

PROSPECTUS

Don Bosco English Medium School, Azimganj, established 2019, is an English Medium Co-educational School, for Catholic Students administered by the Salesians of Don Bosco (Northern India).

As such it is minority institution belonging to the Catholic Church. Provision is also made for the admission of non-Catholic Students.

I. AIM OF THE INSTITUTION

1. The aim of the Institution is to impart sound value-based education by forming in the students habits of piety, virtue, discipline and self-reliance during the years of their studies, thus enabling them to be dutiful members of the Catholic Church and useful citizens of our motherland, India.
2. The method of education followed in the school is the Preventive System taught and practiced by St, Jhon Bosco the Father and Teacher of Youth. It is based on Reason, Religion and Loving Kindness. We seek to form the youth, through education, into persons of character, competence, conscience, compassion and commitment who will foster uprightness in public life.
3. **Religious Instruction:** Being a Christian institution, the classes on Christian Doctrine (Catechism) are compulsory for Christian students. All other students must attend classes of Moral Science / Value Education, which deal with moral principles, values and rules of conduct and daily living. A student must strive to attain qualities of mind and heart and integrate into one's life virtues such as honest, sincerity, piety, compassion, generosity, love for nature and self reliance.
4. **Discipline:** Special attention is given to ensure a high standard of morality and discipline in the school. Guardians are requested to collaborate with the School Authorities by insisting on regular attendance and punctuality of their wards.

II. COURSE OF STUDIES

1. Don Bosco English Medium School, Azimganj prepares the students for the Indian Certificate of Secondary Education Examination of the Council for the Indian School Certificate Examinations, New Delhi.
2. Our School, being an English-Medium School, makes every effort to teach the students to handle English effectively as a written and spoken language. All students must speak only English in the school campus.
3. Bengali and Hindi, however, are compulsory subjects as Indian languages, in the three-language scheme of Secondary Education.
4. The student's personality, initiative and originality are given full scope in creative curricular and co-curricular activities by their involvement and participation in groups and movements, sports and games.
5. **Social Commitment:** Don Bosco School aims at contributing to the building up of a more just and humane society by promoting systematic social education of the students. Social service projects form an integral part of the school curriculum.

III. ADMISSION

1. Application for admission are accepted from students of all faiths. However, Christians are given preference. Christian students must produce a Baptism Certificate.
2. Parents are asked to fill in the Application and Admission forms with utmost accuracy. No subsequent changes will be permitted.
3. A candidate who has attended a recognized school may be admitted only with a Transfer Certificate from the school he/she has last attended.
4. New candidates must be introduced personally to the Principal by the one who is responsible for his/her conduct and the payment of fees. They will be examined on the syllabus of the class immediately below that to which they seek admission.

5. The Rector is the final authority in granting admissions and his decision is final and binding on all.

IV. REGULARITY RECORD (Leave & Late Arrival)

1. School begins with the Morning Assembly, and students must be on time for it. It is advisable that students reach school at least ten minutes before the scheduled time for the Assembly.
2. Absence from the school without leave is not accepted, except when the cause is sudden illness or unforeseen circumstances, in which case information must be given at the earliest.
3. After an absence from the class / school, the reason for the same must be entered briefly by the parent, in the Regularity record, under 'Absent' in the calendar. Reasons of a personal nature may be submitted to the school.
4. If an unauthorized absence from school exceeds 15 calendar days, the student's name may be struck off the rolls, and he may not be readmitted to the school.
5. An absence due to illness for two or more days, besides being entered in the Regularity Record under 'Absent', must be accompanied by a doctor's prescription. For an absence of 3 or more days, prior 'leave' must be taken from the school.
6. Leave of absence for reasons such as birthday, excursions, festivals, wedding, time to study for an examination, is not considered sufficient.
7. **Early departure:** It is availed when there is an emergency at home or when a student gets sick in the school. A child who is sick should not be sent to school.
8. In case a child falls sick or meets with any accident in the school premises, he/she can be helped with immediate first aid only. The parent will be informed and they are expected to come to attend to their ward immediately.
9. It is important to inform the school in writing about any change in the phone number and residential address of the parents.
10. Late arrival at school is a breach of discipline. A student who comes late to school must enter the date

and time of arrival in the Regularity Record, Under 'Late'.

