SCHOOL e HANDBOOK

MANAVA BHARATI
INDIA INTERNATIONAL SCHOOL

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1. Purpose, Status and Acceptance of the Handbook

This e-Handbook sets out the academic, administrative, conduct, safety, communication and campus procedures applicable to students and parents/guardians of Manava Bharati India International School (MBIIS) for the academic session 2026–27.

Parents shall read the E-Handbook/Diary carefully, ensure that the student understands and follows the applicable provisions, and acknowledge that they have read and understood its contents and agree to abide by the policies, rules and provisions contained therein.

The Handbook is intended to provide clear and consistent guidance. It shall be read together with admission documents, the fee schedule, circulars, notices, transport rules, examination instructions and other policies issued by the School from time to time.

The School may revise, supplement or update provisions where necessary for academic, administrative, safety, operational or regulatory reasons. Updated provisions communicated through the School's official website, Parent-Student Portal, official email or circular shall form part of the applicable School rules.

Nothing in this Handbook is intended to create or waive any right or obligation that cannot lawfully be created, waived or restricted. Any matter not specifically addressed shall be dealt with by the School in accordance with its applicable policies and the law in force.

2. From the Principal's Desk

"Believe in the potential of every student, and watch them soar beyond their own expectations."

Manava Bharati India International School is committed to providing a comprehensive education from Pre-School to Class XII, combining academic learning with opportunities for creativity, leadership, problem-solving, adaptability, time management and co-scholastic development.

Our educational approach seeks to nurture independent thinking, critical understanding, skills, values and responsible citizenship. The School's core values are Courage, Compassion, Equality and Integrity.

We thank parents for their trust and for their continued cooperation in maintaining a safe, respectful, disciplined and learning-focused school environment.

Principal
Manava Bharati India International School

3. School Timings, Punctuality and Campus Exit

3.1 School Timings

School / Classes	April–October	November–March
Nursery & Pre-Primary	8:30 a.m. - 12:00 p.m.	8:45 a.m. - 12:30 p.m.
Junior School - Classes I-IV	7:20 a.m. - 12:10 p.m.	7:50 a.m. - 12:30 p.m.
Middle School - Classes V-VIII	7:20 a.m. - 1:30 p.m.	7:50 a.m. - 1:50 p.m.
Senior School - Classes IX-XII	7:20 a.m. - 1:30 p.m.	7:50 a.m. - 1:50 p.m.

For Junior, Middle, and Senior School, the School gates shall close at the designated time each morning. Parents shall ensure timely arrival. The School may regulate late entry in the interest of safety, discipline and uninterrupted teaching. Nursery to Class II: all Saturdays are holidays. Classes III to XII: the 2nd and 4th Saturdays are holidays, unless otherwise notified.
School timings may be modified in response to Government/Department directions, including directions relating to severe cold, pollution, heatwaves or other exceptional circumstances.

3.2 Late Arrival

Regular punctuality is an essential part of school discipline. A student arriving late may be required to follow the School's late-entry procedure and may not be permitted to join the regular class immediately.

Repeated late arrival will be recorded. Where a student is late on more than three occasions in a term, the School may take appropriate corrective or disciplinary action, including restriction from attending classes on the fourth occurrence, subject to the circumstances of the case.

3.3 Leaving the School Premises

Students shall not leave the School premises during school hours without prior permission from the authorised School authority.
Parents shall not remove a student during school hours except through the School's authorised release procedure. In a medical or other emergency, the School may contact the parent and arrange release as appropriate.
Parents visiting the School for any purpose shall carry the Parent ID Card and comply with security instructions.

4. Academic Programme and Assessment

4.1 Academic Approach

- The School follows a holistic, competency-oriented approach with emphasis on conceptual understanding, experiential learning, critical thinking, creativity, communication, problem-solving, skill development and responsible use of technology.
- The School has incorporated provisions relating to the National Education Policy (NEP) 2020 and the 5+3+3+4 structure as applicable to the School's academic programme.

The minimum age for admission to Class I is stated as six years in the existing School handbook.

- Curriculum and assessment arrangements may be modified to remain aligned with applicable CBSE/NCF/education-authority directions.

Stage	Classes	Age Group
Foundational Stage	Nursery, LKG, UKG, Classes I-II	3–8 years
Preparatory Stage	Classes III-V	8–11 years
Middle Stage	Classes VI-VIII	11–14 years
Secondary Stage	Classes IX-XII	14–18 years

4.2 Language Provision for Class IX

For students entering Class IX from July 2026, the School's current academic plan provides for R1, R2 and R3 (Third Language), with at least two of the three languages being Indian languages, as applicable under the prevailing curriculum framework.
R3 is assessed internally by the School under the current arrangement. Parents should rely on the latest School circular and applicable CBSE instructions for the detailed subject and assessment requirements.

