



MANAVA BHARATI

INDIA INTERNATIONAL SCHOOL

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From the Principal's Desk

Greetings Parent/Guardian,

As we commence a new session at Manava Bharati, I would like to extend a warm welcome to you. Our school has a fundamental objective of equipping students with the necessary tools to become leaders in the global community. We offer a comprehensive education from Pre-School to Class XII, with a focus on promoting traditional Indian and modern Western educational values.

Our curriculum places a strong emphasis on the acquisition of knowledge, skills, critical thinking, problem-solving, and understanding for all students. At our school, we hold the belief that every student possesses a unique set of skills and abilities, and it is our responsibility to nurture and develop them to their fullest potential. We strive to encourage a sense of appreciation and care for our diverse community and the environment, cultivating a generation of global citizens.

Our goal at Manava Bharati India International School is to foster excellence by preparing students for learning beyond their school years, enabling them to become lifelong learners who are self-directed, responsible, and realistic citizens.

Thank you for entrusting your child's education to us.

Best regards,

PRINCIPAL

About the School e-Handbook

Reading and comprehending the School e-handbook is crucial for both parents and children to ensure compliance with the rules and regulations set forth by the school.

It contains essential information about the school, and it's important that both parents and students read it together to have a thorough understanding.

It's expected that all students and parents are familiar with the contents of the e-handbook.

The school reserves the right to modify or alter the rules and regulations stated in the e-handbook as needed.

Making Best Use of this e-handbook

To ensure proper usage of the School e-handbook, carefully read the contents and adhere to the following instructions:

1. Notify the school immediately in writing of any changes to personal information such as address or telephone number. Ignorance of such updates will not be considered an excuse.
2. All other matters concerning the School should be dealt with separately and conveyed personally or through separate email addressed to the Head of School.

School Timings

For Junior, Middle, and Senior School children, the School gates will close promptly at 7:55 am. Arriving late for school is not permissible.

	Summer & Winter
Nursery School	08:45 a.m - 12.30 p.m
Junior School	07:50 a.m - 12.30 p.m
Middle School	07:50 a.m - 01.50 p.m
Senior School	07:50 a.m - 01.50 p.m

NOTE: Class Pre-School to Class II - Monday to Friday, All Saturdays are holidays.

Class III to Class XII - Monday - Saturday (2nd & 4th Saturdays are holidays)

Written permission from the Director, Principal, or Vice Principal is required for any student to leave the premises.

In the event of a medical emergency, the Medical Officer, Class Teacher, Principal, or Vice Principal may contact parents and request that they take their child home.

Please note that when visiting the school for any reason, it is compulsory to carry the parent ID card.

a. Late Arrival in School

To ensure punctuality, students are required to arrive at school 10 minutes before the start of the assembly. Students who arrive late without a reasonable explanation will not be permitted to enter the school premises.

Repeated instances of late arrival will result in disciplinary action being taken against the student. Specifically, students who arrive late on more than three occasions in a term will not be permitted to attend classes on the fourth occurrence.

Evaluation System and Assessments

Regular Academics Update Class PS to X

Weekly Work Plans consist of the teaching lessons, activities, projects, celebrations and important events.

a. CLASS - Pre School to IV:

1. The academic year is divided into three cycles, and the child's progress is evaluated based on day-to-day performance and short class assessments held during school hours.
2. Internal assessments based on themes are conducted in various ways, such as written assessments through worksheets and notebooks, oral assessments through classroom discussions, and activity assessments using rubrics graded on an eight-point scale (A+, A, +B, B, C+, C, D, E).
3. Additionally, activities, projects, creative work, etc. are also graded and progress reports are shared with parents three times in a session during Open House at the end of three cycles.

b. CLASS V to VIII: Uniform System of Evaluation and Assessment.

1. The academic progress of students is documented in their Report Card, which follows the eight-point grade scale set by C.B.S.E.
2. The final evaluation of students is based on their performance in Term-I and Term-II, with Term-I carrying a weightage of 40% and Term-II carrying a weightage of 60%.
 - Annual Examination: 80 Marks (60% of Term-II Syllabus)
 - Half Yearly Examination: 80 Marks (Syllabus covered till announcement of schedule for Half Yearly Examination)
 - Internal Assessment (Term I & Term II)
 - Periodic Tests - 50 Marks each (reduced to 10 marks)
(Syllabus covered till announcement of schedule for Periodic Tests)
 - Notebook Maintenance - 5 Marks
 - Before each periodic test, notebook maintenance can be evaluated based on the following parameters:

i) Regularity	ii) Assignment Completion	iii) Neatness
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 - Subject Enrichment Activities - 5 Marks
Subject Enrichment Activities comprise ASL/ Reading/ Dictation/ Debate/ Public Speaking etc. for language, Lab Activities/ Projects/ Map Work/ Model Making/ Field trips etc. for other subjects
 - Scholastic Areas: Language 1, Language 2, Language 3, Mathematics, Science, Social, Science & IT
 - These are graded on a eight point scale (A1, A2, B1, B2, C1, C2, D & E) 'E' Grade- Needs Improvement (Classes V-VIII)
 - Co-Scholastic Areas: Life skills, Work Ed., Visual & Performing Arts, Attitudes & Values, Literary & Creative skills, ICT, Health & Physical Ed. graded on a three point scale (A-Outstanding, B-Very Good, C-Fair)
 - All students will be assessed on discipline which will be based on the factors like attendance, sincerity, behaviour, values, tidiness, attitude towards society & Nation, respectfulness for rules & regulations.

c. CLASS IX

1. As per the CBSE Guidelines, the scores achieved by a student across all four assessments need to be considered in the Overall "Grand Total".
2. The Scholastic Year is broken into two terms that carry weightage as per the below-mentioned ratios.

