

ज्ञानम् विज्ञानम् सहितम्

KNOWLEDGE  
COMPASSION



STRENGTH  
LEADERSHIP

# SANSKAR BHARTI GLOBAL SCHOOL

Affiliated to CBSE New Delhi upto 10+2 level

**Phulparas, Madhubani-847409**

*Creating*

**Knowledge**

Leaders

as

Future **Global**  
Citizens

**CODE OF CONDUCT  
@ SBGS CHARTER**



## OUR VISION

SANSKAR BHARTI GLOBAL SCHOOL, Phulparas has a setup with a vision to nurture Socially conscious BHARTIYA CITIZENS of tomorrow who will provide enlightened leadership in all walks of life, impart world class education that shall foster academic excellence, Physical fitness psychological and spiritual health, social consciousness and concern for environment in each student through our own system and practices.

## OUR MISSION

The 21st century is dominated by information and technology. Today's generation is exposed to information of titanic proportions, both in quality and quantity. At S.B.G.S., relevant technology with appropriate teaching guidance helps us separate the gold from the bronze. We hardly need to maintain that children's going through the school with master the necessary skills in number, work languages computer, sports, yoga and other activities By the time when they leave our hands they should be well adjusted and self motivated as FUTURE GLOBAL CITIZENS. In other words we try to give the child such strong roots into his culture, society, education and other activities that he/she can develop the confidence to SOAR INTO THE SKIES.

## THE FACULTY

The extremely talented term of our teachers from across the world are known as 'learning facilitators' stalwarts in their fields of knowledge, flexibility, commitment and motivational skills. They carry on innate passion. not just to teach but also to learn. Apart from the faculty members, many more management Team members have also been defined like segment incharge HoDs, Vice Principal, Academic director, Administrator and Principal who have looked after the needs of the students at every step.

*Systemic change takes time, but individual choice can be immediate. ....Jamie Arpin*



## FEATURES OF OUR HIGH QUALITY EDUCATION

### 1. More and more practice –

For each and every class, Mathematics period is of at least 1 hour. In that 1 hour teachers explain each and every Problems of the chapter in detail after explaining the underlying concepts. At first the students observe the teacher solving the questions and applying the concepts. After first interaction, the students themselves solve the Problems. This gives them immense confidence.

### 2. Development of sitting capacity –

Each period in our institute is of 45 minutes. Students get habituated for long sitting hours and are also able to focus for longer duration in the classroom. This reduces their restlessness and helps to develop calm and peaceful mind in early childhood.

### 3. Habit of Self Study –

After routine classes, students are encouraged to do Self Study. Self study is the key to success in any competitive exams. Students prepare their subjects and complete homework themselves and become responsible towards their work from early on.

### 4. Repeated Revision –

The whole syllabus is completed twice in any session. This is done to ensure that no student is left with weak concepts of any chapter. Repeated revision also gives immense confidence to students before moving to higher classes.

*Accountability means to say what you do, do what you say - Pearl Zhu*



### 5.Vocabulary –

Our institute has its own vocabulary book for English and Hindi. Students are given 5 to 10 new words everyday from the book to enrich their vocabs. This practice starts from class 3 and continues till class 6. In these 4 years, students gradually build up huge stock of vocabulary both in English and Hindi.

### 7.Practice Tests –

Tests of different chapters are conducted at regular intervals to gauge the performance of the students. If Student's performance is not found upto the mark, then that chapter is repeated by the concerned faculty member.

### 8. Special Class -

It is held in higher classes by expert faculties as well as director of the institute. Challenging subject problems are dealt in this class. This broadens the thinking limit of students and enhances the application of the concepts already taught in the class.

### 9. Spiritual & Moral Awakening -

School Conduct Morning Assembly & (Evening Assembly for Sanskarshala Students) that include Morning drills, Prayers, Speeches, Thoughts, News, Meditation, The National Anthem and more. Specially the morning assemblies are very important as they bring the whole school together at the start of the day & make students active for the rest of the day.

