



## ARMY PUBLIC SCHOOL DHAULA KUAN

CBSE AFFILIATION No. 2780003

### ALMANAC 2024-2025

Name \_\_\_\_\_

Class/Section \_\_\_\_\_ Roll No. \_\_\_\_\_

House \_\_\_\_\_ Adm. No. \_\_\_\_\_

CONTACT No. 011-25693131  
EMAIL : [apsdk@awesindia.edu.in](mailto:apsdk@awesindia.edu.in)  
WEBSITE : [www.apsdk.com](http://www.apsdk.com)



# ARMY PUBLIC SCHOOL

## TIME TABLE

Students are required to fill the time-table with pencil only.

Days	Period I	II	III	IV	RECESS					V	VI	VII	VIII	IX
Monday														
Tuesday														
Wednesday														
Thursday														
Fri														
Sat														



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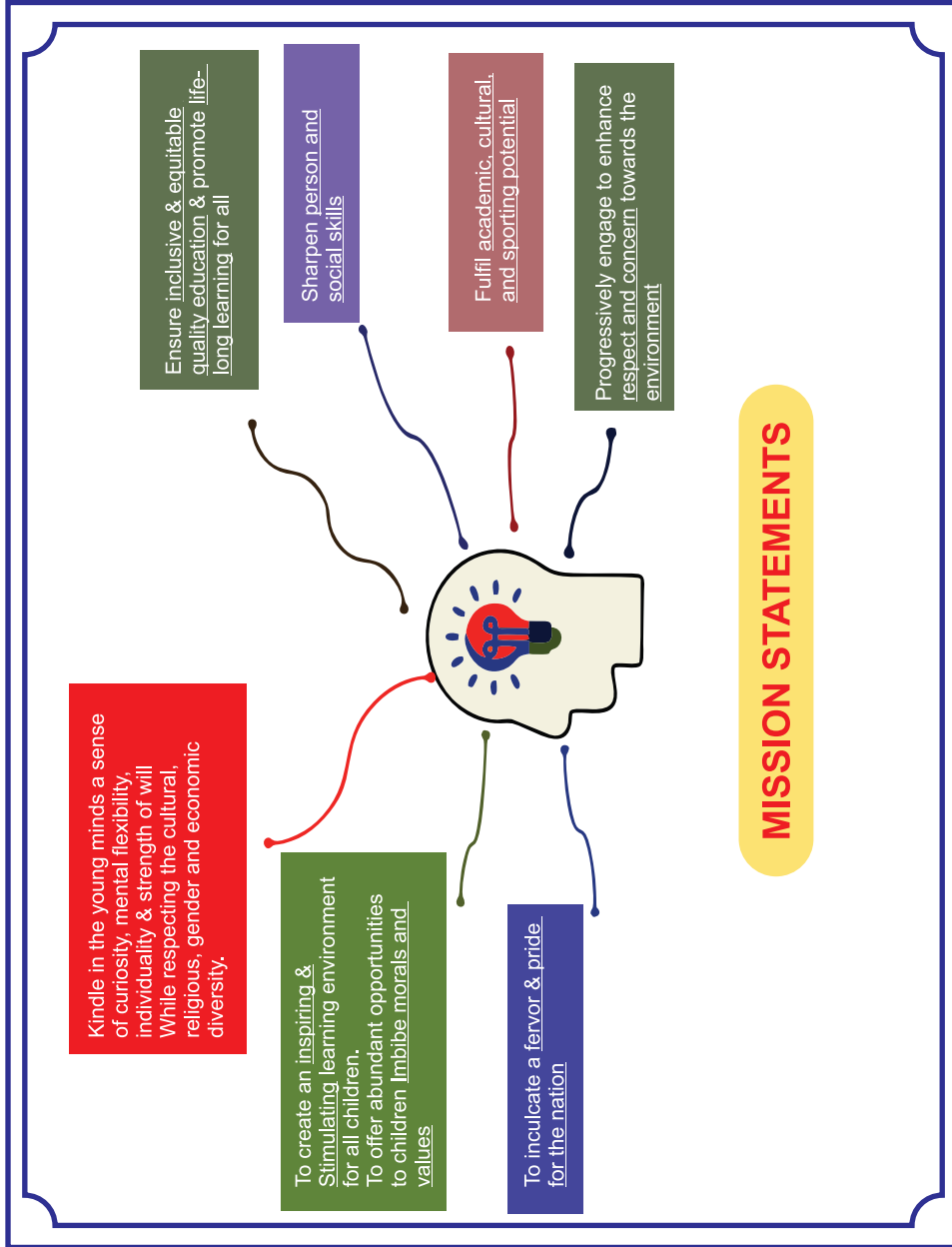
# ARMY PUBLIC SCHOOL

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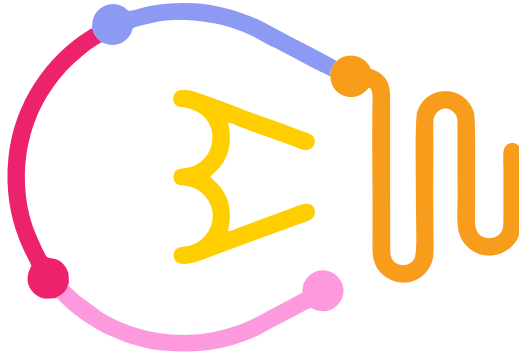
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Monday														
Tuesday														
Wednesday														
Thursday														
Fri														
Sat														

## APS DK : MISSION





# ARMY PUBLIC SCHOOL



*We are dedicated to a continuing tradition of excellence in an ever-changing world. Within a safe and supportive environment, we provide relevant, high-quality education and prepare our diverse student body for future endeavors. We honour achievement and promote pride in, ourselves, in our school, and in our nation.*

Understanding and celebrating diversity & uniqueness; being inclusive; getting along; working together; being thoughtful and caring; showing consideration for school environment, making good choices; being tolerant; fair, kind; generous, honest and loyal, respecting school rules

Demonstration of ownership for actions; academic integrity and honesty; respectful communication with peers & staff; identification, development & implementation of a plan to achieve their educational goals

Using imagination and critical thinking to create new and meaningful forms of ideas; ability to take risks, be independent and flexible. Instead of being taught to reiterate what was learned, students learn to develop their ability to find various solutions to a problem

Respecting the nation, the people living within its boundaries and every aspect that builds our country; making an effort to give back to school, society & the country



RESPECT



RESPONSIBILITY



CREATIVITY



PATRIOTISM





# ARMY PUBLIC SCHOOL

## STUDENT PARTICULARS

(To be filled in by the parents in block letters)

Adm No. \_\_\_\_\_

PEN No. \_\_\_\_\_

Photo

Full Name \_\_\_\_\_

Class \_\_\_\_\_ Sec \_\_\_\_\_ Roll No. \_\_\_\_\_

Date of Birth \_\_\_\_\_ Blood Group \_\_\_\_\_

Aadhar card No. \_\_\_\_\_

Medical History \_\_\_\_\_

Blood Group \_\_\_\_\_ Allergy to specific drug \_\_\_\_\_

Mother's Name \_\_\_\_\_

Occupation \_\_\_\_\_

Office Address & Phone No. (If working) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Father's Name & Rank \_\_\_\_\_

Category \_\_\_\_\_ Occupation \_\_\_\_\_

Office Address and Phone No. \_\_\_\_\_

Email Address \_\_\_\_\_

Home address \_\_\_\_\_

Phone No. \_\_\_\_\_

Date of Joining \_\_\_\_\_

Fee Group \_\_\_\_\_

In Emergency contact Mr/Mrs. \_\_\_\_\_

Tel. No. \_\_\_\_\_

Name and class of Brother/Sister studying in this school

Name \_\_\_\_\_ Class \_\_\_\_\_ Sec \_\_\_\_\_

Name \_\_\_\_\_ Class \_\_\_\_\_ Sec \_\_\_\_\_

Means of Transportation

Army/Private Van/ Bus/ \_\_\_\_\_ Stop \_\_\_\_\_

Specimen signature of Parents/Guardian who are responsible for signing the Test Note Book, Report Card and Other Correspondence related to the school.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Relation with the Child \_\_\_\_\_

\* In category please mention whether Officer, OR, JCO, BSF, GREF, ITBP, CRPF, CIV Any change in the above should be intimated to the school office.



# ARMY PUBLIC SCHOOL



Office copy

## STUDENT PARTICULARS

Adm No. \_\_\_\_\_ PEN No. \_\_\_\_\_

Full Name \_\_\_\_\_

Class \_\_\_\_\_ Sec \_\_\_\_\_ Roll No. \_\_\_\_\_

Date of Birth \_\_\_\_\_ Blood Group \_\_\_\_\_

Aadhar card No. \_\_\_\_\_

Medical History \_\_\_\_\_

Blood Group \_\_\_\_\_ Allergy to specific drug \_\_\_\_\_

Mother's Name \_\_\_\_\_

Occupation \_\_\_\_\_

Office Address & Phone No. \_\_\_\_\_

E-mail Address \_\_\_\_\_

Father's Name & Rank \_\_\_\_\_

Category \_\_\_\_\_ Occupation \_\_\_\_\_

Office Address and Phone No. \_\_\_\_\_

\_\_\_\_\_

Email Address \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_ Phone No. \_\_\_\_\_

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_____	_____	_____
_____	_____	_____

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# ARMY PUBLIC SCHOOL

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Date of Birth \_\_\_\_\_ Blood Group \_\_\_\_\_

Aadhar card No. \_\_\_\_\_

Medical History \_\_\_\_\_

Blood Group \_\_\_\_\_ Allergy to specific drug \_\_\_\_\_

Mother's Name \_\_\_\_\_

Occupation \_\_\_\_\_

Office Address & Phone No. \_\_\_\_\_

E-mail Address \_\_\_\_\_

Father's Name & Rank \_\_\_\_\_

Category \_\_\_\_\_ Occupation \_\_\_\_\_

Office Address and Phone No. \_\_\_\_\_

Email Address \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_ Phone No. \_\_\_\_\_

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Name \_\_\_\_\_ Signature \_\_\_\_\_ Relation with the Child \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## MEDICAL EMERGENCIES OF THE STUDENTS

Student's Photograph

### UNDERTAKING BY PARENTS

(FOR ANY CHRONIC MEDICAL CONDITION FOR THEIR WARD)

1. Name of the Student \_\_\_\_\_
2. Gender (M/F) \_\_\_\_\_
3. Class/Sec \_\_\_\_\_ Date of Birth \_\_\_\_\_ Blood Group \_\_\_\_\_
4. Height \_\_\_\_\_ Weight \_\_\_\_\_
5. Parent's Names : Father \_\_\_\_\_  
Mother \_\_\_\_\_
6. Contact Numbers of Parents: Father \_\_\_\_\_  
Mother \_\_\_\_\_
7. Residential Address : \_\_\_\_\_
8. Any chronic medical condition the child is suffering from: Yes/No
9. If 'Yes', specify: Allergies/Asthma/Diabetes/Epilepsy/Heart Problem/Recurring illness/Mental illness/  
Any other \_\_\_\_\_
- a) Mention the name of chronic medical condition \_\_\_\_\_
- b) Mention the emergency that can occur due to child's medical condition  
\_\_\_\_\_
- c) First Aid steps the school needs to follow in an emergency  
\_\_\_\_\_
- d) The medicines / inhaler/any medical item, along with the details (if any), which needs to be given to the child in school in case of an emergency \_\_\_\_\_
- e) Child is allergic the following medicines/food items \_\_\_\_\_

I am attaching the Doctor's document mentioning the condition of my ward, the kind of emergencies that can occur, steps the school needs to follow in case of a medical emergency and if child is allergic to a medicine or food item. The emergency medicine/ medical reports/ medical equipment have been handed over to the class teacher. I shall meet the school nurse to discuss my child's medical emergencies. I give the undertaking that all above mentioned safety norms for medical condition of my ward, have been incorporated.

