



Rule & Regulation

(Markaz Academy English High School)

IMPORTANT NOTE

All requisite particulars are to be filled properly. Incomplete form will not be accepted Documents (Xerox copy) must be attached herewith

- (i) Birth Certificate
- (ii) Transfer Certificate
- (iii) Marksheet of the last Annual Examination
- (iv) Parent's Address Proof

RULES AND REGULATIONS

1. Instructional timings of the school: 8:40am to 2:45pm. All the pupils should reach the school at least 10 minutes before the commencement of school hours.
2. No person can meet any student or teacher during instructional hours. In case of emergency, prior permission is to be obtained from the Principal for such meeting.
3. The guardian should submit applications in case of absence of his child/ward from the school for leave and that should be noted down in the academic calendar under ""Leave Account"" head."
4. Wearing of uniform as decided by the school authority is compulsory for all the pupils.
5. Every student should carry his/her diary to the school regularly.
6. Every student must observe strict discipline in the whole campus. These include timely joining the salah congregation and maintain decorum in the rooms.
7. Every student must wear his/her Identity card regularly.
8. Student must always speak in English. No student is allowed to speak in any vernacular language whatsoever within the school/hostel campus.
9. Students using the school-bus must obtain a Bus Card from the office. A student without Bus Card will not be allowed to board the Bus.
10. Teachers along with the captains and vice-captains (Class/Houses/Dorms) are responsible for the discipline of the school and for the enforcement of all rules.
11. The school reserves the right to expel students whose progress in studies and/ or conduct is consistently unsatisfactory. 12. Students are not allowed to bring any sharp instrument to the school.
13. No book(s) (other than textbooks or library books), magazines or papers are to be brought to the school without Principal's permission.
14. The school is not responsible for the articles lost. It is not advisable to bring valuable articles or mobile phones to school by the students.

15. The Name and Class of the pupil should be clearly marked on all belongings of the student.
16. Entry of a student to any other classroom or staff room or employee's quarters will be allowed only after proper permission.
17. Parents/Guardians should not enter the class rooms of their wards. They should first meet the Principal as per rules of the Academy

CODE OF CONDUCT FOR STUDENTS

1. Abide by the constitution; respect the National Flag and the National Anthem.
2. Look upon people as brethren, irrespective of their caste, colour, creed, gender & religion
3. Develop scientific temper, humanism and the spirit of inquiry.
4. Respect liberty and rights of others; abjure violence.
5. Always be friendly to others, in and out of the school.
6. Avoid vulgarity in talk and behaviour
7. Be truthful, punctual and regular to school.
8. Be prompt and thorough in your work.
9. Do not waste time in idle gossips.
10. Observe polite manners wherever they go.
11. Take care of your health and maintain proper hygiene.
12. Keep the School campus neat and clean.
13. Contribute your best to ensure a congenial educational atmosphere in the school.
14. Keep your School Diary up-to-date.
15. Take active part in School programs and activities.
16. Carry out the instruction of your Class Monitor and House Captain.
17. If you happen to find anything belonging to the school or any other student(s), deposit it in the school office.
18. Take pride in wearing your School uniform.
19. Ensure that the School uniform is neat and tidy and is complete in all respect.
20. Join the school on the notified date, at the beginning of the term or vacation/holidays.