11. Marks will be deducted for every late arrival. Ten late arrivals will result in a 'Parent call'.
12. It is mandatory for a student to attend the school on days marked "Compulsory attendance". Defaulters will invite a penalty as decided by the Principal. In case of sickness / eventualities the matter must be notified to the Principal with relevant documents on the same day.
13. Parents must collect Report cards on the specified date from the Class Teacher. On failing to collect the Report card on the stipulated date, a fine may be levied.
14. The name of Students who fail to be present without written permission for the first day of the scholastic year or after the long holidays will be deleted from the class list. The process of re-admission has to be done for the name to be enrolled again.

V. SCHOOL FEES : (See Fee Card)

1. The School fees cover twelve calendar months and may be paid monthly instalments or in advance. No reduction is made for holidays or broken periods. Students are liable to be charged full fees as long as their names are officially on the rolls. Fees once paid will not be refunded.
2. The fees should be paid between 5th and 25th of every month. A fine of Rs. 50/- will be charged on the defaulter and it will be added for every month cumulatively.
3. Fees for the holiday months must be paid in advance before the school closes. All dues must be paid before the school year ends.
4. The school reserves the right to increase the fees at any time of the year if an increment is considered necessary. Ten Percent annual increase in the tuition fee or any other fee is normal.
5. Online mode of payment will be followed for fee payment.

VI. SCHOOL UNIFORM

1. Every student must wear daily a clean, complete and correct uniform. Parents must take special care to see that students leave home in full uniform. The Uniform is compulsory for all the school activities, both curricular and co-curricular, on instruction days as well as on non-instruction days. Defaulters may receive appropriate penalties. Whenever the complete or correct uniform cannot be worn, parents must seek permission to attend school through an entry in the Diary under "Uniform".
2. The specifications regarding uniform must be strictly adhered to by the parents / guardians and students. No one is allowed any liberty in this regard. The uniform will be as follows:

a) For Ordinary Days

Boys:

- Grey Shorts for Classes Nursery, LKG, UKG, I, II & II. Grey full Pants for Class IV onwards.
- White Shirts with half sleeves.
- DB monogram stitched on the pocket on the left side.
- Maroon Tie.
- Belt supplied from the school.
- Plain black shoes with laces and white socks.
- White keds on games days.

Girls:

- Grey knee length skirts with loops for belt and black leggings for class 1 onwards.
- White Shirts with half sleeves.
- DB monogram stitched on the pocket on the left side.
- Maroon Tie.
- Belt supplied from the school.
- Plain black shoes with buckles and white socks.
- White keds on games days.
- Black elastic hair band (if needed).

b) For Winter

Boys:

- Grey Trousers.
- White shirts with full sleeves.
- Grey Jackets (supplied from school only) for Nursery, LKG & UKG.
- Plain light grey pullover (supplied from school only) for Class-I onwards.
- Blazer (supplied from school only) for class-I onwards.

Girls:

- Grey skirts with thermocot pants.
- White shirts with full sleeves.
- Grey jackets (supplied from school only) for Nursery, LKG & UKG.
- Plain light grey pullover (supplied from school only) for class-I onwards.
- Blazer (supplied from school only) for class-I onwards.

c) For Sports Day: (For All)

- Vest to be bought from the school.
 - White trousers for the March Past. • White keds and plain white socks.
3. To ensure uniformity the following items of the uniform must be obtained from the school: the grey trouser material & skirt material for girls, the DB monogram, the maroon tie, and the belt. NO OTHER SHADES OF MATERIAL WILL BE ALLOWED.

VII. GENERAL TIME TABLE

1. Daily Time Table

	08:00 am	:	Arrival
	08:25 am	:	Assembly
08:40 am -	09:20 am	:	1st Period
09:20 am -	10:00 am	:	2nd Period
10:00 am -	10:10 am	:	Short Break
10:10 am -	10:50 am	:	3rd Period

10:50 am - 11:30 am : 4th Period
11:30 am - 12:05 pm : 5th Period
12:05 pm - 12:35 pm : Lunch Break
12:40 pm - 01:20 pm : 6th Period
01:20 pm - 02:00 pm : 7th Period
11:30 am - 12:05 pm : Lunch Break for LKG & UKG
02:00 pm - 02:40 pm : 8th Period

Nursery will go home at 11:30 am

LKG & UKG will go home at 12:45 pm

Classes I & II will go home at 01:20 pm

Classes III, IV & V will go home at 02:00 pm

Classes VI & VII will go home at 02:40 pm

2. **Office Hours:** The principal can be met from 09.00 am to 10.00 am or any other time by prior appointment.
3. School stationery will be available from 9.00 am to 10.00 am working days.
4. No school business will be transacted on holidays or during vacations.