Signature : Father \_\_\_\_\_ Mother \_\_\_\_\_ Date \_\_\_\_\_



# ARMY PUBLIC SCHOOL



## MEDICAL HISTORY OF THE CHILD

### TEACHER'S COPY

(For MI Room)

Name \_\_\_\_\_

Class \_\_\_\_\_ Sec/Sec \_\_\_\_\_ Admn No. \_\_\_\_\_

Medical Ailments \_\_\_\_\_

Specific disease suffered in the past (if any) \_\_\_\_\_

\_\_\_\_\_

Operation undergone in the past (in any) \_\_\_\_\_

\_\_\_\_\_

Ailments (if any) \_\_\_\_\_

\_\_\_\_\_

Chronic Ailments \_\_\_\_\_

\_\_\_\_\_

Please specify emergency dos and don'ts and medication required \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# ARMY PUBLIC SCHOOL

## राष्ट्रीय गान

### राष्ट्र गान

जन गण मन अधिनायक जय हे,  
भारत भाग्य विधाता ।  
पंजाब सिन्ध गुजरात मराठा  
द्राविड़ उत्कल बंग ।  
विन्ध्य हिमाचल यमुना गंगा,  
उच्छल जलधि-तरंग ।  
तव शुभ नामे जागे,  
तव शुभ आशीष मागे,  
गाहे तव जय गाथा ।  
जन गण मंगलदायक जय हे,  
भारत भाग्य विधाता ।  
जय हे, जय हे, जय हे,  
जय जय जय जय हे ।

(रविन्द्रनाथ टैगोर)

### राष्ट्र गीत

वन्दे मातरम् वन्दे मातरम्  
सुजलां सुफलां मलयज शीतलाम्  
शस्य श्यामलां मातरम् । वन्दे मातरम् ॥  
शुभ्र ज्योत्सना पुलकित यामिनीम्,  
फुल्ल कुसुमित द्रुमदल शोभिनीम्  
सुहासिनीं सुमधुर भाषिणीम्  
सुखदां वरदां मातरम् ।  
वन्दे मातरम् वन्दे मातरम्

(बंकिमचन्द्र चट्टोपाध्याय)

## MORNING ASSEMBLY

The day commences with the morning assembly. It helps the students to inculcate self discipline, obedience, peace and loyalty. It helps them to feel energetic throughout the day.

The morning assembly programme is as follows:

1. Morning Prayer
2. News and Thought
3. Student talk /Motivational Talk/Poem Recitation etc.
4. Short celebrations of important days
5. Felicitations
6. Checking of personal hygiene and uniform
7. National Anthem and Marching song.



# ARMY PUBLIC SCHOOL

## ENGLISH PRAYERS

### PRAYER OF STUDENT

Give me an attentive mind, Lord and alert,  
So that I can concentrate and grasp my lessons.  
Give me an eager mind to learn something new everyday,  
And may my aim always be to pierce the veil  
Of the visible world to reach. You,  
O, Invisible, Eternal, unchangeable truth.

Lord, make me an instrument of Thy Purpose,  
Where there is hatred, let me sow Love  
Where there is injury - Pardon  
Where there is doubt, Faith  
Where there is despair, Hope  
Where there is darkness, Light  
Where there is sadness- Joy.

O divine Master, grant that I may not so much seek  
to be consoled as to console, to be understood  
as to understand, to be loved as to love with all my soul-  
For it is in giving that we receive, it is in forgiveness,  
that we are forgiven.

God give me courage, to do what is right,  
Courage to speak, courage to fight  
For honesty, goodness, justice and truth;  
Courage to choose, the good in my youth,  
Courage to own, when I'm in the wrong,  
Courage to face the day, with a song,  
Courage to guard my thoughts and my tongue,  
Courage to choose the right when I'm young.  
O God, our heavenly Father,  
As we start another day.

Please guide us and protect us,  
As we travel on our way,  
Be with us as we work at school,  
Be with us as we play,  
help us to o our best for Thee,  
Now and everyday.

### WE SHALL OVERCOME

We shall overcome,  
We shall overcome,  
We shall overcome, some day.

#### CHORUS:

Oh! deep in my heart, I do believe,  
That we shall overcome some day  
We will walk hand in hand,  
We will walk hand in hand,  
We will walk hand in hand, some day.  
There will be peace all around,  
There will be peace all around,  
There will be peace all around, some day.  
We are not afraid,  
We are not afraid.  
We are not afraid this day.

### BIND US TOGETHER

#### CHORUS:

Bind us together Lord  
Bind us together with cords  
that cannot be broken.  
Bind us together, Lord x 2  
Bind us together with Love

There is only one God.  
There is only one King.  
There is only one body  
That is why we sing

You are the family of God.  
We are promise divine,  
We're God's chosen desire,  
We are the glorious new wine.





## SHOWERS OF BLESSING

There shall be showers of blessing  
This is the promise of love  
There shall be seasons refreshing  
sent from the Saviour above

### Chorus:-

Showers of blessing  
Showers of blessing we need  
Mercy drops round us are failing  
But for the showers we plead

There shall be showers of blessing  
Previous reviving again  
Over the hills and valleys  
sound of abundance of rain.

There shall be showers of blessing  
send them upon us. O Lord  
Grant to us, now a refreshing  
Come, and now honour Thy Word

There shall be showers of blessing  
O that today they might fall  
Now as to God we're confessing  
Now as on our Lord was we call.

There shall be showers of blessing  
if we but trust and obey  
There shall be seasons refreshing  
If we let God have His way.

## A GIFT TO YOU

Everything I am, Everything I am  
Everything I'll be, Everything I'll be  
I give it to you Lord, I give it to you Lord  
And do it thankfully, thankfully

Every song I sing, Every praise I bring,  
everything I do is a gift to you

Everything I have, Everything I have  
All you've given me, All you've given me  
I give it to you Lord, I give it to you Lord  
And do it thankfully, thankfully

Every song I sing, Every praise I bring  
Everything I do, is a gift to you, is a gift to you.

## THIS LITTLE GUIDING LIGHT OF MINE

This little guiding light of mine,  
I'm going to let it shine  
let it shine all the time, let it shine

Hide it under a bushel-OH NO !  
I'm going to let it shine  
let it shine all the time let it shine.

Take this little light round the world  
I'm going to let it shine  
let it shine all the time, let it shine.

make my little light burn for thee  
I'm going to let it shine  
let it shine all the time  
let it shine

## All things bright and beautiful

### Chorus:-

All things bright and beautiful  
All creatures great and small  
All things wise and wonderful,  
The good Lord made them all.

Each little flower that opens  
Each little bird that sings  
He made their glowing colours  
He made their tiny wings,

The purple headed mountains  
The river running by the sunset and  
the Morning that brightens up the Sky

The cold winds of the winter  
The pleasant summer sun,  
The ripe fruit in the garden.  
He made them for everyone.



# ARMY PUBLIC SCHOOL

## प्रार्थना

### हम को मन की शक्ति

हमको मन की शक्ति, देना मन विजय करें  
दूसरों की जय से पहले खुद की जय करें  
हमको मन की शक्ति, देना मन विजय करें  
दूसरों की जय से पहले खुद की जय करें

भेद-भाव अपने दिल से साफ़ कर सकें  
दूसरों से भूल हो तो माफ़ कर सकें  
झूठ से बचे रहें सच का दम भरें  
दूसरों की जय से पहले खुद की जय करें  
हमको मन की शक्ति देना मन विजय करें  
दूसरों की जय से पहले खुद की जय करें

मुश्किलें पड़े तो हम पे इतना कर्म करें  
साथ दे तो धर्म का चलें तो धर्म पर  
खुदपे होसला रहे बदी से ना डरें  
दूसरों की जय से पहले खुद को जय करें  
हमको मन की शक्ति देना मन विजय करें  
दूसरों की जय से पहले खुद की जय करें  
हमको मन की शक्ति देना

### तुम्हीं हो माता पिता तुम्हीं हो

तुम्हीं हो माता, पिता तुम्हीं हो।  
तुम्हीं हो बन्धु, सखा तुम्हीं हो॥  
तुम्हीं हो साथी, तुम्हीं संहारे।  
कोई न अपना, सिवा तुम्हारे॥  
तुम्हीं हो नैया, तुम्हीं खिवैया।  
तुम्हीं हो बन्धु, सखा तुम्हीं हो।  
जो खिल सके, न वो फूल हम हैं।  
तुम्हारे चरणों की धूल हम हैं॥  
दया की दृष्टि, सदा ही रखना।  
तुम्हीं हो बन्धु, सखा तुम्हीं हो॥

### ऐ मालिक तेरे बन्दे हम

ऐ मालिक तेरे बन्दे हम  
ऐसे हों हमारे करम  
नेकी पर चलें और बदी से टलें  
ताकि हंसते हुए निकले दम  
ऐ मालिक तेरे बन्दे हम  
बड़ा कमज़ोर है आदमी  
अभी लाखों हैं इसमें कमी  
पर तू जो खड़ा है दयालू बड़ा  
तेरी किरपा से धरती थमी  
दिया तूने हमे जब जनम  
तू ही झेलेगा हम सबके ग़म  
नेकी पर चलें और बदी से टलें  
ताकि हंसते हुए निकले दम  
ऐ मालिक तेरे बन्दे हम –॥  
ऐ मालिक तेरे बन्दे हम  
ऐसे हों हमारे करम  
नेकी पर चलें और बदी से टलें  
ताकि हंसते हुए निकले दम  
ऐ मालिक तेरे बन्दे हम

ये अँधेरा घना छा रहा  
तेरा इंसान घबरा रहा  
हो रहा बेखबर कुछ न आता नज़र  
सुख का सूरज छुपा जा रहा  
है तेरी रौशनी में जो दम  
तू अमावास को कर दे पूनम  
नेकी पर चलें और बदी से टलें  
ताकि हंसते हुए निकले दम  
ऐ मालिक तेरे बन्दे हम –॥

## गीत

### होंगे कामयाब

हम होंगे कामयाब हम होंगे कामयाब  
हम होंगे कामयाब एक दिन  
हो हो मन में है विश्वास  
पूरा है विश्वास हम होंगे कामयाब एक दिन

हम होंगे कामयाब हम होंगे कामयाब  
हम होंगे कामयाब एक दिन  
हो हो मन में है विश्वास पूरा है विश्वास  
हम होंगे कामयाब एक दिन  
होगी शान्ति चारों होगी शान्ति चारों ओर  
होगी शान्ति चारों ओर एक दिन  
हो हो मन में है विश्वास पूरा है विश्वास  
होगी शान्ति चारों ओर एक दिन  
हम होंगे कामयाब हम होंगे  
कामयाब हम होंगे कामयाब एक दिन.....