*Leadership is about taking responsibility, not making excuses. – Mitt Romney*





## **Some Rules & Regulations to be Followed by the Students**

- 1 Care must be taken for the school property. No student should spoil the desks, chairs or any other furniture. To write or draw on walls along with any damage to belongings is strictly prohibited. Repairing cost is subject to be paid by the student responsible for that
- 2 No book (other than textbooks or library books) Magazines, comics, picture, any type of letters etc, can be brought to the school.
- 3 Any form, verbal or physical, emotional or cyber or any means of bullying or victimization. Use of vulgarities/obscenities inappropriate language is strictly forbidden.
- 4 All should take pride in keeping the school clean. Waste paper or other rubbish is to be thrown in the basket or bins provided for.
- 5 No student can leave the classes or visit another classes in any circumstances without the permission of the teacher. It is completely prohibited.
- 6 Habitual idleness, irregular attendance, disobedience or conduct injurious to the moral tone of the school is sufficient reason for the Suspension/dismissal of the student.
- 7 Parents /Guardian are NOT allowed to visit classes or interview teachers. They are advised to see the Academic incharge or Director in the office and through him they may meet their ward/subject teachers if needed.
- 8 You may put your grievances, Complains and suggestions in the complaints register kept in the office. These are accorded with due importance and acted upon speedily.
9. At the end of each term a parents-Teacher meet (OPEN HOUSE SESSION) is organized to facilitate the parents to have one-to-one discussion with the subject teacher to know the strenghts and weakness of the student. Parents should make it convenient to attend such meets without fail.

*When you blame others, you give up your power to change. – Dr. Robert Anthony*



- 7 Students are advised not to argue with teachers. Rudeness to school staff (i.e. ignore the school staff, showing a bad attitude, etc). Defiance to school staff (i.e. challenge the school staff verbally or in action). If you differ on any point of administration/management. Feel free to move to Principal or Director through proper channel.
- 8 It is advised to all the students that English Language must be spoken at all the time within the school campus.
- 9 The principal or those authorized persons may punish a student in a manner suited to the offence, by detention after school hours, suspension or expulsion from the institution without assigning any
  - Disfiguring or damaging any school property
  - Smoking, inhalant or drug abuse.
  - Any form of gambling, Rioting / unlawful assembly.
  - Use of violence anywhere within or outside the school campus.
  - Internet related offences, Acts of vandalism etc.
10. The School uniform, only in prescribed dress code, should be immaculated & should be worn on all working day & functions. Action will be taken against students who are habitually improperly
11. The school reserves the right to administer appropriate consequences and to involve external agencies whenever deemed necessary, if a student behaves in any other way detrimental to the moral tone of the school.
12. If students go on random leave, **Leave Application and Phone call** by parents is mandatory to class teachers.

### **Code Of Conduct**

### **Things to DO @ DOs**

- 1 Listen to your teacher.
- 2 Think before speaking.
- 3 Clean up yourself.
- 4 Come to class prepared.
- 5 Raise your hand to be called upon.
- 5 Make eye contact when speaking and listening to others.
- 6 Compliment each other.
- 7 Remove your hat in class.

*It is wrong and immoral to seek to escape the consequences of one's acts. - Mahatma Gandhi*



- 8 Address your classmates and teachers with humbleness and respect.
- 9 Say "Please," "Thank you," "Excuse me," and "I'm sorry".
- 10 Find another response for displeasure besides anger.
- 11 Work diligently in class, even if you must pretend to be interested in a subject or assignment.
- 12 Talk directly to the person with whom you have a conflict, rather than to everyone else.
- 13 Remember that teachers have feeling too.

### **Things Not to DO @ DON'Ts**

- 1 Bully others.
- 2 Be physically or verbally aggressive.
- 3 Sexually harass others.
- 4 Ignore a reasonable request.
- 5 Talk when a teacher or classmate is talking.
- 6 Take another belonging or any thing without permission.
- 7 Backbite or spread rumors.
- 8 Put people down to look cool.
- 9 Interfere with each other's learning.
- 10 Act bored or fall asleep in class.
- 11 Make hurtful comments about another person's looks, abilities, background, family, ethnic heritage or sexual orientation.
- 12 Pressurize others into doing things that are mean, harmful, or illegal.
- 13 Engage in any other worst activities.
- 14 Make/ create unusual sound.

*It is not only what we do, but also what we do not do, for which we are accountable... Moliere*



## Code of Conduct for Students SANSKARSHALA

- 1 During study time all students must devote their time to academic preparation in the dorm/class.
- 2 Students must remain in their respective ward/dorm.
- 3 Wastage of food in the mess must be avoided.
- 4 No bracelets, fancy ornaments are allowed in the school premises.
- 5 Late night study is not allowed.
- 6 Formation of group or meeting / gathering in ward is strictly banned.
- 7 Making unwanted sound/noise in ward / class / gallery / washroom is strictly prohibited.
- 8 Students are not allowed to do arguments with teachers or other staff.
- 9 Any damage/loss of school/hostel property will be required to pay for the loss by the concerned students.
- 10 Sports are to be played with correct spirit of sportsmanship.
- 11 Eatables and gifts from outside are not allowed (specially wrapped goods).
- 12 Mess is operated with limited staffs so the students should wait patiently for their turn to be served.
- 13 No one can use vernacular language in the campus.
- 14 Teasing/torturing/calling by nick-name to the other students are strictly prohibited.