4.3 Assessment Pattern

Classes	Assessment framework
Nursery – IV	Three academic cycles; continuous evaluation through classroom performance, worksheets/notebooks, discussions, quizzes, presentations and other age-appropriate activities.
V – VIII	Term 1: 40% (Periodic Assessment I + Mid-Term). Term 2: 60% (Periodic Assessment II + Final Term). Internal assessment includes subject-enrichment activities, notebook maintenance and attendance.
IX	Periodic Assessment: 10%; Mid-Term: 10%; Final Term: 80%. Internal assessment includes subject-enrichment activities, notebook maintenance and attendance.
XI	Unit Tests I & II: 10%; Mid-Term: 40%; Final Term: 50%.
X & XII	Assessment and Board-related eligibility shall be governed by applicable CBSE requirements and the School's notified assessment plan. The existing School plan includes Pre-Boards, Mid-Term and Unit Tests.

Major Highlights of NEP 2020

The School supports the key objectives of the **National Education Policy (NEP) 2020** through:

- Experiential, competency-based and skill-oriented learning.
- Development of critical thinking, creativity, communication and problem-solving skills.
- Promotion of vocational education and practical skills.
- Encouragement of multilingualism and appreciation of Indian languages.
- Integration of technology, **Artificial Intelligence (AI)** and Computational Thinking in education.

- The School has introduced a dedicated **STEM & AI Lab** to provide students with opportunities for hands-on learning, innovation, scientific exploration and exposure to emerging technologies.

R3 (Third Language) – Class IX

In accordance with the applicable **CBSE curriculum provisions under NEP 2020**, students entering Class IX from **1 July 2026** shall study three languages—**R1, R2 and R3**, with at least two being Indian languages.

- R3 shall be introduced from Class IX, as per applicable CBSE provisions.
- There shall be **no separate CBSE Board Examination for R3 in Class X**.
- R3 shall be assessed internally by the School in accordance with CBSE guidelines.
- The provision aims to promote **multilingualism and appreciation of India's linguistic and cultural diversity**.

All language, assessment and examination provisions shall remain subject to the latest directions and guidelines issued by CBSE and other competent authorities from time to time.

4.4 Assessment Standards

- Classwork, homework, projects, assignments and other notified academic work may form part of the regular assessment and shall be submitted within the prescribed time.
- Assessment schedules, syllabi and other examination instructions will be communicated through the School Portal/official communication channels, ordinarily in advance.
- Unfair means, cheating, plagiarism or other academic misconduct may result in cancellation of the relevant assessment and disciplinary action in accordance with the School's rules and applicable requirements.
- Progress reports are ordinarily shared after assessment cycles/PTMs. Consolidated results are provided in accordance with the School's notified process.

Consolidated Results shall be provided to parents in **hard copy** during the **final Parent-Teacher Meeting (PTM)** of the academic session.

5. Promotion, Attendance and Examination Requirements

5.1 Promotion

- Students of **Nursery to Class VIII** shall ordinarily not be detained. However, students of **Classes V to VIII** who do not meet the prescribed promotion criteria may be given an opportunity to appear for a **Re-examination**, as per School rules.
- A student of Classes V to VIII who does not qualify for promotion even after the Re-examination may be placed in the category of "**Essential Repeater**" and required to repeat the same class in the subsequent academic session.
- Promotion requirements include the applicable minimum academic performance and attendance requirements. The existing School framework specifies 33% in each theory and practical subject separately and 75% attendance, subject to applicable CBSE/authority rules

5.2 Attendance

- Regular attendance is essential. For classes where the 75% requirement applies, parents are responsible for ensuring that the student maintains the required attendance throughout the academic year.
- Continuous absence for 10 days without permission may lead to action regarding the student's enrolment/registration in the School register. Any re-admission request shall be considered under the School's applicable procedure and fee rules.
- Leave outside regular vacation periods is ordinarily not permitted except for genuine and acceptable reasons, subject to School approval.
- For medical absence, the School may require a medical certificate or supporting medical documentation. In cases of serious illness affecting an assessment, the parent should submit the required application and medical documents to the Principal/authorised authority.
- **Regular attendance and punctuality are expected.** In case of absence, parents shall send a justification email to the Class Teacher through the official school email address.
- All absences shall be **recorded in the Attendance Register**. Students arriving after the designated attendance time shall be **marked late**.

5.3 Absence from Assessments

Where a student misses a test, examination, practical, project or other assessed activity without an accepted reason, the student may be marked absent and a retest/re-examination may not be arranged.
Any retest or alternative assessment, where permissible, shall be governed by the School's notified rules and the circumstances of the absence.