### मेरे मन मन्दिर में भगवान

मेरे मन मन्दिर में भगवान  
ज्ञान का दीप जला दो।  
करुणा निधान भगवान मेरे,  
मुझे सच की राह दिखा दो।।  
तू करुणा की मूरत है माँ,  
तु है दया की दाता।  
तेरी ही छाँव में पलते हम सब,  
तू सब की है विधाता।।  
मैं मूख हूँ अज्ञानी हूँ,  
तेरी शरण में आया।  
भटक रहे हम दर—दर तेरे,  
कर ममता की छाया।।  
करुणा.....

### तू जिन्दा है, तू जिन्दगी की जीत पर यकीन कर

तू जिन्दा है तो जिन्दगी की जीत में यकीन कर,  
अगर कहीं है स्वर्ग तो उतार ला ज़मीन पर!

सुबह औ' शाम के रंगे हुए गगन को चूमकर,  
तू सुन ज़मीन गा रही है कब से झूम-झूमकर,  
तू आ मेरा सिंगार कर, तू आ मुझे हसीन कर!  
अगर कहीं है स्वर्ग तो उतार ला ज़मीन पर!.... तू जिन्दा है

ये गम के और चार दिन, सितम के और चार दिन,  
ये दिन भी जाएंगे गुज़र, गुज़र गए हज़ार दिन,  
कभी तो होगी इस चमन पर भी बहार की नज़र!  
अगर कहीं है स्वर्ग तो उतार ला ज़मीन पर!.... तू जिन्दा है

हमारे कारवां का मंज़िलों को इन्तज़ार है,  
यह आंधियों, ये बिजलियों की, पीठ पर सवार है,  
जिधर पड़ेंगे ये क्रदम बनेगी एक नई डगर  
अगर कहीं है स्वर्ग तो उतार ला ज़मीन पर!.... तू जिन्दा है

हज़ार भेष धर के आई मौत तेरे द्वार पर  
मगर तुझे न छल सकी चली गई वो हार कर  
नई सुबह के संग सदा तुझे मिली नई उमर  
अगर कहीं है स्वर्ग तो उतार ला ज़मीन पर!.... तू जिन्दा है

ज़मीं के पेट में पली अगन, पले हैं ज़लज़ले,  
टिके न टिक सकेंगे भूख रोग के स्वराज ये,  
मुसीबतों के सर कुचल, बढ़ेंगे एक साथ हम,  
अगर कहीं है स्वर्ग तो उतार ला ज़मीन पर!.... तू जिन्दा है

बुरी है आग पेट की, बुरे हैं दिल के दाग ये,  
न दब सकेंगे, एक दिन बनेंगे इन्कलाब ये,  
गिरेंगे जुल्म के महल, बनेंगे फिर नवीन घर!  
अगर कहीं है स्वर्ग तो उतार ला ज़मीन पर!.... तू जिन्दा है



# ARMY PUBLIC SCHOOL

## ACADEMIC CALENDAR FOR THE SESSION 2024-25

### LIST OF HOLIDAYS

S.NO	HOLIDAYS	DATE	DAY	GAZETTED/ RESTRICTED
1	Eid-ul-Fitr	April 11	Thursday	GH
2	Ambedkar Jayanti	April 14	Sunday	RH
3	Ram Navami	April 17	Wednesday	RH
4	Mahaveer Jayanthi	April 21	Sunday	GH
5	Buddha Purnima	May 23	Thursday	GH
6	Eid-ul-Zuha(Bakrid)	June 17	Monday	GH
7	Muharram	July 17	Wednesday	GH
8	Independence Day	Aug 15	Thursday	GH
9	Raksha Bandhan	August 19	Monday	RH
10	Janmashtami	August 26	Monday	GH
11	Ganesh Chaturthi	September 7	Saturday	RH
12	Milad-un-Nabi	September 16	Monday	GH
13	Mahatma Gandhi Jayanti	October 2	Wednesday	GH
14	Dussehra	October 9 to 13	Saturday	GH
15	Karwa Chauth	October 20	Wednesday	GH
16	Choti Diwali	October 30	Sunday	RH
17	Diwali	October 31	Thursday	GH
18	Govardhan Puja	November 2	Saturday	RH
19	Bhai Duj	November 3	Sunday	RH
20	Guru Nanak Jayanti	November 15	Friday	GH
21	Christmas	December 25	Wednesday	GH
22	Republic Day	January 26	Sunday	GH
23	Maha Shivratri	February 26	Wednesday	GH
24	Holi	March 14	Friday	GH

All Holidays mentioned above are tentative and subject to change.

Note: 02 Discretionary Holidays will be decided by the Principal.



## VACATION/BREAK (S) OBSERVED DURING THE SESSION : 2024-25

S.NO.	VACATION	MONTH	CLASSES	FROM	TILL
1	SUMMER BREAK	MAY-JUN	I - VIII	11/05/2024	30/06/2024
			IX & XI	18/05/2024	30/06/2024
			X & XII	31/05/2024	30/06/2024
2	AUTUMN BREAK	OCTOBER	I -XII	09/10/2024	13/10/2024
3	WINTER BREAK	DEC-JAN	I - IX & XI	30/12/2024	07/01/2025

## EXTRA CLASSES FOR IX - XII and BAGLESS DAYS VI - VIII, DURING SUMMER /AUTUMN /WINTER BREAK 2024-25

S.NO.	CLASS	MONTH	FROM	TILL	REMARKS
1	VI-VII	May	13/05/2024	17/05/2024	Bagless Days
2	IX- XII	May	13/05/2024	17/05/2024	Extra Classes
3	X & XII	May	20/05/2024	30/05/2024	Unit Test-I
4	X & XII	December	23/12/2024	06/01/2025	Preboard - II

The loss of academic due to orders of State Administration will be made good by adjusting Saturday / Winter / autumn break.

Note: CPD for teachers will be scheduled from 13/05/2024 - 17/05/2024.

Note: The above dates are tentative, subject to change.

## EXAMINATION SCHEDULE CLASSES I TO XII

EXAMINATION/CLASSES	DATES
REVISION TEST CLASS X and XII	20/05/2024 to 30/05/2024
PT1 Classes I to X	08/07/2024 to 16/07/2024
PT1 Class XI	01/8/2024 to 09/08/2024
Half Yearly Class I to XII	17/09/2024 to 03/10/2024
PT2 Classes I to IX and XI	02/12/2024 to 13/12/2024
PreBoard 1 Class X and XII	18/11/2024 to 30/11/2024
PreBoard 2 Class X and XII	23/12/2024 to 06/01/2025
Annual Examination (I-VIII)	24/02/2025 onwards
Annual Examination (IX-XII)	10/02/2025 to 28/02/2025

**Please note: The CBSE guidelines and AWES rules will apply for all exams.**

Note: The above dates are tentative, subject to change.



# ARMY PUBLIC SCHOOL

## CALENDAR

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
1	MO	WE	SA	MO	TH	SU	TU	FR	SU	WE	SA	SA
2	TU	TH	SU	TU	FR	MO	WE	SA	MO	TH	SU	SU
3	WE	FR	MO	WE	SA	TU	TH	SU	TU	FR	MO	MO
4	TH	SA	TU	TH	SU	WE	FR	MO	WE	SA	TU	TU
5	FR	SU	WE	FR	MO	TH	SA	TU	TH	SU	WE	WE
6	SA	MO	TH	SA	TU	FR	SU	WE	FR	MO	TH	TH
7	SU	TU	FR	SU	WE	SA	MO	TH	SA	TU	FR	FR
8	MO	WE	SA	MO	TH	SU	TU	FR	SU	WE	SA	SA
9	TU	TH	SU	TU	FR	MO	WE	SA	MO	TH	SU	SU
10	WE	FR	MO	WE	SA	TU	TH	SU	TU	FR	MO	MO
11	TH	SA	TU	TH	SU	WE	FR	MO	WE	SA	TU	TU
12	FR	SU	WE	FR	MO	TH	SA	TU	TH	SU	WE	WE
13	SA	MO	TH	SA	TU	FR	SU	WE	FR	MO	TH	TH
14	SU	TU	FR	SU	WE	SA	MO	TH	SA	TU	FR	FR
15	MO	WE	SA	MO	TH	SU	TU	FR	SU	WE	SA	SA
16	TU	TH	SU	TU	FR	MO	WE	SA	MO	TH	SU	SU
17	WE	FR	MO	WE	SA	TU	TH	SU	TU	FR	MO	MO
18	TH	SA	TU	TH	SU	WE	FR	MO	WE	SA	TU	TU
19	FR	SU	WE	FR	MO	TH	SA	TU	TH	SU	WE	WE
20	SA	MO	TH	SA	TU	FR	SU	WE	FR	MO	TH	TH
21	SU	TU	FR	SU	WE	SA	MO	TH	SA	TU	FR	FR
22	MO	WE	SA	MO	TH	SU	TU	FR	SU	WE	SA	SA
23	TU	TH	SU	TU	FR	MO	WE	SA	MO	TH	SU	SU
24	WE	FR	MO	WE	SA	TU	TH	SU	TU	FR	MO	MO
25	TH	SA	TU	TH	SU	WE	FR	MO	WE	SA	TU	TU
26	FR	SU	WE	FR	MO	TH	SA	TU	TH	SU	WE	WE
27	SA	MO	TH	SA	TU	FR	SU	WE	FR	MO	TH	TH
28	SU	TU	FR	SU	WE	SA	MO	TH	SA	TU	FR	FR
29	MO	WE	SA	MO	TH	SU	TU	FR	SU	WE		SA
30	TU	TH	SU	TU	FR	MO	WE	SA	MO	TH		SU
31		FR		WE	SA		TH		TU	FR		MO

\*Note: Please refer to extra class /examination schedule for board bound classes.

Note: The above dates are tentative, subject to change.



## SCHOOL UNIFORM

### SUMMER UNIFORM

GIRLS	BOYS:
<ul style="list-style-type: none"> <li>a. Skirt Side-seam, grey terricot, box pleated, inner pocket (length 1 cm below the knee)</li> <li>b. Shirt White Terricot, half sleeved shirt with pocket on the left without flap. Vest slip is a must.</li> <li>c. Socks White cotton or nylon socks with stripes of school colours, calf length.</li> <li>d. Shoes Black leather Gola Shoes with black sole / black leather bata ballerinas.</li> <li>e. School Tie &amp; Belt</li> <li>f. Hair Band / Colour - Red Ribbon</li> <li>g. Cycling shorts / bloomers mandatory.</li> </ul>	<ul style="list-style-type: none"> <li>a. Trousers Grey terricot trousers for classes VI to XII and grey terricot shorts for other classes.</li> <li>b. Shirt White terricot half-sleeved shirt with one upper pocket on the left (without flap). Vest is a must.</li> <li>c. Socks White cotton / nylon socks with the school colours, calf length.</li> <li>d. Shoe Black leather Gola shoes with black laces and black soles</li> </ul>

### WINTER UNIFORM

GIRLS & BOYS (I to V)	GIRLS & BOYS (VI to XII)
<ul style="list-style-type: none"> <li>a. Navy blue woollen track suit (as prescribed).</li> <li>b. Full sleeved white shirt.</li> <li>c. No tie.</li> <li>d. Shoes, Socks</li> <li>e. No Belt</li> </ul>	<ul style="list-style-type: none"> <li>c. Jersey Navy blue V-neck jersey or hand knitted without any design.</li> <li>d. Blazer Navy blue for students of Classes VI-XII.</li> <li>e. Shoes Black leather Gola / Bata shoes with black laces and black sole.</li> <li>f. Grey or woollen socks, without any design, calf length.</li> <li>g. School Tie &amp; Belt</li> <li>h. Hair Band / Ribbon: Black</li> </ul>
<p style="text-align: center;"><b>GIRLS &amp; BOYS (VI to XII)</b></p> <ul style="list-style-type: none"> <li>a. Trousers Grey worsted side seam inner pocket</li> <li>b. Shirt Full sleeved white terricot shirt with one upper pocket on the left (without flap). Slip/ vest is a must</li> </ul>	