VIII. SCHOOL WEBSITE

Don Bosco English Medium School, Azimganj has an interactive website: **www.dbsazimganj.org**

Important notices, instructions, newsletter etc. are provided in this website. Parents and students are expected to follow it up regularly.

IX. ASSESSMENTS AND PROMOTION

1. Promotion at the end of the year will be based on a total continuous Assessment (200 Marks) in every subject, on the work done during the year.
2. For candidates who fail to secure promotion, there is no arrangement for Re-Examination or Promotion on trial.
3. The result of the Final Assessment cannot be changed.
4. A minimum of 90% attendance is absolutely essential for Promotion at the end of the year.

5. Students will be promoted based on their performance in the continuous evaluation. They must obtain 40% marks in all subjects to be promoted.
6. Failure to appear at any assessment can seriously affect a student's academic progress and promotion.
7. Breach of any of the regulations of conduct of examinations or indiscipline in or outside the hall or the use of unfair means, even if discovered subsequently, will merit the cancellation of that particular paper and the student concerned will be awarded a zero. He will also be given a general remark stating the facts of the incident.
8. A student, who has made arrangements to obtain unfair help in connection with question papers from any person or any agency, is liable to have his result in the examination cancelled as a whole. Candidates who are detected giving or obtaining, or attempting to give or obtain, unfair assistance, or who are otherwise detected in any dishonesty whatsoever, will be debarred from the examination.
9. A student guilty of disorderly conduct or responsible for causing any kind of disturbance in or near the examination hall is liable to be refused admission to subsequent papers.
10. A student is not expected to have in his/her possession any book, notes or papers whatsoever during the examination.
11. A student who has missed the second term examination due to sickness and a leave has been sanctioned against a written application on the day of examination with proper medical certificate, will be awarded 75% of the total marks secured in the first term examination of the subject under consideration.
12. No consideration can be made if the candidate misses the assessments in both the terms.
13. There is no arrangement for "re-examination" or promotion on trial.

14. A student who fails twice in the same class consecutively will be asked to leave the school.
15. The reports must be collected by the parents on the stipulated day. A defaulter may be penalized through a fine and may not be allowed to attend school until his/her report is collected.

X. CRITERIA FOR PROMOTION

Promotion is based on the whole year's performance.

1. Apart from overall conduct, attendance and work done during the year, a student should pass in all subjects. He/She may be considered for promotion even if he/she fails in one of the subjects. Pass marks in Moral Science, English and SUPW are mandatory for promotion to the higher class.

2. Evaluation System for Classes Nursery, LKG & UKG:

Evaluation for the Nursery, LKG & UKG will be done through the grading system. The work of the Nursery, LKG & UKG students will be continuously assessed by the teachers.

3. Evaluation System for Classes I - VII:

Classes I - VII will be evaluated through continuous class performance, class test and term examination. Evaluation will be done through the grading system.

4. Internal Assessment for Moral Science will be based on "Conduct Record".
5. Spelling & Dictation, Handwriting, English Conversation, English Reading, Art, SUPW and Singing will have no Unit Test. Term Examinations for 100 Marks will be conducted in every term.
6. Normally a student should obtain pass marks in all subjects. In any case the student must obtain pass mark in Moral Science, English and SUPW.
7. On all questions of promotion or failure the Rector's decision is final.

8. Grades:

A1	: Excellent	: 91-100
A2	: Very Good	: 81 - 90
B1	: Good	: 71 - 80
B2	: Fair	: 61 - 70
C1	: Satisfactory	: 51 - 60
C2	: Needs Improvement	: 41 - 50
D1	: Not Satisfactory	: Below 39

XI. PRIVATE TUITION

1. As a policy the school forbids all private tuitions, as the pupil should be able to progress in his/her work as a result of good teaching.
2. Private tuitions are not to be taken by Don Bosco School Teachers, since that will interfere with the proper execution of their school duties, including the preparation of lessons at home and the correction of exercises. A student who takes tuition from his/her own teacher may be dismissed from school.

XII. VACATIONS

Vacations are specified in the school calendar. These holidays may not be anticipated or extended. Unauthorized absence on the last day before vacation and delays in returning to school will mean "re-admission" to the school.