*Being responsible sometimes means pissing people off. -- Colin Powell*



- 15 Students should be in proper uniform as prescribed:
- |                        |   |              |
|------------------------|---|--------------|
| Wednesday and Saturday | : | House dress  |
| Thursday               | : | Civil dress  |
| Rest of the days       | : | Hostel dress |
- 16 Students are not allowed to move in the ground without prescribed dress code.
- 17 Students in the hostel must follow the daily routine and time table as per hostel Schedule.
- 18 If any student fall sick must report to MOD immediately.
- 19 Aggression or fighting and using abusive language in the class/dorm/playground will not be tolerated at any cost.
- 20 If any student violate the code of conduct he/she will be liable to punishable offence.
- 21 Good behavior and discipline is the key foundation for good education.
- 22 Without safe and secure environment effective learning and teaching cannot be possible.
23. All students are expected to make full cooperation and support to the management to run our hostel smoothly.
24. Remarks pertaining to shabby dress, haircut, improper Buttons & Collars, late coming & incomplete home task are noted in the school almanac and they should be taken care at dorm promptly.

*The bad news is time flies. The good news is you're the pilot. – Michael Altshuler*



## **Admission procedure**

The admission is done solely on the basis of an Entrance Examination conducted on the third Sunday of February date of which is updated on our website. The offer of admission is granted to the selected candidates. To enroll for the entrance test, registration has to be done through the website of School ([www.sbgsg.edu.in](http://www.sbgsg.edu.in)) or by visiting School premises in person from 1st Dec. to 31st January will be every year. Result of selected students published within a week on our website after entrance test.

## **Residential Arrangements**

All our Hostels are spacious, well ventilated and have rich interiors. Some of the boarding facilities provided by us are as follows

- 1 Large size single bed to each student.
2. Separate Chair & own study table for self study hours
- 3 Comfortable space between two beds.
- 4 Individual locker besides bed & separate cup board to keep all the belongings.
- 5 R. O. Drinking water facility in every dormitory.
- 6 Adequate number of spacious washrooms.
7. Hot & Cold water Supply.
- 8 Laundry Facility including 7 unit washing machines.
- 9 Indoor games and recreation in the auditorium.
- 10 All the sports facilities with separate ground & campus for Boys & Girls & 7 Common halls for TV Shows.
- 11 Preferably ladies warden & care takers. The warden looks after the general health, cleanliness, behaviour and manners of the students.

*Learn as if you will live forever, live like you will die tomorrow... Mahatma Gandhi*



## Withdrawal –

If a guardian wants to withdraw his ward after admission, only security deposit will be refunded after presenting the admission receipt in original. If a guardian wants to withdraw his ward during the session for any reason, he is liable to pay full charges for the full academic year from April to March.

## Removal

The management is fully empowered to remove a student on grounds of disobedience and misconduct in its opinion the student has failed to abide by the discipline of the institutions and his stay is considered to be detrimental to the interest of other students. The parents may also be asked to withdraw their ward if their ward fails to come upto the academic standard and also on the following grounds.

- 1 Leave the school / hostel premises without prior permission from the competent authority.
- 2 Grave insubordination.
- 3 Damaging of hostel belongings.

## Leave Regulations

Leave can be granted only on the following grounds after deposition candidates identity Cards.

1. Serious illness or death of near relatives.
2. A religious ceremony in which candidate's presence is necessary.
3. During candidate's illness (if it has been intimated by the school authority).

