

Message and Meaning of 'Manava Bharati'

The word 'Manava' means, 'a being with a mind' from the Sanskrit word 'Manas'. It refers to a 'thinking mind', capable of making it's own decisions. Education is nothing but the training, discipline and direction of this mind towards health, prosperity, growth and peace.

A son of the soil of this land of 'Bharat' would be 'Bharati'. The Message of MANAVA BHARATI therefore, is to make every student a 'Bharatiya', a harbinger of happiness to humanity at large.

From the Principal's Desk

Dear Parent/Guardian,

Welcome to the new session at Manava Bharati. We, at Manava Bharati, are dedicated to preparing young minds for a bright future as tomorrow's responsible adults. We strive to give them every possible opportunity to develop mind and body without curbing the energy of their young inquisitive minds.

With your help, this Diary can be a valuable link between teacher and parents and a useful source of information about your child's activities at school. We depend upon it to convey remarks from the Teacher about the activities, conduct and performance of your child.

To begin with, I strongly recommend that you carefully read through the introductory information. You can also monitor your child's progress and help us in our endeavour by checking your child's Diary everyday for instructions or notices from the Class Teacher.

PRINCIPAL

SCHOOL HANDBOOK : 2016 - 17



MANAVA BHARATI
INDIA INTERNATIONAL SCHOOL

PANCHSHEEL PARK SOUTH NEW DELHI

Phone : +91.11.26014515, 26016397

Website : www.mbiis.in

For Parents

Purpose of the School Diary

- The School Diary contains important information about the school. Please read and understand the contents. The school authorities will assume that you have done so when you enter your child's particulars at the beginning of this Diary and sign on page 2.
- This Diary is an important record of communications, between you and the school, about your child's assignments, activities and other important information.

Making Best Use of this Diary

- At the beginning of the academic year, please fill in your child's complete particulars on pages 2 and 3 of this Diary.
- Do ensure that any changes are immediately entered in the relevant section. The Class Teacher must also be informed by making an entry in this Diary and asking your child to obtain the teacher's signature on it.
- Please check the School Diary whenever your child returns from school and countersign all new entries or remarks. If for any reason your child is unable to complete an assignment, please enter the reason and sign the entry.

Appointments with the Principal or the Class Teacher

- Parents can help us by not disturbing classes or meeting any teacher without prior appointment.
- Timing for meeting teachers is from 2:15 to 3:00 p.m. in summer and 2:45 to 3:30 p.m. in winter on Monday, Wednesday and Friday when the school is in session. (Pre-Primary Wing: Uditayan on working Saturdays i.e. First and third Saturday with prior appointment) You can seek an appointment for the above days by making a note on the Appointments Page of this Diary, at least one working day in advance, and asking your child to have it confirmed by the Class Teacher.
- In order to meet the Principal you may obtain an appointment, from the School reception, on a written request.
- Whenever an appointment is accepted for meeting the Principal or a teacher, a Visitor's Slip will be filled and signed, by the concerned teacher, on the Appointments Page of this Diary. Please detach this slip and carry it along with the duplicate ID card when you come for the appointment.

Parent-Teacher Meetings

- Parent-Teacher meetings are held at regular intervals. They are an opportunity to exchange views about your child's progress with the teacher. It is mandatory for parents to attend Parent Teacher meetings.

- You will be informed of the date for the Parent Teacher Meetings, in advance, through a note in this Diary.
- Please make an effort to attend all Parent Teacher meetings as this is an important way of remaining updated about your child's progress.

Attendance, Absence and Leave

- Your child's safety is important. You are advised not take your child away, during school hours except in case of an emergency, and only with permission from the school authorities.
- Promotion is granted on the basis of the whole year's work. **C.B.S.E rules require a minimum attendance of 75%** for this purpose.
- Students are not granted leave outside the regular vacation period except in cases of illness.
- Your child should be punctual to school. In case of absence on the previous day you must send a letter of justification for the same and have it countersigned by the class teacher.
- Every absence must be entered in the 'Leave Record' page of the diary and signed by the Parent/Guardian.
- Absence on medical grounds will be recorded by the Class Teacher only on receipt of a valid Medical Certificate.
- If your child is **absent for more than one week**, without prior permission, it is considered an act of indiscipline and his/her name will be struck off the school rolls. Re-admission, if granted, will be upon payment of re-admission fees. Re-admission is allowed, only twice. No re-admissions will be allowed less than one month before the commencement of the Annual Assessment.
- Students who do not submit written assessments on valid grounds, will have to take a Re-Test and will not be eligible for school badges or any other awards.
- No leave of absence is granted except on medical grounds. Any absence during examination and Sick leave for more than 2 days must be supported by a medical certificate. However, if your child returns to school after suffering from an infectious or contagious disease, he/she must produce a fitness certificate from a doctor that clears 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. |

