

PROSPECTUS



Adam & Eve's Convent School

(An English Medium Senior Secondary School, Affiliated to C.B.S.E.)

NH-24, Vill. Dilari, Rampur Road, Moradabad-244104

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Adam & Eve's Convent School, Moradabad

We learn, We lead, We inspire

We are delighted to welcome you to Adam & Eve's Convent School, Moradabad. A+ Graded School by Central Board of Secondary Education. The prospectus contains information about key aspects of our school and we hope you find it beneficial whether you are an existing Adam & Eve's Convent School's parent, a new parent looking for the right school for your child or an educator looking for your next career move we hope you find everything you need. If you have any queries about the school, please do not hesitate to contact us.

OUR SCHOOL MOTTO:

We learn, We Lead, We inspire reflects our belief that all children are earmarked to quality education in a safe and ethical environment. We encourage excellence in academic and moral development adding new dimensions to education like

- ✓ **Competency Based Education**
- ✓ **Life Skills Education**
- ✓ **Values Education**

To ensure resounding success we ignite enthusiasm through student involvement, foster a sense of participation laying the foundation for a brighter prosperous future. We nurture the development of knowledge, understanding, creative skills, boost confidence and enable our children to develop into healthy, happy, successful and caring citizen at local, national and global level. At Adam & Eve's Convent School, we want to develop children's passion for learning and celebrate their unique experience and opportunities empowering the future generations to acquire, demonstrate, articulate and contribute to a global digital world making the children into 21st century skilled learners.

MESSAGE FROM THE MANAGEMENT:

“Acquire knowledge, and learn tranquility and dignity”.

Adam & Eve's Convent School endeavor to provide students with an opportunity and environment for multifaceted development where young minds are encouraged to outshine and develop their potential. Our focus lies on the holistic, integrated and enjoyable learning of the child. Making them learn to move into the journey of life. New reforms bring new challenges. With this perspective learning in the preparatory classes consist of flexible, multi-faceted, play-based, activity based, and inquiry-based learning comprising of alphabets, languages, numbers, counting, colors, shapes, indoor and outdoor play, logical thinking, problem-solving, drawing and painting. Our focus lies on developing social capacities, good behavior, ethics, teamwork, cognitive and psycho-motor abilities. The over arching goal will be to ensure access to high quality education.

We give our best efforts to equip our students with their sources to make the right choices in the world where knowledge expands to its full. Our strong academic thrust, embedded in values, enables our learners to become winners of tomorrow. Besides academic excellence, the school is committed to inculcate among its learners, strong ethical values of integrity, kindness, politeness, respect for the family, peers or elders, decision makers and socially responsible citizens. Excellent faculty with high academic service credentials, develop leadership skills among our young students. There is a dire need to ensure such system of education with higher order thinking skills and inculcate the development of competencies, think independently and act accordingly. The eminent faculty members share best practices and innovative strategies to enable students who play a crucial role in achieving global goals. The Capacity Building Programme equip our educators with

information empowering them to design strategies to improve students core competencies.

MESSAGE FROM THE PRINCIPAL:

Education is not learning of facts, but the training of mind to think. - Albert Einstein

Be the change maker.

Everyday brings fresh thoughts and new hopes. With this the school marches ahead with the conviction that man has to tread the space for gaining knowledge and skills as 21st century skilled learners by furthering innovation and sustainable education. Education is a fundamental asset that triggers young minds to explore infinite possibilities in the world of excellence. It is the primary factor that helps an individual to fight all challenges of the global world. We initiate to promote student enrichment activities keeping in view the new trends and demands of the fast growing digital world as new reforms bring new challenges.

At Adam & Eve's Convent School, our intent is to promote a progressive society by imparting education that becomes the first step towards empowering students to make this world a better place to live in. The school endeavor to provide students with the opportunity and environment for multifaceted development where children are encouraged to outshine and develop their potential and have a positive impact on their mindset as it is a transition towards competency - based assessments and child centric pedagogy. While academic excellence is amongst our primary concerns, we strive to imbue students with appropriate attitudes democratic, epistemic values, fair play, ethics, empathy, integrity, fortitude, politeness, kindness, perseverance and respect for all.

The need of the hour is to foster a sense of responsibility and belonging, love for nature, independent thinking and grow into integrated personalities.