### SPORTS UNIFORM

1. **Girls:** (all classes) : Black lowers and T-shirt of the respective house colour.
2. **Boys:** (a) Classes I to VII : Black shorts/lowers and T-shirt.of the respective house colour.  
(b) Classes VIII to XII : Black Lower and T-shirt. of the respective house colour.
3. **Socks:** White with stripes of respective house colour.
4. **Shoes:** White Gola/CanvasShoes
5. **Sports Practice Uniform :** Black track, lowers



## IMPORTANT GUIDELINES FOR PARENTS

### **Parents to read all the instructions carefully for compliance:**

1. Parents to acknowledge and sign all the undertakings in the discipline pages of the almanac. Any query on academics and discipline matters will be dealt with by the class teacher concerned.
2. Adhere strictly to the days and timings fixed for visiting school to meet the Vice Principal /Principal.
3. Parents must attend all the Parent Teacher Meetings.
4. Parents must collect and monitor their ward's progress report in person. The progress report will not be given to the students/relatives.
5. Inform the school office in a mail /written application in writing of any change in residential address/telephone number /rank of parent/s etc. So that parents may be contacted immediately, if necessary.
6. Parents must not enter the classroom to meet their ward or the teacher during teaching hours. They can meet the teachers only on PTM days or after school hours with prior appointment.
7. Parents must take immediate action on the letters/ SMS/ whatsapp messages sent from the school from time to time.
8. Daily pocket money should be restricted. Excessive spending should be discouraged. Birthday celebration of the child should be confined to his/her classmates only and that too to a modest scale(such as distribution of toffees to each friend) to make it a uniform affair within the school premises. Child should come in school uniform on birthday. School is not responsible for loss of any expensive item carried by the child.
9. For any specific medical problem, the parents must inform the school authority prior to the session. Medical documents to be submitted to the class teacher & at the school office.
10. Attention is drawn to the fact that the criticism of a teacher or the school in the presence of a child, causes the child to lose respect for the teacher or school and retards wholesome progress.
11. While seeking leave, send a leave application before proceeding for the same.
12. Check and sign the school diary every day.
13. Check the homework of your ward daily and ensure that the notebooks are complete in all respects and are checked by the teachers on a regular basis.





14. Fill in the movement in the outpass register in case the child is to be taken early due to medical reasons only.
15. Ensure the safety of the child at home, in and around the neighbourhood and counsel him/her about personal safety on a regular basis.
16. Give a contact number or the number of the person to be contacted in case of any emergency.
17. Please ensure your ward carries a water bottle (minimum 1 litre) daily to school.
18. No half day leave will be given to attend any family function.
19. Parents are not allowed to go to the classes directly.
20. Parents who make independent transport arrangements for their wards by hiring vans will be fully responsible for the safety of their wards. They must ensure that proper verification of drivers is done and all safety measures are taken to avoid any untoward incident.
21. The class teacher must be informed about the medical history of the ward to ensure proper medical attention in the event of an emergency. If the child falls sick in school or is injured, he /she will be taken to the school MI Room / Base Hospital immediately. Parents will be informed, and must come and pick up the child.
22. Routine letters /Notices /Circulars will be uploaded on the school website, MS Teams and will also be sent through students. Parents are expected to check them regularly and acknowledge such letters.
23. For any query regarding academics or discipline, the Class Teacher or Tutorial Head concerned must be contacted first. Please do not approach the Principal/ Manager/Chairman directly.
24. Half day leaves are not permitted. In case the child has an appointment with a doctor kindly arrange it after school hours. If a child is unwell, kindly refrain from sending them to school.

**Parents must ensure that their ward:**

1. Comes to school on time. If they report late for the 3rd time in a month the child will not be allowed to attend the classes and will be sent back home.
2. Comes in neat and clean uniform with shoes polished and nails trimmed. The child must have a proper haircut.
3. Brings nutritious food and fruit daily in tiffin.
4. Brings water bottle, handkerchief and hand sanitizer.
5. Is not be sent to school, when he/she is suffering from communicable diseases like conjunctivitis, dermatitis etc. This is for strict compliance. A medical certificate for the same should be submitted to the class teacher.



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6. Should not carry money for any activity conducted in the school unless a diary note duly signed by the class teacher is received.

## **RESTRICTED**

Students are not allowed to:

1. Bring junk food e.g. maggi, noodles, burger etc.
2. Wear rings/wrist bands/bangles/danglers/ Heavy Kadas etc. or bring any valuable item. In case found wearing, it will be confiscated.
3. Apply henna/nail polish on hands, wear kajal or colour their hair.
4. Bring mobile phones, pen drives, card readers, electrical gadgets or any other objectionable material. The above will be confiscated and will not be returned.
5. Smoke or use any kind of drug.

## **IMPORTANT NOTE :**

1. Students must purchase white action shoes instead of canvas shoes.
2. PTM will be conducted after every exam.
3. Parents applying for TC of their ward before 10th of the month, will be charged Annual charges and fee up to the previous month.
4. Parents applying for TC of their ward after 10th of the month, will be charged Annual charges and fee for that month also.
5. Students attending provisional classes will have to pay the fee for the first quarter.
6. Parents of class X students should apply for TC before the board result if their ward will not continue in the same school, otherwise the parent has to pay the fee for the period.

## **SCHOOL RULES AND DISCIPLINE**

The ultimate achievement of education is a disciplined mind which works within the constraints and challenges of life and follows an act of rules without impinging upon the rights of others. Alternatively, a disciplined environment has a good impact on the development of growing minds and offers a better grooming space.

### **GENERAL CODE OF CONDUCT FOR STUDENTS**

1. Students must be regular in class and in various school activities.
2. No half day leave is permitted.
3. If ill, a medical certificate is a must along with a leave application.
4. Personal hygiene must be maintained
5. Be courteous to all & obey your elders.
6. Instructions from the portfolio holders must be followed.



7. Students of APS should observe polite standards wherever they go. They should always remember that the school is judged by their conduct.
8. They should greet their teachers with 'Jai Hind' when they meet them.
9. It is mandatory for all students to bring the Almanac to school everyday.
10. The student should affix his/her photograph and fill the required information, duly signed by the parents, in the space provided in the almanac.
11. Students must wear their school ID cards during school hours.
12. Special care must be taken of all school property.
13. (Do not litter. Make proper use of garbage bins. Do not scratch or spoil the school furniture. Do not write or draw anything on the walls/ belongings of others.)
14. Students must move in an orderly manner while they move from one place to another within the school premises.
15. Students are allowed to use the school canteen only during the break time.

## **The following are the acts and misconduct which amount to forbidden practices**

1. Absence from classes without the permission of the teacher/ Vice-Principal/ Principal.
2. Misbehaviour towards teachers or any other employee of the school.
3. Disobeying lawful orders of the teacher
4. Intentional disturbance of classes.
5. Bullying/Rowdiness and rude behaviour.
6. Eve-teasing/misbehaviour towards girl-students.
7. Bringing unauthorised people/articles inside the school.
8. Indulging in acts of moral turpitude.
9. Any behaviour unbecoming of a student.
10. Smoking/Chewing gutkha/Paan/Khaini etc.
11. Use of drugs or intoxicants (except on prescription by a registered Medical Practitioner)
12. Any form of gambling.
13. Theft/pilferage of school/student's property
14. Disfiguring or otherwise damaging any school property.
15. Use of violence in any form.
16. Casteism, communalism or practice of untouchability.



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17. Propagating a strike/ disruption of classes
18. Association with banned organisations.
19. Students are not permitted to buy eatables from vendors outside the school premises.
20. No student is allowed to come to school in a self-driven vehicle.
21. Bullying and use of foul language is prohibited and punishable as per school rules.
22. School has a zero tolerance policy for any form of physical abuse.

## DISCIPLINE COMMITTEE

Discipline committee for the students will be constituted every year in the beginning of the session by the Principal for classes I- V, VI-VIII, IX- X, XI & XIII. Counsellor will be a member of all the committees. Composition will be PO- HM/ Members will be TH, Discipline In-charge, Class Teachers of affected students.

Parents are required to cooperate with the school in developing their children into progressive, balanced, morally strong and effective youths, by helping them to observe the general code of conduct in and outside the school. This process is set out with distinct stages which, in normal circumstances, are followed sequentially.

## FORMAL DISCIPLINARY PROCESS

### DISCIPLINARY MEASURES

1. Any student breaching the school rules & regulations like absenting him/ herself for more than 6 days without approval or found indulging in forbidden practices will make the student liable for action. Discipline policy is based on an objective "Card system" with coloured cards handed out for each instance of disciplinary breach by a student.
  - **Blue Card:** will be issued for breach of discipline considered minor by the class teacher & Vice Principal, Signature of the parent shall be obtained on the card. The card will be filed by the TH.. Three such cards will make the student liable for suspension for three calendar days. In case the child has been issued three Blue Cards, for the next offence, even if it is minor, the child will be issued a Yellow card.
  - **Yellow Card:** This will be issued where breach is considered to be significant but not serious. It will be brought to the notice of the Vice Principal. Signature of the parent shall be obtained on the card The card will be filed by the TH. Two such cards will make the student liable for suspension for seven calendar days.



In case the child has been issued three Yellow Cards, for the next offence even, if it is minor, the child will be issued a Red card and the parent has to withdraw the child in the next academic session. The record of Red cards will maintained by the Vice Principal

- **Red Card:** this will be issued in case where a student breaches discipline which is considered major by the discipline committee . Action, as per the recommendation of the discipline committee will be taken. Till then students will be suspended.

S.NO	ACT OF INDISCIPLINE	COURSE OF ACTION / CORRECTIVE MEASURE
1.	Insubordination	For first time offenders a Written warning is issued. Counselling is considered.  Repeat offenders are issued a Blue card followed by a Yellow card. Parents are made to sign it and necessary suspension is given.
2.	Use of abusive language, abuse of self or others.	
3.	Stealing	
4.	Bunking classes / school or reporting late to school	
5.	Practising casteism / communalism	
6.	Misconduct while travelling in the school bus	
7.	Violent behaviour / Aggressive behaviour	Depending upon the severity of the offense a combination of punishment may be imposed ranging from Blue to Red Card. Grave incidents of violence will lead to Rustication /Expulsion as deemed fit by the Committee.
8.	Bullying / Ragging.	Blue Card and Undertaking from the child and the parent along with an Anti-Bullying / Ragging Affidavit. Upon repeating the offense the child is liable for suspension along with a Yellow/ Red Card.
9.	Disfiguring or damaging school property.	Yellow card and fine as deemed fit.
10.	Cheating/Using unfair means in an examination.	Awarded zero in the subject concerned.



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11.	Riding vehicles to school.	Undertaking from both, child and the parent along with issuance of Yellow Card. Students will be liable for suspension in such cases of breach of discipline/government laws inside the school campus
12.	Found with books / material which may be classified as obscene or Not adhering to the cyber laws as mentioned in the Almanac/ Misuse of social media.	
13.	Cameras, iPod, other electronic devices etc. These are strictly prohibited in school. They will be confiscated.	
14.	Throwing colours /water during Holi or bursting crackers inside the school premises.	
15.	Smoking, using drugs / intoxicants/ tobacco products including carrying gadgets used in such practices	Such Reckless Endangerment classifies as a grave offense and is deal with by issuance of a Red Card or Suspension / Rustication as deemed fit by the Committee.
16.	Gambling	
17.	Carrying weapons	
18	Carrying mobile	Yellow Card and mobile will be returned only to the parent, Incase the child is found carrying it a second time, it will be returned at the end of the academic session only.

