

Index

1. About us
3. Aim: our vision, our goal, our mission
4. Facilities and resources
5. General rules & regulations
6. System of education, curriculum and medium of instruction
7. Academic session
8. Examination pattern
9. Promotion to next class
10. Awards
11. Talent search programmes
12. Admission procedure
13. Age for admission
14. Withdrawal of child
15. Removal of a student from the school
16. School uniform
18. School hours
19. Mode of payment of school dues
20. Guidelines for parents/guardians

In the memory of :
LATE SH. KUNDAN LAL GUPTA



A Tribute to him

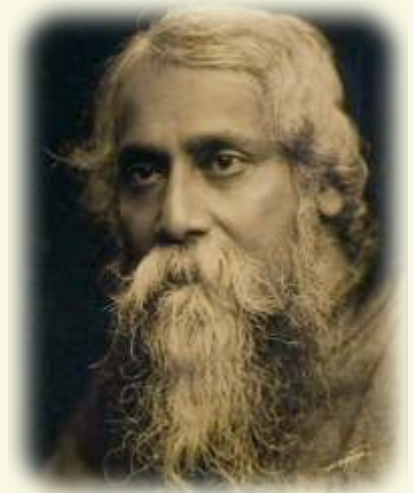
by

Shri Om Prakash Gupta (Son)

Founder

Shri Yatender Kumar Gupta (Grand Son)

Co-Founder



P r a y e r

“ Where the mind is without fear
And the head is held high, Where
knowledge is free, where the world
has not been broken up into
fragments by narrow domestic
walls, where words come out from
the depth of truth, Where tireless
striving stretches its arms towards
perfection, where the clear stream
of reason has not lost its way into
the dreary Desert sand of dead
habit, Where the mind is led forward
by thee, into ever widening thought
and action, Into that heaven of
freedom my father,
Let my country awake.”

– Rabindra Nath Tagore

About Us



KLG Educational society (Regd.) Saharanpur has established K.L.G. Public School on 18th April, 2004 in ever lasting memory of Late Sh. Kundan Lal Gupta. The school endeavors to provide a peaceful, pollution free and lush green campus at Sharda Nagar, Saharanpur with a hollessnic concern for better life.

Aim

The main aim of the school is to give “The total development in your ward”. So, the School ensures to provide an all round education, spiritual, moral, academic, physical, social and cultural background to make its students intelligent and useful citizens.

Our Vision

The Vision of the Education is to build a responsible younger generation with a healthy body and a well trained mind with good habits and accomplishments conducive to a full, purposeful and noble life to blossom into an integrated personality.

Our Goal

Our institution is successfully heading towards its goal of 'Man making'. It is an institution which follows the unique and noble idea of education of its

founders; as education is not merely an accumulation of information but a comprehensive training. Our School believes in harmonious balance of traditional values of India with the new values brought through the progress of science and technology according to the demand of the hour. In every sphere we have grown from strength to strength and have crossed many milestone.

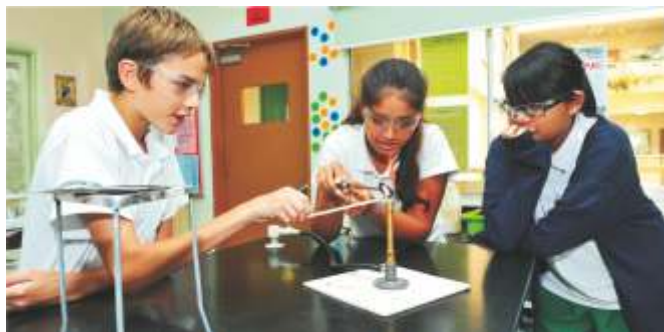
In all modesty we can say that our standard in various fields, be it academics, games & sports or cultural activities are second to none, as compared to any other school.

Our Mission

Our school has the mission of shaping the students into fearless, confident & good human beings and to make a good decision maker, users of modern technology, effective communicators and lifelong learners in a rapidly changing global community by providing challenging experiences in a safe, caring, supportive and cooperative environment and prepare them to be successful and happy in this highly competitive and challenging future global scenario.

