



**MANAVA BHARATI**  
INDIA INTERNATIONAL SCHOOL

# TABLE OF CONTENTS

1. From the Principal's Desk .....	
2. About the School e-handbook .....	
3. Making Best Use of this e-handbook .....	
4. School Timings .....	
a. Late Arrival in School	
5. Evaluation System and Assessments .....	
a. CLASS - Pre School to IV	
b. CLASS V to VIII: Uniform System of Evaluation assessment.	
c. CLASS IX	
d. CLASS X	
e. CLASS XI & XII	
6. Promotion Criteria.	
Parent-Teacher Meetings & Interactions	
7. Appointments with the Principal/ Class Teacher	
8. Attendance, Absence & Leave	
9. ID Card	
10. Payment of Fees	
11. Withdrawal Policy	
12. Issue of Transfer Certificate and other documents	
13. School Uniform for Classes I to XII	
a. Class I to VIII -	
For Girls	
• Summer Uniform	
• Winter Uniform	
For Boys	
• Summer Uniform	
• Winter Uniform	
b. Class IX to XII	
For Girls	
• Summer Uniform:	
• Winter Uniform	
For Boys	
• Summer Uniform	
• Winter Uniform	
14. Books	
15. Lunch	
16. Helping Your Child do Better at School	
17. Volunteering for School Activities	
18. Communicating with Manava Bharati	
19. Safety of Belongings	
20. Traveling Between Home and School	
21. Mobile Phones and Electronic Gadgets	
22. Counselor and Special Educator	

- 24. Infrastructure: Smart Classrooms**
- 25. Beyond the Classroom**
- 26. LSP**
- 27. Clubs and Societies**
- 28. School Library**
- 29. Medical Room**
- 30. School Canteen**
- 31. PRE PRIMARY WING**
- 32. Students' Rights and Responsibilities**
- 33. Our School Rules**
- 34. Functions: 2024-25**
- 35. Holidays & Vacations 2024-25**
- 36. School Prayer**

## From the Principal's Desk

Greetings Parent/Guardian,

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

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. We believe in an education system that develops the imagination of the child. The imagination is where new ideas are created and progress becomes possible. This allows students to explore themselves and become aware of their potential. We are devoted to set benchmarks in nurturing children to grow into strong, matured, kind and intelligent adults, who are original in their ideas and decisive in their actions.

Manava Bharati India International School is a platform where as far as possible maximum exposure of various skill sets like problem solving, leadership, adaptability, time management, co-scholastic development and many more is given. We wish not only to nurture the academic and co-scholastic needs of the child but also to create memories, children shall cherish throughout life.

We firmly believe in our core values of Courage, Compassion, Equality and Integrity. Our aim is to nurture our students so that they are well equipped to face the competitive society with value-based knowledge and skills that have contributed towards the growth and vision in building global citizens and a conscientious humanity. Our curriculum places a strong emphasis on the acquisition of knowledge, skills, critical thinking, problem-solving, and understanding for all students.

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

Best regard

PRINCIPAL

## About the School e-Handbook

Reading and comprehending the School e-handbook is crucial for both parents and students, as it contains essential information and outlines the rules and regulations of the school. It is expected that all students and parents read it together to ensure a thorough understanding and remain familiar with its contents. The school reserves the right to modify or update the rules and regulations in the e-handbook as needed.

## Making Best Use of this e-handbook

- To ensure proper use of the School e-handbook, please read it carefully and follow the guidelines provided. It contains all school rules and regulations. For personal concerns or other matters, contact the Class Teacher, Principal, or email the school office at **office@mbiis.in**.

## 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.

<b>Nursery School:</b>	Class Pre School & Pre Primary	<b>08:45 a.m - 12.30 p.m</b>
<b>Junior School:</b>	Class I to IV	<b>07:50 a.m - 12.30 p.m</b>
<b>Middle School:</b>	Class V to VIII	<b>07:50 a.m - 01.50 p.m</b>
<b>Senior School:</b>	Class IX to XII	<b>07:50 a.m - 01.50 p.m</b>

**NOTE: Class Pre-School to Class II** All Saturdays are holidays.

**Class III to Class XII** 2nd & 4th Saturdays are holidays

*\*Timings are subject to change based on notifications from the Government concerning severe cold, pollution, and heatwaves.*

## School Premises Exit Policy for Students

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

Written permission from the Director /Principal is required for any student to leave the premises.