## FINE WILL BE IMPOSED FOR THE FOLLOWING

S.No	DESCRIPTION	FINE PER DAY
1	Late attendance	Rs 50
2	Regular late comers	Will be sent back home
3	Absence from class without proper application from the parents or guardian	Rs 100
4	Out of class without permission of teacher in personal log register	Rs 100
5	Not in proper dress	Rs 50
6	Health/Hygiene (Hair cut, nails, nail paints, earrings/jewellery etc.)	Rs 50



7	Damage to school property	As per Damage
8	Possession of memory card, pen drive, mobile phone, camera	Rs 500 + item will be confiscated and retained till the current academic session
9	Delay in payment of school fees and dues	As per AWES rules
11	Without valid license	Rs 500 + will be sent back home
12	Without valid RC / Number Plate	Rs 500 + will be sent back home
13	Issue of duplicate report card	Rs 250
<p>Note:- Please note that the above mentioned activities are strictly prohibited and no leniency whatsoever will be shown towards the offenders.</p> <p style="text-align: center;"><b>IMPORTANT</b></p>		
1	After three written warnings on any account TC (Transfer Certificate) will be issue	
2	Note will be given in student's diary regarding warning or fine	
3	Fine will not be collected in cash from students / Parents have to deposit in account after counter signature of Principal	

## COUNSELLING SERVICE

The school has full time counsellors and special educators to help students and parents. They are available on all working days for individual sessions to help with both academic and emotional / behavioural difficulties faced by students of all age groups.

## WITHDRAWAL FROM THE SCHOOL

The Principal may recommend withdrawal of a student from the school

- i. If the student's behaviour or influence on others in the opinion of the Principal, be found detrimental to the general discipline or interest of the school.
- ii. If a student fails in a class for two successive years or fails twice in three years.

## STRIKING THE NAME OFF THE ROLLS

The name of the student may be struck off the rolls by the Principal on account of non-payment of fees and other dues, 20 days after the last day for payment. Parents will be given a reasonable opportunity to show cause against the proposed action.



# ARMY PUBLIC SCHOOL

## BULLYING AND RAGGING

### RESPONSIBILITIES OF STUDENTS, PARENTS AND GUARDIANS

No student who witnesses ragging or bullying may stand by or participate, but must notify an adult at school and an adult at home as quickly as possible. Any parent or guardian who witnesses or is notified of ragging has an obligation to apprise the Principal as quickly as possible. Anonymous reports will be accepted but no disciplinary action will be taken on the sole basis of an anonymous report.

### RESPONIBSILITY OF SCHOOL & CLASS TEACHERS

Anti-Bullying Day will be celebrated on second Wednesday of October every year to create awareness School counsellor to conduct sessions of anti bullying for all wings periodically, class teacher must read out the main points of bullying and ragging specified in the SOP to the children during the zero period atleast once every week. The Hierarchy to be followed in reporting of bullying cases is CT->TH-> Vice Principal

## DIGITAL / CYBER LAWS

1. Students must not eat/drink near the IT devices
2. Must respect a school equipment and should not indulge in moving the IT equipment and/ or cables.
3. Students must not cause damage to any equipment, if they spot any damage, they must inform the teachers immediately.
4. Must not use flash drives or any other external media (Cell phone, hard disk, CD, camera etc.) for the purpose of
  - a) Saving or transferring the work.
  - b) Installing new software without due permission from the computer faculty.
5. Viewing social media sites / registering on any website / downloading any material for use mut be under the strict supervision of the teacher.
6. In the computer lab, Internet access is allowed only after permission from computer faculty and the computer faculty reserves the right to check the IDs of the users.
7. Students are not allowed to bring equipment such as iPad, iPod, PSP, mobiles phones etc. to the school. Any such equipment confiscated from the students will be kept by the school.
8. Students must report incidents of Cyber Bullying and misuse of IT resources to their teachers/ parents immediately.
9. Hacking emails of school staff or others.





## WHAT HAPPENS IF A STUDENT BREACHES THE SCHOOL'S CYBER POLICY

1. If you breach this policy, you will be subjected to Army Public School Behaviour Management Policy. Minor breaches (like installing new software, accessing internet, connecting IT devices without prior permission of the teacher concerned etc.) of this policy will result in a suspension period of two weeks.
2. Major breaches (like cyber bullying, identity theft etc.) of this policy will result in the suspension period of upto ten weeks.
3. If you behave online in a manner that threatens the well-being of another child, student, parent or member of the school community, even if this occurs off-site during or after the school hours, the Principal/VP/HM has the authority to take appropriate action.
4. When it is suspected that a personal electronic device such as a mobile phone is used to capture images of a crime (such as an assault), or contains any other evidence of a crime, the device will be confiscated and handed to the police.
5. If the Principal suspects an electronic crime has been committed, this will be reported to the Police Department. Where there is a further reasonable suspicion that evidence of a crime, such as an assault, is contained on a mobile phone or other electronic device such as notebook, computer etc., and the device will be confiscated and handed to the investigating police officer. The police will determine any further action.
6. These actions may be taken even if the alleged incident occurs off site and / or out of school hours.

### GUIDELINES FOR PARENTS :

1. Place the computer in an open area in your home – not in your children's bedroom.
2. Set clear expectations for your children, based on age and maturity.
3. Install parental control (content filtering) software.
4. Learn internet basics, be approachable and lead by example.

### TIPS FOR PARENTS TO AVOID AND IDENTIFY CYBER BULLYING

1. Discuss any changes in mood or behaviour with them. If you observe any concern, help your child to stay connected to friends and family friends and family they trust.
2. Talk to your child about cyber bullying before it happens.
3. Be aware of what your child is doing online, and explore it with them.
4. Keep the lines of communication open so your child will be comfortable talking



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about it if something is worrying them. Help your child to develop the skills they need to interact safely and respectfully online. Guide their online activities and help them learn to communicate appropriately with friends and family.

5. Help your child to block anyone who sends offensive content. Most social networking services allow users to block and report someone who is behaving badly. "Cyber bullying won't stop if it is ignored – you can help by listening to your child and working with them to have control of the situation."

## **GUIDELINES FOR STUDENTS & PARENTS TO USE THE INTERNET SAFELY :**

1. Don't give out personal information such as your address or phone number.
2. Do not share passwords, user names, account IDs or PINs with anyone besides your parents.
3. Do not share other people's personal information or say things that might violate the safety or rights of others, even if you mean it as a 'joke'.
4. Do not leave the IC devices unattended.
5. Don't become online 'friends' with people you don't know.
6. Don't open emails or attachments from people you don't know.
7. Never arrange to meet someone in person whom you have met online.
8. If anything you see or read online worries you, tell your parents/teachers about it.
9. Never give out personal details in messenger or in personal profiles.
10. Remember that people may not be who they say they are.
11. Don't send pictures to strangers.
12. Most reputable chat rooms allow you to block messages from a particular sender.
13. Be careful about whom you share photos with.
14. Use social network privacy settings so only your friends can see your stuff.
15. What you do not do in real life, don't do on the internet. This includes all kinds of cyber bullying using text, photos and videos.

## **PARENT AND STUDENTS ACKNOWLEDGEMENT :**

1. To gain access to Army Public School Information Technology systems, student and parent(s) must read the policy, understand its contents, and sign and return this Parent and Student Agreement page to the school. You should keep the policy for reference.
2. This policy and agreement, along with the additions or amendments, will remain in force as long as the student is enrolled at Army Public School, Dhaula Kuan.
3. If it becomes necessary to add to, or to amend any of the conditions of this policy, parents and students will be advised in writing via the school circular.



## UNDERTAKING PARENTAL ACKNOWLEDGEMENT:

(Teacher's Copy)

I have read and understood the Army Public School Cyber-Safety Policy, and understand that student internet access is granted for education purposes according to the conditions stated in this policy. I understand that the internet is a global network of computers, and that whilst Army Public School will monitor the student's use of the internet, it is not able to control the content, or restrict student access to all controversial or inappropriate materials. I agree that I will not hold the school responsible for \_\_\_\_\_ (student's name) to be granted access to the Army Public School IT Systems, and to the Internet.

Name of Student : \_\_\_\_\_ Class \_\_\_\_\_ Sec \_\_\_\_\_

Parent's Name & Signature \_\_\_\_\_ Date \_\_\_\_\_

## STUDENTS ACKNOWLEDGEMENT:

I have read and understood the Army Public School Cyber Safety Policy, and agree to abide by those rules and conditions. I understand that if I do not abide by this policy, my use of Army Public School Information Technology Systems will be suspended, and that I will be subject to the School's Behaviour Management Policy and the possible repercussions.

Student's Name & Signature : \_\_\_\_\_ Date \_\_\_\_\_

Class \_\_\_\_\_ Sec \_\_\_\_\_

Note : All the parents and students should sign this document at the time of admission of his/her ward in Army Public School, Dhaula Kuan.

## Compliance of Discipline Undertaking

I, Mr/Ms \_\_\_\_\_ Father / Mother / Guardian of \_\_\_\_\_ studying in Class \_\_\_\_\_ Admn No. \_\_\_\_\_ in Army Public School, Dhaula Kuan, have read and agreed to the school discipline policy and hereby undertake that my ward will not indulge in any type of interdisciplinary act in the school/hostel premises. In case of any such violation, disciplinary action should be followed as per school policy.

\_\_\_\_\_  
Signature of the Parent/Guardian

\_\_\_\_\_  
Signature of the Student



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## Mobile Phone and Prohibited Items Undertaking

The school seeks parents' and students' support to acknowledge and follow a strict no-mobile phone policy inside the campus. If a child is caught carrying a mobile device, it shall be confiscated and returned only after the child passes out from the school.

Children should adhere to the code of conduct and not carry any objectionable material such as expensive items/ digital watches/sharp objects/weapons/ illicit substances etc. to school.

I, Mr/Ms \_\_\_\_\_ Father / Mother / Guardian of \_\_\_\_\_ studying in Class \_\_\_\_\_ Admn No. \_\_\_\_\_ in Army Public School, Dhaula Kuan, hereby undertake that I will counsel my ward and ensure that he/she is not found involved in carrying mobile phone/ any prohibited items to school. I further undertake if my ward is found carrying mobile phone/ objectionable material, he/she is liable for disciplinary action as prescribed by the school rules.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Student

## MINIMUM ATTENDANCE NECESSARY FOR ANNUAL EXAMINATION

A pupil will not be allowed to sit in the annual examination, if he/she has not put in a minimum of 75% of the total attendance of the academic session, including attendance in previous school if the student has been admitted on transfer basis. Exceptions till 60% can be granted by the Principal on medical grounds.

I, \_\_\_\_\_ Father / Mother / Guardian of \_\_\_\_\_ studying in class \_\_\_\_\_ of Army Public School, Dhaula Kuan, hereby, undertake that I have read and understood the requisite attendance policy and I will ensure that my child fulfills minimum 75% attendance to be eligible to sit for the final examination, failing which, I will not hold the school accountable for necessary action.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Signature of the Student



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## UNDERTAKING BY PARENTS

I, \_\_\_\_\_ Father / Mother / Guardian of \_\_\_\_\_ studying in Class \_\_\_\_\_ of APS Dhaula Kuan, hereby authorise the school to use the photograph of my child for all school related work which includes school magazine, school website, class WhatsApp groups etc. I understand that the school will not be responsible for any misuse of the photograph by someone else.