Evaluations and Assessments

- Manava Bharati follows CCE based assessment from Class I to X. Academic performance is recorded in the Report Card, based on the nine point grade scale specified by C.B.S.E.
- In addition to academic performance, grades will be awarded for both scholastic and co-scholastic areas.
- The scholastic areas are: Work Experience, Art Education, Physical and Health Education. These are graded on a five point scale (A+,A, B+, B and C).
- Co-Scholastic areas - Life skills, Work Education, Visual and Performing Arts, Attitudes and Values, Literary and Creative skills, ICT, Health and Physical education graded on a five point scale(A, B, C, D and E)
- Students using unfair means during any test or assessment will be disqualified. Such students may also be rusticated from the school. Assessments will be conducted as follows:

Month	Formative Assessment	Weightage
April - May	I F A	10 %
July to Aug	II F A	10 %
Oct - Dec	III F A	10%
Jan - Feb	IV F A	10%
Month	Summative Assessment	Weightage
September	I S A	30 %
March	II S A	30%

- Submission of Class-work / Home-work / Projects / Assignments is mandatory as they are part of the formative assessment.
- In order to achieve specified standards regular attendance, timely submission of assignments and sustained efforts are most important.
- Date sheet/syllabus for tests/assessments is handed over about 15 days before their commencement.
- Students of Class XII must obtain 45% marks in the Pre-Board Assessment to obtain the admission card.

ID Card

- In view of heightened security concerns, your child will be issued ID Cards. He / she must bring the ID Card to school every day as it is part of the school uniform. You must also carry the Parent/Duplicate ID Card while coming to school or picking up your child.

Mobile Phones and Electronic Gadgets

- Mobile phones, Music players and Tablets are **strictly prohibited** in the school and are liable to be **permanently confiscated** by the school

Safety of Belongings

- All your child's belongings must bear his/her name and class. This will make it easier to locate lost property. However, the school cannot take responsibility for any losses.
- Please do not give excessive pocket money to your child.
- Please do not allow your child to bring valuable articles like expensive watches, fountain pens, laptops, calculators or jewellery to school. In case of any loss, the school makes every effort to trace the item but we cannot undertake any responsibility for the loss.

School Timings

	Summer Timings	Winter Timings
Nursery School	: 8:30 a.m - 12.30 p.m	9:15 a.m - 1.15 p.m
Junior - Senior School	: 7:55 a.m - 1.55 p.m	8:20 a.m - 2.30 p.m

NOTE: 2nd & 4th Saturday of each month will be a holiday.
The date for the Winter timings will be 1st December 2016.

Traveling Between Home and School

- You are requested to personally see off and receive your child at the bus stop, please carry the ID card of the child (especially Nursery to Class IV).
Note: If children from Nursery to Class IV are not received at the bus stop on time, they will be brought back to school and parents will have to pick them up from the school.
- Please note that the school does not undertake any responsibility whatsoever for any damage or injury that might be caused as a result of any accident by bus or any other conveyance provided by the school. The school will however, take reasonable precautions against any such mishaps.
- You are advised to not allow underage students to drive cars and two wheelers as this is not only dangerous but also a punishable offence.
- The Government has banned all vans that are not approved for use by school children. We therefore advise you to avoid risking the safety of your child by using such illegal transport. However we welcome car-pooling.
- If the bus pass is lost, a duplicate pass must be obtained from the school after depositing a fee of Rs. 100.00
- Students should not travel on the school buses without a valid pass.
- Please ensure that children proceeding on excursions, visits, tours, picnics etc. are dropped and picked up, from the school, only by you.

Payment of Fees

- All fees must be paid by cheque or bank draft payable at New Delhi as per instructions in the bill. Please ensure that the following details are written on the reverse:

●Name ●Class & Section ●Admission Number

- Fees can be deposited, with the Accountant, in the School Accounts Office (Senior School Building) from 8:30 a.m. to 11:00 a.m. on all working days. Note: The school office functions even during vacations throughout the year on all working days.
- This will avoid inconvenience to them as well as to the school.
- Even if your child is admitted after start of term, fees will be charged for the entire academic session.

Withdrawal Policy

- If a student wishes to withdraw admission from the school:
During School Session: is not permitted, however if unavoidable and after the approval from the principal, one clear calendar month fees i.e. fees including transport if applicable from the 1st day of the month following the application for withdrawal will be charged.
End of Session: If you wish to withdraw before the commencement of the new session you must apply before 28th February 2017 else you will have to pay the fees for the month of April 2017 and all other dues of the school.
- At the time of withdrawal, students are required to surrender their identity card/Bus Pass along with a no dues certificate.

Lunch

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

Bookshop

- The Bookshop in the school stocks all the books and stationery that your child will normally require.
- Students are required to use exercise books of standard design, bearing the name of the school. They are available at the School Book Shop.