(PA-1, Midterm, PA-2): 10% (Best of Two), Final Term: 80%, Internal Assessment: 10%

- Scholastic Areas: Language, 1 Language 2, Language 3, Mathematics, Science, Social, Science & IT
- These are graded on a eight point scale (A1, A2, B1, B2, C1, C2, D & E) 'E' Grade- Failed (Class IX & X)
- Co-Scholastic Areas: Life skills, Work Ed., Visual & Performing Arts, Attitudes & Values, Literary & Creative skills, ICT, Health & Physical Ed. graded on a three point scale (A-Outstanding, B-Very Good, C-Fair)
- Assessment on discipline for all students will be determined based on various factors such as attendance, sincerity, behaviour, values, tidiness, attitude towards society and the nation, as well as respect for rules and regulations.

d. Class X

1. According to CBSE Guidelines, the student's scores from all four assessments should be considered in the "Grand Total" calculation.
2. The academic year is divided into two terms, each with a specific weightage as per the ratios mentioned below:

(PA-1, Midterm): 20%, (Pre Board - I, Pre Board - II): 60%, Internal Assessment: 20%

- Scholastic Areas: Language, 1 Language 2, Language 3, Mathematics, Science, Social, Science & IT
- These are graded on a eight point scale (A1, A2, B1, B2, C1, C2, D & E) 'E' Grade- Failed (Class IX & X)
- Co-Scholastic Areas: Life skills, Work Ed., Visual & Performing Arts, Attitudes & Values, Literary & Creative skills, ICT, Health & Physical Ed. graded on a three point scale (A-Outstanding, B-Very Good, C-Fair)
- Assessment on discipline for all students will be determined based on various factors such as attendance, sincerity, behaviour, values, tidiness, attitude towards society and the nation, as well as respect for rules and regulations.

e. CLASS XI & XII

For Class XII students appearing in AISSCE, it is mandatory to score at least 40% marks in the Pre-Board Assessment and maintain a minimum of 75% attendance to receive the admit card.

- Any student found using unfair means during any test or assessment will be disqualified, and may even face rustication from the school.
- The submission of Class-work, Home-work, Projects, and Assignments is compulsory, as they form a part of the regular assessment.
- To achieve the desired standards of CBSE guidelines, it is crucial to maintain regular attendance, submit assignments on time, and make sustained efforts towards academic excellence.
- The date sheet and syllabus for tests and assessments are uploaded on the school portal approximately 15 days before their commencement.

Promotion Criteria

1. For classes Pre-School to VIII, no student will be detained. The results will be based on the rules set by CBSE. However, if a student's attendance is less than 75% or they are unable to cope with the syllabus, resulting in low grades in assessments, they may be detained in the same class after mutual agreement between parents and school authorities.
2. Classes IX & X: As per CBSE Guidelines.
3. Class XI: Will be based on consolidated performance of all assessments conducted by the school during the year.

10% weightage of 2 unit tests of 50 marks each

40% weightage of mid- term assessment i.e. 50% of 80 marks.

50% weightage of annual examination i.e. 50% of 100 marks.

In order to be promoted, the student must obtain a minimum of 40% marks in each theory and practical subject separately, along with maintaining a minimum attendance of 75%.

Criteria for XII: As per CBSE Guidelines.

Parent-Teacher Meetings & Interactions

1. Both online (via Google Meet) and physical Parent-Teacher meetings are held regularly to discuss your child's progress with their teacher. Attendance is mandatory for parents.
2. The dates for Parent Teacher Meetings will be communicated to parents in advance via email, the school website, or the Student/Parent Portal. Parents are expected to attend these meetings to stay informed about their child's progress.
3. If parents wish to meet with a teacher outside of the scheduled PTM, they must seek a prior appointment through the official email ID of the class teacher.
4. Parents are not permitted to take their child home before the scheduled end of the school day.
5. Important messages, including daily attendance records, are communicated to parents through School portal or email.
6. We encourage parents to attend all Parent Teacher meetings as they are an important way to stay updated about their child's progress.

Appointments with the Principal/ Class Teacher

Parents are requested to refrain from disturbing classes during school hours or meeting teachers without prior appointments.

The school has designated Mondays, Wednesdays, and Fridays from 2:15 pm to 3:00 pm for meeting teachers, while the Pre-Primary Wing, Uditayan is open for appointments on working Saturdays, i.e. the first and third Saturday, with prior appointment.

To make an appointment, parents should send a request to the class teacher on their official email ID at least one working day in advance, and the confirmation will be reverted.

To meet the Principal, parents may obtain an appointment through the School reception either by emailing at office@mbiis.in or the class teacher's official email ID.

Attendance, Absence & Leave

- Ensuring your child's safety is our top priority. We request that you do not take your child out of school during school hours unless it is an emergency, and only with permission from

the school authorities.

- For promotion, the CBSE guidelines require a minimum attendance of 75% for the entire academic year.
- Unless there is an illness, students are not granted leave outside the regular vacation period.
- In case of absence due to medical reasons, the class teacher will record the absence only on the receipt of a valid medical certificate.
- Punctuality is important, and if your child was absent on the previous day, please send a justification email to the class teacher on her official email id.
- Every absence will be recorded in the Attendance Register.
- In case of an unexcused absence of more than one week, the school considers it as an act of indiscipline and may strike off the student's name from the rolls. To seek re-admission, parents must pay re-admission fees, and it is limited to two times in a year. However, re-admission is not allowed one month before the start of the Annual Assessment. It is important to ensure regular attendance to avoid such consequences.
- Students who fail to give written assessments due to valid reasons will be required to take a retest and will not be considered for school badges or other awards.
- Leave of absence is only granted for medical reasons. For any absence during exams or a sickness leave exceeding two days, a medical certificate is required.
- Additionally, if your child has had an infectious or contagious disease and is returning to school, he/she must provide a fitness certificate from a doctor confirming that it is safe for him/her to attend school.