*All our dreams can come true if we have the courage to pursue them. - Walt Disney*



# SANSKARSHALA

A UNIT OF

## SANSKAR BHARTI GLOBAL SCHOOL

प्रिय अभिभावकगण,

जैसा कि आप सब जानते हैं कि विद्यालय के छात्रावास का अद्भुत विस्तार किया गया है जिसके अंतर्गत मेन स्कूल बिल्डिंग के बैक साईड **NORTH BLOCK (JR Boys)**, **SOUTH BLOCK (Sr. Boys)** और फ्रंट एडमिनिस्ट्रेटिव ऑफिस के सामने **FRONT BLOCK (Girls)** बिल्कुल सेपरेट अलग-अलग बॉर्डिंग कैम्पस और ग्राउण्ड के साथ सभी सुविधाओं से सुसज्जित है और भौगोलिक आर्थिक विसंगतियों तथा विषम परिस्थितियों के बावजूद छात्र हित में सभी सुविधाओं एवं संसाधनों को उपलब्ध करवा रही हैं। विद्यालय अपने बच्चों के आचार-विचार एवं उनके शैक्षिक भविष्य को लेकर हमेशा से सजग रही है एवं उनके सर्वांगीण विकास हेतु कृत संकल्पित है। विद्यालय के इस सफर में आप सबों का सहयोग सराहनीय एवं अपेक्षित हैं। बच्चों के भविष्य हित को ध्यान में रखते हुए, उनके सर्वांगीण विकास हेतु छात्रावास प्रबंधन के द्वारा कुछ प्रोटोकॉल्स बनाये गए हैं। विद्यालय प्रबंधन ये उम्मीद करती है कि आप सभी सजग अभिभावकगण इनका पालन सुनिश्चित करेंगे।

## CODE OF CONDUCT

1. बिना विशेष परिस्थिति साबित किये विद्यालय प्रबंधन के द्वारा घोषित अवकाश के अतिरिक्त छोटे-छोटे पर्व त्योहार पर बच्चों को छात्रावास से घर ले जाने की अनुमति नहीं दी जाएगी। अतः आप सबों से अनुरोध है कि छात्रावास प्रबंधन को इसके लिये बाध्य न करें।
2. यदा-कदा बच्चों से फोन पर बात करवाने की जिद न करे..

*We may encounter many defeats but we must not be defeated. – Maya Angelou*





बच्चों के द्वारा बात करने का समय छात्रावास प्रबंधन के द्वारा शनिवार (NURSERY to 4th) एवं रविवार (5th to 10th) निर्धारित किया गया है।

3. रैगिंग/टीजिंग/बुलिंग सख्त वर्जित है, किसी भी रूप में रैगिंग अर्थात अप्रिय शोर करना, उच्छृंखल आचरण करना, कोई ऐसा कार्य करना जिससे शारीरिक या मनोवैज्ञानिक नुकसान होता है या होने की संभावना होती है या नए विद्यार्थी के लिए शंका या शर्म या शर्मिंदा पैदा होती है चाहे शब्दों से, मौखिक या लिखित किसी ऐसे कार्य द्वारा जिसमें चिढ़ाना, गाली देना, ऐसे विद्यार्थियों पर व्यावहारिक चुटकुले खेलना या उन्हें चोट पहुँचाना शामिल है या नए विद्यार्थी को कोई कार्य करने के लिए कहना या ऐसी चीजें करना है जो सामान्य पाठ्यक्रम में ऐसा विद्यार्थी स्वेच्छा से नहीं करेंगे, ऐसा कार्य निषेध होगा। यदि कोई प्रत्यक्ष/अप्रत्यक्ष रूप से रैगिंग में शामिल या उकसाने का दोषी पाया जाता है, तो उसे विद्यालय से दंडित/निष्कासित/निलंबित किया जाएगा और रिट याचिका संख्या 656/1998 (सी) पर भारत के माननीय सर्वोच्च न्यायालय के फैसले के संदर्भ में अभियोजन के लिए भी उत्तरदायी होगा। रैगिंग एक अपराध है। कोई भी कानून से अनभिज्ञ होने का नाटक नहीं कर सकता। रैगिंग निषेध अधिनियम 1997 के तहत रैगिंग करने वालों को दंडित किया जा सकता है। रैगिंग के लिए छह महीने से 10 साल तक की जेल और रुपये 50,000/- तक का जुर्माना है। साथ ही छात्रावास परिसर में शांति बनाए रखना होगा, लाउड टॉकिंग/वॉकिंग या किसी भी प्रकार का मनोरंजक शोर-शराबा की सख्त मनाही है।
4. किसी भी रूप में नशीले पदार्थों का सेवन करना या अपने पास रखना जैसे धूम्रपान आदि दण्डनीय अपराध है। ऐसा पाये जाने पर उसे हॉस्टल के साथ-साथ विद्यालय से भी निष्कासित किया जाएगा।