6. Parent–School Engagement and Appointments

6.1 Parent–Teacher Meetings

- Parent-Teacher Meetings (PTMs) may be conducted physically or online. Parents are expected to participate and use PTMs for constructive discussion of the student's academic progress, conduct, attendance and overall development.
- PTM dates and arrangements will be communicated through official School channels.
- Parents wishing to meet a teacher outside a scheduled PTM shall obtain a prior appointment through the teacher's official School email.

6.2 Appointments with Teachers and Principal

- Parents shall not interrupt classes or seek unscheduled meetings with teachers during teaching hours.
- Teacher meetings are scheduled on Mondays, Wednesdays and Fridays: 1:45 p.m.–2:30 p.m. from April to October and 2:15 p.m.–3:00 p.m. from November onwards. For the Pre-Primary Wing (Uditayan), appointments may be scheduled on the first and third Saturdays of the month with prior confirmation.
- Appointments should be requested at least one working day in advance through the Class Teacher's official email. The School will respond through the official communication channel.
- Appointments with the Principal may be requested through the School Reception, **office@mbiis**.in, or the Class Teacher's official email.

7. Parent Communication

7.1 Official Communication Channels

- Parents should regularly check **www.mbiis.in**, the Parent-Student Portal and the registered communication email/mobile number for circulars, work plans, attendance information, schedules and other official notices.
- Each student is provided a School G Suite/Google account for School-related use. Such accounts shall be used only for authorised educational and communication purposes.
- Parents shall keep all contact details, including mobile number, email address and residential address, current and shall promptly notify the School in writing of any change, with supporting proof where required.

7.2 Raising a Concern or Complaint

To ensure that concerns are examined promptly and consistently, parents/guardians are requested to follow the School's communication hierarchy:

- First level: Class Teacher or the concerned teacher/department through the official School communication channel.
- Second level: Section/Academic Coordinator or other designated School authority, where the matter remains unresolved or requires escalation.
- Third level: Principal/School Office, where the matter requires higher-level review.
- Urgent safety or safeguarding concerns should be brought to the School's attention immediately through the appropriate School authority.

7.3 Complaint Protocol

- Written complaints should state the student's name/class, relevant date(s), facts of the concern, action already taken (if any) and the specific assistance or clarification sought.
- The School may review relevant records, speak with the persons concerned and seek supporting information before reaching a conclusion. The receipt of a complaint does not by itself establish wrongdoing by any person.
- Parents/guardians shall maintain respectful communication and shall not use abusive, threatening, intimidating or disruptive language or conduct toward students, teachers, staff, security personnel or other parents.
- Parents/guardians shall not enter restricted areas, interrupt teaching, confront students other than their own child, or directly intervene in disciplinary/academic matters involving another student.
- Where a meeting is required, the School may require the parent/guardian to attend at a scheduled time rather than addressing the matter during teaching hours.
- The School will endeavour to respond within a reasonable period. Complex matters may require additional time because they may involve verification, consultation or review of records.

- Parents/guardians are encouraged to use official channels so that concerns can be documented, tracked and addressed appropriately.

The School's complaint process is intended to facilitate fact-based resolution while protecting student confidentiality and the orderly functioning of the School. Any statutory complaint, appeal or remedy available under applicable law remains governed by the relevant law and authority.

8. Health, Medical Support and Infectious Diseases

8.1 Medical Room

- The School maintains a medical room/infirmary staffed by a qualified nurse during School hours.
- Students may be referred to the medical room by authorised School staff. In serious illness or emergency, parents may be contacted and requested to collect the student.
- Periodic health check-ups may be conducted by qualified medical professionals. Parents should ensure the student is available on notified health-check days.
- Parents will receive their child's health report, and are advised to take note of any observations or comments made in the report.
- Health screening is not a substitute for diagnosis or treatment. Parents should consult an appropriate medical practitioner where further evaluation is advised.

8.2 Infectious / Contagious Illness

- Students suffering from a communicable or contagious illness shall not attend School until they have recovered and are no longer considered infectious.
- Following a significant or contagious illness, the School may require a fitness certificate from a Registered Medical Practitioner before permitting the student to resume attendance.
- Parents shall ensure that the student's return to School is in accordance with the treating medical practitioner's advice and applicable public-health or educational guidelines.