Students suffering from the following diseases must observe the prescribed period of quarantine before returning to class:

- | | |
|-----------------------------|---|
| (a) Chicken pox | - Till all scabs have cleared.. |
| (b) Gastroenteritis | - Till the child is completely cured. |
| (c) Measles | - Two weeks after the rash disappears. |
| (d) Mumps | - Until the swelling subsides; about one month. |
| (e) Whooping Cough/Jaundice | - Six weeks |
| (f) H1N1/Dengue/Chikungunya | - Till aches and pains disappear. |
| (g) Covid-19 | - Till RT-PCR report shows negative |

ID Card

1. Due to increased security measures, it is mandatory for all students to carry their ID card to school every day, as it is an essential part of the school uniform.
2. Students are required to wear their ID cards during school hours and while commuting to and from school.
3. As a part of the admission process, new students are required to fill out the ID card form.
4. If a student loses their ID card or if any information on the card needs to be changed, such as a change of address, a form for issuing a duplicate ID card can be submitted at the Front Office with a fine of Rs 50/-.
5. Additionally, parents will also be issued ID cards for entry into the school.

Payment of Fees

Payment of the school fee, which includes the bus fee, is required within the initial 10 days of April, July, October, and January annually.

- Parents are expected to pay school dues on time.

- A child admitted after the start of term, fees will be charged for the entire academic session.

During the due period, parents can pay the fees by any one of the following methods:

- **Online Fee Payment**

Q-fix Fee Portal for online payment of fees

Open School website 'mbiis.in'

Click on FEE PAYMENT tab on website

Link for online fee payment: [https://user.edugfix.com/#/\(login\)](https://user.edugfix.com/#/(login))

For any assistance for online payment contact Account's Office: Mobile Number- +91-9599765342

Note: The school office functions even during vacations throughout the year on all working days.

Withdrawal Policy

If a parent wishes to withdraw his/her ward's admission from the school:

During the academic session, students are not permitted to withdraw from the school, except under unavoidable circumstances.

- If withdrawal becomes necessary, the parent/legal guardian must give an application for withdrawal and obtain approval from the Principal and pay one month's fees, which includes tuition fees, transport fees, and LSP charges (if applicable), from the 1st day of the month following the withdrawal request.
- It's important for parents to be aware of the deadlines and procedures for withdrawing their children from school. By submitting the application before the deadline, they can avoid any additional fees or charges.
- A clear notice of one calendar month in writing must be given else the parent will be liable to pay the fee and other charges for the facilities for the following month.
- If an application for withdrawal is submitted after the tenth day of a month, the fees for the following month will also be due as a notice fee, which includes all applicable fees for the child.
- Clearing all outstanding fees and obtaining clearance from all school departments, including the library, is mandatory at the time of withdrawal.
- It's also important for students to settle all outstanding dues before they can receive their transfer certificates. This ensures that the school has received all payments for services provided and helps maintain financial accountability.
- **End of Session:** At the end of the academic session, if a parent intends to withdraw their child before the start of the new session, they must apply before the 28th of February. Failure to do so will require the parent to pay the fees for the month of April of the new academic session, as well as any other outstanding dues owed to the school.

When withdrawing a student, they must return their identity card/Bus Pass, and obtain a no dues certificate. Transfer certificates will not be issued until all outstanding dues have been settled.

Issue of Transfer Certificate and other documents

If parents request a Transfer Certificate (TC) for their child, they must pay the applicable fees for the month in which the hardcopy of the application is received by the school office. Transfer Certificates will be issued within fifteen working days, but only after all necessary formalities

have been completed by the school.

The Security Deposit paid at the time of admission will only be refunded once all dues have been cleared and a Transfer Certificate (TC) has been issued. The Security Deposit will be reimbursed within 45 days from the date of issue of the TC.

- Certificates and other documents such as Recommendation Letters, Bonafide Certificates, Fee Payment Certificates, and any other documents required by parents, will be issued free of cost upon written request.
- In the event of a lost Transfer Certificate, a duplicate copy will only be issued upon submission of an affidavit stating the loss of the document, a copy of the FIR, and a fee of Rs. 200/ 500 at the School Office.
- Duplicate/Subsequent copies of Bonafide Certificates and Fee Payment Certificates will be issued on payment of Rs. 200/nothing for each additional copy during an academic session.

School Uniform for Classes I to XII

a. Class I to VIII

For Girls

- **Summer Uniform:**

- Shirts: Woven sky blue colour with pink/yellow vertical pinstripes, full/half sleeves with a collar and the monogram on the left side pocket.
- Skirts: Worsted beige, 2 inches above the knees.
- Socks: Light blue cotton(summer) socks with beige stripes
- Shoes: Black Gola Shoes.

- **Winter Uniform:**

- Shirts: Full-sleeves woven sky blue colour with pink/yellow vertical pinstripes
- Skirts: Worsted beige, 2 inches above the knees.
- Socks: Light blue cotton (Woollen) socks with beige stripes.
- Tie: Royal Blue
- Pullover: Sleeveless Thick cable knit Royal Blue, having beige stripes & a 'V Neck.
- Blazer: Single breasted three button woolen Royal blue with embroidered crest on the top left pocket.
- Shoes: Black Gola Shoes
- Hair accessories for girls (black ribbon, hair band, hair pin)

For Boys

- **Summer Uniform:**

- Shirts: Woven sky blue colour with pink/yellow vertical pinstripes, full/half sleeves with a collar and the monogram on the left side pocket.
- Shorts: compulsory for all from I to VIII std.
- Trouser (VIII): Worsted beige with sky blue trimmings. (its optional)
- Socks: Light blue cotton socks, with beige stripes
- Shoes: Black Gola Shoes

- **Winter Uniform:**

- Shirts: Woven sky blue colour with pink/yellow vertical pinstripes, full sleeves with a collar and the monogram on the left side pocket.
- Trouser: Worsted beige with sky blue trimmings.