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

Parents are not permitted to take their child home before the scheduled end of the school day.

### a. Late Arrival in School

To foster a culture of punctuality, students who arrive late without a valid explanation will not be allowed 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 XII

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

#### a. CLASS Pre School to IV:

- The academic year is divided into three Cycles for PS to II and four Cycles for Class III & IV.

The child's progress is evaluated based on day-to-day performance held during school hours. Assessments are conducted in various ways, such as written assessments through worksheets and notebooks, and oral assessments through classroom discussions, quizzes and presentations.

**b. CLASS V to VIII:**                   **40% weightage of Term 1 (Periodic Assessment I + Mid Term)**  
**60% weightage of Term 2 (Periodic Assessment II + Final Term)**

- Final Term                               80 Marks Assessment
- Mid Term                                 80 Marks Assessment
- PA I & II                                 50 Marks Assessment each
- Internal Assessment:       10 Marks Assessment

Internal Assessment: Subject Enrichment Activities, notebook maintenance, attendance, are evaluated. All students will be assessed on discipline which will be based on the factors like attendance, sincerity, behaviour, values, tidiness, attitude towards society & Nation, abiding by the rules & regulations.

**c. CLASS IX:**                               **10% weightage of Periodic Assessment, 10% of Midterm, & 80% of Final Term**

- Final Term                               80 Marks Assessment
- Mid Term                                 80 Marks Assessment
- PA I & II                                 50 Marks Assessment each
- Internal Assessment:       10 Marks Assessment

Internal Assessment: Subject Enrichment Activities, notebook maintenance, attendance, are evaluated. All students will be assessed on discipline which will be based on the factors like attendance, sincerity, behaviour, values, tidiness, attitude towards society & Nation, abiding by the rules & regulations.

**d. CLASS XI:**                               **10% weightage of Unit Test I + Unit Test II,**  
**40% weightage of Mid-Term & 50% weightage of Final Term**

- Final-Term                               100 Marks Assessment
- Mid-Term                                 80 Marks Assessment
- Unit Test-I & II                       50 Marks Assessment each

**e. Class X & XII**

It is mandatory to score at least 33% marks in all the Assessments including the Pre Boards and maintain a minimum of 75% attendance to receive the admit card.

- Pre Board-I                               100 Marks Assessment (Theory & Practical)
- Pre Board-II                               80/70 Marks Assessment (Theory) subject to availability of time
- Mid Term                                 100 Marks Assessment (Theory & Practical)
- Unit Test-I                               50 Marks Assessment

**Assessment Guidelines**

- 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-Assignments, Home-Assignments, Projects are compulsory, as they form a part of the regular assessment.
- To achieve the desired standards as per CBSE guidelines, it is crucial to maintain regular attendance, submit assignments on time, and make sustained efforts towards academic excellence.

- The datesheet and syllabus for tests and assessments are uploaded on the school portal approximately 15 days before their commencement.
- Progress reports are provided to parents following each round of assessments during Parent-Teacher Meetings.

## Promotion Criteria

- For classes Pre-School to VIII, students are typically not detained but if a child fails in the examination of class V to VIII, he/she shall be granted the opportunity for Re-examination. In Re-examination if a student of class V to VIII is not eligible to pass and be promoted, they will be placed in the category of "Essential Repeater". Essential Repeater will be held back in the same class during the next session.
- Student attendance will be calculated before the Mid Term Examination. If a student falls short of the required attendance, they may be permitted to take the exam upon submitting an undertaking—signed by both the student and parent/guardian—committing to improved regularity and making up the attendance shortfall. However, eligibility for the Annual Examination will be subject to the provisions outlined in these guidelines.
- In order to be promoted, the student must obtain a minimum of 33% marks in each theory and practical subject separately, along with maintaining a minimum attendance of 75%.
- A student will not be eligible to appear for the Annual Examination if they have not maintained at least 75% attendance of the total working days up to the date of the exam.