XIII. WITHDRAWAL AND DISMISSAL

1. The Transfer Certificate will be issued only on receipt of a written application signed by the parents and personally handed over to the Principal by the parents of the student. Before withdrawing a student from the school a month's notice is to be given or a month's fee in lieu of notice. Those who take T.C. after the month of June are required to clear the whole year's fees. No Certificate will be issued until all dues to the school have been paid in full.
2. Any student failing two years in succession in the same class or failing twice in three consecutive years,

will have his/her name struck off the rolls and a Transfer Certificate will be granted. A student who has been dismissed from the school is not readmitted. A student, who has taken T.C., except in the case of transfer of residence, will not be readmitted to the school.

3. Students whose attendance is irregular, who do not pay their fees, who are habitually late or absent, lazy or disobedient, whose conduct is injurious to the moral tone of the school or incompatible with good discipline may be dismissed.
4. Any Certificate from the School will cost Rs. 10/-. However, Transfer Certificate will cost Rs. 100/-.
5. Notwithstanding anything in the prospectus, the Principal may, at his absolute discretion (For reasons known to him alone), request any parent at any time to take his/her ward out of the school. As a rule, a student who is dismissed or has taken Transfer Certificate is not readmitted.
6. The Rector's decision is final in all cases of dismissal or withdrawal.

XIV. OTHER RULES OF CONDUCT AND DISCIPLINE

1. School Diary is the true record of a student's academic performance and conduct. It is to be signed by Principal / Vice Principal / Asst. Principal or their delegates. It must be maintained with utmost care.
2. Every student must have a copy of the School Calendar and it must be brought to school on every class-day. A student who does not have his/ her diary may be sent back home. Losing a School Diary is a serious fault. A fine of Rs. 200/- has to be paid to get a new diary.
3. No remarks once written in the diary can be cancelled by anyone other than the Principal.
4. Every student must possess an identity card issued by the school. This card is renewed every year.
5. No student will be allowed to leave the school campus during school hours without proper authorization.

6. Students are to address their teachers and all members of the school staff with due respect and politeness.
7. Smoking, chewing pan or chewing gum, betel-nut or tobacco etc. are strictly forbidden.
8. Students are not allowed to bring to school expensive and fancy electronic gadgets (cell phones, watches, toys, digital diaries, calculators, Pen drives, curios etc.) Students are not allowed to have stylish haircuts.
9. No books, periodicals, comics, newspaper or printed matter of an objectionable nature are to be brought into the school. All printed materials (except those mentioned in the school booklist) when brought into the school must be presented to the Principal for approval and may be retained in the school and read only if it bears the signature of the Principal.
10. Every student is expected to subscribe towards local charities and other relief if authorized by the Principal. No collections or fines or fund raising are to be made in the school without the explicit permission of the Principal.
11. Students are responsible for the safe custody of their own books and belongings. Each article should be marked with the student's name, class and registration number.
12. Every student attending school is obliged to take part in curricular and co-curricular activities organized by the school.
13. Students must speak only in English in the school campus. Those found speaking in vernacular at any time will have marks deducted from the English language paper and will be given general observation remark as well.
14. The school uniform is a sacred and prized possession of a student. It symbolizes the ethos and culture of the school, of which the student is an integral part. Any violation of its sanctity calls for firm disciplinary action such as suspension, termination etc.

XV. FOR PARENTS

1. Parents retain their rights and duties in the education of their children, even though they delegate them in part to the school. The support and collaboration of parents are in all cases considered indispensable for the success of the work of education carried out in the school.
2. Parents' POSITIVE CO-OPERATION with the school is absolutely essential for the constructive upbringing of their ward. They are strongly exhorted to co-operate with the school:
 - a) By urging their wards to be regular and punctual in attendance.
 - b) By checking the School diary on a regular basis.
 - c) By seeing that their wards are regular at their homework and lessons.
 - d) By not engaging private tutors without consulting the school authorities.
 - e) By insisting on neatness and cleanliness in their books and personal appearance.
 - f) By occasionally meeting the Principal and the Teachers to discuss the progress of their wards.
3. Periodical reports and Report Card will keep parents informed of the progress of their wards.
4. Ordinarily communication with parents is made through the School Diary. On the last working day of every month, after having checked and adhered to all requirements as specified in the School diary, it must be signed by the parents in the Monthly Inspection page.
5. Parents are not allowed to see their wards or to meet teachers during class hours without the special permission of the Principal.
6. School campus is a tobacco free, non smoking area on all days. Please do not bring disposable bottles and plastic items to the school campus. The use of cell phones is not permitted within the school building.
7. Admittance into the school premises is at the sole

discretion of the school authorities, who reserve to themselves the right to refuse admission to anyone without assigning any reason whatsoever.