Let's move ahead with the very mission and vision to join hands in hands to make a progressive society where learners need to achieve educational success. ~ Dr. Nilofar Jabin

OUR MISSION:

The tiny tots of today will be the leaders of tomorrow as tomorrow lies on their shoulders. The very mission of our school is to provide these tiny tots with the best material and spiritual means to become a successful person in their world and the world to come. May these leaders of tomorrow bring formation and we march forward with the aim of fostering an inclusive culture in the learning environment develop comprehensive and consistent , understanding provide opportunities for students to achieve excellence in learning so as to bring desirable changes in the behavior of the learners.

The Mission is strengthened through the following practices –

- Giving the young learners individualized attention and recognizing their latent talent.
- Emphasizing holistic development as we ensure a healthy balance between academic, co- curricular, and extra-curricular activities.
- Catering to the students' queries, raising the degree of inquisitiveness in them
- Imbued with creativity, passion, courage, and perseverance, learn to value and respect diversity while upholding his or her own identity.
- Our efforts will always be directed towards identifying their potential and empowering them to be dynamic, successful and responsible global citizens

OBJECTIVE AND ETHOS:

The overall objectives and ethos that we strive to achieve within our school is to create a culture that strengthens faith, promotes personal confidence - values and integrity above all else. Schools of moral excellence, is our primary objective whereby the complete personal development of our students is paramount

One of the key strengths within our schools lies in their sizes and in the homely atmosphere. Students are able to develop strong friendship with their peers, which continues well into the later stages of their adult life. The sense of community enhanced by our faculty members further nurtures the intellectual, emotional and spiritual welfare of our learners.

Great emphasis rests on providing our students with a healthy, all-round and well-balanced education in a positive environment. Academic success and excellence are seen as a consequence of good character which is what we strive to inculcate in our students.

Motivated by a team of dedicated and professional faculty, the education that we impart aims to produce a generation of mature and accountable youths to meet, the diverse national and global challenges of the present and the future. Empowered learners not only contribute to the development of the country but become active participants in the creation of a just and equitable society.

ABOUT US:

The School is A+ Graded School accredited by Central Board of Secondary Education (C.B.S.E), New Delhi up to plus 2 level and follows the curriculum recommended by CBSE and NCERT, New Delhi. English Being the First language, Hindi the second and Urdu/Sanskrit as the third language.

The School starting from class Nursery onwards marches ahead on the lines of public schools creating holistic and well-rounded individuals equipped with the key 21st century skills. The school stands ahead in their continuous learning journey inculcating in them cultural, religious, traditional and secular values making them nation builders and independent thinkers.

The School is imparting co-education from class Nursery up to Senior Secondary level and lays emphasis on imparting spiritual, moral and social education with a firm secular base so that the children may grow up as a man of character and dutiful citizens imbued with a sense of duty, develop selfless service and discipline.

The medium of instruction is strictly English. The school has a highly qualified principal, a pedagogical leader with a great faculty of talented and committed educators. A team full of enthusiasm to impart best quality education with core competencies.



ACADEMIC ACHIEVEMENTS - Striving for more...

As in previous years, the students of our school bestowed us another opportunity to be privileged by their outstanding achievements and success. With great pride and profound joy, we can once again boast that the students of Adam & Eve's Convent School have brought laurels in AISSE, AISSCE and other entrance exams like JEE MAIN, NDA and NEET.

CREATING WINNERS FOR THE GLOBAL STAGE:

As we witness change in the way school education is being shaped, we too create Critical and Creative Thinkers who are groomed to seamlessly navigate through and achieve the ever-evolving Global parameters of Education. In the new era of teaching, where the curriculum and pedagogy will be more experiential, interactive and integrated with artificial intelligence, sports, visual and performing arts, We are geared up to enable students and teachers to adopt a comprehensive approach in light of the National Education Policy (NEP) 2020. Our firm belief is that by providing our students with a tradition that perfectly combines technology and nurturing them, we will be able to gift the society true global citizens of the future. As we welcome new students to our school, it is our privilege to introduce few of our past students whose achievements have made our hearts filled with joy and pride.

CURRICULUM:

As suggested by the New Education Policy 2020, the new education system will follow a 5+3+3+4 education system where the students will spend 5 years in strengthening their foundation, 3 years in the Preparatory stage, 3 years in the Middle stage and rest 4 years in the secondary stage.

The 10+2 structure forms the base of the schooling system; a system with an exam-centric and syllabus-oriented approach. The academic structure will be according to students' age and different levels are as follows:

5 Years of Foundational Stage (Age : 3 to 8 Years)

The foundational stage will be of five years for children aged 3 to 8 and catering to pre-primary sections, class 1 and class 2. Besides, the stage will emphasize flexible, multilevel, play/activity-based learning and the curriculum and pedagogy of Early Childhood Care and Education (ECCE).