*We become what we think about. — Earl Nightingale*



5. आगंतुकों / माता-पिता को सिर्फ रविवार को सुबह 9:00 बजे से शाम 4:00 बजे शाम तक के बीच केवल आगंतुक परिसर में विद्यार्थी से मिलने की अनुमति होगी। कोई भी विद्यार्थी अपने माता-पिता सहित किसी भी आगंतुक को कमरे में नहीं ले जाएगा। माता-पिता को विद्यालय प्रशासन के साथ सहयोग करने का वचन देना होगा और बुलाये जाने पर उपस्थित होना होगा। अभिभावक हर हाल में नियत समय पे हॉस्टल मैनेजमेंट से अनुमति लेकर ही बच्चों से मुलाकात करें और संभव हो तो पैरेंट्स महीने में एक बार ही अपने बच्चों से मुलाकात सुनिश्चित करें।
6. यदि कोई विद्यार्थी छात्रावास खाली करना चाहता है तो कम से कम एक महीने का नोटिस आवश्यक है। यदि विद्यार्थी बिना सूचना के छात्रावास छोड़ता है तो उसे उसकी जमा राशि वापस नहीं मिलेगी और एक महीने का शुल्क अतिरिक्त देना होगा।
7. छात्रावास शुल्क में देरी के मामले में निर्धारित मापदंड 50/- रुपये प्रति दिन के हिसाब से देय होगा।
8. छात्रावास स्टाफ की सेवा का उपयोग निजी या व्यक्तिगत कार्य के लिए नहीं किया जाएगा। छात्रावास के कर्मचारियों को नकद या वस्तु के रूप में कोई राशि / सामान नहीं दिया जाए।
9. छात्रावास में रहने वाले विद्यार्थियों के लिए छात्रावास से जुड़ी मेस में भोजन करना अनिवार्य है। विद्यार्थियों को भोजन कक्ष में ही भोजन करना है। हॉस्टल वार्डन की पूर्व अनुमति से बीमार बताए गए लोगों को छोड़कर किसी को भी हॉस्टल कमरे में भोजन की अनुमति नहीं है।
10. भोजन कक्ष के फर्नीचर, कमरे के फर्नीचर या छात्रावास के किसी भी फर्नीचर / संपत्ति या फिटिंग को खराब करना सख्त वर्जित है। यदि किसी व्यक्ति या समूह द्वारा नुकसान पहुँचाने का प्रयास किया जाता है, तो उससे / समूह से क्षतिग्रस्त संपत्ति की लागत का दोगुना मूल्य वसूल किया जाएगा। छात्रावास की संपत्ति को नुकसान पहुँचाने की बार-बार की गई हरकत के परिणाम स्वरूप छात्रावास से निष्कासन किया जाएगा।

*Today's accomplishments were yesterday's impossibilities. - Robert H. Schuller*



11. अपने सामान की सुरक्षा के लिए विद्यार्थी स्वयं व्यक्तिगत रूप से जिम्मेदार हैं। उन्हें सलाह दी जाती है कि वे अपने कमरों में बड़ी मात्रा में नकदी या कीमती सामान जैसे सोने की अंगूठी, महंगी कलाई घड़ी आदि न रखें। उन्हें अपने पर्स और किताबों, कपड़ों की भी सुरक्षा स्वयं करनी सीखनी होगी। किसी वस्तु के चोरी होने या खो जाने की स्थिति में छात्रावास के अधिकारी / विद्यालय ऐसे नुकसान के लिए जिम्मेदार नहीं होंगे।
12. कमरे में कोई न हो तो लाइट और पंखें अनिवार्य रूप से बंद करना होगा। ऐसा न पाए जाने पर विद्यार्थी के खिलाफ पहली बार चेतावनी दी जाएगी और अगर इसे फिर से दोहराया गया तो विद्यार्थी पर जुर्माना के साथ में कड़ी कार्रवाई की जाएगी।
13. विद्यालय / छात्रावास के वार्डन समय-समय पर औचक निरीक्षण करेंगे और यदि कोई उपरोक्त नियमों का उल्लंघन करता हुआ पाया गया तो उसके विरुद्ध अनुशासनात्मक कार्रवाई जैसे निष्कासन या अर्थदंड की जाएगी।
14. विद्यार्थी को वार्डन के कार्यालय में रखे उपस्थिति रजिस्टर में प्रतिदिन सायंकाल 6.00 बजे से रात्रि 7.00 बजे तक के बीच हस्ताक्षर करना चाहिए।
15. कभी भी किसी विद्यार्थी को वार्डन की पूर्व लिखित अनुमति के बिना एक कमरे से दूसरे कमरे में जाने / कमरा बदलने की अनुमति नहीं होगी और न किसी फर्नीचर को एक कमरे से दूसरे में स्थानांतरित किया जाएगा।
16. विद्यार्थी को कक्षाओं के दौरान छात्रावास में रहने की अनुमति नहीं है। जब तक कि बीमारी या किसी अन्य उचित कारण से रहने की स्थिति अपरिहार्य न हो। ऐसे मामलों में उन्हें लिखित रूप में वार्डन की अनुमति लेनी होगी।
17. छात्रावास में रहने वाले सभी विद्यार्थी को कमरे के बाहर / हॉस्टल / कारिडोर में पहनावे में मर्यादा रखनी होगी।
18. विद्यार्थी अपने कमरे, बरामदे और आस-पास के क्षेत्रों को हर समय साफ-सफाई से रखेंगे। कचरा कूड़ेदान के अलावा और कहीं न हो। हॉस्टल में यहां-वहां थूकना मना है।