## Parent-Teacher Meetings & Interactions

- 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.
- The dates for Parent Teacher Meetings will be communicated to parents in advance via email, or the Student/Parent Portal.
- 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.
- 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 the first and third Saturdays of the month, 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 response will be reverted on the mail.
- To meet the Principal, parents may obtain an appointment through the School reception either by emailing at [office@mbiis.in](mailto: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 from a certified medical practitioner.
- 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.
- Each absence will be meticulously recorded in the Attendance Register. Students arriving after the designated class attendance time will receive a late remark. Accumulation of three late remarks will result in penalties and disciplinary action against the student.
- Continuous absence from school for 10 days without permission will lead to the removal of a student's name from the school register. 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 with valid reasons for being unable to complete written assessments may qualify for a retest; however, they will not be eligible for school badges or other honors. In the case of absence due to serious illness, an application for leave along with a medical report from a certified medical practitioner must be submitted to the Principal.
- If a student fails to attend any test, examination, practical, project work, etc. without a valid reason, they will be marked as absent for that assessment, and no retest or re-examination will be arranged.
- 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 certified medical practitioner 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

- 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.
- Students are required to wear their ID cards during school hours and while commuting to and from school.
- At the beginning of each new academic session, students must complete the ID card proforma.
- 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 100/-.
- Additionally, parents will also be issued ID cards for entry into the school.

## Payment of Fees

- Payment of the school fee is due within the first 15 days of every month. Please ensure timely payment to avoid late charges, which will be applicable from the 16th of the fee-paying month. Parents are expected to pay school dues on time.
- For a child admitted after the start of term, fees will be charged for the entire academic session.

### 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 between 09.00 am to 03.00 pm.

**Note:** The school office operates during vacations, including all Saturdays throughout the year, except for gazetted holidays.

## Withdrawal Policy

**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, and LSP charges, 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.
- 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:

- 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.
- When withdrawing a child, they must return their identity card, 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 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.

## 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 woollen 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) Sikh boys will wear white headgear with the Friday and LSP uniforms, and light blue headgear with the blue uniform.
- (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) Students will wear black Gola 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

## Books

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

## Lunch

- Please ensure your child comes to school with a complete packed lunch, as lunch or water bottles sent later will not be accepted or distributed due to security reasons..
- 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.

## 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.
- Kindly ensure that your child attends school regularly to remain connected with classroom activities and lessons.
- 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.

## 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.

## Communicating with Manava Bharati

- All parents must visit the school website [www.mbiis.in](http://www.mbiis.in) daily to stay updated on circulars, work plans, notices, and school events.
- Each student has a secure MBIIS G Suite email ID, which is the only account allowed for accessing online classes and communicating with Class Teachers.
- The G Suite ID is strictly for school purposes; personal use is not permitted. Misuse or violation of the code of conduct may result in suspension of the account.
- Before contacting the school by phone, parents are advised to check the MBIIS Parent-Student website for date sheets, circulars, and other information.
- The school shares updates, homework, notices, and announcements through the Parent-Student Portal, allowing access from anywhere, reducing paper usage, and supporting environmental efforts.
- Parents should ensure that their contact details, including mobile number and email, are always up-to-date with the school administration.
- Notify the school immediately in writing of any changes to personal information such as address with proof, mobile number and communication email id. Ignorance of such updates will not be considered an excuse.
- Important messages, including daily attendance records, are communicated through the school portal or email.

## Safety of Belongings

- Kindly label all of your child's belongings with their **name and class** for easy identification.
- While the school will make every effort to locate lost items, it **cannot be held responsible for any losses**.
- Please **avoid giving excessive pocket money** to your child.
- It is **strictly prohibited to offer gifts or rewards** to teachers or staff.
- Discourage your child from bringing **valuable items** such as expensive watches, fountain pens, laptops, calculators, or jewelry to school.
- In case of any loss, the school will try to help locate the item, but **cannot accept responsibility** for it.

## 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 VI 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.
- Our school buses are safe, well-maintained, and child-friendly, with a trained driver, attendant, interior and exterior CCTV surveillance cameras (covering both the interior and exterior), GPS tracking, and a first-aid kit. Teachers accompany students on the journey to ensure supervision and well-being.
- While the school takes adequate precautions to prevent transportation-related accidents or injuries, it cannot be held liable for any resulting damages or injuries.
- When children go on excursions, visits, tours, picnics, etc., they should be dropped off and picked up only by their parents from the school.