Facilities and Resources

1. OMR
2. Maths Lab
3. Computer Lab With Wi-Fi
4. Social Science Lab
5. Junior Science Lab
6. Digital Language Lab
7. Digital Smart Classes
8. Learning Resource Centre
9. Kids Zone
10. Table Tennis
11. Vocal & Dance
12. Swings For Kids
13. Badminton Court
14. Volley Ball Court
15. Basket Ball Court
16. Yoga & Taekwondo
17. Multi Activity Hall
18. Medical Facility & Hygiene
19. Purified Drinking Water



GENERAL RULES & REGULATIONS

All students should converse only in English inside the school premises, to develop their fluency in the English language and are expected to do the same outside also.

1. Students/parents/guardians will be bound by the rules and regulations in all respects which may be modified from time to time and all matters of dispute are subjected to the final decision of the Principal/Managing Director.
2. Students should be decent, courteous and polite at all times whether they are in the class or in the school premises.
3. Students should be orderly and disciplined at the time of assembling for prayer and also at other functions.
4. Students should respect the beauty and cleanliness of the school and take utmost care to promote the same.
5. Students should address their teachers and all the members of the staff with due respects and politeness. They are expected to behave in a gentle manner. They should show respect and politeness to their companions too.
6. Students are responsible for their belongings and the school cannot be held responsible for their jewelry, books, money etc lost by them while every effort is made by the school management to reduce the loss of such articles.
7. Scribbling a books, desks and walls is strictly prohibited and liable to fines.
8. Running or playing in the school compound and shouting inside the classes are not allowed.
9. Any damage done to school property should be replaced by the pupil concerned.
10. Disobedience and misbehavior towards staff members or repeated breaking of school rules or behavior objectionable to the good tone of the school, even outside the school premises will deserve severe punishment or even dismissal if warnings are ignored.
11. There is no provision for “Re-assessment or Promotion on trial”
12. No Transfer Certificate or Leaving Certificate will be issued until all dues to the school have been paid in full, with a written application from parent or guardian.

13. Fees are to be paid in advance according to school fee schedule of each month failing which a fine of Rs. 20/- will be levied for each month.
14. This school preserved the right to increase the fees at any time of the school year, if any increment is deemed necessary.
Annual charges & monthly tuition fee will be increased annually so that increased requirements can be met out.
15. The attendance of the student must be 75% for appearing in the final examination. When attendance is taken, each student must raise and respectfully answer his/her name. No pupil is allowed to leave the classroom without the teachers permission.
16. Children are absolutely forbidden to leave the school premises without the permission of Principal, if found doing otherwise he/she would be suspended for a fortnight or more. When the school is over all the children should leave their class in silence accompanied by teachers. Children who come to school under the care of servants should not leave the school premises before the servant arrives to take them home. Pupils have to be loyal to their parents & to their school with prompt obedience & good will to do what is right & praise worthy as also sincere love for their neighbors fellow students & love for their country as and outcome of their good educational formation.
17. Students Security & Safety - No student should enter the school premises before 8:25 am in winter & 7:25 in summer because no member of teaching staff & non teaching staff is available to supervise the children. In case a child does not return home within reasonable time, the school must be contacted immediately. Parents must give instructions in writing about any medication to be given to their child during school hours. The prime responsibility of the safety of children rests with the parents after school hours and once they are outside the school premises.

Note: Private Tuition from school staff is not permitted

EVERY CHILD
MATTERS

SYSTEM OF EDUCATION, CURRICULUM AND MEDIUM OF INSTRUCTION

The medium of instruction and communication in the premises is English. Proper care is taken in the teaching of English at different levels. However there is emphasis on achieving a better standard in Hindi and Sanskrit as well. We are providing stressless education with learning by doing method. Subjects like English, Hindi, Mathematics are taught with activities and projects, learning for the science is through a hands on experience. Music and Drama not only develop the aesthetic sense but also the students overcome their inhibitions and gain confidence. An integrated program for the development of sports skill is part of computers and the teachers are encouraged to use computers both a teaching and learning tool. At present the Digiclass (Smart Class) have been installed in the school and the teaching and learning is held through Digiclass.

Education in K.L.G. is not confined to books alone. For an overall development of the students a series of Inter House Activities are organized on almost all Saturdays to bring out the hidden talent of young hearts.

CREATIVITY

To develop originality in thinking and writing through creative writing and one minute speech .

PROJECTS AND ASSIGNMENTS

Students are encouraged to take up various projects through which they can get much practical knowledge and understanding of various facts & phenomena without darkness and monotony.