House Colours

Nalanda	:	Maroon
Panchshila	:	Light Blue
Takshashila	:	Dark Green
Vikramshila	:	Golden Yellow

School Uniform for Classes I to XII

- Students are expected to wear uniforms as prescribed below:
Note: Proposed change to winter uniform - 15th October 2016.

BOYS

Summer Uniform:

Shirts	Lemon yellow colour woven & printed with pin stripes, half sleeves with a beige trim collar & the monogram on the left side pocket.
Shorts	Terri-cotton beige colour with yellow trims, not more than 2 inches above the knee. Shorts are compulsory for all from I to VII std. Boys of std. VI to XII boys have to wear trousers.
Socks	Lemon yellow with two beige stripes
Shoes	Black shoes with laces.

Winter Uniform:

Shirts	Woven sky blue colour with pink/yellow vertical pin stripes, full sleeves with a collar and the monogram on the left side pocket.
Trouser	Worsted beige with sky blue trimmings.
Socks	Light blue woollen socks with beige stripes
Pullover	Thick cable knit electric blue, having beige stripes & a 'V' neck.
Blazer	Single breasted three button woollen Electric blue with embroidered crest on the top left pocket.

GIRLS

Summer Uniform:

Shirts	Lemon yellow colour woven & printed with pin stripes, half sleeves with a beige trim collar & the monogram on the left side pocket.
Skirts -	Terri-cotton beige box pleated with yellow trims, 2 inches above the knees. Skirts are compulsory for all from I to VII std.
Socks -	Lemon yellow with blue stripes
Shoes -	Black shoes with laces.
Salwar -	Lemon yellow woven & printed with pin stripes, half sleeves Kameez with a beige trim collar & the monogram on the left side

pocket. Terri-cotton beige fabric tapering salwar,
Girls of std. VII to XII have to wear salwar kameez.

Winter Uniform:

- Shirts Same as Boys winter uniform
Skirts Worsted beige tunics, 2 inches above the knees.
Socks Light blue woollen socks with beige stripes.
Pullover Same as Boys
Blazer Same as boys
Salwar - Sky blue colour woven & printed with yellow/ pink pin stripes,
Kameez full sleeves kameez with a beige trim collar & the monogram on the left side pocket. Terri-cotton beige fabric tapering salwar.

Note:

- (a) Light Blue turbans will be the head wear for sikh boys.
(b) Friday: All will be dressed in the white uniform as above.
(c) Tie 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 to school.
(f) Names should be tagged on blazers & sweaters.

House Days: Std. I to VI - Thursday
Std. VII to XII - Tuesdays .

Dress Code :

Summer: House T-shirt /LSP Lowers Winters:Track suit in House colours

Activities

- The school lays a lot of emphasis on extra curricular activities. The Life Skills Programme enables children to excel in an activity that is suited to their talents. Parents should encourage their child to participate in all such programmes.

Activities will be conducted as follows :

- (a) Inter Class Activities (b) Inter House (c) Inter School

LSP

- Cricket
- Squash
- Volleyball
- Basketball
- Football
- Badminton
- Karate
- Roller Skating
- Tennis

Clubs & Societies

- ASTRONOMY CLUB - 'Nakshatra'
- LITERARY CLUB - 'Center Stage'
- DEBATING SOCIETY
- ECONOMICS SOCIETY - 'Arthavyavastha'
- COMPUTER CLUB - 'Tech Legacy'
- PHOTOGRAPHY CLUB - 'Zoom In'
- ART CLUB - 'The Art Guild'
- OUT REACH CLUB - 'Prayas'
- ENVIRONMENT CLUB - 'Impact'
- QUIZ CLUB - 'Inquizitive'
- HOUSE OF CARDS SOCIETY
- Dance
 - Western
 - Indian
- Arts
 - Sculpture
 - Fine Arts
 - Graphics
- Music
 - Vocal
 - Instrumental
- Dramatics

Helping Your Child do Better at School

- You are requested to read and explain relevant contents of this diary to your child.
- Please ensure that your child devotes sufficient time to completing assignments and daily revision of lessons at home.
- Please help us in maintaining a supportive, caring and disciplined environment in school. In extreme cases, the school may be forced to impose penalties, in-school or out-of-school, suspension and even expel students whose conduct is harmful to other students; However, this is only a last resort, keeping the parent fully informed, and after all other measures have failed to improve the child's behaviour.
- By co-operating with us in following these guidelines you can play an important part in your child's progress.
- If you have any suggestions, please convey them in a letter or e-mail addressed to the Principal. This diary is only for your child's school activities, assignments and conduct.

Volunteering for School Activities

- If you have a special talent, skill, or even some spare time, you could consider becoming a volunteer participant in the school's formal or extra-curricular programmes. The scope is very large: classes, lectures, sports coaching, dramatics, music, club activities, excursions, etc. If you would like to volunteer, please contact your child's Class Teacher with the following details, to join our pool of volunteers.