- 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.
- All students must wear their school ID card while boarding, during the journey, and while returning. No student will be allowed on the bus without a valid ID card.
- Students must keep their hands, head, and other body parts inside the bus at all times. Throwing objects in or out of the bus is strictly forbidden.
- Shrieking, shouting, or misconduct towards the driver, conductor, bus teacher, or fellow students will be treated as a serious offense and may lead to suspension from both bus and school.
- Parents are not permitted to enter the school bus or argue with the driver, conductor, or bus teacher.
- Bus stops are fixed at the start of the session. However, the school may create, cancel, or relocate stops if required.
- For excursions, tours, or picnics, children must be dropped and picked up by parents directly from the school.
- To withdraw from bus service, one month's written notice is required. Bus withdrawal is not permitted in the fourth quarter or if transport points were availed during preschool admission.
- Bus fees are charged for 11 months; no fee is payable for June.
- Parents must carry their Parent ID Card when visiting the school or picking up their child from school or transport.

#### **Private / Self - Transport**

- Students are not allowed to drive two- or four-wheeler vehicles to or from school, even with a valid driving license. Such vehicles cannot be parked inside or outside the school, and strict action will be taken against violations.
- Parents are advised not to allow underage students to drive, as it is both dangerous and a punishable offense.
- Parents are responsible for ensuring that drivers of private vehicles transporting their children have character verification from the police, and parents must keep a copy of the driver's license, Aadhar Card, and Police Verification Certificate. The school may ask for these documents at any time; failure to provide them will result in the vehicle not being allowed.
- Children must be picked up at the scheduled departure time by parents, van drivers, or car drivers. The school will not be responsible for any child left behind after the scheduled departure time.

### **Mobile Phones and Electronic Gadgets**

- Mobile phones are strictly prohibited for all students except those in Classes IX to XII. They must deposit their phones with their class or subject teacher upon entering the school and collect them when leaving.
- 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 gadgets are not permitted on school premises.
- Unsupervised use of any electronic communication device is strictly prohibited on campus.
- Students are forbidden from bringing cigarettes, e-cigarettes, e-hookah, deodorants/perfumes, whitener, explosive materials/crackers, and sharp tools or knives to school.
- Parents are encouraged to check their children's bags before they leave for school to ensure

compliance with these rules.

## 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 Special Educators to help children with special needs integrate into classes and provide remedial sessions during school hours 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 strengthen student learning, the School has transformed all classrooms with state-of-the-art technology and modern teaching practices. The entire campus is Wi-Fi enabled, ensuring seamless connectivity for both students and teachers.
- Smart classes are equipped with advanced technology, such as smartboards, laptops/computers, internet connectivity, projectors, amplifiers, speakers, podium, microphones, and more.
- In this digital age, these technology-driven classrooms serve as an effective extension of traditional learning spaces. Teachers integrate technology into daily lessons, making teaching more interactive and impactful.
- Online classes are also embraced as a viable alternative, providing flexible learning opportunities for students of all age groups.

## 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            | • Dodgeball       | • Volleyball     |
| • Western Dance      | • Classical Dance | • Chess          |
| • Instrumental Music | • Mini Tennis     | • Roller Skating |
| • Karate             | • Basketball      | • Badminton      |

- Football
- Mini Basketball
- Pickle Ball

*LSP fees are applicable for nine months in an academic session.*

## 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:

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

## 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 17000 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.

## 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 as mandated by CBSE. 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

Uditayan, the vibrant pre-primary wing of Manava Bharati India International School, offers a serene learning environment away from urban chaos. With a holistic educational approach, it fosters curiosity and independent thinking in children. Equipped with multipurpose spaces and a playground with child-friendly amenities, Uditayan encourages creativity and talent. It's a wonderful place for early childhood education, where children learn joyfully together, beyond just academics. The integration of technology in the classroom prepares them for the future, making their learning journey a beautiful exploration filled with growth and discovery.

- Open Days are held on the first and third Saturdays of every month. Parents can schedule meetings with their child's class teacher by requesting an appointment in advance via email at the Class Teacher's official email address.
- 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 weekly work plans and curriculum.
- Students are required to participate in all school activities and co-curricular events during and after school hours.

### Summer Uniform

Boys & Girls: Navy blue shorts/ track pants with red half-sleeve/full-sleeve shirts with school monogram, paired with **red socks** and **black Bubblegummers shoes**.

### Winter Uniform

Boys & Girls: Navy blue fleece track suit, red full sleeve T shirt, red half sweater, red jacket with a hood, paired with **red socks** and **black Bubblegummers shoes**.