3 Years of Preparatory Stage (Age : 8 to 11 Years)

It includes classroom interactions, reading, writing, speaking, physical education, art, etc.

The Preparatory stage will be of three years for children aged 8 to 11, catering to classes 3 to 5; it will focus on activity and play-based pedagogical methods. Also, it will include interactive classroom learning to lay a solid groundwork on varied subjects. In addition, it will focus on reading, writing, speaking, physical education, art, languages, science, and mathematics.

3 Years of Middle Stage (Age : 11 to 14 Years)

The middle stage will be of three years for children aged 11 to 14, catering to classes 6 to 8 and will include an introduction to abstract subjects across different subjects. Furthermore, this stage of school education will incorporate experiential learning in science, mathematics, humanities, social science, arts etc.

4 Years of Secondary & Senior Secondary Stage (Age : 14 to 18 Years)

The final stage of the new schooling structure is the secondary stage, which will be covered in two phases: Classes 9 and 10 and 11 and 12. Furthermore, the stage will include multi disciplinary education with a focus on greater critical thinking, flexibility and choice of subjects.

Skill Development In School Education

The New National Policy Education 2020 envisions an educational ecosystem that can prepare our students for the future. NEP 2020 prompts a major takeover of unskilled job by artificial intelligence, machine learning, big data, etc. The Policy suggests building multi disciplinary abilities in student through the integration of computer science, mathematics and data science in education.

On the lines of this futuristic vision, we have already introduced Information Technology as a skill subject to develop digital skill, sets and design thinking abilities in students. The course will equip students with skills to analyze various problems and their trouble shooting. Content of the course has been designed as such to make students capable of independently working on a desktop and be able to develop applications to handle computations of small scale and record keeping.

CAREER COUNSELLING:

Information, Education & Guidance, we who help students overcome stress and guides them about the future career prospects. Apart from that, presentations by renowned career counselors put our students at the cutting edge of innovation and advancement and link them to the ever-expanding networks of learning and growth.

INFRASTRUCTURE:



School buildings, classrooms, playgrounds and libraries are the most important aspect of infrastructure in school. The class rooms are well-ventilated, well-designed, child-friendly and are well-constructed with an enriched learning environment. Well-equipped labs helps to perform lab activities more effectively. Utmost care is given to safeguard the students and top priority lies in round the clock surveillance of the campus which is covered with CCTVs. The Building is powered with 24 hours of solar electric supply.

KIDS ZONE:

Nursery and Prep classes are arranged in a manner to develop experiential learning, innovative practices, promoting joyful learning, conducive learning environment, critical thinking through books, toys, educational aids and smart classes, child centric environment make these learners grow independently.

A beautifully well designed, attractive, safe and hygienic play room is provided to learn for the tiny tots.

LABORATORIES:

There is no better way to learn the various aspects of science than discovering them hands-on. At our school Labs, we encourage to do experiments that are quite challenging, under the supervision of our educators. It helps in understanding the finer points and remembering them better. The Labs and hands-on activities helps to learn the subject matter and reinforce their understanding of complex scientific topics. Practical's hold a special significance for young learners. They are given special consideration as they are necessary to stimulate scientific attitude, creative mind, critical thinking and improve vocational skills. To boost up their interest in the subject the labs are well equipped and well-designed for strong science education. It nurtures their natural curiosity, aesthetic sense and creativity.

The physical infrastructure, storage, teaching facility, demonstration table are all provided as per the standard operating system.

Laboratories aim to create opportunities to provide students with hands on experience of laboratory experiments, to bridge the gap between theoretical concepts and their application in everyday life. Students can also learn technological and scientific skills if they participate in various laboratory exercises. The school has well equipped laboratories where practical's are given special consideration as they are necessary to stimulate creativity, curiosity and critical thinking among students.

The school has well equipped observing and experimenting laboratories of Physics, Chemistry, Biology, Mathematics and Computer Science for strong science education.

As per the NCERT Learning Outcomes at Senior Secondary Stage, the learners are expected to:

PHYSICS LABORATORY:

- Develop interest to study physics as a discipline
- Realize and appreciate the interface of physics with other disciplines



- Understand the relationship between nature and matter on scientific basis, develop positive scientific attitude, and appreciate the contribution of physics towards the improvement of quality life and human welfare.
- The learning is holistic integrated enjoyable and engaging and lays emphasis on experimental learning in all stages.