ACADEMIC SESSION

The School session commences in April and finish in March next in the following schedule:

First Term - 1st April to 30th September

Second Term - 1st Oct to 31st March

HOLIDAYS

Holidays will be declared according to the school calender.

SCHEME OF EXAMINATION AND EVALUATION

1. The answer papers of the final exams are not shown .
2. In case of absence during the examination Only a Medical Certificate duly signed by a registered medical practitioner will be accepted. Students found using unfair means during any test/exams will be awarded zero marks. No re- test or re-exam will be considered. Report Card of weak students will be retained in the office of Principal. Parents are requested to come and discuss the report with the Principal within a week of the distribution of the report card, failing which the student will not be allowed to attend the school. A student who is detained twice in the same class will not be permitted to continue his/her studies in the school.

PROMOTION

Promotion to the higher class is given to the students who obtain marks/grade as follow:

Class I to V : Continuous and Comprehensive Evaluation

Class VI to VIII : 45% in each subject and 50% in aggregate

AWARDS

Scholar certificates are awarded every year to meritorious students who secure the highest Percentage in each class in the final exam. Merit and participation certificates are issued to students throughout a year for various activities and sports, competition and assembly activities at the intra class, class, inter house levels.

TALENT SEARCH PROGRAMMES

The school provides facilities for a number of Talent Search Programmes besides the academic curriculum. These activities are meant to develop communication abilities and perceptual skills apart from proper utilization of leisure. It also gives to the students an experience of fellowship and mutual-aid which are essential ingredients of a well balanced

personality. Student participation in most of these activities is compulsory.

LIST OF EXTRA CURRICULAR ACTIVITIES

1. Hand Writing Competition (English & Hindi) .
2. Essay Writing (English & Hindi).
3. Recitation (English & Hindi).
4. Debate and Elocution.
5. Public Speaking .
6. Story Telling.
7. Social Studies Model, math model, science model.
8. Science Exhibition.
9. Quiz for science and general knowledge.
10. Rangoli Competition.
11. Thermocol Modeling.
12. Drama.





ADMISSION PROCEDURE

1. Admission to the next upper classes the student has to qualify the interview, admission test.
2. Registration is no way a guarantee for admission
3. Registration fee, admission fee , monthly tuition fee once deposited is not refundable.

SUBJECT FOR ADMISSION TEST

Mathematics, English and Hindi

DOCUMENTS AT THE TIME OF ADMISSION

1. Admission form duly completed.
2. An undertaking signed by the Parent.
3. Photocopy of the original mark sheet of the last examination passed at the previous school.
4. Transfer certificate duly counter signed by the educational authority.
5. 3 passport color photographs.
6. One copy of the child's birth certificate. (Date of birth cannot be changed once admitted).

For details contacts: School office from 9:00AM to 1:00 PM.

RE-ADMISSION

Re-admission will only be done as per rules and orders of the principal, provided a seat is available then, on payment of rupees 500/- which is the school's re-admission fee plus dues if any.

AGE AT THE TIME OF ADMISSION

(1st APRIL)

CLASS YEARS

I	6 – 7
II	7 – 8
III	8 – 9
IV	9 – 10
V	10 – 11
VI	11 – 12
VII	12 – 13
VIII	13 - 14

WITHDRAWAL

A student is enrolled in the school for at least one academic year. In case of withdrawal, the Parent/guardian is advised to intimate the decision of withdrawal of his/her ward to the school in writing one month in advance. Refund of fee according to school fee refund policy.

REMOVAL OF STUDENT FROM THE SCHOOL

A student can be expelled from the school if he/she is found to be a bad conduct, disciplinary action and repeated detention in the same class.

SCHOOL UNIFORM

In Summer:

Boys: Half sleeves white shirt with grey shorts for classes Ist & IInd. Half sleeves white shirt with grey trouser for class IIIrd to VIIIth with navy blue socks & black shoes.

Girls: Half sleeves white shirt with grey skirt with navy blue socks & black shoes.

In Winter:

Boys: Full sleeves white shirt with grey trouser & with half sweater & blue blazer, navy blue socks & black shoes.

Girls: Full sleeves white shirt with grey skirt & half sleeves sweater, blue blazer with grey slacks & black shoes.