Socks: Light blue woolen socks: with beige stripes (summer)
 Tie: Royal Blue
 Pullover: Thick cable knit Royal Blue, having beige stripes & a 'V' neck.
 Blazer: Single breasted three button woolen Royal blue with embroidered crest on the top left pocket.
 Tracksuit: Navy blue with House colours. To be worn with House T-shirt on LSP Days
 Shoes: Black Gola Shoes

b. Class IX to XII For Girls

● **Summer Uniform:**

Salwar: Teri-cotton beige tapering salwar.
 Kameez: Sky blue full sleeves kameez with trim collar & the monogram on the left side pocket.
 Socks: Light blue cotton socks with beige stripes.
 Shoes: Black Gola Shoes

● **Winter Uniform: For Girls**

Salwar: Teri-cotton beige tapering salwar.
 Kameez: Sky blue full sleeves kameez with beige trim collar & the monogram on the left side pocket. Teri-cotton beige fabric tapering salwar.
 Socks: Light blue Woolen socks with beige stripes.
 Scarf: Royal Blue
 Blazer: Single breasted three button woolen Royal blue with embroidered crest on the top left pocket.
 Shoes: Black Gola Shoes
 Hair accessories: black hair band, rubber bands and hair pin

Class IX to XII For Boys

● **Summer Uniform:**

Shirts: Woven sky blue colour with pink/yellow vertical pinstripes, full/half sleeves with a collar and the monogram on the left side pocket.
 Trouser: Worsted beige with sky blue trimmings.
 Socks: Light blue cotton socks, with beige stripes.
 Shoes: Black Gola Shoes

● **Winter Uniform:**

Shirts: Woven sky blue colour with pink/yellow vertical pinstripes, full/half sleeves with a collar and the monogram on the left side pocket.
 Trouser: Worsted beige with sky blue trimmings.
 Socks: Light blue woolen socks: with beige stripes (summer/winter)
 Pullover: Thick cable knit Royal Blue, having beige stripes & a 'V' neck.
 Tie: Royal Blue
 Blazer: Single breasted three button woolen Royal Blue with embroidered crest on the top left pocket.
 Shoes: Black Gola Shoes

Note:

(a) Houses: Nalanda, Panchshila, Takshashila, Vikramshila

House Colours: Maroon, Midnight Blue, Dark Green, Golden Yellow

House T-shirt: As per house allotment to be worn with LSP lowers - Navy blue

shorts/skorts/tracks with white shoes on LSP days in summer.

Tracksuit: Navy blue with House colours. To be worn with House T-shirt and white shoes on LSP Days in winter.

(b) Light Blue/Black turbans will be the headgear for Sikh boys.

(c) Friday: All will be dressed in the white uniform with similar specifications but white socks & white shoes.

(c) School Tie/Scarf is compulsory for special functions and with winter uniform.

(d) Fine of Rs. 100/- will be imposed if students do not come in proper uniform of the day to school.

(e) Names should be tagged on blazers & sweaters.

(f) Black Gola shoes from Monday to Saturday except on the days of the LSP & Friday

Books

Students are required to use copy/exercise books of standard design, bearing the name of the school.

Lunch

- Please ensure that your child comes to school with a wholesome packed lunch. The school authorities cannot collect or distribute lunch packets sent later in the day. Please avoid sending them.
- Please ensure that your child carries a proper one liter water bottle to school. Improvised and unhygienic bottles will not be permitted.
- Refrain from sending plastic lunch boxes and water bottles to school.

Your Child's Particulars

Please inform the school at the earliest if there is any change in your address, telephone numbers or other particulars.

Helping Your Child do Better at School

- Kindly read and explain the relevant content of this e-handbook to your child.
- It is crucial to ensure that your child devotes sufficient time to completing their assignments and revising lessons on a daily basis at home.
- We kindly request your support in maintaining a supportive, caring and disciplined environment in school.
- In cases where a student's conduct is harmful to others, the school may have to resort to penalties such as in-school or out-of-school suspension, or even expulsion.
- However, this is only a last resort after all other measures have failed to improve the child's behaviour, and the parent will be fully informed.
- By cooperating with us and adhering to these guidelines, you can significantly contribute to your child's academic progress.
- If you have any suggestions or concerns, please communicate them via a letter or email addressed to the Principal.

Volunteering for School Activities

If you possess a unique ability, expertise, or even some additional free time, you might want to contemplate becoming a volunteer participant in the formal or extracurricular programs offered by the school. The possibilities are vast, ranging from teaching classes, giving lectures, coaching sports, overseeing dramatics, music, club activities, organising excursions, and more. To join our pool of volunteers, kindly reach out to your child's Class Teacher with the relevant information if you are interested in volunteering.

Communicating with Manava Bharati

- It is mandatory for all parents to visit the School Website at mbiis.in on a daily basis to keep up with crucial circulars, work plans, notices, and posted school events.
- In case of any communication from parents or guardians, kindly direct it to either the Principal or the Class Teacher.
- The school has created a **secure Email Id** within the **MBIIS GSuite** for each student. (Google Apps is also called G-Suite which is a suite of cloud computing.)
- It is mandatory to use the G Suite School Official email ID exclusively for Online Classes, and no other email ID will be permitted to access Online Classes before or during the session.
- When communicating with the Class Teacher, the G Suite School Official email ID should be utilised.
- It's essential to note that this is the Official School ID and should not be used for personal purposes.
- If a student violates the code of conduct or misuses their account, their official G-Suite ID will be suspended.
- Before contacting us by phone, we advise you to refer to the MBIIS Parent-Student Portal, Website (www.mbiis.in) for details, Date Sheets, and other circulars.
- The school employs digital communication through the MBIIS Parent-Student Portal to distribute information, including the latest updates, homework assignments, notices, and announcements, enabling you to access them from anywhere at any time, while also reducing paper waste and aiding in our efforts to combat climate change.
- Please ensure that your current contact information, including mobile number and email address, is always up-to-date with the school administration.