CHEMISTRY LABORATORY:



- The Chemistry lab has two wide doors for unobstructed exits from the laboratory.
- Safe and sieve storage of all equipment's.
- Careful suspension of student while doing practical work.
- Availability of First Aid and basic medical facilities in the school.
- Students are enabled to develop perception of chemistry not only as a discipline of science but let them realize the need and importance in the world around us.
- The school provides opportunities to students for hands-on learning to observe, experiment and innovate.



BIOLOGY LABORATORY:

- In the study of science, practical's are given special consideration as they are necessary to stimulate creativity, curiosity, engages students to think critically, thus boosting their interest.
- It is equipped with specimens & slides with both plants and animals and relevant charts according to the board's syllabus. All the instruments required for smooth conduct of practical is also available.
- Weekly checking of the laboratory is done by efficient science faculty members.

MATHEMATICS LABORATORY:

We have a well-equipped Mathematics Laboratory that motivates the students and creates an environment to learn mathematics. Mathematics has to be learned by doing and not by rote memorization. Therefore a suitable place for performing activities has been provided to the learners as a child is placed in a problem-solving situation through self-exploration and discovery.

A Mathematics lab provides an opportunity to exhibit the relatedness of mathematics concepts with everyday life. The lab enables the students to verify various identities and formulae used in Algebra, 3-D models of solid figures, abstract mathematical concepts.



COMPUTER SCIENCE LABORATORY:

- We have well-designed two computer laboratories for both the senior and junior wing.
- Computer Literacy has become an integral part of today's education system as it adds-on-knowledge
- Lab activities develop practical skills
- Application of IT tools make them techno savvy.

Junior wing - Latest version 20 Computers, CPU for Nursery to V.

Senior wing - Latest version 20 Computers, CPU for VI to XII.

In today's digital era, where technology dominates our lives the school has all the facilities of windows, internet, multimedia for its children which is easily accessed to cater to the needs of the technological era. The computers are connected to centralized data centre. The students are given laboratory facilities for practical's assessments.

- Global Computer Networks.
- Course wise timetables and batches are made available.
- Supervision and monitoring is done by expert laboratory In-charges who are technocrats.

- Competency-based assessments and diagnostic tests are conducted for developmental purpose.

LIBRARY:

Library plays half fundamental role in learning process and holistic development of students. The wide variety of books including fiction and nonfiction in different languages is a mode of enhancing reading habit among the students and providing them with an effective leisure.

The humongous amount of reference books, Encyclopedias and Dictionaries help the keen readers to satisfy their quest and rejoice the process of learning.

The school has well-documented library policy document that covers, Library Rules, Weeding, discarding policy, vast collection of books that brings transparency in library operations.



AUDIO VISUAL ROOM:

Interactive learning sessions are held in the audio visual room which is well equipped with a LCD and a large screen, a wide screen television DVD players, CDS on different subjects for different classes. It is a place where the students of all classes experience learning in an effective way. New teaching techniques are used. PowerPoint presentation and slide shows enhance learning.

SCHOOL INFIRMARY:



The School Infirmary is looked after by a qualified nurse. Medical check-ups of students are regularly carried out and a record is maintained. Their physical progress is being watched by qualified doctors from time to time.

SCHOOL SESSION:

The academic session of the school starts from First week of April every year and is divided into two Terms.

SPORTS AND GAMES AND EXTRA CURRICULUM

ACTIVITIES:

Sports is not peripheral but integral to studies. We also understand that each child has a unique ability and liking for a particular sport. This is why we encourage each child to find their own niche towards realizing their passion. Ensuring the physical health of our students produces better academic and emotional results with more confident students, who are prepared to face the world. The priority is reflected in the number of trainers and facilities our school has provided.

The school has latest sports facilities of both indoor and outdoor games for all age groups. It has a sports field with grassy track. The sports in school education are not just limited to physical activities as children today choose sports as their career. It has become equally essential as academic values. National Education Policy (NEP) 2020 gives special attention to sports-integrated learning for students to adopt fitness as a lifelong attitude as envisaged in the Fit India Movement.



The School encourages students to participate in games and sports like Basketball, Kho-kho, Volleyball,

Handball, Skating, Badminton, Kabaddi, Judo, Races, Chess, Yoga, Rope, Skipping, Table Tennis, Martial Art, Taekwondo, etc. It has all the latest facilities with dedicated technical sports staff. In today's world, it is imperative that the students are trained not just in academics, they alone need to be prepared holistically. Our students participated in several Inter-House Competitions, Inter-District Competitions, Inter-school Competitions and outshone others and added fame to our name.