8. Exemplary behaviour is expected from students and parents in the school campus and outside the school campus.
9. Parents / Guardians threatening the school by various methods such as levelling malicious or false allegations or spreading rumors or giving false information which tends to bring into disrepute the school or its employees or spreading panic among them, might lead to the issue of the Transfer Certificate to their son/daughter/ward from the school.
10. Though the school takes care of your ward / son / daughter while in school, the school cannot be held responsible for any self inflicted or accidental mishap/injury, physical or otherwise, that may befall your son/daughter/ward.
11. For any mishap / accident that takes place on the way to school or while returning, the school cannot be held responsible. Matters pertaining to conveyance should be solely managed by the parents.
12. Parents can meet teachers ordinarily on the last Fridays of every month, immediately after the class hours.
13. All communications to the school should be addressed to the Principal.

HINTS FOR STUDENTS IN SALESIAN SCHOOLS

(Given by DON BOSCO)

ATTITUDE TO GOD

1. Remember that we have been created in order to love and serve God, our Creator and that all learning and wealth in this world amount to nothing without the fear of God on which our temporal and eternal welfare depend.
2. Give glory to God for whatever learning you have, for He is the Author of every good.
3. Give yourself to the practice of virtue while you are young. The virtues to be cultivated most are modesty (purity), humility, obedience and kindness.
4. By modesty is meant a proper and decent manner of speaking and acting. This virtue is one of the best ornaments of your age.
5. Avoid any kind of sin, especially three evils should be particularly
 - a) Taking the name of God in vain:
 - b) Impurity in thought, words or deed:
 - c) Stealing.

These evils draw God's anger upon us. But if we keep these evils far away from us, God will never fail us with his blessings.

ATTITUDE TO TEACHER

1. Boys and girls should look upon their school mates as brothers and sisters and upon their Teachers and Superiors as Father / Mother.
2. Respect every teacher, whether of your own class or not. Be grateful towards those who taught you in the past. Show your teachers those exterior signs of reverence to which they are entitled, such as, greeting them when you meet them.
3. Be convinced that your teachers deeply feel their serious obligation of promoting your welfare in the best way they possibly can, and that in advising, commanding and correcting you, they have nothing else in view but your own good.

4. After piety study is most praiseworthy. Therefore, your first occupation must consist in doing the tasks assigned to you by your teachers.
5. Always rise when your teachers enter the class and again when they leave. If they delay in coming do not make any noise. But wait for them in your places in silence reviewing your lesson or reading some good book.
6. During class, avoid whispering or interrupting.

ATTITUDE TO SCHOOL COMPANIONS

1. Strive to edify your school companions by your good example at all times. In fact no sermon is more efficacious than good example.
2. Never make fun of those who are backward in their studies or not so quick to grasp their lessons. Let there be no ridiculing of any one on account of his physical defect. What you laugh at or despise in others may someday befall you.
3. Gladly help one another at recreation, make no distinction in the choice of your companions. Let no one be slighted in any game and let there be no selfishness. If there be need to make a sacrifice for the sake of the team, let it be made cheerfully.
4. When you are asked by a superior regarding the conduct of some of your companion, answer to the best of your knowledge especially when it is a matter of preventing or remedying some evil. To be silent would not be beneficial to your companion and would be offensive to God. Always avoid exaggeration and speak truthfully.

BEHAVIOUR AT SCHOOL

1. To write or draw on the chalk board (except when called upon to do so) is to be avoided.
2. Take great care of your text-books, copy books and other belongings. Beware of appropriating your neighbour's property, even if it be the smallest thing. Should you find a lost article, give it at once to the teacher.
3. Keep the floor clean by allowing no paper or ink to fall on it. Cleanliness and purity of soul are reflected by a clean and neat exterior.

4. Speak well of your classmates, teachers and management of the school.
5. Performances on the stage of the Assembly Hall or at a public function is permitted for your instruction and entertainment. They help to bring out the fine qualities and talents.
6. Attend all performances cheerfully and be grateful to your superiors for such opportunities.
7. Respect one another by gently following all the instructions to maintain proper discipline in the Assembly Hall.

I have read, understood and am willing to abide by the rules and regulations given in the School Prospectus, in letter and in spirit.

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Father's Signature

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Mother's Signature

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Candidate's Signature

Date: