

Estd.: 1982



ST. DOMINIC SAVIO'S HIGH SCHOOL

Recognised 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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PROSPECTUS

ABOUT US

St. Dominic Savio's High School Patna is a Christian linguistic minority institution founded in 1982. It is established and administered by the Society of St. Dominic Savio whose members belong to the Anglo-Indian-Community. The School is affiliated to the Central Board of Secondary Education up to the Senior Secondary level. The major objective of this institution is to educate the youth in a spirit of service to humanity. The institution's priorities in education are not only scholastic excellence, but also to inculcate discipline, hard work, moral and religious values. These priorities are meant to prepare the youth for life, by promoting intellectual excellence, uprightness of character, emotional maturity, scientific temper, spirit of healthy competition, co-operation and sportsmanship through co-curricular activities, moral sensitivity to the needs and rights of others, especially the poor, religious tolerance and national integration. This being a Christian linguistic minority institution, it primarily caters to the educational needs of the Anglo-Indian/Christian community, but admission is open to others also irrespective of religion, caste or community. The school is recognised as a Minority Educational Institution by the National Commission for Minority Educational Institutions Govt. of India. As an institution this school strives to adapt itself to the needs and aspirations of the people. In the admission of students and appointment of teachers, the school will give priority to Anglo-Indian/Christians, if they are eligible. It is a Co-educational institution which is located quite centrally and is easy of access from all parts of Patna. The School was established 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 of the C.B.S.E and it strives to preserve the customs and traditions of our rich cultural heritage. Functional programs such as sports, educational tours, dramas elocution & general knowledge contests and other cultural functions for the education and cultural uplift of the children are organised periodically. The school has a record of outstanding results at the All India Secondary School Examinations (Std.X) and the All India Senior School Certificate Examinations (Std. XII), conducted by the Central Board of Secondary Education, Delhi. The motto of our school is "Thorough" and the management of the institution endeavours to fulfill its motto and as such, suggestions from parents/guardians are welcomed, which could benefit the students and the institution but reserves to itself all matters of decision. The school has a well established library with collection of standard and valuable books on different topics. The school has well equipped laboratories for Physics, Chemistry, Biology and Mathematics. It also has two Computer Laboratories for the junior and senior students. Classes are equipped with Smart Board for audio-visual teaching. The school has a full time counselor for the benefit the students.

COURSES OF STUDY

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 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 the new education policy. (iv) Fulfills the Screening Procedure conducted by the school.

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 size photographs & two group photographs (Father, Mother & Child). (e) Aadhar Card of student and parents. Date of birth will not be changed or altered on any account.

WITHDRAWAL & DISMISSAL

- a) A student who wishes to take a transfer certificate from this school will have to submit an application from the concerned parent stating the reason at least one month in advance along with the requisite charge. Before a request for issue of a transfer Certificate is made all fees up to the date of issue of Transfer Certificate should be cleared in full. A no dues certificate issued by the librarian must accompany the application for transfer certificate.
- b) Transfer Certificate will not be issued until all dues to the school have been paid in full and on payment of Rs. 500/-
- c) Irregular attendance habitual idleness, disobedience, bad conduct or sickness liable to be injurious to other students, justify dismissal.
- d) If a child fails to resume classes on re-opening of the new scholastic year or a major holiday within six teaching 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 done if seats are available and on payment of the re-admission fee along with previous dues.
- e) The school is liable to strike off the name of any student whose parent/guardian misbehaves or does not cooperate with the school authorities.
- f) Continued idleness; use of bad language or behaviour, chewing of pan masala or consumption of any form of intoxicants, drugs, damaging school/public property etc., and particularly any offences against honesty or morality will expose the offender to immediate removal/dismissal/rustication

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 by 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.

SCHOOL FEES & GENERAL RULES

1. The school tuition fee is chargeable for twelve calendar months payable quarterly and shall be paid by the 10th of every Quarter in advance failing which a late fee of Rs. 50/- per month will be levied. In the event of the 10th falling on a Sunday or a public holiday the fee should be paid on the next working day failing which the late fine will be charged.
2. No reduction will be made for holidays or broken periods. Pupils are liable to be charged full Fee as long as their names are officially on the school admission register/ledger.
3. Students whose fees are overdue may be barred from appearing at examinations and are liable to have their names struck off the rolls, if dues are not paid by the expiry of one quarter. Readmission will be done on payment of arrears and admission fee afresh. All dues must be paid up before each terminal examination however early in the month it may be.
4. Fees for Computer Education will be charged separately for twelve months of the session. Annual fee of Rs. 5000/- will be charged once in the year.

- 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 behaviour 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 in the school should be used at all times in the school premises.
- viii) Parents are expected to co-operate with the school

authorities by enforcing regularity, punctuality, cleanliness and a sense of discipline in school.

- ix) The school is not responsible for the loss of anything from the student, but any loss should be reported to the Principal/Class teacher immediately.
- x) Students will have to make good any damage done to the school property.
- xi) Parents/Guardians should look into the remarks by the Principal/Teachers and sign the home work diary daily.
- xii) Parents/Guardians or any visitors are forbidden to visit the classes and talk to the teachers or students during class hours without the written permission of the Principal.
- xiii) No student will be permitted to leave the school premises during the recess/tiffin break, or during school hours.
- xiv) Guardians who choose to reach and collect their wards before and after school hours should be in time to see that their wards reach the institution before the commencement of class and in time to

collect their wards after school hours failing which the institution cannot be held responsible.

- xv) Students who indulge in social media blogging against the school norms will be expelled.
- 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.

UNIFORM (UPTO STD. X)

School Uniform for Boys:

Yellow + Green Striped Shirt, Black Pant/Trouser, Black Socks & Shoes with Laces. 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:

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)

UNIFORM FOR STD. XI & XII

School Uniform for Boys

Black pant and Green & White striped Shirt
Shirt with crest on top Pocket left side, Black leather shoes with laces and Black socks.

School tie and School belt

Dark Green woolen Blazer with pocket crest.

Students are required to attend school in clean and complete uniform on all working days.

School Uniform for Girls

Dark Green Salwar

Light Green Sameez (Kurta)

Dark Green Duppatta

Dark Green woolen Blazer with pocket crest.

Rules for condonation of shortage of attendance

The rules for condonation of shortage of Attendance is the same as per CBSE norms.

School Timing

7.00a.m to 12.00a.m.-April to June

8.00 a.m to 2.00 p.m.-Oct. to Dec. to March

Office Hours

(8.00 a.m to 10.00 a.m & 10.30 am. 2.00 p.m)

The office will remain closed on Sunday & all Public holidays.

Principal & Director Meeting Day

Monday 10:00 am to 01:00 pm