Safety of Belongings

- For easy identification of lost property, kindly label all of your child's belongings with his/her name and class. While we will make every effort to locate lost items.
- it is important to note that the school cannot be held responsible for any losses. Additionally, please refrain from providing your child with excessive pocket money.
- It is strictly prohibited to offer gifts or rewards to teachers or staff.
- Lastly, please discourage your child from bringing valuable items such as expensive watches, fountain pens, laptops, calculators, or jewelry to school.
- In case of any loss, we will do our best to locate the item, but the school cannot accept any responsibility for the loss.

Traveling Between Home and School

- We kindly request that you personally accompany your child to and from the designated bus stop, and carry the parent ID card with you.
- Please note that if students from Nursery to Class IV are not received at the bus stop on time, they will be brought back to the school, and parents will need to pick them up from the school.
- While the school takes reasonable precautions to prevent any accidents or injuries that may arise during transportation, it cannot be held responsible for any damage or injury that may occur as a result of any mishap.
- We also advise against allowing underage students to drive cars or two-wheelers, as this is not only dangerous but also a punishable offense.
- The government has prohibited the use of vans that are not authorised for the transportation of school children. Please refrain from using such illegal modes of transport to ensure the safety of your child. However, carpooling is encouraged.
- All students are required to wear their school ID card when boarding the bus and throughout the return journey. Students are prohibited from traveling on the school buses without a valid ID card.
- It is imperative that students keep all parts of their body inside the bus at all times and refrain from throwing any object inside or outside the bus during the journey.
- Shrieking or shouting is strictly prohibited.
- Any misbehaviour on the part of a student with the bus driver, conductor, bus teacher, or another student will be considered a grave misdemeanour and may lead to suspension from school or the bus.
- Parents are not permitted to enter the school bus under any circumstances, nor should they argue with the bus teacher, driver, or conductor.
- Bus stops are predetermined at the beginning of the session, but the school reserves the right to create, cancel, or relocate a particular bus stop as needed during the session.
- When children go on excursions, visits, tours, picnics, etc., they should be dropped off and picked up only by their parents from the school.
- If a child is to be withdrawn from the bus during the session, one month's written notice is required. No bus withdrawal will be allowed in the fourth quarter of the session.
- It is mandatory for parents to carry a "Parent ID Card" while visiting the school or picking up their child from the school or school transport.

Private / Self - Transport

- The school prohibits students from driving two or four wheeler vehicles to and from school, even if they possess a valid driving license. Vehicles of this nature are not allowed to be parked inside or outside the school premises. The school will take strict action against any such vehicle found parked outside the premises.
- Parents are responsible for ensuring that the drivers of private vehicles that transport their children to and from school have the required character and antecedent verification report from the police authorities. Parents must also have a copy of the driver's license, Aadhar Card, and Police Verification Certificate. The school reserves the right to ask for these documents at any time. If the parent fails to submit the documents, the private van will not be allowed.
- Children must be picked up from school by their parents, van drivers, or car drivers at their scheduled departure time. The school will not take responsibility for any child left behind

after the scheduled departure time by any of the aforementioned persons.

Mobile Phones and Electronic Gadgets

- The school has a strict policy against students bringing mobile phones to school, with the exception of students in classes XI and XII.
- However, even these students are required to deposit their cell phones with either their class teacher or subject teacher upon entering the campus.
- It is important to note that the use of mobile phones, music players, and tablets is strictly **prohibited** within the school premises, and any such devices found on students are subject to permanent confiscation by the school authorities.

Counselor and Special Educator

- The School Counselors actively engage with students, teachers, and parents to provide counseling on various issues and concerns. They may offer recommendations and educate parents on mental health issues, learning disabilities, and behavioural problems.
- The Counselors also provide career guidance and help students identify their strengths. They visit classrooms to discuss study skills, social skills, academic difficulties, and bullying. In addition, they conduct individual sessions with students who are facing such difficulties.
- The school also has a Special Educator to help children with special needs integrate into classes and provide remedial classes to address their specific requirements.
- Parents can schedule an appointment to meet with the School Counsellor or Special Educator between 2:00 p.m. and 3:00 p.m. on any working Tuesday or Friday via an official email to the class teacher.

Infrastructure: Smart Classrooms

To enhance the learning outcomes of students, the School has upgraded all its classrooms with the latest technology, introducing modern teaching techniques aided by technology. The school campus is also wifi-enabled, allowing students and teachers to remain connected at all times. Smart classes are equipped with advanced technology, such as visualizers, smartboards, laptops/computers, internet connectivity, projectors, amplifiers, speakers, podium, microphones, and more. This facility empowers teachers to utilise multimedia content and instructional materials that are precisely aligned with the curriculum guidelines. The visual aids assist students in comprehending the subject matter more effectively. Additionally, teachers assess and evaluate their students' learning using innovative technology-based tools. At our school, we believe that the learning environment should be safe, cheerful, and attractive, where students take pleasure in learning. Being a part of the Manava Bharati family should strengthen relationships and promote good conduct. We strive to maintain a balance between students' rights and responsibilities, which fosters an enjoyable, effective, and secure learning environment.