Date \_\_\_\_\_

(Signature of Parents/Guardian)

## AFFIDAVIT

**(To be taken from the bullying child and his parents to be submitted on Rs. 25/- stamp paper)**

## UNDERTAKING BY THE STUDENT (BULLY)

I, \_\_\_\_\_, of class \_\_\_\_\_ section \_\_\_\_\_, Roll no. \_\_\_\_\_ Admn. No. \_\_\_\_\_ in Army Public School, Dhaula Kuan, hereby undertake that I will not get involved in any case of ragging/bullying of junior students. If I am found involved in any such case, I am liable to be expelled from school.

(Signature of Student)



# ARMY PUBLIC SCHOOL





## ACADEMIC PROGRAMME AND COURSES

The medium of instruction is English, with Hindi as a compulsory language till class X. The course of studies up to class X provides for a general all-round education and examines the students in English, Hindi, Mathematics, Science, (Physics, Chemistry and Biology), Social Studies (Civics, Economics, History and Geography) and Sixth Skill Subject Artificial Intelligence/ Information Technology or Physical Activity Trainer. Grading system is used to assess, Art Education, Health and Physical Education, Work Education and Discipline.

## SUBJECTS FOR CLASS XI AND XII

These subjects are offered under three major streams-Science, Commerce and Humanities as follows.

1. Language - English.
  2. Science Elective Subjects - Physics, Chemistry, Biology, Mathematics.
  3. Commerce Elective Subjects - Accounts, Business Studies, Economics.
  4. Mathematics.
  5. Humanities Elective Subjects - History, Political Science, Geography.
  6. Psychology, Home Science, Elective, NCC, Computer Science, Economics.
  7. Painting, PAT.
- 
1. The CBSE policy on Maths and Basic Maths shall also be taken into account while allocating streams.
  2. In case of transfer after completion of XI for admission to class XII, no change of subject/stream will be permitted as per CBSE Examination Bye Laws. This would also be applicable for promotion to Class XII in the same school.
  3. For giving the same stream on transfer certificate, proof of posting of the parent/allotment of separated family accommodation/permission for hired married accommodation by the station HQ would be required.

## EXAMINATION AND PROMOTION

### Unfair means :

In case any candidate adopts unfair means and caught red handed by invigilator, a new sheet will be provided after confiscating the previous one with the countersign of the invigilator. Parents will be called to take the child back home.



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**Assessment /Evaluation will be conducted as per CBSE guidelines.**

**Attendance:**

A regular course of study as per CBSE Bye Laws requires at least 75% attendance in the classes held. Child will not be allowed to sit for the annual examination if the 75% attendance requirement is not met.

**Pass/Promotion Criteria will be implemented as per:**

CBSE/AWES directions will be implemented as amended from time to time.

1. For classes IX/X to get promoted to the next class, a student has to secure 33% marks out of 80 marks in the theory paper of each subject in the Annual Examination. A candidate failing in two of the five subjects shall be placed in a compartment in those subjects, provided he/she qualifies in all the subjects in theory of internal assessments. The candidate will be promoted to the next class, subject to passing the supplementary examination which will be conducted only once.
2. For class XI/XII, a student has to secure at least 33% in Annual Examination as well as in overall weightage in each subject, to get promoted to the next class. In case of a subject involving practical work, a student must obtain 33% marks in theory and 33% marks in practical separately in addition to 33% marks in aggregate in order to qualify in the subject. A candidate failing in one of the five subjects shall be placed in a compartment in that subject. The candidate will be promoted to the next class, subject to passing the supplementary examination which will be conducted only once.
3. For classes III-VIII, Evaluation will be carried out by combining the result of Term 1 (20% weightage for Periodic test 1 and Internal Assessment and 80% weightage Half Yearly Exams ) and Term 2 (20% weightage for Periodic test 2 and Internal Assessment and 80% for Annual Examination).
4. For Classes I-II Grading System is applicable for promotion.

**For Classes III –VIII**

5. No Detention Policy is applicable for classes III to VIII. However, for students who perform badly, parents are advised to repeat the class for the betterment of the child or will be promoted with an undertaking from parents.
6. Annual answer scripts of finals will be shown to the students/parents only on submission of application to the Principal.
7. A pupil, who fails to appear in the annual examination even though he/she has secured sufficient marks in periodical tests and half-yearly examination, will be deemed to have failed in the annual examination and shall not be promoted



to the next higher class. However, if the absence from the annual examination was due to reasons beyond the control of the pupil, he/she will be given a supplementary examination on order of the Principal.

8. Report cards will be issued at the end of the session. If the report card is lost, replacement will be made only after the payment of Rs 100.

## SCHOLAR BADGE

### ACADEMIC EXCELLENCE SOP

Army Public School, Dhaula Kuan recognizes the academic achievements of its students in the form of several Academic Excellence Awards. These Academic Awards are given at the beginning of each academic year based on the performance of the student in the previous academic year.

A student is adjudged a STAR SCHOLAR BADGE from Class VI (the very first time on the basis of class V result) to class XII.

Note : In Primary Wing in class V, a child is given an academic excellence badge on the basis of class IV result but this is not counted in the STAR.

#### Eligibility Criteria for an award :

- i. Score 90% (i.e 89.5) and above in class IV and V.
- ii. Score 90% (i.e 89.5) and above in class VI to X.
- iii. Score 85% (i.e 84.5) and above in class XI in an academic year.

Sports Achievers (only State National & International Players)

They are eligible for a badge only after the verification of sports certificates by HOD of School Sports Department and if they score

- i. 85% (i.e. 84.5) and above in class IV and V in an academic year.
- ii. 85% (i.e. 84.5) and above in class VI to X in an academic year.
- iii. 80%(i.e.79.5) and above in class XI in an academic year

**Note : Sports achievement should be of the current year in which the award has to be given.**

For students with Special abilities

They are eligible for a badge only if the special educator verifies their medical certificates and if they score

- i. 85% (i.e. 84.5) and above in class IV &V in an academic year.
- ii. 85% (i.e.84.5) and above in class VI to X in an academic year.
- iii. 80% i.e. 79.5 and above in class XI in an academic year.



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## ACADEMIC AWARDS POLICY

One Star badge	first year of excellence in academics
Two star badge	excellence in academics for two consecutive years
Three star badge and scholar tie	excellence in academics for three consecutive years
Four star badge	excellence in academics for four consecutive years
Five star badge	excellent in academics for five consecutive years
Six star badge and maroon blazer with the name of student	excellence in academics for six consecutive years
Seven star badge and trophy with name of student	excellence in academics for consecutive seven years.

### PERCENTAGE CALCULATION

Percentage Calculation for Academic Excellence is on the basis of Average of Mid Term and Annual Examination.

Class X: Percentage calculation for Academic Excellence is on the basis of CBSE Examination Marks.

Class XI: Percentage calculation for Academic Excellence is on the basis of Summative Marks.

### SPECIAL FEATURES

1. A student shall not be awarded the Scholar Badge if he/she remains absent in any of the major exams (Half yearly or Annual). However, if a student is unable to appear for any major exam due to sports activity at state / zonal/ national level his/her retest marks would be considered for the academic award.
2. The Badge is to be awarded only to Students of APS, Dhaula Kuan. However the previous record of new admissions coming in other schools would be considered for award if the child meets the criteria of having secured 90%(i.e. 89.5) in the current academic year's Half Yearly exams.
3. For Class XI students (passed X Boards), Badge to be awarded to all students including new admissions as the evaluation is done by an external Board for all schools.
4. Academic excellence badge will be continued from the previous stars earned, if there is a gap of a year or more between the award receiving sessions.
5. No academic awards will be given for examinations that are conducted online. However, when students meet the criteria in the offline mode exams, all previous marks of online exams would be considered as per the eligibility criteria in order to ensure that there is no loss of number of stars and the student remains motivated.



## CO-SCHOLASTIC EXCELLENCE AWARDS

Eligibility Criteria for an award :

- Achievement and Participation at International level.
- Achievement and Participation at National level.
- Achievement and Participation at State level.
- Achievement and Participation at Zonal level.
- Achievement and Participation at District level.

Levels	Achievement	Participation
District	1/2/3 points	1 point
Zonal	4/5/6 points	3 points
State	7/8/9 points	6 points
National	10/11/12 points	9 points
International	13/14/15 points	12 points

Co-Curricular

(Class 5, 10, 12)

### Academic Awards Policy.

Literary Excellence Badge	Two badges will be awarded under this category: *One for Hindi Literary Skills *One for English Literary Skills
Oratory Excellence Badge	Two badges will be awarded under this category: *One for Hindi Oratory Skills *One for English Oratory Skills
Visual Arts Excellence Badge	One badge will be awarded for excellence in visual arts.
Theatrical Excellence Badge	Two badges will be awarded under this category: *One for Hindi Theatrical Skills*One for English Theatrical Skills
Excellence in Music	Two badges will be awarded under this category: *One for Classical Music *One for Western Music
Excellence in Dance	Two badges will be awarded under this category: *One for Classical Dance*One for Western Dance
Quiz Excellence Badge	One badge will be awarded under this category. (In case it is a team, badges will be awarded to all the team members).



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Sports Excellence Badge

Two badges will be awarded under this category.  
Best sportsperson Boys & Best sportsperson Girls

*Special Features.* The Badge is to be awarded only to Students of APS, Dhaula Kuan. However, the previous record of new admissions coming from other schools would be considered for the award if the child meets the criteria.

## PAYMENT OF SCHOOL FEE

1. The fee is collected through Bank of Baroda Gateway, on a Quarterly basis as per

### **Schedule:-**

1st Quarter-Payable by 10th April

2nd Quarter-Payable by 10th July

3rd Quarter-Payable by 10th October

4th Quarter-Payable by 10th January

2. School fee to be paid only through Online mode. The instructions for the same are given at Sr. No. 9 of Student Diary (ALMANAC) under the heading **ONLINE PAYMENT OF SCHOOL FEE.**

3. Parents are advised to keep the printouts of fee receipts in their safe custody and produce for reconciliation, if required.

4. In Case of change of Category of parents from OR to JCO/Officer, written intimation with photocopy of Part-II order should be given to the School Accounts Section at the earliest for updating Office records.

5. Fee structure is decided and revised by the School Management from time to time.

6. **AWES (Red Book) Rules Article No.263:- Striking-off Name from the Rolls of the School**

The following procedure shall be adopted for striking off the name of a student from the rolls of the school, for non-payment of school dues:-

(i) If a defaulter fails to pay fees and fine within one month after the expiry of the due date, the Principal will send a written notice to the parent.

(ii) If fees plus fine are not paid for two consecutive months, the name of the child will be struck off the school rolls.