Students affected by the following conditions shall return to School only after **appropriate recovery, completion of the applicable infectious period, and medical clearance where required**:

1. **Chickenpox:** After all lesions have crusted and recovery is complete.
2. **Gastroenteritis:** After complete recovery and cessation of symptoms.
3. **Measles/Mumps:** After the prescribed isolation period and clinical recovery.
4. **Whooping Cough:** After medical clearance and cessation of infectiousness.
5. **Hepatitis/Jaundice:** After recovery and medical clearance, where applicable.
6. **Dengue/Chikungunya:** After recovery and medical fitness to attend School.
7. **Influenza/Seasonal Flu:** After fever has resolved and recovery is adequate.
8. **Conjunctivitis:** After resolution of infection.
9. **COVID-19:** As per prevailing health advisories and medical advice.

9. Student Identification and Campus Security

- Students must carry their School ID Card daily as part of the prescribed uniform and for security purposes.
- Every student shall carry and wear the School ID Card during School hours and while commuting through School transport, as applicable.
- At the beginning of each academic session, parents/students shall complete the required ID-card information.
- If an ID card is lost or information requires alteration, a duplicate/revised card may be requested from the Front Office. The existing School charge for a duplicate ID card is ₹100.
- Parent ID Cards are required for entry into the School and for authorised collection of students.
- School authorities may require identification and may regulate access to the premises to protect students, staff, visitors and School property.

10. Fees, Payment and Financial Administration

School fees are due within the first 15 days of each month. Late charges may apply from the 16th day in accordance with the applicable fee schedule.
Where a student is admitted after commencement of the entire term, fees are charged for the academic session in accordance with the School's applicable fee policy.
Parents are responsible for timely payment of all applicable fees and charges.

10.1 Fee Payment Through the School Portal

Fee Payment Through School Portal

Steps:

1. Visit **mbiis.in** and click "**Your MBIIS.**"
2. Log in using your registered credentials. **User ID: Child's Admission Number.**
3. Click "**Fees**" on the left-hand menu.
4. Select the month(s) to be paid and click "**Pay Now.**"
5. Complete payment through the secure **ICICI Bank Payment Gateway**.
6. After successful payment, download the **Fee Receipt (PDF)** from the portal.

Important: Do not close the browser during payment. If disconnected, wait a few minutes and reload the Fees page to check the updated payment status.

10.2 Fee Support

Accounts Office / Fee Technical Support: 9599765342
Office hours: 9:00 a.m.–3:00 p.m. on working days.
The School Office operates during vacations, including Saturdays, except gazetted holidays, subject to School notifications.

11. Withdrawal, Transfer Certificate and Other Documents

11.1 Withdrawal

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

- In the event that withdrawal from the school becomes necessary, the parent/legal guardian is required to submit an application for withdrawal and obtain approval from the Principal. Additionally, they must settle one month's fees, covering tuition fees, development fees, transport fees, LSP charges & Stem & AI starting from the 1st day of the month following the withdrawal request.
- A clear notice of one calendar month in writing must be paid, else the parent will be liable to pay the fee and other charges for the facilities for the following month. Failure to provide the requisite notice will result in payment of Fees for the full succeeding month.
- It's important for parents to be aware of the procedures for withdrawing their children from school. By submitting the application without delay, they can avoid any additional fees or charges.
- On withdrawal, the student must return the ID card, clear all outstanding dues, and obtain clearance from the Accounts Department and other relevant departments, including the Library, before the Transfer Certificate (TC) is issued.

11.2 End of Session:

Parents intending to withdraw their child at the end of the academic session must submit the withdrawal application before 31st March, prior to the start of the new session. Failure to do so will result in the parent being liable to pay the April fees of the new academic session, along with any other outstanding dues payable to the school.

11.3 Transfer Certificate and Other Documents

If parents request for a Transfer Certificate (TC) for their child, they must pay the applicable fees as per withdrawal policy. Transfer Certificates will be issued within fifteen working days, only after all necessary formalities have been completed by the school and Department of Education who counter signs the TC.

- Certificates and other documents such as Recommendation Letters, Bonafide Certificates, Fee Payment Certificates, and any other documents required by parents, will be given 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. 500/- at the School Office.
- Duplicate/Subsequent copies of Bonafide Certificates and Fee Payment Certificates will be issued on payment of Rs. 500/- for each additional copy.

12. School Uniform and Appearance

Students shall attend School in the prescribed uniform for the day. Uniforms shall be clean, properly fitted, complete and maintained in good condition. Names should be tagged on blazers and sweaters.

12.1 Classes I–VIII: Girls

Season	Uniform
Summer	Sky-blue woven shirt with pink/yellow vertical pinstripes, collar and School monogram; worsted beige skirt; light-blue socks with beige stripes; black unmarked sports shoes.
Winter	Full-sleeve sky-blue shirt; worsted beige skirt; light-blue woollen socks with beige stripes; royal-blue tie; royal-blue sleeveless pullover; royal-blue blazer with embroidered crest; black unmarked sports shoes; prescribed black hair accessories.