HOUSE SYSTEM:

The School is divided into 4 House, namely Azad, Nehru, Tagore & Iqbal. Each House is under the charge of House Master/ House Mistress and its own House Captain and prefect who are responsible for the tone of discipline in that House co-curricular activities. All the school activities are held on Inter-House basis. The House loyalties are very strong in students. The Chairman's Cock-House Trophy is awarded to the best all round houses, each year. Training in games & sports, music and literature are provided. Hobby club includes activities like-Knitting & Needle work, Paper-Folding, Cutting and Pasting, Painting, Clay Modeling, Photography, Electronics etc.

Azad House – Red
Nehru house – Yellow
Tagore House – Green
Iqbal House – Blue



STUDENTS PARTICIPATIONS:

Social leadership and responsibility are best learnt through active participation. Every child has unique leadership qualities that needs to be nurtured. Therefore, the self-confidence is being developed among the young minds under the guidance and supervision of exceptionally talented educators. The spirit of leadership is developed by assigning responsibilities on the young shoulders through active participation. These enthusiastic learners maintain the school decorum by sharing their assigned tasks.

There are School Captains, School Prefects, House Captains, House Prefects, Transport Monitors and Class Monitors, Health Club Secretary & Eco Club Secretary, Manak Clubs. The selection of the in-charges are done through nomination by the Principal and the concerned House Master/House Mistress.

INVESTITURE CEREMONY:

Imbibing the spirit of leadership this ceremony awards badges to the future leaders, who are then expected to continue the leadership legacy. Every year, the Student Council is formed and given new duties and tasks to carry out, in order to keep the institution's flag flying high.

TRANSPORT FACILITY:

We take ample care in ensuring a safe ride to school and back home for every child. A fleet of yellow bus service with GPS tracking system, CCTV facilities and concerned personnel is provided so that students can travel comfortably in a safe environment.

SYSTEM OF AWARDS:

The School has various awards for students in School, which are as follows:

1. Gold Medal for students securing the highest percentage in the Board.
2. Proficiency prize for academics, sports and other activities given to the best student of the school
3. Gold Medal for the best all-rounder student of each class.
4. Gold Medal for the students securing First Rank in each class.
5. Silver Medal for the students securing Second Rank in each section.
6. Bronze Medal for the students securing Third Rank in each section.

7. Cock-House Trophy for the house securing the highest points in the year.

SCHOOL UNIFORM:

FOR BOYS:

- 1) White Plain Terri cot (67%-33%) Shirt with tie collar, (Half sleeves in summer & full in winter).
- 2) Grey Terri cot Shorts (not more than 2 inches) above the knee in summer & Pants in winter. (for classes upto IV)
- 3) Grey Terri cot pants for Boys from class V onward.
- 4) Black leather shoes with laces (Bata) medium toe.
- 5) Grey Socks (as per school pattern).
- 6) Necktie (as per school pattern).
- 7) Belt with school Monogram for all students.
- 8) Gray half 'V' necked sleeveless sweater (in winter as per school pattern)
- 9) Maroon Blazer (Single Breast) with school Badge (in winter)
- 10) Maroon Patka for Sikh Boys.
- 11) Maroon Plain or self-designed scarf (if required).

FOR GIRLS:

- 1) For Classes upto Class V White Terricot Tie collar shirt, to be worn with Gray Terri cot Tunic and Gray Socks (as per school pattern).
- 2) For Class VI onward Grey Terri cot Shirts, White Shalwar and White Dupatta and Grey Socks (as per school pattern)
- 3) Black leather shoes with laces (Bata) for all students.
- 4) Belt with school Monogram for all students.
- 5) Maroon Blazer (Single Breast) with school Badge (in winter).
- 6) Plain or self-designed Maroon Scarf (if required).
- 7) Necktie upto Class V (as per school pattern).
- 8) Gray half 'V' necked sleeveless sweater (in winter as per school pattern)

P.T. UNIFORM:

FOR BOYS:

Half Sleeved House Shirt (as per school pattern). White Shorts (not more than 2 inches above the knees) in summer and pants in winter.

FOR GIRLS:

For classes Nursery to V: Half sleeved House Shirt (as per school pattern) with white Pant.
For classes VI ONWARDS: White Shirt and White Shalwar with House Coloured Dupatta.

ENTIRELY WHITE CANVAS SHOES FOR BOYS AND GIRLS BOTH.

NOTE:-School uniform is compulsory. Parents are requested to ensure that their children are neat & tidy in full school uniform when they come to school.