7. **As per Rule 35 and 167 of the DSEA&R, the school is allowed to strike off the name of the child for non-payment of school fee for 20 days after the due date of payment.**

8. No fee will be accepted through NEFT/RTGS/TRANSFER. We accept only Online Fee (procedure given at Sr. No. 9 of Student Diary (ALMANAC) under the heading **ONLINE PAYMENT OF SCHOOL FEE.**



## ONLINE PAYMENT OF SCHOOL FEE

9. To deposit online school fee, follow the given procedure / steps:-  
Use only Android Mobile Phone / Desktop / Laptop Computer:-

### **Procedure / Steps:-**

**First :-** Go to website <http://www.apsdigicamps.com>

In case of Android Mobile, go to Google Play Store and download **DIGICAMPS App**

**Second :-** Click at login

**Third :-** Select STUDENT module

**Fourth :-** Please type Admn No. of student in place of USER NAME

**Example: If Admission No is 00/123 then USER NAME is 00/123**

**Fifth :-** By default password is “**password**” (parents can change from setting once entered in student portal). **Please do not use the forget password option.**

**Sixth :-** Select School (by typing APS Dhaula Kuan)

**Seventh :-** Please type captcha text shown on screen

**Eight :-** Click **login** button (a new screen will open with student’s name, and this student dashboard will show 10 different icons / Blocks)

**Ninth:-** Click Icon / Block of **Fee Details** (to see and pay the School fee)

**Tenth :-** Please click on **Pay** (to pay School fee online) and new screen with online payment will be shown.

**Eleventh :-** After clicking online payment, go to **PAY NOW** (new screen will open as mode of payment (1. Bharat QR, 2. UPI, 3. Credit Card, 4. Debit Card, 5. Net Banking)).

**Twelfth :-** Make payment accordingly as per your convenience. You are not required to send the payment proof to the school, unless asked.

**Thirteenth:-** If parent wants to pay the school fee for his two wards:- First, the parent will enter the details for online payment through DIGICAMPS Software for their 1st ward and after completion of payment, the parent will log out their 1st ward from the DIGICAMPS account, then the parent will enter the details of 2nd ward.

10. **Students of Class X to XI.** The results of Class X exams are published in May every year whereas the academic session starts in April. Provisional streams will be allocated to the children. They will only be allotted final streams post the declaration of the Board results. Every student will be on the rolls of the school till the date of issue of TC and will be required to pay 12 months’ fees. Considering the above, the following procedure will be adopted for collection of fees from class XI students:-

- (i) As per AWES Rules (Red Book) (Rules and Regulations for Army Public Schools, Volume – I (Administrative), Seventh Edition 25 Mar 2019 :-
- (a) Article No.209 Admission to Class XI at Page No.86 Sr. No.8 :- “Provisional admission



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to Class XI on transfer certificate between April to June will be granted to the wards of Army personnel coming from other schools. Tentative stream will be allotted and the students permitted to continue till the declaration of result. On declaration of result, firm allotment of stream will be made as per laid down rules. Such students will pay fee of the tentative stream and the adjustment in fees will be made on final allotment of stream. This is also applicable to the students who pass Class X and seek admission in Class XI in the same school."

- (b) Article No.281 Note No.5. Collection of Fees. Page No.100 Sr. No.6 :- "When a student appears in the exam of Class X and the result is awaited, he/she shall be provisionally promoted to the next class and fee shall be payable as for other classes. In cases where the parent wants to withdraw the student from the school due to non-availability of stream of choice, **such decision if received either before or on 10th of the current month** will allow parent/student not to pay fee for the current month. If the same has been paid it will be refunded."
- (ii). **As per Yellow Book (Rules and Regulations for Army Public Schools, Volume – II (Financial), Edition 2020, Chapter VII, INCOME, Fees : Collection and Refunds, 7.2 (e)**, Page No.39 the following fee procedure needs to be followed for the students of Class X going to Class XI :-
- (e) **Students in Class XI.** As regards a student's admission in Class XI, a Class X student will be deemed to be on the roll of the school till issue of Transfer Certificate after declaration of Board result. School also conducts classes for these students after allotting provisional streams. Every child has to pay 12 months' fees. Thus, taking all facts into consideration, the following procedure should be adopted:-
- (i) **Students Continuing in the Same School.** They will be required to pay tuition fee and annual charges from Apr onwards, to be paid in the month of Apr.
- (ii) **Students leaving the School.** If they apply for Transfer Certificate (TC) by 10th of a month, they will not be required to pay tuition fee and annual charges for that month. If they do not apply for Transfer Certificate by 10th of the month, they will pay tuition fee and annual charges for that month. The student who has attended class 10th exam and opted for the stream in Class XI as per his/her choice, will pay the fees applicable for that stream even if he/she takes TC from the school.

## NEW ADMISSION

11. (a) Full fee is charged for the month of admission for a new student.  
(b) The fee is to be paid from the following month of the last fee paid in the previous school.
12. **AWES (Red Book) Rules Article No.282:- LATE FEE SCHEDULE** If fee is not paid by the due date, late fee will be charged as under:-
- a) Upto 10th of the current month– NIL  
b) Upto 20th of the current month– Rs.100/-  
c) Upto 1 Month – Rs.200/-





d) Upto 2 Months – Rs.400/-

e) Upto 3 Months – Rs.750/-

**Note.** Non receipt of fee will be notified to the parent by email / post and a warning of 'Striking off from Rolls' will be issued after **(c) above.**

**(for non-payment of school fee, see the 'DSEA&R 1973' Ruling at SI No.7).**

**AWES (Red Book) Rules Article No.283:-** If fee and fine are not paid for more than three consecutive months, the name of the student will be struck off the rolls.

### **13. RE-ADMISSION / RE-TEST CASES**

- (a) In case the re-admission of the student is approved, he/she will be charged re-admission charges in addition to outstanding dues and fines.
- (b) All re-test cases are required to pay school fee on time as per school rules. No student will be allowed to appear for re-test unless or until he/she pays the school fee before appearing for re-test. Class X students attaining compartment in the CBSE Board shall pay fee up to September.
- (c) Student is required to pay fees in advance for the quarter (vide at SI No 1). In case a student seeks transfer certificate on any account before the 10th of a month, fee for that month and beyond shall be refunded. No Fee Clearance will be given unless the amount of fee is credited into the school account. Hence, the parents are requested to clear the dues and attach paid receipt & cancelled cheque of the parents alongwith TC clearance Form.

### **REFUNDS**

14. When a student takes Transfer Certificate (TC) from school before or after completion of session, all the refunds due to him will be paid through NEFT only. Following instruction will be followed for refund of fee :-

- (a) **One Time Fee.** These are paid only once at the time of admission. All fresh entrants will pay these at the time of Admission, hence no refund.
- (b) **Tuition, Computer (TAL), Science, Sports and NIE Fee.** These are collected on quarterly basis. At the time of issue of Transfer Certificate, excess fee collected in advance will be refunded and the same will be endorsed in Transfer Certificate. Receiving schools will charge tuition fee for remaining months only.
- (c) **Annual and Development Charges.** These are paid at the beginning of the academic session (i.e. in April every year) and are refunded as per school rules, if TC is taken during the academic year.
- (d) **Security.** Security amount **Rs.500/- (Rupees Five Hundred Only)** which is charged at the time of admission will be refunded through NEFT/Cheque after the completion of session or collection of Transfer certificate from School *after submission of TC Clearance Form.*

**15. Fee Charging From Ex Servicemen / Navy / Air Force / Civilians paid out of Defence Estimates: -**



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- (a) Fee for the wards of Ex-Servicemen (Defence) Personnel would be the same as for wards of service personnel.
- (b) **Navy & AF, Coast Guard, DSC, GREF and Civilians Paid out of Defence Estimates.** At par with Army. This shall be suitably moderated to bring parity with the protocol of fee charged from wards of Army personnel by other services/organisations in their schools in the same station/location.
- (c) **CAPF.** As a general policy there will be No fee concession. Northern & Eastern Commands may extend the fee concession at their discretion. However, in stations where there are schools run by CAPF the concession will **NOT** be extended.
- (d) **TA Personnel.**
  - (i) **Ex-Servicemen TA.** TA personnel retired with pension from TA to be treated as ex-servicemen and charged fee accordingly.
  - (ii) **TA Personnel with Five Years Embodied Service.** The children of TA personnel with five years embodied service to be charged fee at par with the Army children.
  - (iii) **TA Personnel with Less than Five Years Embodied Service.** The wards of TA Personnel with less than five years embodied service to be charged fee as applicable to civil children.

## **16. CATEGORIES OF EX DEFENCE PERSONNEL TO BE EXTENDED PARITY IN FEE WITH SERVING PERSONNEL**

- (a) Ex-Army/Navy/Air Force/Coast Guard personnel granted / awarded regular pension, liberalized family pension, family pension or disability pension at the time of their superannuation, demise, discharge, release medical board /invalidated medical board.
- (b) Recruits medical board out and granted disability pension.
- (c) Ex Army/Navy/Air Force/Coast Guard personnel who have taken discharge / release after 10 years of service,
- (d) TA personnel retired with pension or those who have taken discharge after 10 years of embodied service.
- (e) Members of MNS who have taken discharge after 10 years of service or are in receipt of pension from Army.
- (f) Ex-Army Postal Services (APS) personnel who have retired from APS after completing their minimum pensionable service and ex-APS personnel who had served in the Army on deputation for a period of 10 years.
- (g) Short Service Commission Officers who were released from service on completion of their terms of engagement.

## **17. TRANSFER CERTIFICATES**

- (a) It takes 7 days to prepare a Transfer Certificate. Duplicate TC is issued on deposit of Rs.100/- in Accounts office after submission of copy of FIR.



- (b) A student who has once taken Transfer Certificate and seeks re-admission would be treated as a New Admission and would pay e-admission fees and security deposit at revised rates, if any. However, if the application for re-admission is submitted at an earlier date and the Transfer Certificate has not been issued to the child by the school then the admission will be granted on the old Admission Number.

## **INSURANCE POLICY FOR STUDENTS AND STAFF**

An insurance scheme for all students and staff of our school has been made operative as per the direction/instruction of AWES

The period of the scheme is from 01 Aug to 31 July of the next academic year.

Amount payable under the insurance policy on accidental death:

- (a) Employees/Staff 10 Lacs  
(b) Students 10 Lacs

Amount payable under the insurance policy to the insured on disablement as under, directly and solely due to an accident:-

- (a) permanent total disablement (100% disability) 10 Lacs  
(i) Loss of both eyes and/or both Limb 10 Lacs  
(ii) Loss of an eye and Limbs 10 Lacs  
(iii) Loss of an eye or a Limb 5 Lacs  
(b) Medical Expenses Upto 1,50,000/-

(for bodily injury arising out of an accident subject to treatment carried out in any hospital/nursing home or by Doctor (s) on submission of relevant prescriptions, bills, cash memo. X-Ray film along with reports, discharge summary etc in original)

5. Students are also covered for the Continuing Education Benefit in case of death/permanent total disablement of the paying parent / guardian due to an accident including the border places. (War is excluded from the coverage). payable amount is disbursed on yearly basis by HQ AWES (through school) as per appendix-A' for balance period of school on receipt from the Insurance Company, If the affected student wishes to leave our school and join any other APS CEB benefit will continue (please get the same endorsed on TC before leaving our school) however, if the affected student leaves AWES institutions, then the balance amount of CEB will be paid directly to the claimant/beneficiaries. for further education of the children up to class XII. In this case, the name of NOK / mother with mobile number and permanent address, unit / Regt of the father (for defence personnel) and bank account No. (cancelled cheque) be submitted to the school at the time of taking TC.



