chitkara International School's Alumni Network (CISAN), we wish to encourage and foster lifelong participation, involvement and commitment of CIS alumni, whom we regard as vital stakeholders in the advancement of the school.

Through CISAN we enable our alumni to stay connected, make connections, enhance relationships, promote shadowing and avail campus services. We prospect to walk hand in hand for the vital support and development of Chitkara.

To be a part of CISAN community-

1. The students can visit the school website and take a tour of the alumni page. They can register themselves by filling the registration form available on the page.
2. For further enquiries and assistance, the parents or students can send an email to [alumni@chitkaraschool.in](mailto:alumni@chitkaraschool.in).
3. The parents and students can also like CISAN's facebook page <https://www.facebook.com/CISAlumniNetwork/> to keep themselves updated with all the happenings and activities.

## 21 STAY CONNECTED

**For evidences of learning happening at school:**

- **Facebook:** Facebook.com/ChitkaraSchool
- **Instagram:** @chitkaraschool
- **Twitter:** @chitkara\_school

**For information about internal activities visit SchoolPad:** [https:// www.cis.schoolpad.in](https://www.cis.schoolpad.in)

## 22. ATTACHMENTS AND ANNEXURES

All the attachments and annexures are part of this handbook.

1. Annexure 1 (Withdrawal Form) and 2 (No Dues Form) must be signed and submitted on requirement.
2. Annexure 3 (Indemnity Bond) must be complied by parents, signed and submitted to the authorities as attached. Failure to submit, signed the Indemnity Bond to the school authorities will result into non-compliance on the part of the parent. School management/authorities will not be responsible for the same.

## 23. EPILOGUE

This handbook is for information purpose only. The purpose of this procedural handbook is to provide parents with a working guide to understand the day-to-day procedures and practices of the school. It is designed to provide parents with a general description of school's procedures, programs and students benefits. We hope that it helps describe the positive, engaging environment that the school is endeavouring to provide to its students. It is sole discretion of the school to frame, change or revise the procedures and policies mentioned in this Procedural Handbook from time to time.

## Annexure 1

### Sub: Withdrawal

Student Name: \_\_\_\_\_

IDNo.: \_\_\_\_\_

Grade: \_\_\_\_\_

I wish to request withdrawal of my aforesaid ward from Chitkara International School for the reasons described below. My ward would discontinue attending the school from \_\_\_\_\_. I request you to kindly process the withdrawal in accordance to the school rules as printed in the Policy Manual. I undertake to settle pending accounts of my ward and request the school to issue the Transfer Certificate upon my doing so.

Reasons for withdrawal: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Signature)

(Name)

(Relationship)

Chitkara International School values your relationship with the school and wishes to use your experiences, observations and suggestions for betterment of the institution. We request you to kindly write few words in the below mentioned space.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### For Official Use

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

## Annexure 2

### No Dues Undertaking

1. This is to hereby certify that the clearance formalities of my ward Master/ Ms \_\_\_\_\_ ID No. \_\_\_\_\_ on account of his/her passing out / withdrawal from Chitkara International School are fully complete;
2. All Dues / refunds pertaining to my ward have been fully settled and there is a provisional amount of \_\_\_\_\_ to be refunded on his account. This amount is subject to final reconciliation and further expenses that may be incurred by the School on my ward's behalf;
3. I further declare that besides this amount there is no pendency, financial or otherwise, on any account with Chitkara International School;
4. I undertake to indemnify Chitkara International School against all expenditures already incurred or which may be incurred by the school on my ward's behalf and which are not considered in the attached contingency statement;
5. I also declare that I am the legal and authorized person to collect the refund pertaining to

Master/Ms.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship with Student: \_\_\_\_\_



# **Annexure 3**

## **Indemnity Bond**

## INDEMNITY BOND

### (TO BE EXECUTED AT THE TIME OF ADMISSION)

#### On A Judicial Stamp Paper Worth Rs. 20/- & Notarised

1. This indemnity bond cum declaration is executed on this \_\_\_\_\_ day of the month of \_\_\_\_\_ in the year \_\_\_\_\_ by Mr. / Mrs./ Ms. \_\_\_\_\_ son/daughter/ wife of \_\_\_\_\_ resident of \_\_\_\_\_ (hereinafter referred to as the "Indemnitor", which expression shall, unless excluded by the context or the meaning thereof, be deemed to include his/her heirs, executors, administrators and legal representatives), AND IN FAVOUR OF THE FOLLOWING:-

The Chitkara Educational Trust and all its Trustees, management, Chitkara International School, Sector-25 (west) Chandigarh and its Principal, and all the above named are hereinafter referred to as the "Indemnitees".