12.2 Classes I–VIII: Boys

Season	Uniform
Summer	Sky-blue woven shirt with pink/yellow vertical pinstripes, collar and School monogram; prescribed shorts for Classes I–VIII; Class VIII may use the specified beige trouser where permitted; light-blue socks with beige stripes; black unmarked sports shoes.
Winter	Full-sleeve sky-blue shirt; worsted beige trouser with sky-blue trimmings; light-blue woollen socks with beige stripes; royal-blue tie; royal-blue pullover; royal-blue blazer with embroidered crest; black unmarked sports shoes; prescribed navy/house tracksuit for LSP days.

12.3 Classes IX–XII: Girls

Season	Uniform
Summer	Beige teri-cotton tapering salwar; sky-blue full-sleeve kameez with trim collar and School monogram; light-blue socks with beige stripes; black unmarked sports shoes.
Winter	Beige teri-cotton tapering salwar; sky-blue full-sleeve kameez with beige trim collar and School monogram; light-blue woollen socks with beige stripes; royal-blue scarf; royal-blue blazer with embroidered crest; black unmarked sports shoes; prescribed black hair accessories.

12.4 Classes IX–XII: Boys

Season	Uniform
Summer	Sky-blue shirt with pink/yellow vertical pinstripes, collar and School monogram; worsted beige trouser with sky-blue trimmings; light-blue socks with beige stripes; black unmarked sports shoes.
Winter	Sky-blue shirt; worsted beige trouser; light-blue woollen socks with beige stripes; royal-blue pullover; royal-blue tie; royal-blue blazer with embroidered crest; black unmarked sports shoes.

12.5 House, Friday and LSP Uniform

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 unmarked sports shoes on LSP days in summer.
Tracksuit: Navy blue with House colours. To be worn with a House T-shirt and white unmarked sports shoes on LSP Days in winter.
Sikh boys will wear white headgear with the Friday and LSP uniforms, and headgear matching the colour of the school shirt with the blue uniform.
Friday: All will be dressed in the white uniform with similar specifications but white socks & white unmarked sports shoes.

- School Tie/Scarf is compulsory for special functions and with winter uniform.
- A fine of Rs. 100/- will be imposed if students do not come in proper uniform of the day to school.
- Names should be tagged on blazers & sweaters.
- Students will wear Black unmarked sports shoes daily and plain white sports shoes with the White and LSP uniforms. The white shoes must be free from stripes, designs, logos, or coloured markings.

13. Books, Lunch and Personal Belongings

13.1 Books and Notebooks

Students shall use the standard School-prescribed notebooks/exercise books bearing the School name, wherever specified.

13.2 Lunch and Water

Students should bring a complete packed lunch and an adequate water supply from home. For security reasons, lunch or water bottles sent later may not be accepted or distributed.
Students should carry a suitable water bottle of approximately one litre. Improvised or unhygienic bottles are not permitted.
Parents are requested to **avoid plastic lunch boxes and water bottles, particularly those containing BPA (Bisphenol A)**, and opt for safer, reusable alternatives.

13.3 Personal Belongings

- All belongings should be clearly labelled with the student's name and class.
- Students should not bring excessive pocket money, expensive watches, jewellery, valuable stationery, laptops or other unnecessary valuables unless specifically authorised for an educational purpose.
- The School will make reasonable efforts to assist in locating lost property; however, parents/students should not bring valuables to School unnecessarily, and the School cannot accept responsibility for ordinary loss of personal property except to the extent required by applicable law.
- Offering gifts or rewards to teachers or staff is prohibited.

14. Home–School Transportation

14.1 School Bus

- Parents shall personally accompany younger students to and from the designated bus stop where required and shall carry the Parent ID Card.
- Students from Nursery to Class VIII who are not received at the designated bus stop on time may be brought back to the School, and the parent shall be required to collect the student from the School.
- School transport is equipped, as stated in the existing handbook, with a trained driver and attendant, CCTV, GPS tracking and a first-aid kit. Teachers may accompany students for supervision.
- Students shall wear their School ID Card while boarding and travelling in School transport. A student may be denied boarding where the required identification or other transport requirement is not met.
- Students shall remain seated/appropriately positioned, keep hands, head and other body parts inside the vehicle, and shall not throw objects in or out of the bus.
- Shouting, disruptive behaviour, harassment or misconduct toward the driver, attendant, bus teacher or fellow students may result in disciplinary action and/or withdrawal of transport privileges.
- Parents shall not enter the School bus or argue with transport staff. Transport concerns should be raised through the School's official transport/administrative channel.
- Bus stops are ordinarily fixed at the beginning of the session. The School may create, cancel or relocate a stop for operational, safety or administrative reasons.
- One month's written notice is required for withdrawal from bus service. The existing School policy restricts withdrawal during the fourth quarter and in specified preschool transport circumstances.
- Bus fees are charged for 11 months under the existing School policy; no bus fee is payable for June.