CODE OF CONDUCT FOR STUDENTS:

- a. Our students should be polite and disciplined wherever they go. They should always remember that the school is judged by the conduct of its students. They should greet all the teachers whenever and wherever they meet them. Bullying, use of foul language and vulgar behaviour will lead to strict action.
- b. They should take good care of their health and keep themselves physically fit and strong.
- c. They should never be cruel and should know that cruelty is the trait of a bully while kindness is the mark of a gentleman.
- d. They should always accept and complete whatever work is assigned to them.

- e. They should face difficulties courageously and confidently.
- f. They should always be ready to lend a helping hand at home to their parents, brothers and sisters; in school to teachers, companions and any unattended visitor whom they happen to meet in the school premises.
- g. They should never cheat, be unfair, steal from others or borrow others' belonging without taking permission.
- h. They should stand when any teacher or visitor enters the classroom.
- i. They should respect the aesthetics of the classroom and of the school premises and report any damage caused, to the teachers.
- j. They should respect the liberty and rights of others.
- k. Instead of lamenting and grumbling over the evils of the world they should try to contribute their share in making the world a better place to live in.
- l. They should look upon people from all parts of the world and all walks of life as their brethren irrespective of their caste, colour and creed.
- m. They should not waste their time in idle gossip.
- n. They should take pride in wearing their school uniform. They should not wear the school uniform in any public place, without prior permission.
- o. Throwing things outside the window, physically hurting anyone inside the classroom, in the corridor or outside the school, throwing any object at anyone is strictly forbidden.
- p. Hair must be regularly trimmed. It must not cover the forehead or touch the collar. Girls must tie their hair in neat ponytails or plaits.
- q. Blazer is a part of the winter uniform and must be worn.
- r. The Diary and school identity card must be brought every day.
- s. Students must not litter classrooms, subject rooms, laboratories and corridors.
- t. Students need to take permission in writing to carry a camera to photograph the school activity in or outside school. They are not allowed to upload any such photograph (On the social media) any student indulging in such an activity on the social media will face disciplinary action.

MANDATORY ATTENDANCE REQUIREMENT:

Schools are not only meant for imparting subject knowledge to their students. During Schooling, Student's overall development is ensured by way of extracurricular activities, peer learning, character building, inculcation of values, collaboration, respecting diversity and inclusion, respectful interactions, teamwork and so on. Overall schools play a vital role in shaping well-rounded individuals.

Regular attendance in school is therefore important as student's presence in the school contributes to a student's academic success, personal development and overall well-being. If the students do not attend school, their all-round development will be hampered

- A) *Accordingly the board has prescribed mandatory at least 75% attendance for appearing in the examinations, 25% relaxation is given in attendance considering in emergencies faced by the students and their families.*
- B) *In case attendance falls short, for any reason, the competent authority may take punitive action against such students, as may deemed fit, including termination of admission.*
- C) *At least 75% attendance is compulsory for all students failing which he/she may not be eligible for promotion and may not be allowed to appear in the examinations.*
- D) *Repeated absence without leave or in-explained absence for more than 10 consecutive days may render the student liable to have his/her name struck off the rolls. Re-admission may be granted only on the payment of fresh re-admission fee, at the discretion of the Principal/Headmistress.*
- E) *No leave of absence is granted except on an application from parents or guardians for plausible reasons only.*

In case of shortage of attendance, Parents/Guardians shall be required to procure following

documents from them and submit it to the school for considering condonation of shortage of attendances:

S.No	Valid Reason For Condonation of Shortage of Attendance	Mandatory Documents
1.	Prolonged illness	1. Request (s) from the parent 2. Medical Certificate (s) for the period of absence from Government Doctor 3. All medical reports, X-rays, etc
2.	Loss of father/mother or some other such incident leading to his/her absence from the school and meriting special consideration	1. Request from the parent 2. Death Certificate issued by the concerned Authority
3.	Any other reason for similar serious nature	1. Request from the parent 2. Certificate issued by concerned Authority supporting the nature of the reason.
4.	Authorized participation in Sports at the National level organized by CBSE / SGFI.	1. Request from the parent 2. Certificate issued by concerned Authority
5.	Authorized participation in Sports at National/ International level organized by recognized Federations	1. Request from the parent 2. Recommendation letter from Sports Authority of India

ADMISSION PROCEDURE:

Based on the admission test and other criteria, the school reserves the right to admit students who are found fit for admission. In all matters related to admission, the management's decision will be final.