*Act as if what you do makes a difference. It does. -William James*



19. छात्रावास में रह रहे बच्चों को अपने जन्म दिवस उत्सव हेतु एक दिन पहले छात्रावास प्रबंधन को सूचित करना होगा साथ ही हर हाल में शाम के समय Evening Assembly से पहले तय स्थल पर पूरा कार्यक्रम संपन्न करना होगा ताकि संध्या अध्ययन कार्य में किसी भी छात्र/छात्रा को बाधा न पहुँचे ।
20. बच्चों के द्वारा विद्यालय परिसर के सुरक्षा घेरे को चकमा देकर छात्रावास परिसर से भाग जाने और घर या कहीं पहुँच जाने की जिम्मेदारी विद्यालय प्रशासन की नहीं होगी ।
21. किसी भी हालत में बिना किसी वजह के बच्चों को विद्यालय कैलेंडर से आगे-पीछे कभी किसी अवकाश के लिए बाध्य ना करें ।
22. किसी भी हालत में बच्चों को छात्रावास रिपोर्टिंग और डिपार्चर समय सारणी सुबह 9 बजे से शाम 5 बजे के भीतर और वो भी नियमित कैलेंडर तिथि को ही सुनिश्चित करें ।
23. छात्रावास में भोजन के दौरान भोज्य-पदार्थों की क्षति की अनुमति नहीं होगी । ऐसा करते हुए पाये जाने पर उनके खिलाफ अनुशासनात्मक कार्रवाई की जा सकती है ।
24. छात्रावास प्रबंधन द्वारा निर्धारित दैनिक समय-सारणी यथा-प्रातः उठने का, स्नान करने का, पठन-पाठन सम्बन्धित कार्य का सख्ती से पालन करना होगा । इस समय-सारणी की अवहेलना करते हुए पाए जाने पर उनके विरुद्ध अनुशासनात्मक कार्रवाई की जा सकती है ।
25. छात्रों की सुविधा हेतु छात्रावास प्रबंधन द्वारा प्रदत्त-सामग्री जैसे-वॉशिंग मशीन, इलेक्ट्रिक आयरन, नल, झरना आदि का उपयोग तय मानदंडों के द्वारा बिना किसी नुकसान के करना होगा । इन सभी वस्तुओं का दुरुपयोग करते हुए पाये जाने पर अनुशासनात्मक कार्रवाई के साथ-साथ आर्थिक दंड भी देय होगा ।