Beyond the Classroom

- We offer exceptional facilities to nurture the creativity of our students and provide opportunities for individual and group activities that cater to every child's interests.
- We take pride in acknowledging the achievements of our students in all aspects of life, and we encourage them to form clubs and societies, explore diverse materials, and interact with their peers.
- This approach stimulates the learning process, empowering students to uncover their innate

leadership abilities and areas of skill and interest.

- The Life Skills Programme further enables children to excel in activities suited to their talents. We urge parents to support their child's participation in all such programmes.

LSP

• Cricket	• Bagpipe Band	• Volleyball
• Western Dance	• Classical Dance	• Chess
• Instrumental Music	• Mini Tennis	• Roller Skating
• Karate	• Basketball/ Mini Basketball	• Badminton
• Football	• Mini Basketball	

Clubs and Societies

Students can be members of any one of the following Clubs/Societies and opt for the activity that they are interested in:

- Environment/Green School Club
- Quiz Society - English & Hindi
- Cultural Society: Vocal Music, Instrumental Music & Dance (Indian & Western), Bag-Pipe Band
- Debate Society: Debates, Model United Nations
- Art Society: Sculpture, Fine Arts.

School Library (Resource Room)

- The school library is an essential component of the school community and serves as a hub for cultural and social activities for students. It is a central platform for all kinds of reading, information access, knowledge acquisition, critical thinking, and interactive discussions.
- The library boasts an impressive collection of over 16,256 books and educational magazines and is fully automated, with online circulation and open access. Students can search for books and reserve them through the school portal.
- Throughout the year, various book exhibitions are organised for students' benefit. The library has specific rules, and a fine is levied if the issued book is not returned on time or is damaged/lost. Additionally, primary classes have their own class libraries.

Medical Room (infirmary):

- The School recognizes the importance of promoting students' physical and social well-being, in addition to their academic performance. To this end, a qualified nurse staffs the medical room (infirmary) during school hours.
- Each year, students undergo a comprehensive health check-up conducted by a team of qualified medical professionals. This check-up aims to identify any health-related issues and promote awareness of health and personal hygiene among students.
- Parents are requested to ensure that their children are present on the designated days for the check-up.
- In case of emergencies, students should visit the medical room only with a teacher's written

permission. In the event of a serious illness or emergency, parents will be informed and may be asked to pick up their child from school if necessary.

- Parents will receive their child's health report, and are advised to take note of any observations or comments made in the report.
- Since this is a screening exercise and not a diagnostic, parents are encouraged to seek the opinion of their family physician or doctor for further evaluation.

School Canteen

The school offers a canteen that serves a range of healthy food options at reasonable prices. However, the canteen is only open during break times or after school hours.

PRE PRIMARY WING

Uditayan is the lively pre-primary wing of Manava Bharati India International School. Situated away from the chaos of urban life, it provides a calm and peaceful environment for children to learn and grow.

- Open Days are scheduled on the first and third Saturdays of each month, and parents can meet with their child's class teacher by sending an email to either the teacher or the school's official email ID, coordinator.uditayan@mbiis.in and making an appointment in advance.
- Parents are advised to regularly check their child's school portal and communication email ID for weekly work plans and updates. The Google Classroom platform is utilised for uploading home assignments and videos.
- Parents are encouraged to help their children complete their homework and submit it by the teacher's due date. Students are required to participate in all school activities and co-curricular events during and after school hours.

Summer Uniform

Boys & Girls: Red shorts & cream shirt with red buttons and school monogram
Black Bubblegummers shoes and red socks with white stripes.

Winter Uniform

Boys & Girls: School Tracksuit, House T-shirt and a red jacket with a hood. Black Bubblegummers shoes and red socks with white stripes.

House Dress:

Summer: Boys & Girls

Himalaya: 'Red house' T-shirt with white stripes, white shorts with red stripes, white socks with red stripes.

Nilgiri: 'Navy blue house' T-shirts with white stripes, white shorts with blue stripes & white socks with blue stripes.

Winter: Boys & Girls

Himalaya & Nilgiri: Navy Blue Tracksuit

House dress to be worn on Tuesdays & Thursdays

1. It is essential to purchase at-least two sets of uniform.
2. Please avoid over sized and untidy uniforms.

Uditayan is situated amidst natural surroundings that create an ideal environment for the wholesome development of children. The educational approach here is all-encompassing, with a

strong emphasis on instilling inquisitiveness and independent thinking in children. To encourage creativity and talent, well-equipped multi-purpose spaces are accessible to them. In addition, the playground is equipped with swings and slides that are suitable for young children.

Students' Rights and Responsibilities

All students have the **RIGHT** to:

- Be safe.
- Be respected.
- Learn.
- Explain themselves without fear.

All of us have a **RESPONSIBILITY** to:

- Be honest.
- Be cooperative.
- Be respectful.
- Proudly wear the school uniform.
- Label all your belongings.
- Follow school rules.
- Make sure that all of us benefit equally from these rights & responsibilities.
- Know and understand all that is expected of us at school.

Our School Rules

Being Respectful

- Care for your own property and other people's property.
- Ask permission before using the property of others.
- Always tell the truth.
- Use language that does not intimidate or hurt others.
- Solve disagreements with others peacefully.
- Always return borrowed property.
- Take permission from a teacher before going away from the work or play area in the Time Table.
- Accept graciously, whatever work is assigned to you by the teacher.
- You should rise to attention and wish all teachers or visitors who you talk to or meet.

Being Orderly

- Reach the school at least 5 minutes before time. The school gates will be closed when school begins.
- As soon as the bell goes, line up quickly, quietly and in an orderly manner while going for assembly or for leaving school.
- You must not leave school premises during school hours without the Principal's prior permission.
- Follow all school rules.

Being Safe and Healthy

- Do not bring large amounts of money to school.
- Leave dangerous and expensive things at home.