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

## Students' Rights and Responsibilities

All students have the **RIGHT** to:

- **Right to a Safe Environment:** Students have the right to learn in a safe and secure environment, free from physical, emotional, or psychological harm.
- **Right to Respect and Dignity:** Students have the right to be treated with respect and dignity by teachers, staff, and fellow students, regardless of their background or abilities.
- **Right to Freedom of Expression:** Students have the right to express their opinions, thoughts, and beliefs in a respectful manner, both inside and outside the classroom.
- **Right to Privacy:** Students have the right to privacy in their personal belongings, communications, and interactions, unless there is a legitimate reason for intervention by school authorities.
- **Right to Fair Treatment:** Students have the right to fair and impartial treatment in all aspects of school life, including grading, discipline, and access to resources and opportunities.
- **Right to Individualized Support:** Students with special needs or learning differences have the right to receive individualized support and accommodations to help them succeed

academically and socially.

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

- **Attend classes regularly and punctually** to make the most of the learning opportunities provided.
- Complete assigned homework and classwork diligently and on time.
- **Respect teachers**, classmates, and school staff by listening attentively, following instructions, and treating others with kindness and courtesy.
- **Take care of school property** and facilities, keeping classrooms, corridors, and common areas clean and tidy.
- **Follow school rules and regulations**, including dress code and code of conduct, to maintain a positive and harmonious learning environment.
- Participate actively in class discussions, group activities, and extracurricular events to enhance learning and foster teamwork.
- **Be honest and ethical** in academic work, avoiding plagiarism and cheating.
- Strive for academic excellence by setting and working towards personal learning goals.
- Seek help from teachers or peers when facing challenges or difficulties in understanding concepts or completing assignments.
- Act responsibly and safely during school excursions, sports activities, and other school-related events.
- Communicate openly and respectfully with teachers and school authorities regarding any concerns or issues affecting academic or personal well-being.
- Take pride in representing the school positively in the community, demonstrating good behavior and citizenship both inside and outside the school premises.
- Serve as role models for younger students by demonstrating positive attitudes, behaviors, and work ethics.
- Continuously strive for self-improvement and growth, embracing opportunities for learning and development.

## Our School Rules

### Being Respectful

- Respect both your belongings and those of others.
- Seek permission before utilizing others' possessions.
- Practice honesty at all times.
- Communicate in a manner that is respectful and considerate of others' feelings.
- Resolve conflicts peacefully and amicably.
- Ensure borrowed items are promptly returned.
- Obtain approval from a teacher before leaving designated areas during scheduled activities.
- Accept assigned tasks from teachers graciously.
- Greet teachers or visitors with respect by standing and offering a polite greeting.

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.

### Being Orderly

- **Timeliness:** Students should arrive punctually to class, meetings, and other school activities,

respecting the time of their teachers and classmates.

- **Orderly Movement:** Students should move through the school campus in an orderly manner, following designated pathways and respecting the rights and safety of others.
- **Conflict Resolution:** Students should handle conflicts or disagreements with their peers or teachers in a calm, respectful, and constructive manner, seeking resolution through dialogue and mediation when necessary.
- Do not exit the school premises during school hours without obtaining prior permission from the Principal.
- Adhere to all school regulations.

Overall, being orderly in school means demonstrating self-discipline, responsibility, and respect for oneself and others, contributing to a positive and harmonious learning environment for everyone.

### **Being Safe and Healthy**

- Avoid bringing excessive amounts of money to school.
- Keep hazardous and valuable items at home.
- After disposing of garbage or using the restroom, remember to wash your hands.
- Conserve water by using the drinking taps responsibly.
- Engage in safe play activities at all times, refraining from actions such as swinging on bars, climbing trees or fences, and playing in the restrooms.
- Confide in a teacher if someone makes you feel scared or uncomfortable.
- If you observe anything dangerous or unsafe within or around the school, report it to a teacher without delay.

Overall, ensuring that students are safe and healthy in school requires a comprehensive approach that addresses physical, emotional, and social aspects of well-being, promoting a supportive and nurturing environment where all students can thrive.

### **School Sports**

- Demonstrate good sportsmanship both during games and in everyday interactions.
- Enjoy watching and participating in sports activities.
- Put in effort for the benefit of your team and personal growth.
- Treat teammates and opponents with the same respect you expect for yourself.
- Adhere to and uphold the rules of the game.
- Cooperate with umpires, referees, and coaches.
- Exhibit proper behavior at all sports venues.
- Wear the appropriate team or school uniform.