2. WHEREAS the Indemnitor is the father/mother/guardian of \_\_\_\_\_, aged \_\_\_\_\_, resident of \_\_\_\_\_ and in his/her capacity as such, had made an application to the Principal, Chitkara International School for admission of the aforesaid child, to Chitkara International School.
3. WHEREAS on the faith and representation made to it, the Principal, Chitkara International School has agreed to grant admission to the above named ward of the Indemnitor subject to the Indemnitor giving such indemnity, as is hereinafter contained and keeping the Indemnitees harmless from any claim, action, demand, proceedings etc. which anyone, whomsoever, may, at any time, institute against the Indemnitees in respect of and for the entire period or any part thereof, that the above named ward/student continues to remain admitted to Chitkara International School, Chandigarh, upon assignment of Roll No. \_\_\_\_\_
4. WHEREAS the Indemnitor executes the present indemnity freely and sincerely, knowing fully well that on the faith thereof, the admission to the above named ward of the Indemnitor has been granted.
5. Now this deed witnesses that in consideration of the Principal, Chitkara International School agreeing to grant admission to the above named ward of the Indemnitor, the Indemnitor hereby covenants with the Indemnitees that he/she will at all times Indemnify and keep harmless the said Indemnitees from all claims, actions, demands, proceedings etc. and all actions and proceedings instituted against the said Indemnitees by anyone, whomsoever, in respect of and for the entire period or any part thereof, that the above named ward/student continues to remain admitted to Chitkara International School, Chandigarh, on any ground whatsoever.
6. The indemnitor hereby further declare and undertakes as under:-
  - a) That the Principal of the school is the sole authority to take final decision in respect of any kind of disciplinary action against the ward of the indemnitor and its decision shall be final and irrevocable.
  - b) That the Principal of the school shall have all powers to take decision of suspension/removal, if the ward (student) of the indemnitor breaks the discipline of the school including misbehaviour with class teacher, passing derogatory/obscene remarks

against staff member/teacher/class-mates in any form including electronic media/internet/pamphlets/SMS and MMS etc. and would indulge in any type of anti-social activities, fight with classmates in and outside school premises.

- c) That the indemnitor undertakes that their wards would not carry any type of weapons/mobile phones/headphones/intoxicants/Electronic Games/Data carrying material i.e. pen drive during their presence/stay in the school premises. If the wards/students are found to have such type of things with him/her, they would be removed from the school with red entry in their character certificate.
- d) That the indemnitor undertakes that their wards will not cause any type of damage to the school building including equipments/computers/furniture/scientific instruments etc. if they fail to obey and cause damage, action will be taken against them and the loss to the property of the school will be liable to be recovered from the indemnitor.
- e) That the school will not be liable for any damage/charges on account of injuries, which may be sustained to the wards of the indemnitor at any time during their stay in the school, while taking part in studies, sports, treks and co-curricular activities including commutation by school transport, if any first-aid expense is incurred outside the school premises, same would be chargeable from the indemnitor.
- f) That if the ward of the indemnitor found to have opening/viewing any obscene website/face book/ E-mail on internet during his/her stay in the Computer Laboratory, he/she would be removed immediately from the school and his/her security amount would be forfeited.
- g) That a ward/student of indemnitor involved in any immoral act is liable to be expelled from the School without any warning and there will be no reconsideration whatsoever.
- h) That the ward of indemnitor is not permitted to possess any vulgar reading/viewing material. If found he/she is liable for expulsion from the School.
- i) The School reserves the right to ask a student to leave on disciplinary grounds. The Principal's decision in this regard, will be final. In the event of the above, the parents/guardian will have to collect the ward immediately or otherwise the student will be escorted to parent/guardian's residence by a member of the school staff, in which case the travel expenses of the student and escort will be borne by the parents.
- j) That there will be no refund of fees in cases when the ward of indemnitor has been expelled or on disciplinary grounds.
- k) This document is valid till the student studies in the school.
- l) Failure to submit, signed the Indemnity Bond to the school authorities will result into non-compliance on the part of the parent. School management/authorities will not be responsible for the same.

IN WITNESS WHEREOF the Indemnitor Mr./Mrs./Ms. \_\_\_\_\_  
 son/daughter/wife of \_\_\_\_\_ resident of \_\_\_\_\_  
 \_\_\_\_\_ has signed and delivered this bond-cum declaration on  
 this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

WITNESS

INDEMNITOR/EXECUTANT

1.

2.

# Explore Your Potential



**CHITKARA**  
INTERNATIONAL  
SCHOOL

CHITKARA INTERNATIONAL SCHOOL  
Udyog Path, Sector 25 (West) Chandigarh 160 014  
[www.chitkaraschool.in](http://www.chitkaraschool.in)



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