14.2 Excursions / Trips

For excursions, visits, tours and picnics, students shall be dropped off and collected in accordance with the School's notified instructions. Where parent collection is specified, only the authorised parent or person authorised by the School may collect the student.

14.3 Private / Self Transport

- Students are not permitted to drive two-wheelers or four-wheelers to or from School. Such vehicles shall not be parked by students inside or outside the School premises.
- Parents shall not permit underage students to drive. Parents remain responsible for complying with applicable traffic and transport laws.
- Where a private driver is engaged for transporting a student, parents shall ensure that the driver has the required valid documents, including Driving Licence and Police Character Certificate. The School may require verification before permitting access to the premises.
- Students must be collected at the scheduled departure time. Parents should make reliable arrangements so that students are not left waiting after the notified departure time.
- Use of unauthorized vans for school transport is strictly prohibited as per government rules. Parents are requested to avoid such unsafe modes; carpooling is encouraged.

The School takes reasonable safety and supervision measures but cannot guarantee that every transport-related risk or incident can be eliminated. Any responsibility or liability shall be determined in accordance with applicable law, the facts of the incident and the School's applicable policies.

15. Mobile Phones, Electronic Devices and Prohibited Items

- Mobile phones are not permitted for routine student use on School premises. The existing School policy permits students of Classes IX–XII to bring a phone only subject to the School's prescribed arrangement, including depositing the device with the Class/Subject Teacher upon arrival and collecting it at departure.
- As per CBSE regulations, bringing mobile phones to school is not allowed. Confiscated devices will not be returned to parents. Students found with phones after initial confiscation may also face suspension.
- Electronic watches and other personal electronic gadgets are not permitted unless specifically authorised for an educational or School activity.
- Unsupervised use of electronic communication devices on campus is prohibited.
- Students shall not bring cigarettes, e-cigarettes, e-hookah products, whitener, explosive materials/crackers, sharp tools/knives or other hazardous/prohibited items to School.
- Parents are encouraged to check school bags where appropriate to support compliance with safety rules.
- Any prohibited or unauthorised device/item may be taken into School custody in accordance with the School's disciplinary procedure. Repeated or serious violations may result in disciplinary action.

16. Counselling and Special Education Support

- School Counsellors may work with students, teachers and parents on academic, behavioural, social, emotional, study-skill and career-related concerns, including matters such as bullying and learning difficulties.
- **Counsellors** provide career guidance, help students identify their strengths, and support them with study skills, social skills, academic concerns and bullying. They conduct **classroom sessions and individual counselling**, as required.
- Parents may request an appointment with the School Counsellor or Special Educator through the Class Teacher's official email.
- Counsellor/Special Educator appointment timings in the existing School handbook are Tuesdays and Fridays: 2:15 p.m.–3:00 p.m. from April to September and 1:45 p.m.–2:30 p.m. from October to March.
- Support and accommodations, where applicable, will be considered in accordance with the student's needs, School resources and applicable educational requirements.

17. Smart Classrooms and Digital Learning

Technology-Enabled Learning & Campus Security

- The School provides technology- and Wi-Fi-enabled classrooms with interactive panels, computers, high-speed internet, audio systems and digital learning tools.
- Teachers integrate technology to enhance engagement, understanding and learning outcomes.
- Online learning may be used, where appropriate, to support flexible learning.
- CCTV surveillance is installed across the School premises to support campus safety, security and monitoring.

18. Beyond the Classroom: LSP, Clubs, Sports and Excursions

18.1 Life Skills Programme (LSP)

The Life Skills Programme provides structured opportunities for students to develop interests, confidence, teamwork and practical skills.

LSP Activities	
Sports	Cricket, Dodgeball, Volleyball, Chess, Mini Tennis, Roller Skating, Karate, Basketball, Badminton, Football, Mini Basketball, Pickle Ball
Performing / Creative Arts	Western Dance, Classical Dance, Instrumental Music

The existing School policy provides that LSP fees are applicable for nine months in an academic session.

18.2 Clubs and Societies

Nutrient Harvesters	Green Thumbs Club
Bookworm	The Book Club
Cultural Society	Vocal Music, Instrumental Music & Dance (Indian and Western), Bag-Pipe Band
Creative Canvas	Sculpture and Fine Arts
Economics Club	
Gourmet Geniuses	Cooking Club

18.3 Sports and Safe Play

- Students shall demonstrate sportsmanship, follow the rules of the game and respect teammates, opponents, coaches, referees and other officials.
- Students shall use designated playing areas and equipment safely. Rough play, throwing sticks/stones, unsafe climbing and playing in prohibited areas are not permitted. Students shall wear the prescribed sports/team uniform where required.