- Wash hands after placing rubbish in the bin or using the toilet.
- Use the drinking water taps sensibly and conserve water.
- Play safely at all times (e.g. no swinging on bars, no climbing trees or fences and no playing in the toilets).
- Talk to a teacher if someone makes you feel scared or uncomfortable.
- If something dangerous or unsafe is going on, in or around the school, tell a teacher immediately.

School Sports

- Be a good sport on and off the field/court.
- Watch and play for enjoyment.
- Work hard for your team as well as for yourself.
- Treat all team-mates and opponents as you like to be treated.
- Obey and play by the rules.
- Cooperate with umpires, referees and instructors.
- Be well behaved at all sporting venues.
- Wear the team or school uniform.

Playing

- Play with your own age group. Play safely (e.g. no rough games).
- Play active games only in places that are safe and where there will be no damage to any property.
- Care for the safety of others and do not throw sticks or stones.
- Play ball games only on the playing fields/courts.

Excursions

- Participate in all excursions.
- Be on your best behaviour.
- Follow the dress code.
- Cooperate with teachers and parents.
- Cooperate with each other.
- Look after your own property.

Breaking the Rules

If you break any of the rules, the teacher will remind you of the rules and:

- Give a warning, or
- Send you for time out, or
- Send you to sit in the corridor or outside the office, or
- Give detention during recess/breaks, or
- Speak to your Class Teacher, Coordinator, Principal or your parents, or
- Give in-school or out-of-school detention (Parents will be given 24 hours' notice).

Dropping Litter

- Use the litter bins.
- You will be asked to pick up the litter that you drop in the school.
- After picking up any litter please wash your hands.

• Earth Day	21 April '23	• Gandhi Jayanti	30 Sep '23
• Investiture Ceremony	03 May '23	• Dussehra	23 Oct '23
• Van Mahotsav	25 July '23	• Deepavali	12 Nov '23
• Independence Day	14 Aug '23	• Gurpurab	27 Nov '23
• Rakshabandhan	14 Aug '23	• Christmas	25 Dec '23
• Janmashtami	06 Sep '23	• Founder's Day	09 Feb '24

Special Functions

- Utsav - Inter School Competition
- Annual Day - Junior School, Middle School, Senior School
- Sports Day
- Manava Bharati Sports League

HOLIDAYS & VACATIONS: 2023-24

• Mahavir Jayanti	04 April '23	• Deepavali	12 Nov '23
• Good Friday	07 April '23	• Gurpurab	27 Nov '23
• Eid-ul-Fitr	22 April '23	• Christmas Day	25 Dec '23
• Buddha Purnima	05 May '23	• Republic Day	26 Jan '23
• Id-ul-Zuha	29 June '23	• Maha Shivratri	18 Feb '24
• Muharram	29 July '23	• Holi	25 March '24
• Independence Day	15 Aug '23	• Summer Break - Junior	13 May - 4 July '23
• Raksha Bandhan	30 Aug '23	• Summer Break - Middle	20 May - 3 July '23
• Janmashtami	07 Sep '23	• Summer Break - Senior	31 May - 3 July '23
• Id-E-Milad	28 Sep '23	• Dussehra Break	21 Oct - 24 Oct '23
• Gandhi Jayanti	02 Oct '23	• Diwali Break	11 Nov - 15 Nov '23
• Dussehra	24 Oct '23	• Winter Break	30 Dec '23 - 7 Jan '24

Note: Holidays & Functions are tentative and are subject to change as per the notifications

SCHOOL PRAYER

हिरण्यमयेन पात्रेण , सत्यस्यापिहितं मुखम्।
तत् त्वं पूषन्! अपावृणु , सत्यधर्माय दृष्टये ॥

हे प्रकाश के देवता सूर्यदेव ! सुनहरे ढक्कन से सत्य का मुख ढका हुआ है , उसे आप हटा दें ताकि हम सत्य पूर्ण धर्म को देख सकें।

"Behind the golden lid of the vessel of Truth, hides the face of the Supreme Divine. O Sun, the One who nourishes all, uncover that for me, so that I may behold the truth and righteousness."

The verse is a metaphorical representation of the truth being hidden, much like how a face can be hidden behind a lid of a vessel. The seeker is asking the Sun, who is considered to be the god of enlightenment, to uncover the truth so that they can perceive it. It emphasizes the importance of seeking the truth and the role of the divine in revealing it to us.

असतो मा सद्गमय , तमसो मा ज्योतिर्गमय।
मृत्योर्मा अमृतं गमय , रुद्र यत्ते दक्षिणं मुखम्
तेन मां पाहि नित्यम्॥

मुझे असत्य से सत्य की ओर ले चलो , अंधकार से प्रकाश की ओर ले चलो तथा मृत्यु से अमरता की ओर ले चलो। हे रुद्र! तुम्हारा जो कल्याणकारी मुख है , उससे सदा मेरी रक्षा करो।

"Lead me from untruth to truth, from darkness to light, from death to immortality. O Rudra, may you direct me to your southern face so that I may be protected forever."

The mantra is a prayer for guidance and protection, asking for the Divine to lead us from ignorance and falsehood towards truth and knowledge. It also asks for guidance from darkness towards light, from mortality towards immortality, and ultimately towards spiritual enlightenment. The reference to Rudra, an ancient Hindu deity associated with destruction and transformation, is a symbol of the transformative power of the Divine that can lead us towards our ultimate goal. The prayer seeks protection in the southern face of Rudra, which is considered a place of power and protection in Hindu tradition.

सर्वे च सुखिनः सन्तु , सर्वे सन्तु निरामयाः।
सर्वे भद्राणि पश्यन्तु , मा कश्चिद् दुःखभाग्भवेत्॥

सभी सुखी रहें। सभी स्वस्थ रहें। सभी कल्याण देखें
(सबका कल्याण हो)। कोई दुःखी न रहे।

"May all beings be happy, May all beings be healthy, May all see auspiciousness, May none suffer from sorrow."