Overall, school sports play a significant role in students' holistic development, contributing to their physical health, social skills, emotional well-being, and academic growth. Participating in sports enriches students' school experience, instills lifelong values, and prepares them for future success in various aspects of life.

### **Playing**

- Engage in activities with peers of similar age.
- Prioritize safety during play, avoiding rough games.
- Participate in active games solely in secure areas to prevent property damage.
- Demonstrate concern for the safety of others by refraining from throwing sticks or stones.
- Limit ball games to designated playing fields or courts.

Overall, playing in a safe environment enriches students' lives in multiple ways, fostering physical,

social, emotional, and cognitive development while promoting enjoyment, well-being, and holistic growth. It is an integral part of the school experience that contributes to students' overall happiness, success, and fulfillment.

### Excursions

- Take part in all outings or trips.
- Demonstrate exemplary behavior.
- Adhere to the prescribed attire.
- Collaborate with educators and guardians.
- Work together harmoniously.
- Take responsibility for personal belongings.

Overall, going on an excursion is a valuable and enriching experience for students in school, offering opportunities for exploration, learning, social interaction, personal growth, and fun-filled adventures outside the traditional classroom setting. It provides students with unique perspectives, insights, and experiences that contribute to their holistic development and lifelong learning journey.

### Breaking the Rules

- When a student breaks the rules of a school, it typically means that they have violated established policies or guidelines set forth by the school.
- The consequences for breaking the rules can vary depending on the severity of the infraction and the specific disciplinary measures outlined by the school.
- Common consequences for rule-breaking may include verbal warnings, written warnings, detention, suspension, expulsion, or other forms of disciplinary action.
- The goal of imposing consequences is typically to deter future rule-breaking behavior and to maintain a safe and productive learning environment for all students.

### Dropping Litter

- Dropping litter in a school setting refers to the act of discarding waste materials such as wrappers, food containers, or other items improperly on the school premises instead of disposing of them in designated bins or containers.
- This behavior is generally considered a violation of school rules and may result in disciplinary action. Common consequences may include verbal warnings, detention, cleaning up the litter, or other forms of disciplinary action aimed at correcting the behavior and promoting a clean and respectful environment within the school community.
- We implement educational programs and initiatives to raise awareness about the importance of proper waste disposal, and environmental stewardship.

## FUNCTIONS: 2025-26

• Earth Day	22 April 2025	• Gandhi Jayanti	01 Oct 2025
• Investiture Ceremony	30 April 2025	• Dussehra	01 Oct 2025
• Van Mahotsav	25 July 2025	• Deepavali	17 Oct 2025
• Independence Day	14 Aug 2025	• Christmas	24 Dec 2025
• Teachers Day	04 Aug 2025	• Republic Day	23 Jan 2025

## Special Functions

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

## HOLIDAYS & VACATIONS: 2025-26

• Eid-ul Fitr	30 March 2025	• Valmiki Jayanti	07 Oct 2025
• Ram Navami	06 April 2025	• Deepavali	20 Oct 2025
• Mahavir Jayanti	10 April 2025	• Gurpurab	05 Nov 2025
• Buddha Purnima	12 May 2025	• Christmas Day	25 Dec 2025
• Id-ul-Zuha	07 June 2025	• Republic Day	26 Jan 2026
• Muharram	06 July 2025	• Maha Shivratri	15 Feb 2026
• Independence Day	15 Aug 2025	• Holi	04 March 2026
• Raksha Bandhan	09 Aug 2025	• Eid-ul-Fitr	21 march 2026
• Janmashtami	16 Aug 2025	• Ram Navami	26 March 2026
• Id-E-Milad	05 Sep 2025	• Mahavir Jayanti	31 March 2026
• Gandhi Jayanti	02 Oct 2025	• Summer Break - Junior	10 May - 2 July 2025
• Dussehra	02 Oct 2025	• Summer Break - Middle	19 May - 2 July 2025
• Autumn Break	01 Oct -07 Oct 2025	• Summer Break - Senior	29 May - 2 July 2025
• Diwali Break	18 Oct -23 Oct 2025	• Winter Break	31 Dec '25 - 06 Jan 2026

**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.*

ऊँ 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 इकबाल

## 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