HOUSE UNIFORM

Jyoti house : Red t-shirt and white skirt/trouser, white socks with red strips and white shoes.

Pragati House : Green t-shirt and white skirt/trouser, white socks with green strips and white shoes.

Kirti House : Yellow t-shirt and white skirt/trouser, white socks with yellow strips and white shoes.

Shakti House : Blue t-shirt and white skirt/trouser,

white socks with blue strips and white shoes.

The student are expected to wear house uniform on wednesday & saturday.

HAIR STYLE BOYS

It is part of school 's dress code/uniform standard that the student attending the school should wear a "Army hair cut " hair style. The child should have a hair cut from 1st to 4th of a month.

HAIR STYLE GIRL

The girl with long hair should make two plaits or braids. The girl with short hair should have black hair band.

SCHOOL HOURS

Winter : 08:45 AM to 02:35 PM

Summer : 7:45 AM to 01:35 PM

MODE OF PAYMENT:

Deposit Slip issue by school in favor of



BIG IDEAS GRAND VISION

K.L.G PUBLIC SCHOOL, SHARDA NAGAR,
SAHARANPUR at the bank prescribed by the school

Last Date of Payment for monthly Tuition Fee: 24th.
of every month .

Late fine: Rs. 20/- per month.

GUIDELINES FOR PARENTS/GUARDIANS

- If the parents have any grievance/ suggestions to offer, they are welcome to write to the principal or to meet him in person. Timings in summer from 09.00 am. to 10.00a.m. and in winter 10:30 am to 11:30 am.
- Since parents and teachers have a common goal of bringing into children and all round development of personality, physical, mental and moral, we appeal to the parents for their full co-operation in all matters concerning the education of their children.
- Please see your child's diary everyday and help follow the Principal's/teacher's remarks and messages, and sign as a proof of it.
- Please send your child to school only if he/she is physically fit and is in a position to continue to till the classes are over.
- Please co-operate with the school authorities and staff in enforcing school rules and discipline, observing that your child studies regularly at home, comes to school regularly and timely, maintains a continuity in his/her school work and effectively takes helpful interest in the school activity.
- Parents are advised to see that good habits pertaining to studies, morality, food and health which are taught in the school are continued when children are at home.
- Student's regularity and punctuality are to be maintained. No leave is accepted without Leave application. It is mandatory for the parents to

inform about leave/absence of their ward well in advance to the school.

- See that your ward has all text books, items of stationery, craft materials etc, right in the beginning of the session.
- Ensure that all the books and notebooks are covered with the brown paper.
- Ensure that your ward comes to the school in the proper uniform with polished shoes, trimmed hair and clean nails.
- Intimate to the school in case of change in address, telephone number.
- Do not walk into the classroom or meet the teacher in the classroom. Meet the teacher only with a prior appointment through the Principal.
- Do not send money of valuable articles with the students. The school owes no responsibility, if they are lost.
- Students must be directed by their parents to maintain cordial relation with their classmates and pay respect to Teacher, Non-teaching staff and senior students.
- If a child is absent one/two days due to any reason, please mark in the dairy.
- Your ward is expected to attend class on the closing day before and also on the opening day after, each vacation and new academic session. The names of those children who fail to do so or who do not return within 3 working days of the re-opening after each vacation are liable to be automatically removed from the rolls in spite of having paid all dues , if no written application was handed in. However, if a child is to be absent for some valid reason pertaining to illness/bereavement in the family, family function, then an application should be sent to the office. In case of serious illness a medical certificate should

be attached to the application.

- Misbehavior of a parent with a teacher or School-Staff would empower the School Management with the right to strike the name of the child of the offering parent off the rolls of the school. However, if a controversy does arise at any time then matters should be sorted out in the chamber of the Principal only. For better & durable relationship moves for reconciliation will always be made by the school Management.
- The School Management reserve the right to change or amend the rule and regulation as enshrined in the School diary and the same on being notified to the parents will have to be adhered to by them.
- Please don't criticize the school or teacher in the presence of your ward. Approach the Principal, if

occasion so demands.

- Parents-teachers meeting will be organized in every month to discuss the progress and problems (if any) for the child.



" A child mis-educated is a child lost"

John. F. Kennedy

the Future is here....



K.L.G. PUBLIC SCHOOL

Sharda Nagar, Saharanpur
Ph. : 0132-2700131, 2700130

K.L.G.