Your Child's Particulars

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

Communicating with Manava Bharati

- Communications by parents or guardians should be addressed to the Principal or to the Class Teacher.
- We recommend that you consult the School Calendar, Website (www.mbiis.net), Date Sheets and other circulars before making enquiries on the phone.
- The school communicates urgent information through sms messages. To receive these messages, you must ensure that your current mobile number is available with the school authorities

Uditayan

PRE PRIMARY WING



Uditayan is the vibrant pre-primary wing of Manava Bharati India International School. Away from the cluttered confines of urban living, Uditayan is set in natural settings providing the right ambience for the healthy growth of children. Here the approach to education is holistic and stress is laid on inculcating in children an eagerness to learn and to develop independent thinking as well as an inquiring mind. Children have access to well equipped multi-purpose spaces that enable them to become creative and develop their inherent talents.

The playground has swings, slides etc. suitable for younger children and a newly built Creativity Center provides recreational activities for their physical development.

Open Days

- With prior appointment, parents can meet the class teacher on working Saturdays i.e. 1st and 3rd Saturday after filling the appointment request slip at the end of this diary.
- Children must complete home assignments & submit them well in time.
- Children should be guided rather than assisted in their home task.
- Participation in all school functions and co-curricular activities is mandatory during and after school hours.

School Timings

	Summer Timings	Winter
Timings	8:45 a.m - 12.30 p.m	9:15 a.m - 1.15 p.m

NOTE: Saturdays will be a holiday. The proposed date for the winter timings will be 1 Dec. 2016

Uniform

Summer Uniform

- Boys** Red shorts (bib type) with school monogram, cream shirt with red buttons. Black velcro shoes and red socks with white stripes. Cream handkerchief.
- Girls** Red tunic with school monogram, cream shirt with puffed sleeves and round collar. Black Velcro shoes and red socks with white stripes. Cream handkerchief.

Winter Uniform

- Boys & Girls** Grey trousers, white full sleeve shirt for boys, Grey trousers, white full sleeve shirt for girls. Red sleeveless pull over with grey edging & sleeves and a red jacket with a hood.

House Dress :

Summer : Boys & Girls

- Himalaya :** 'Red house' T-shirt with white stripes, white shorts with red stripes, , white socks with red stripes.
- Nilgiri :** 'Navy blue house' T-shirts with white stripes, white shorts with blue stripes & white socks with blue stripes.
- White canvas PT shoes are compulsory with house dress.

Winter : Boys & Girls

Himalaya & Nilgiri: Navy Blue Track Suit

White canvas PT shoes compulsory with the house dress.
House dress to be worn on Tuesdays & Fridays only.

1. All books & uniform must be purchased from the school shop only.
2. It is essential to purchase at-least two sets of uniform.

For Students

- We believe that a school should be a safe, happy and attractive place where students enjoy learning. Being a member of the Manava Bharati family should strengthen friendships and encourage good behaviour. This will only happen if you act responsibly, are considerate and set high standards of conduct for yourself and others.
- We believe that a balance between rights and responsibilities helps our school to provide an enjoyable, effective and safe learning environment.
- All students have the **RIGHT** to:
 - Be safe.
 - Be respected.
 - Learn.
 - Explain themselves without fear.
- All of us have a **RESPONSIBILITY** to:
 - Be honest.
 - Be cooperative.
 - Be respectful.
 - Proudly wear the school uniform.
 - Label all your belongings.
 - Follow school rules.
 - Make sure that all of us benefit equally from these rights & responsibilities.
 - Know and understand all that is expected of us at school.

OUR SCHOOL RULES

Being Respectful

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

Being Orderly

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

Being Safe and Healthy

- Do not bring large amounts of money to school.
- Leave dangerous and expensive things at home.
- Wash hands after placing rubbish in the bin or using the toilet.
- Use the drinking water taps sensibly and conserve water.
- Play safely at all times (e.g. no swinging on bars, no climbing trees or fences and no playing in the toilets).
- Talk to a teacher if someone makes you feel scared or uncomfortable.
- If something dangerous or unsafe is going on, in or around the school, tell a teacher immediately.

School Sports

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

Playing

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

Excursions

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

Breaking the Rules

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

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

Dropping Litter

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

Accidents in the School

- If there is an accident in the school, immediately ask the teacher on duty for help.

In Conclusion Please Note

- When you feel good about yourself it is easier to succeed.
- Be active and participate in all co-curriculars during and after school hours.
- By highlighting the good points of others, we feel happier and also treat each other well.
- You must understand that when rules are followed, you do not have to worry about consequences.
- If you are not sure about something, it is always better to check with a teacher or a parent.