

GENERAL RULES AND REGULATIONS

ACADEMIC YEAR & SCHOOL TIME

The regular class days begin in June and end in March for the students of Std I to VIII. For the students of Std IX to XII, regular class days begin in May and end in March.

SYLLABUS

The syllabus is the course of study prescribed by the CBSE. The medium of instruction is English. Malayalam and Hindi are also taught.

ADMISSION

Admission is restricted by the policies of the management and by the conditions of age, ability, and conduct.

ASSESSMENT

The school conducts continuous assessments so that the teachers as well as parents can have an idea as to how much the child is able to comprehend. The system of academic assessment comprises evaluations, class tests and projects.

For the students of class I and II, there will be only class tests and activities to assess the students. There will not be scheduled termly/yearly examinations.

Students of Pre-KG, LKG and UKG will be assessed from their daily class works.

DISCIPLINE

Discipline is enforced in all classes and serves various purposes including promoting a safe and orderly environment, fostering personal responsibility, self-grooming, self-discipline, enhancing academic achievement, and developing social and emotional skills.

LIBRARY

The school library serves as a learning space for students to gain information beyond what textbooks offer. It also enhances reading habits among the students.

PARENTAL CO-OPERATION

- Parents are requested to use regularly the Mobile Application (School Digital) for the better communication and information.
- Parents / guardians are also requested to check their ward's school diaries daily. Remarks made in the diary should be acknowledged.
- Parents will not be permitted to meet or call the teachers during school hours and please avoid disturbing teachers off school hours unless it is an emergency.
- Parents should ensure that their wards rejoin the school on scheduled reopening dates after long holidays and on the last working day of every term.

SCHOOL UNIFORM

Uniform for the school is the identity of the school and instils a sense of equality among all the students. Every student is expected to comply.

FEES

In the spirit of CBSE Circular asking CBSE schools to go for digital means for all kinds of money transactions including the school fee, School is following the below given method **since** the academic year 2017-18. Annual fee will be collected from the accounts in 5 instalments on or before **10th June, 10th August, 10th October, 10th December and 10th February.**

Those who fail to pay the fees in time have to pay a fine of Rs.50 per month. There will be approximately **10% increment in fees every year.** Transfer Certificates shall not be issued if there is any fee dues.

There are multiple ways of fee payment:

1. Online Payment – Parents can pay the tuition fee through online mode (Net banking, Rupay debit cards, credit cards, UPI using the school ERP (**School Digital**). Applicable Service charge shall be deducted from the parents. **(Please do not make online payment if auto debit facility has been availed)**
2. Auto Debit facility can be availed through bank accounts with Federal Bank and South Indian Bank. You may please contact the school office **to register for this facility.**
3. **There is also an option to** create a Virtual Account Number (**VAN**) and register the same with your bank accounts and make payments via NEFT/IMPS mode.

The VAN has two parts. 1) Fixed Part being SHCMIT 2) The second part is the four digit admission no. For example, if the admission no. of a student is 1234, then the VAN shall be **SHCMIT1234**. IFSC code to be used is SIBL0000653.

It is mandatory for every parent to pay the school fees on time. Reminders for payment shall be initiated from the school office every term.

Request for the Fees Paid Certificate can be placed only after 3 school-office-working-days after the payment.

TOURS AND PICNICS

Guided tours and picnics have great educational value and are enjoyed by children. Hence one day trips / trips for more than one day are arranged to various places of interest. Such arranged picnics are compulsory for all students.

SCHOOL BUS

Transportation facility by school is available in the selected routes. Parents can make use of the school bus facility by paying the prescribed fees in the window period given. Those who opt for school bus have to make use of the school bus for the whole academic year. Cancellation of the bus facility or not using the same for the whole year, shall attract prohibition of school bus facility to the student for remaining years. There is no provision of one side journey. Bus fees is to be paid as Term 1 in the beginning of the year and Term 2 in the middle of the academic year through School Digital.