



DOMINIC SAVIO'S HIGH SCHOOL

Recognized by the National Commission for Minority Educational Institutions, Govt. of India

ISO 9001:2015 Certified

Affiliated to C.B.S.E., Delhi (10+2)

Shiksha Kendra, Nasriganj, Digha, Patna- 800 012

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COURSES OF STUDY

Savio's High School Patna is a Christian minority institution founded in 1982. It is administered by the Society of Dominicans. Members belong to the Anglo-Indian. The School is affiliated to the Central Board of Education up to the Senior Secondary level. The aim of this institution is to educate the youth in a love for humanity. The institution's priorities include not only scholastic excellence, but also to discipline, hard work, moral and religious values. Classes are meant to prepare the youth for life, by intellectual excellence, uprightness of character, maturity, scientific temper, spirit of healthy co-operation and sportsmanship through co-activities, moral sensitivity to the needs and wishes, especially the poor, religious tolerance and integration. This being a Christian linguistic institution, it primarily caters to the educational needs of the Anglo-Indian/Christian community, but is open to others also irrespective of religion, caste and community. The school is recognised as a Minority Educational Institution by the National Commission for Educational Institutions Govt. of India. As an institution, the school strives to adapt itself to the needs and wishes of the people. In the admission of students and appointment of teachers, the school will give priority to Christians, if they are eligible. It is a Co-educational institution which is located quite centrally and is accessible from all parts of Patna. The School was founded by its founder-Director Mr. J. P. Galstaun who was a well known educationist, philanthropist and social worker. The School has a team of good, qualified and experienced teachers who are well versed with the syllabus and it strives to preserve the customs and traditions and enrich cultural heritage. Functional programs, sports, educational tours, dramas, elocution & debate contests and other cultural functions for the promotion and cultural uplift of the children are conducted periodically. The school has a record of good results at the All India Secondary School Examinations (Std. X) and the All India Senior School Examinations (Std. XII), conducted by the Central Board of Secondary Education, Delhi. The motto of the school is "Thorough" and the management of the school endeavours to fulfill its motto and as such, suggestions from parents/guardians are welcomed, which are in the best interests of the students and the institution, the school has a well-stocked library with collection of standard and reference books on different topics. The school has well equipped laboratories for Physics, Chemistry, Biology and Computer. It also has two Computer Laboratories for the senior students. Classes are equipped with

The school is affiliated to the Central Board of Secondary Education (C.B.S.E) Delhi up to the Senior Secondary level and thus the syllabus prescribed by it & the National Council of Educational Research & Training (N.C.E.R.T) is followed, in order that students may appear at the AISSE & AISSCE conducted by the C.B.S.E. Delhi. Stress is laid on co-curricular activities in order to build in the students a sense of self confidence and also develop a sense of sportsman spirit. Students play the usual games indoor as well as outdoor.

Session: The session followed by the School is from April to March i.e., the session commences in the month of April and ends in the month of March the following year.

Admission Of Pupils : Children are admitted to different classes between January and March depending on the vacancies in each class. The Prospectus & Admission form can be had from the office counter on payment of the requisite fee. Parents can register their children by filling up the Registration form which must be submitted to the office by the specified date, after which the parents will be informed about the verification/screening date/Registration is not a guarantee for admission. The Principal reserves the right of refusing any applicant whose admission he considers undesirable. And after all formalities of admission are completed, students must sit for the screening procedure before admission. Conditions as per C.B.S.E. norms are applicable.

General Conditions: A student seeking admission to any class (if there are vacancies) in the school will be eligible for admission to that class only if he/she (i) Has been studying in a school recognized / affiliated to the Central Board of Secondary Education, Delhi or any other recognized board of secondary education in India or as per government guidelines, (ii) Has passed the qualifying examination making him eligible for admission to that class, (iii) Satisfies the requirements of age limits. Should have completed at least three years of age at the time of admission to Std. Nursery & Six years of age at the time of admission to Std. I as per new education policy. (iv) Fulfills the Screening Procedure conducted by the school in which he seeks admission.

DOCUMENTS TO BE SUBMITTED: Transfer Certificate from a recognised school signed by the Head of the Institution last attended counter signed by District Education Officer or a birth certificate from the Registrar, Department of Registration Births & Deaths/Municipal corporation/ Certificate of Baptism for those students who will be attending school for the first time, and (b) Documents in support of the having passed the equivalent qualifying examination, (c) A medical certificate regarding general health from a registered practitioner, (d) Three passport

AWAL & DISMISSAL

Who wishes to take a transfer certificate from school will have to submit an application from the parent stating the reason at least one month in advance along with the requisite charge. Before a transfer Certificate is made all dues to the date of issue of Transfer Certificate should be paid in full. A no dues certificate issued by the school must accompany the application for transfer.

A Transfer Certificate will not be issued until all dues to the school have been paid in full and on payment of Rs. 1000/-.

Students who are absent due to illness, habitual idleness, disobedience, or conduct or sickness liable to be injurious to other students, may justify dismissal.

A student who fails to resume classes on re-opening of the academic year or a major holiday within six days after reopening, he/she will be automatically deemed to have been withdrawn and his/her name will be struck off the rolls. Re-admission will be granted only if seats are available and on payment of the admission fee along with previous dues.