This shloka is a prayer for the well-being and happiness of all living beings. It expresses the desire for all beings to be free from suffering and afflictions and to experience peace, joy, and prosperity. The verse encourages us to cultivate a spirit of compassion and empathy towards all living beings, recognizing that their happiness and well-being are interdependent with ours. It is a reminder to act with kindness, love, and respect towards all beings, whether humans or animals, and to promote harmony, peace, and happiness in the world.

न त्वहं कामये राज्यं , न स्वर्गं नापुनर्भवम्।
कामये दुःखतप्तानां , प्राणिनाम् आर्तिनाशनम्॥

न मैं राज्य की कामना करता हूँ , न स्वर्ग और न ही मोक्ष चाहता हूँ ।
(मैं) दुःख से पीड़ित प्राणियों के दुःखों का नाश करना चाहता हूँ।

"I do not desire kingdom, nor heaven, nor liberation. I only desire the destruction of the misery of the distressed living beings."

This verse is expressing the sentiment of a selfless and compassionate individual who does not seek personal material gains or spiritual liberation, but rather desires to alleviate the suffering of others.

ॐ सह नावतु , सह नौ भुनक्तु , सह वीर्यं करवावहै।
तेजस्विनावधीतमस्तु , मा विद्विषावहै।।

हमारी रक्षा साथ-साथ हो , हम साथ-साथ भोजन करें , हम
साथ-साथ ताकतवर बने रहें , हम साथ-साथ वीरतापूर्ण महान
कार्यों को करें तथा आपसी द्वेष या शत्रुता न रखें ।

"May we be protected together, may we be nourished together, May we work together with great energy. May our knowledge and strength increase together, Let us not harbor any hatred towards each other."

The verse is promoting unity, cooperation, and harmony among people. It is a reminder to work together, support each other, and not let differences or conflicts lead to animosity. The prayer seeks blessings for strength, knowledge, and protection, while also emphasizing the importance of compassion and goodwill towards others.

Afternoon Prayer

O God , the lord of Life , Manifested in Love,
Truth, Honesty, Cooperation and Understanding
Bestower of Life, Light, Health, Hope
Peace, Prosperity and Harmony
We, thy humble but effective instruments.
In thy merciful but all powerful hands,
Beseech Thee with our heart, head and soul.
To shower Thy bounty on all our beneficial efforts
And make all that we have learnt today.
Dedicated in the service of humanity
And guide us with Thy love and compassion.
So that we can offer our all and best to
Make this beautiful Earth of our's
A true sister of Heaven
and a real Kingdom of God
Amen

मैं मानव भारती पब्लिक स्कूल का छात्र हूँ
अतः मैं मन-वचन से प्रतिज्ञा करता हूँ..

“ मैं सविधान के नियमों का पालन करते हुए
भारत की एकता , अखण्डता तथा गौरव की रक्षा करूँगा
तथा देशभक्त नागरिक के रूप में अपने माता-पिता व
गुरुजनों के प्रति पूर्ण आदर भाव व श्रद्धा रखूँगा तथा
अपने सहपाठियों से स्नेहपूर्ण व्यवहार करते हुए विद्यालय
में परिवार की भांति आचरण करूँगा तथा चरित्र-निर्माण
पर सर्वाधिक ध्यान देते हुए अपने विद्योपार्जन के उद्देश्य
को पूरी लगन व सच्चाई से पूरा करूँगा।”

राष्ट्रीय गीत

सारे जहाँ से अच्छा, हिन्दोस्तां हमारा
सारे जहाँ से अच्छा, हिन्दोस्तां हमारा

हम बुलबुले हैं इसकी, वो गुलसितां हमारा हमारा
सारे जहाँ से अच्छा, हिन्दोस्तां हमारा
हम बुलबुले हैं इसकी, ये गुलसितां हमारा हमारा
सारे जहाँ से अच्छा

पर्वत वो सबसे ऊँचा, हमसाया आसमाँ का
पर्वत वो सबसे ऊँचा, हमसाया आसमाँ का
वो संतरी हमारा, वो पासबाँ हमारा,
सारे जहाँ से अच्छा

गोदी में खेलती हैं, इसकी हज़ारों नदियां
गोदी में खेलती हैं, इसकी हज़ारों नदियां
गुलशन है जिसके दम से, रश्क-ए-जनां हमारा हमारा
सारे जहाँ से अच्छा, हिन्दोस्तां हमारा

हम बुलबुले हैं इसकी, ये गुलसितां हमारा हमारा
सारे जहाँ से अच्छा

मजहब नहीं सिखाता, आपस में बैर रखना
हिन्दी हैं हम हिन्दी हैं हम हिन्दी हैं हम
वतन हैं, हिन्दोस्तां हमारा हमारा

सारे जहाँ से अच्छा, हिन्दोस्तां हमारा
हम बुलबुले हैं इसकी, ये गुलसितां हमारा
सारे जहाँ से अच्छा, हिन्दोस्तां हमारा हमारा
सारे जहाँ से अच्छा....

मुहम्मद इक़बाल

राष्ट्रगान

जन गण मन अधिनायक जय हे
भारत भाग्य विधाता।

पंजाब सिन्ध गुजरात मराठा
द्रविड़ उत्कल बंग।

विंध्य हिमाचल यमुना गंगा
उच्छल जलधि तरंग।
तव शुभ नामे जागे

तव शुभ आशीष मागे।
गाहे तव जयगाथा।

जन गण मंगलदायक जय हे
भारत भाग्य विधाता।

जय हे, जय हे, जय हे
जय जय जय जय हे॥

रबीन्द्रनाथ टैगोर