Candidate seeking admission in Classes Nursery to K.G appears for Recognition Test whereas Class I to IX & X appear for a written test and Interaction which is held to assess the subject knowledge, confidence, language, enthusiasm and emotional responses of the children.

The Age limits for seeking admission in different class are as under:

Class & Age Limit	
Nursery (Bal Vatika 1) :- 3+	5 th :- 10+
Prep (Bal Vatika 2) :- 4+	6 th :- 11+
K.G (Bal Vatika 3) :- 5+	7 th :- 12+
1 st :- 6+	8 th :- 13+
2 nd :- 7+	9 th :- 14+
3 rd :- 8+	11 th :- 16+
4 th :- 9+	

ADMISSION RULES:

- Age criteria should be strictly adhered to. If the child's age does not match the age criteria of the class you cannot proceed further. Please check the age criteria provided above for selection of class.
- Registration does not imply admission, which is subject to assessment procedure and availability of seats.
- Application must be complete and information mentioned in the Registration Form should be true. In case of any discrepancy, management holds the right to cancel the Registration Form as well as the admission of the child.
- Admission is subject to all the information provided being true and accurate, including that in Birth Certificate, Transfer Certificate and other documents.
- Admission may be cancelled if any discrepancies are found in the details submitted by parents at the time of admission.

6. Fees once paid at the time of admission is non refundable
7. The Management reserves the right to have the last word in all matters related to admission.

The school notifies the date for Registration / Admission every year. The Prospectus will be available at the school office against the payment of Rs. 500/-

Following are the requirements for admission:

- 1) Birth Certificate or Transfer Certificate of student attested by parents / guardians, as applicable.
- 2) Self Attested Copy of the Aadhaar Card of Student, Father, Mother or Guardian.
- 3) Self Attested Copy of PAN of Father, Mother & Student.
- 4) Previous report card or marksheet of student.
- 5) A Medical Fitness Certificate from a qualified and Registered Medical Practitioner.
- 6) Four latest coloured passport size photograph of student (not later than one month).
- 7) Two Group Photo of Parent & Child (2 x 3.5 inches) (not later than one month).
- 8) Community Certificate (Only in case of SC/ST/OBC.)
- 9) Single Girl Child Affidavit (Only in case of Single Girl Child).
- 10) Undertaking for Seeking Admission.
- 11) Deposit of school fees etc.

NOTE: Until the above formalities are completed the student's admission will be considered provisional and he/she will not be eligible to appear for examinations.

MODE OF PAYMENT:

- 1) Fee should be remitted, Quarterly, at the school counter by cheque / online in school's bank account number in favour of Adam & Eve's Convent School or from 1st to 15th of the first quarter of each installment.
- 2) After 16th fee has to be paid with late fee of Rs.5/ per day. If dues are not paid up to the last day of the month the student's name will be removed from the rolls without any notice and he/she may only be allowed to sit in the class after the payment of Re-admission fee of Rs.500/-
- 3) Fee book will be issued at the time of admission, which presents plan of the fee for the full year
- 4) No student will be allowed to sit for the Exam, unless all dues have been paid up to date.

Below are the details of School's Bank A/c

Account No. : 155501000010653
 Bank : Indian Overseas Bank
 IFSC Code : IOBA0001555
 Branch : Lajpat Nagar, Moradabad

FEE RULES:

1. The School fee is payable in four installments in the month of April, July, October & January; before 15th April, 15th July, 15th October & 15th January.
2. Fee can be deposited to the Account office of the school only through Account Payee Cheque / DD / Online bank transfer in favour of the school as mentioned on the slip. No Partial payment will be entertained, and no fee in cash will be accepted.
3. No out station cheques are acceptable.
4. If a cheque is bounced Rs. 250/- shall be charged as bank penalty.
5. A fine of Rs. 5/- per day will be charged as late fees up to a maximum period of 15 days from the last due date which is mentioned on the fee slip and thereafter the name of the student will be struck off from the roll.
6. In case the last date of the payment happens to be a Holiday, next day will be treated as last day of the payment.

7. In case the name being struck off, a student can be re-admitted only after the prior permission from the Principal and on the payment of Re-admission fee of Rs. 500/-
8. A concession of 5% on Composite Annual fee will be given, if the fee is deposited half yearly, in the month of April (up to September) and in the month of October (up to March).
9. A concession of 10% on Composite Annual fee will be given, if the fee is deposited annually, in the month of April (up to March).
10. A Sibling concession Rs. 7200/- (Annually in 4 installment equally) will be given to one child only if 3 real siblings are studying in the school.