*When you have a dream, you've got to grab it and never let go. — Carol Burnett*



26. पूरे कैम्पस में क्लास रुम से लेकर वाश रुम तक, लॉबी से लेकर ग्राउण्ड तक कौंसिल मीट से लेकर स्पोर्ट्स आवर तक अनुचित समूहबाजी को दण्डनीय श्रेणी में रखा गया है। साथ ही किसी भी प्रकार की Wall Tempering/ Property Damaging के लिए निर्धारित अर्थदण्ड के साथ बतौर Administrative Charge 500/- देय होगा ।
27. छात्रावास प्रबंधन द्वारा किये गए कॉल को नजरअंदाज नहीं करेंगे ।
28. अभिभावक अपने बच्चों को घर से छात्रावास भेजते समय ये सुनिश्चित कर लें कि उनका हेयर स्टाईल बेतरतीब न हो एवं सभी यूनिफार्म उनके पास हो ।
29. अभिभावक जब भी अपने बच्चों से मिलने आये तो उनका किताब, कॉपी जरूर चेक करें संतोषजनक परिणाम की प्राप्ति न होने पर संबंधित इंचार्ज को जरूर सूचित करें।
30. अगर आपके बच्चे में कोई विशेष समस्या एवं आदत हो तो छात्रावास प्रबंधन को उनके बारे में उचित जानकारी जरूर देंगे।
31. कैम्पस में बच्चों के लिए मोबाईल/इलेक्ट्रॉनिक गैजेट बिल्कुल प्रतिबंधित है।
32. DORM/WARD के अन्दर किसी भी प्रकार के आउटडोर स्पोर्ट्स एक्टिविटी की सख्त मनाही है। पूरे कैम्पस में किसी भी हाल में क्रिकेट खेलना दण्डनीय माना जाएगा।
33. संस्कार भारती ग्लोबल स्कूल एक अति उत्तम CO-ED School है परन्तु क्लास रुम और होस्टल डाईनिंग को छोड़कर पूरे कैम्पस में कहीं भी किसी भी स्थिति में किसी भी BOYS और GIRLS के बीच किसी भी प्रकार का Conversation बिल्कुल वर्जित है। विशेष परिस्थिति में सिर्फ भाई-बहन के बीच पूर्व सूचना संग तय समय पे बातें की जा सकती है।
34. गीले कपड़ों को DORM में या किसी फर्निचर में नहीं सुखाना होगा। बालकोनियों में या दी गई जगह पर ही सुखाने की अनुमति होगी ।
35. छात्रावास/विद्यालय प्रबंधन एवं शासन द्वारा समय-समय पर जारी दिशा निर्देशों का पालन करना अनिवार्य होगा ।
36. यदि आपको लगता है कि आपका बालक/बालिका किसी भी प्रकार से प्रगति नहीं कर रहा है तो तत्काल प्राचार्य से संपर्क कर अपनी शिकायत प्रस्तुत करें।

*You define your own life. Don't let other people write your script.... Oprah Winfrey*



## S.B.G.S. CHARTER

- 1 Teachers are requested to be punctual as per the timings laid out for them.
- 2 During morning assembly you must be with the students.
- 3 Cell Phone must be submitted in the principal office before the morning assembly.
- 4 The class teacher must join the children while dispersing from the morning assembly.
- 5 Stand while teaching. Take a few rounds in the class room to draw the back benchers attention.
- 6 Submit your lesson plan @ weekly plan every Monday and follow the same.
- 7 Teachers should talk in a pleasant tone in the class room always.
- 8 No mutual changes of periods to be done with other teachers.
- 9 Students in the class room should be seated in groups.  
\* Each group should have both intelligent and weak students.
- 10 Long absence of students without application or notification i.e. more than 10 days has to be brought to the notice of the Principal or the Vice-Principal.
- 11 Be self-disciplined & help to inculcate the same in the students.
- 12 Beating/slapping/any sort of corporal punishment to a student is strictly prohibited.

### Teacher's Code Of Conduct

## Things to DO @ DOs

1. Teachers must report 05 minutes before the school time and depart 05 minutes after the dispersal time/ Departure time.
2. Teachers should and must talk in English only with the teachers and to students.

*Believe you can and you're halfway there..... Theodore Roosevelt*



3. Teachers should and must be dressed decently.
  4. Any matter personal /official is to be presented by the teacher individually and not in group to the Principal / Vice Principal.
  5. Personal relations should not to be reflected in school amongst the teachers. Inter-personal relationship should be maintained among the teachers.
  6. Teachers should first listen to the authority and not argue in between but later can put forward their point of view.
  7. Any sort of damage should be reported immediately to the office as and when it occurs.
  8. Circular @ notices should be read by you before distributing to the students.
  9. Be vigilant during duties like exams, dispersal of students, morning assembly etc.
  10. Co-ordination is the essence of life so co-operation from your side is expected.
- \* **House masters will be responsible for effective morning assembly and different club activities.**

## **Things Not to DO @ DON'Ts**

1. Don't leave the class room during class period in any circumstances,
2. Use decent language in the class room and don't comment on the intelligence of a student by using abusive language like fool, idiot, stupid etc.
3. Never humiliate a student. Try to solve their problems with patience and motivate them at every step.
4. Teachers are not supposed to talk with next class teacher during a period.
5. Never gossip against school management.
6. Don't accuse students based only on suspicions.
7. Don't share personal problems in the classroom.