18.4 Excursions and Educational Visits

Participation in School outings and trips is subject to the School's instructions, consent requirements and applicable safety arrangements. Students shall follow prescribed attire, behaviour, supervision and transport instructions and remain responsible for their personal belongings. Parents shall cooperate with the School's notified arrangements for permissions, payments, drop-off and collection.

19. Resource Centre

19.1 School Library

- 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 17500 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 literary activities and 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 also have their own class libraries.

19.2 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.

20. Pre-Primary Wing – Uditayan

Uditayan is the School's Pre-Primary Wing, designed to provide an age-appropriate environment that supports curiosity, independent thinking, creativity, social development and joyful learning.
Students are expected to participate in School activities and co-curricular programmes as appropriate to their age and the School's schedule.

20.1 Uditayan Uniform

Season	Boys & Girls
Summer	Navy-blue shorts/track pants; red half/full-sleeve T-shirt with School monogram; red socks; black unmarked sports shoes.
Winter	Navy-blue fleece tracksuit; red full-sleeve T-shirt; red hooded jacket; red socks; black unmarked sports shoes.

Parents are advised to maintain at least two sets of the prescribed uniform and avoid oversized or untidy clothing.

21. Student Rights, Responsibilities and Code of Conduct

21.1 School Commitment to Students

- The School seeks to provide a safe and secure learning environment and to treat students with dignity and respect.
- Students should be given reasonable opportunities to express views respectfully, receive fair consideration in academic and disciplinary matters, and access appropriate educational support.
- Students with special educational needs or learning differences will be supported through appropriate School processes and accommodations, subject to applicable requirements and available resources.

21.2 Student Responsibilities

- Attend School regularly and punctually.
- Complete academic work honestly and within prescribed timelines.
- Respect teachers, staff, classmates, visitors and School property.
- Follow the School's uniform, safety, transport, digital-use and other rules.
- Maintain cleanliness and use School facilities responsibly, including conserving water.
- Seek help and communicate concerns through appropriate School channels.
- Follow safe practices during play, sports, excursions, transport and other School activities.
- Report any unsafe or hazardous situation to a teacher immediately.
- Represent the School responsibly within and outside the campus.
- Set a positive example through responsible behaviour, attitude and work ethic.
- Participate actively in academic, co-curricular and group activities.
- Strive for personal growth, self-improvement and academic excellence.
- Avoid bringing excessive money, valuables, hazardous or prohibited items to School..

21.3 Core Conduct Rules

- Respect people and property; do not use another person's belongings without permission.
- Use respectful language and resolve disagreements peacefully. Threats, intimidation, harassment, bullying or violence are not acceptable.
- Students must obtain permission before leaving a designated area or activity.
- Students must follow staff instructions relating to safety, movement, activities and emergency procedures.
- Unsafe play, littering, damage to School property and possession/use of prohibited items are violations of School rules.
- Borrowed property must be returned promptly and in reasonable condition.
- Overall, being respectful as a student means treating oneself, others, and the school community with kindness, consideration, and dignity, contributing to a positive and supportive learning environment for everyone.

22. Discipline and Consequences of Misconduct

- Students are expected to comply with the School's Code of Conduct and all lawful directions of authorised School staff.
- Where a rule is breached, the School may consider the nature, seriousness, frequency and circumstances of the conduct and may use proportionate corrective or disciplinary measures.
- Depending on the circumstances and applicable rules, measures may include counselling, verbal or written warning, parent meeting, restorative or corrective action, withdrawal of privileges, detention where permitted, suspension, restriction of participation/transport or other disciplinary action.
- Serious or repeated misconduct may result in stronger disciplinary action, including suspension or withdrawal of enrolment, where permissible and after following the applicable School procedure and requirements.
- Disciplinary action is intended to protect the safety, dignity and learning environment of the School community and to promote responsible behaviour.
- Where the conduct of a student presents a safety risk to others, the School may take immediate reasonable protective measures while the matter is reviewed.
- By cooperating with us and adhering to these guidelines, you can significantly contribute to your child's academic progress.

22.1 Littering and Damage to Property

- Littering is prohibited. Students may be required to correct the impact of the conduct, including appropriately disposing of waste or participating in a corrective educational activity.
- Damage to School property may lead to disciplinary action and, where appropriate and legally permissible, recovery of the cost of repair/replacement from the responsible student/parent.