NOTE: Concessions will be withdrawn if the fee is not deposited on time

WITHDRAWAL:

- 1) In case of seeking withdrawal, a written notice by the parents, submitted at least 90 days (3 months) in advance must be given in the office otherwise fee shall be charged for the quarter.
- 2) Transfer certificate will be issued only after obtaining a no dues certificate from different In-charges in school and depositing a fee of Rs. 200/-.
- 3) The Transfer Certificate is issued after 10 days from the date of receipt of the Application.
- 4) The Caution Money not claimed up to three (3) years from the date of notice of withdrawal, will be forfeited.

SUSPENSION / DISMISSAL:

- A student may be detained / suspended / barred from examinations or tests / dismissed from the school at the discretion of the Principal / Headmistress under the following grounds.
- Disciplinary
- Unsatisfactory progress in work
- Detention or repeated detention in a class.
- A child failing twice in the same class will not be permitted to continue his/her studies in the school.
- Any other ground that the Principal/Headmistress deems necessary/ appropriate in the interest of the school and its students.

GENERAL RULES:

1. Parents are expected to co-operate with the school in its attempt to help their children progress by paying attention to their attendance, punctuality and discipline and to take interest in their child's work. They should check the diary every day and note the instructions given. They are advised to check the bags of their wards to see if any circular/notice/invitation etc. has been issued. Parents are also requested to acknowledge the communication sheet in the school diary by signing.
2. Parents/Guardians are requested not to approach the teachers for private tuition of their wards. If any student is found guilty of doing so, then strict action will be taken against both the parties. The teacher and the student might be asked to leave school. If any kind of help is required, then the parents / guardians are requested to get in touch with the Principal and assistance may be considered as per the convenience of the school and / or the teacher.
3. All communications with school should bear the scholar no., class & section of the student.
4. The students are strictly advised not to bring costly items to school like electronic gadgets, gold, jewelry and excessive cash with them. The school does not hold any responsibility for the loss of such articles or cash.
5. Parents are requested to keep a proper check on the belongings of the student. In case of any objectionable thing is found with them, strict disciplinary action can be taken.
6. Use of mobile phones is highly restricted inside the school premises and the students are not allowed to

- bring Mobile phone with them.
7. All belongings of the students should bear their name, class & scholar no.
 8. The school management reserves the right to waive off any of the rules contained in the Prospectus without assigning any reason or any prior notice.
 9. The interpretation of any rules contained herein, as well as any amendment to it, rests, solely, with the school management, whose interpretation shall be final and binding and are liable to alternation without prior notice.
 10. Parents who do not abide by the rules and regulations of the school as agreed at the time of admission may have to withdraw their wards.
 11. Fee once paid, neither, be refunded nor transferred to any other account.
 12. The Security / Caution money will be refunded on production of original receipt (See withdrawal also).
 13. Every endeavor will be made to ensure the safety and welfare of the children. However, the school shall not be held responsible for claims arising out of physical injury and material loss due to accidents.
 14. The parents / guardians are not allowed to see students or interview teachers during class hours without permission of the principal.
 15. Use of profane words, insulting language or immoral behavior will be considered a serious offence that can amount to the student's expulsion from the school.
 16. No parent shall offer any gift or gratification to any member of staff. Parties to any member of the staff or other functions arranged in their honour require prior permission of the management.
 17. School property should be handled with care. Any damage done will render the students liable for the recovery of damages. Besides a fine of negligence will be imposed.
 18. A student may be expelled from the school due to irregular attendance, misbehavior, and disobedience or on using unfair means in examinations.
 19. P.T.M. (Parents Teachers Meeting) is arranged by the school, time to time. Dates of which are notified accordingly. The parents are requested to attend these meetings for fruitful interaction, which are indispensable for the proper education and progress of their child.
 20. The students are advised to report in full uniform to school. Anybody found untidy or reporting late shall be sent back home.

LEGAL JURISDICTIONS:

For all disputes, the legal jurisdictions will be Moradabad courts only.

SCHOOL REPRESENTS AN IMPORTANT LEARNING EXPERIENCE
WHICH TEACHES US SELF-CONFIDENCE, MOTIVATION,
AND THE WILL TO ALWAYS GIVE OUR BEST.
SCHOOL BLESSES US WITH FRIENDS, MANY OF WHOM REMAIN
WITH US FOR THE REST OF OUR LIFE.
BUT MOST OF ALL, SCHOOL PREPARES US FOR
THE LIFE AHEAD BEYOND SCHOOL-LIFE



*Students
in different
Moods*