*Wake up determined, go to bed satisfied... Dwayne Johnson*



8. Don't share personal story / life in the classroom.
  9. Don't invade a student's privacy.
  10. Don't punish the whole class because of one student.
- \* Avoid manipulation of information/system.

## Responsibilities of Class Teacher

1. Know your students / learners.
2. Provide important information regarding Rules@Code of Behavior to students.
3. State objective of lesson while teaching a lesson.
4. Use more than one way / method to demonstrate or explain the topic.
5. Keep leave record@leave applications of the students duly signed by parents.
6. Keep record of Unit Test/Class test.
7. Keep records of Students' Co-curricular/extra-curricular activities.
8. Check Monitor Copy/diary on daily basis and take appropriate action.
9. Ensure proper seating arrangement of students in the classroom.
10. Undertake professional duties and organizational tasks as reasonable delegated by the Principal.

### Code of Behavior:-

- \* Rules of attendance
- \* DressCode
- \* Social Behavior
- \* Classroom ethics

*Try to be a rainbow in someone's cloud... Maya Angelou*





## Responsibilities of Subject Teacher

- 1 Know your students / learners.
- 2 Provide important information regarding Rules@ Code of Behavior to students.
- 3 State objective of lesson while teaching a lesson.
- 4 Use more than one way / method to demonstrate or explain the topic.
- 5 Give immediate and confident reaction to inappropriate behavior.
- 6 Give verbal / non-verbal warnings two to three times.
- 7 Redirect the inappropriate student's behavior through proper classroom management technique.
- 8 Communicate and collaborate with the class teacher once a week.
- 9 In order to maintain the classroom climate, redirect the students' attention to a new educational task.
- 10 Undertake professional duties and organizational tasks as reasonable delegated by the Principal.

### Code of Behavior:-

- \* Rules of attendance
- \* Dress Code
- \* Social Behavior
- \* Classroom ethics

## Code of Discipline

- 1 Talking in classroom – **Give a time-out.**
- 2 Late arrival in the classroom – Time-out.

*In a gentle way, you can shake the world... Mahatma Gandhi*



- 3 Sleeping in the classroom- Circumbulation of school ground.
- 4 Making noise in the classroom – Suspension from sports activities.
- 5 Fighting in the classroom – Suspension from all the extra-curricular activities.
- 6 Going to another classroom without a valid reason – Ban from all the extra-curricular activities.
- 7 Use of innuendo/sexual innuendo – Ban from all the extra-curricular activities.
- 8 Showing disrespect towards a teacher – Written notice to respective parents by Principal.
- 9 Use of profane language / unparliamentary language – Five times circumambulation of school ground.
- 10 Act of vandalism – Reasonable charge and written notice to concerned parents.

## Parents Knock (spl.)

Parents are expected to Co-Operate in the working of the school in particular by enforcing regularity and discipline by showing interest in their child's progress and by extending the fullest encouragement for the student's extra curricular activities and in order to encourage a good standard of English language must be spoken at all the time within the school campus. As a further opportunity for practice, reading, magazines, news papers and Books written in good English should be encouraged English TV channel likes Discovery, National Geographic etc. are also help-ful in developing English speaking skills. Please ensure that the ideals of punctuality, cleanliness, gentlemanliness and other aspects of Discipline are taken care of at home.

*Nobody built like you, you design yourself. ... Jay-3*



*If you have hard work to do  
Do it Now.*

*Today the skies are clear and blue,  
Tomorrow clouds may come in view,  
Yesterday is not for you  
Do it now.*

*If you have a song to sing,  
Sing it now.*

*Let the tones of gladness ring,  
Clear as song of birds in spring,  
Let each day some music bring,  
sing it now.*

*If you have some kind words to say,  
say them now,  
Tomorrow may not come your way,  
Do a kindness while you may,  
Loved ones will not always stay.  
Say them now.*

*If you have a smile to show,  
show it now.*

*Make hearts happy, roses grow,  
Let the friends around you know,  
The love you have before they go,  
show it now. - Anon.*

*Thanks & Regards*

**Dr. Vijay Ranjan**

Founder Director

**SBGS & SANSKARSHALA**

Transform Your Dream  
Into **REALITY**

## THE SANSKARIANS CHARTER

ज्ञानम् विज्ञानम् सहितम्