22.2 Digital Conduct & Online Safety

- Students shall use technology, social media and AI tools responsibly and ethically.
- Cyberbullying, harassment, impersonation, hacking and unauthorised access are strictly prohibited.
- Students shall respect the privacy, dignity and consent of others and shall not share photographs, videos or personal information without permission.
- Creating or sharing fake profiles, deepfakes, manipulated or inappropriate content is prohibited.
- AI shall not be used for cheating, plagiarism or academic misconduct.
- Any cyber-safety concern or online misconduct shall be reported immediately to the School authorities.
- Misuse of digital platforms may invite appropriate disciplinary action in accordance with School policy and applicable law.

23. Parent Responsibilities

- Read this Handbook and explain the relevant provisions to the student.
- Ensure regular attendance, punctuality, appropriate uniform and timely completion of academic work.
- Ensure that the student carries the required ID Card and follows transport/security instructions.
- Keep the School informed of changes in address, mobile number, email and other relevant information.
- Check the School website, Parent-Student Portal and official communication channels regularly.
- Pay fees and other applicable charges within the prescribed timelines.
- Use official School channels for appointments, concerns and complaints.
- Treat teachers, staff, security personnel, drivers, other parents and students respectfully.
- Do not interrupt classes, enter restricted areas, confront another student or staff member, or attempt to resolve another child's matter directly.
- Ensure that students do not bring prohibited, hazardous or unnecessary valuable items to School.
- Cooperate with the School in matters relating to health, attendance, assessments, discipline, transport and student welfare.

23.1 Volunteering for School Activities

Parents with special skills, expertise, or some free time are warmly encouraged to volunteer in the school's academic and extracurricular programs. You can contribute by teaching, giving talks, coaching sports, guiding dramatics or music, managing clubs, organizing excursions, and more. If you are interested, please reach out to your child's Class Teacher and become a valued part of our school community.

23.3 DIGITAL CONTENT CONSENT

As part of this acknowledgement, Parents shall be deemed to have provided consent for the School to capture and use digital content featuring their child during School activities, events, celebrations, competitions and other School-related programmes. Such digital content may be published through the School's official website and official social media platforms for School-related communication, events, achievements, activities and initiatives.

This consent applies only to content published through the School's official communication channels.

Parents who do not wish to provide such consent must submit their objection in writing by emailing office@mbiis.in, clearly mentioning the student's name, class and section. In the absence of such written objection, consent shall be deemed to have been provided.

24. School Calendar 2026–27

24.1 Major Functions / Events

FUNCTIONS: 2026-27

Earth Day	22 April 2026	Gandhi Jayanti	01 Oct 2026
Investiture Ceremony	30 April 2026	Dussehra	20 Oct 2026
Van Mahotsav	25 July 2026	Deepavali	08 Nov 2026
Independence Day	14 Aug 2026	Christmas	24 Dec 2026
Teachers Day	05 Sep 2026	Republic Day	26 Jan 2027
Children's Day	14 Nov 2026	Founder's Day	11 Feb 2027

24.2 Special Functions

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

24.3 Holidays and Vacations

HOLIDAYS & VACATIONS: 2026-27

Good Friday	03 April '26	Valmiki Jayanti	26 Oct '26
Buddha Purnima	01 May '26	Deepavali	08 Nov '26
Id-ul-Zuha	27 May '26	Gurpurab	24 Nov '26
Muharram	26 June '26	Christmas Day	25 Dec '26
Independence Day	15 Aug '26	Republic Day	26 Jan '27
Raksha Bandhan	28 Aug '26	Maha Shivratri	06 March '27
Janmashtami	04 Sep '26	Holi	22 March '27
Id-E-Milad	26 Aug '26	Eid-ul-Fitr	10 March '27
Gandhi Jayanti	02 Oct '26	Summer Break - Junior	09 May-30 June '26
Dussehra	20 Oct '26	Summer Break - Middle	25 May-30 June '26
Autumn Break	17 Oct-20 Oct '26	Summer Break - Senior	27 May-30 June '26
Diwali Break	07 Nov-11 Nov '26	Winter Break	31 Dec '26-10 Jan '27

Calendar dates are tentative and may be changed by the School in accordance with Government/Department directions or administrative requirements. The latest official School notice/calendar shall prevail.

25. School Prayers and Patriotic Song

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.

ऊँ सह नाववतु , 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

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

" मैं सविंधान 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
गुरूजनों 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।"

Make this beautiful Earth of our's
A true sister of Heaven
and a real Kingdom of God
Amen

For any clarification, appointment or complaint, please use the official School communication channels. General enquiries: office@mbiis.in | Fee/technical support: 9111-41022188 Website: www.mbiis.in