A student is liable to be struck off the name of any student whose parent/guardian misbehaves or does not cooperate with the school authorities.

Students who are absent due to habitual idleness; use of bad language or behaviour, consumption of pan masala or consumption of any form of drugs, damaging school/public property, particularly any offences against honesty or conduct, will expose the offender to immediate suspension/dismissal/rustication.

FEES & GENERAL RULES

School tuition fee is chargeable for twelve calendar months payable quarterly and shall be paid by the 10th of each Quarter in advance failing which a late fee of Rs. 1000/- per month will be levied. In the event of the 10th falling on a Sunday or a public holiday the fee should be paid by the next working day failing which the late fine will be charged.

Provision will be made for holidays or broken attendance. Pupils are liable to be charged full Fee as long as they are officially on the school admission register.

Students whose fees are overdue may be barred from appearing at examination and are liable to have their names struck off the rolls, if dues are not paid by the end of one quarter. Readmission will be done on payment of arrears and admission fee afresh. All dues should be paid up before each terminal examination and early in the month it may be.

Computer Education will be charged separately.

5. a) School conveyance if made use of will be charged additionally from April to September and October to March. No deduction or cancellation will be entertained.
- b) Before discontinuing the conveyance facilities provided by the school one month's notice must be given in writing to the Father/Mother of the student or one month's conveyance fee in lieu of notice will have to be paid.
- c) All students who make use of the school conveyance must have a conveyance/bus Card and must bring it to school daily. To meet the requirements of the students the school operates its own buses and also hires some buses. Though the staffs including drivers are experienced, but in case of any mishap or accident the school, management / principal will not be responsible for the same.
- d) Parents must be present at the allotted bus-stops to pick up and drop their wards to and from their homes.
- e) Students are forbidden to throw objects of any kind inside or outside the bus. Unruly behavior like shrieking or shouting is strictly forbidden.

80% of attendance is required of the students in order to appear at any of the examinations held in the school. A student absenting continuously for 15 days without any information will be considered as having left the school and his/her name will be struck off the rolls. Other conditions laid down by the C.B.S.E. is applicable in toto.

- i) On the way to and from school, are expected to conduct themselves in a becoming manner and cognizance will be taken of all irregular conduct. Students are responsible to the school authorities for their conduct and good behaviors both in and outside the school.
- ii) Parents are earnestly requested not to call to see their wards during class hours, this has a disturbing effect on the children and such requests will not be entertained.
- iii) In all cases of absence of students from school, a written explanation must be sent to the Principal signed by the parent and no other relative.
- iv) Progress reports will be issued to parents at regular intervals.
- v) Students will be assessed as per C.B.S.E. Guidelines/norms.
- vi) Students without school uniform are not allowed to attend their classes.
- vii) English which is the medium of instruction in the school should

ities by enforcing regularity, punctuality, mess and a sense of discipline in school.

hool is not responsible for the loss of anything the student, but any loss should be reported to Principal/Class teacher immediately.

nts will have to make good any damage done to school property.

s/Guardians should look into the remarks by Principal/Teachers and sign the home work daily.

s/Guardians or any visitors are forbidden to enter the classes and talk to the teachers or students during class hours without the written permission of Principal.

udent will be permitted to leave the school premises during the recess/tiffin break, or during school hours.

ans who choose to reach and collect their wards before and after school hours should be in a position to see that their wards reach the institution at the commencement of class and in time to collect their wards after school hours failing which the institution cannot be held responsible.

(UPTO STD. X)

Uniform for Boys:

Green Striped Shirt, Black Pant/Trouser, Black Socks with Laces. School Tie, belt, crest/badge. According to the house/team. Blazers with pocket crest (For Std. VI to X)
Sweater with school monogram (For Std. Nursery to V)

FOR STD. XI & XII

Uniform for Boys

Green & White striped Shirt
Pocket left side, Black leather shoes with Socks.
School belt
Dark Green Blazer with pocket crest.

Required to attend school in clean and complete uniform on all working days.

Condonation of shortage of attendance

Condonation of shortage of Attendance is the same as per CBSE norms.

Timing

xv) The motto of the school is 'Thorough' and the management of the institution endeavors to fulfill its motto and as such suggestions from guardians will be welcomed which could benefit the student and the institution, but the management reserves to itself all matters of decision.

xvi) Students are forbidden to bring motorcycles/ cars/ mobiles/ ipods/ intoxicants /drugs to school.

ASSESSMENT CONDITIONS

For any valid reason, if a student is absent from any assessment an application for the same must be submitted to the Principal and sanctioned in advance.

The sessions record of work consists of the day to day written work including composition, homework, daily lessons, and an average performance on non-academic activities.

A student appearing at the annual examination must have 80% regular attendance in class, failing which the student will not be allowed to appear at Annual Examination as per C.B.S.E. norms.

School Uniform for Girls:

Yellow + Green Striped Blouses, Black Skirts, Black Socks & Shoes without heel. School Tie, Belt, crest/badge. PT Dress according to the house/team
- Dark green Blazers with pocket crest (For Std. VI to X)
- Dark green sweater with school monogram (For Std. Nursery to V)

School Uniform for Girls

Dark Green Salwar
Light Green Sameez (Kurta)
Dark Green Dupatta
Dark Green woolen Blazer with pocket crest.

Office Hours