# ARMY PUBLIC SCHOOL

6. In the event of death or injury caused directly and solely due to an accident, Telephonic information to be given to the school within three hours. Written information will be submitted to the school by insured/NOK at the earliest (preferably within 72 hours of the accident). Following documents are required to be submitted by the insured/NOK at the earliest (within 20 days of occurrence):
- (a) Claim form (available in the school) duly filled and signed by insured/NOK and Principal
  - (b) Original copy of FIR issued by the Police Station.
  - (c) Original copy of Postmortem Report or Post Mortem waiver certificate from the competent authority
  - (d) Original Death certificate issued by the Municipality or authorities concerned.
  - (e) Original fee receipts of the student with effect from the month in which the accident took place.
  - (f) Discharge summary incase of hospitalization along with receipts/cash memos, prescription, X-Ray reports and other such details/supporting documents (original)
  - (g) Original medical certificate (as per specimen) available in the school.
  - (h) Electronic Clearance System (ECS) details of the insured person. along with cancelled cheque and front page of passbook.
  - (i) Original/copy of Driving License (in case the death occurring while driving of a vehicle)
  - (j) Copy of agreement between the employee and the employer (in case of death of an employee).
  - (k) Copy of latest salary slip (in case of death of an employee)
  - (l) Electronic Clearance System (ECS) details of the claimant/beneficiary as per Appendix 'E' (held in the office) along with a Cancelled Cheque with Name of Account Holder be printed on cheque or Bank Pass Book front page with complete particulars of account holder.
  - (m) KYC form duly filled along with photographs as per Appendix F (held in the office).
  - (n) Pan Card and Aadhar Card duly signed by the Principal.
  - (o) MoU between HQ AWES and Claimant for the CEB claim cases in respect of Students studying in Class I to Class XI as per Appendix G (held in the office).
  - (p) Succession Certificate from the District Judge under Section 372 of Indian Succession Act Or Surviving Certificate/Legal heirs Certificate by Competent Authority for Death and Continuing Education Benefit claims.



## DETAILS OF CONTINUING EDUCATION BENEFIT (CEB) UNDER GROUP PERSONAL ACCIDENT POLICY

Class	Amount Payable
Nursery	Rs. 10,00,000/-
Class LKG	Rs. 10,00,000/-
Class UKG	Rs. 10,00,000/-
Class I	Rs. 10,00,000/-
Class II	Rs. 9,00,000/-
Class III	Rs. 7,50,000/-
Class IV	Rs. 7,00,000/-
Class V	Rs. 6,50,000/-
Class VI	Rs. 6,00,000/-
Class VII	Rs. 5,50,000/-
Class VIII	Rs. 4,00,000/-
Class IX	Rs. 4,00,000/-
Class X	Rs. 3,50,000/-
Class XI	Rs. 3,00,000/-
Class XII	Rs. 2,00,000

## TRANSPORT RULES

### FOR STUDENTS USING SCHOOL TRANSPORT

- 1) School Bus service will not be provided by the school.
- 2) Serving Personal and Ex-Servicemen need to contact TPT COY to avail school transportation.

### STUDENTS USING PRIVATE SCHOOL CABS/TRANSPORT

- 1) Parents of children travelling by private cabs shall ensure that dropping time for private cabs is not earlier than 15 minutes before school time viz 7.10 am
- 2) Parents shall provide cab driver's verification to the school through the class teacher.
- 3) Parents shall ensure that there is a lady attendant/mother volunteer always present in the van.
- 4) The maximum number of children is limited as per norms based on type of vehicle.



## TRANSPORT SAFETY GUIDELINES

Dear Parents

The school understands that the safety and security of students while in school or travelling to and from school is of prime concern for all of us. In this respect we need your co-operation. So let us make joint efforts to ensure their safety. Kindly go through the safety guidelines given below.

As you are aware of the fact that the school does not have buses of its own nor has it entered into contract with any individual or with any agency to transport students to school or from their respective homes. As such you should be vigilant to check the following documents etc. when you hire a private three wheeler/ auto-rickshaw/four wheeler/cab/van/bus or any other mode of transport. The following are based on the guidelines laid down by the Supreme Court, Rules & Regulations laid by the Delhi Government, C.B.S.E, and Child Protection Department.

1. Make yourself satisfied with the conduct and the antecedent of the owners, drivers, conductors and helpers of the vehicles hired by you. Also ensure that the "Police verification certificate" is obtained by them. (It is mandatory for vehicles carrying school children.)
2. Check the seating capacity of the vehicle hired by you and the number of children already enrolled with them, in order to avoid overcrowding. For buses/vans etc. One and a half number of the seating capacity.
3. Verify the validity of the fitness certificate of the vehicle, validity of the permit, Validity of the driver's licence and physical fitness certificate of the driver, experience of the driver in ferrying school children.
4. According to the directions laid by the Supreme Court, CBSE and Child Protection Department, the bus should have a speed governor, CCTV Camera, Door with reliable lock, Hydraulic jack, Manual, Emergency Exit (Right side and rear) Stop/sign arm, Retracting Step, School Bus insignia, Installation of flashing light /Buzzer working at boarding and de-boarding. Storage rack for school bags (as per policy), seat lay at exit (as per policy), Hazard warning apparatus, First aid kit, Firefighting kit, Horizontal grill fitted on windows, Lady attendant.
5. Advise your children
  - Not to play or stand in the vehicle while they are travelling to school and back.
  - Not to get down anywhere on the way other than the place of residence or pick-up point.
  - Not to let drivers allow any stranger into the vehicle. Not to disturb the driver while driving.
  - Not to put their heads and hands out of the vehicle.
6. Ensure the following points are taken care of: Use the entry and exit gates of the school parking to avoid chances of accidents. Do not allow your children to buy eatables from the street vendors as they are unhygienic. Do not drop your ward in school before 7.00 am in summer. Do not delay pick-up. Start from home well in time to avoid over speeding.



## UNDERTAKING BY PARENTS FOR MODE OF TRANSPORT

**TEACHER'S COPY**  
**(For transport In-Charge)**

1. Name of the Student \_\_\_\_\_
2. Class/Sec \_\_\_\_\_
3. Parents' Name : Father \_\_\_\_\_  
Mother \_\_\_\_\_
4. Contact Number of Parents: Father \_\_\_\_\_ Mother \_\_\_\_\_
5. Residential Address: \_\_\_\_\_
6. Mode of Transport: Army Bus/Army Transport Coy/Own Arrangement (Private Shared Van/Private Cabs/DTC/Waling /Parents dropping/ Any/Other \_\_\_\_\_
7. Army Bus No. \_\_\_\_\_ Bus Stop \_\_\_\_\_
8. PRIVATE SHARED CABS ARRANGED BY PARENTS:  
Contact Number of Driver \_\_\_\_\_ Driver's License Number \_\_\_\_\_

**NOTE (for Private Shared Cabs Arranged by Parents)**

- a. Dropping time for private cabs should not be earlier than 15 minutes before school time viz. 7.10 AM
- b. Driver's license copy and verification copy will be provided along with this undertaking
- c. It is the Parent's responsibility of arranging a lady attendant/mother volunteer to be present in the private cab all the time.
- d. Parents shall ensure that the maximum number of children is limited as per norms based on the type of vehicle.

**I give the undertaking that all the above mentioned safety norms have been incorporated.**

**I hereby undertake complete responsibility of safety and security of my child travelling to school and back by all modes mentioned above (other than the Army Bus).**

**In case of any change in the above mentioned information, I shall inform the Class Teacher.**

Signatures: Father \_\_\_\_\_ Mother \_\_\_\_\_ Date \_\_\_\_\_



# ARMY PUBLIC SCHOOL





## INDEMNITY BOND

To  
The Principal  
APS, Dhaula Kuan.

Madam,

In consideration of Army Public School, Dhaula Kuan (hereinafter referred to as the Army Public School, Dhaula Kuan) at my request agreed to carry my ward as a passenger in any transport arranged by Army Public School, Dhaula Kuan. I, as natural legal guardian of my ward undertake and agree that neither I, nor my heirs, executors or administrators will make any claim against the Army Public School, Dhaula Kuan or any staff for or in respect of any damage or injury to property or person (including injury resulting in death) which my ward may suffer while or in consequences of my being so carried in the vehicle while taking part in sports/adventure activities organized by APS, Dhaula Kuan. I also agree that no compensation except as otherwise admissible under any statute or statutory or their rules applicable to my ward will be paid by the Army Public School, Dhaula Kuan for in respect of any such loss, damage or injury. I also agree so as to bind myself, my heirs, executors and administrators to indemnify and keep indemnified and save the Army Public School, Dhaula Kuan and staff members of Army Public School, Dhaula Kuan or any person in the service of the Govt. against any claim or demand which may be made by any third party against them or any of the arising out of any act, omission or default on my part in connection with such journeys/sports events/adventure activities.

Name of the ward \_\_\_\_\_

\_\_\_\_\_  
(Signed by the applicant)

Class \_\_\_\_\_ Section \_\_\_\_\_

Name of applicant \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Signed by the applicant

Sh/Smt \_\_\_\_\_ In the presence of following witness \_\_\_\_\_

(i) Name \_\_\_\_\_ Contact No. \_\_\_\_\_

Address \_\_\_\_\_

(Signature Witness No. 1)

Contact No. \_\_\_\_\_

Address \_\_\_\_\_



# ARMY PUBLIC SCHOOL



## HOUSE AND SCHOOL CLUBS

School has four house named as following

ASHOKA HOUSE (BLUE)

NEHRU HOUSE (GREEN)

PRATAP HOUSE (RED)

SHIVAJI HOUSE(YELLOW)

## LIST OF ACTIVITY CLUBS

PRIMARY WING (I-V)	MIDDLE WING (VI-X)	SENIOR WING (XI-XII)
Aerobics Club	NCC	NSS
Dance Club	NSS	Interact Club
Magic Art Club	Quiz Club	Youth Club
Melody Club	Interact Club	Prahari Club
Master Strokes Club	Prahari Club	INTACH
E Genius Club	Genesis Club	MUN
Techno Club	Red Cross	Photography Club
Hindi Music Club	Eco Club	Eco Club
Yoga Club	Maths Club	Maths Club
	Photography Club	Science Club
	Philately Club	Genesis Club
CCA (PW)	MUN	Quiz Club
	INTACH	Debating Society - English/Hindi
	Sports Club	Dramatics Society
	Entrepreneur Club	Dance Society
	National Digital Library Society	Liberal Arts Society
	Music Society	National Digital Library Society
	Debating Society	Commerce Society
	Dramatics Society	Fine arts Society
	Dance Society	Music Society
	Liberal Arts Society	Literary Society



# ARMY PUBLIC SCHOOL

## ACTIVITY CALENDAR FOR THE YEAR 2024-25

### Sr Sec Wing

MONTH	DATE	ACTIVITIES/ FUNCTIONS
<b>April</b>	02/04/2024	Streamwise Workshop on College Admissions in India
	09/04/2024	Inter Class Display Board Competition & Inter House English Extempore Competition
	16/04/2024	Workshop on Positive Mental Health and Stress Management; Preparation for Annual Day
	23/04/2024	Inter House Group Discussion Competition (Commerce Club)
	29 /04/2024	Open House DK MasterChef Competition on AWES Raising Day and Academic Excellence Ceremony Classes 6-9 &11.
	30/04/2024	Open House Ethics Bowl Competition (Literary Club)

MONTH	DATE	ACTIVITIES/ FUNCTIONS
<b>May</b>	07/05/2024	Prefectorial Investiture Ceremony for Classes VIII, X and XII
	11/05/2024	Inter House Street Play and Poster Making Competition on Anti-Tobacco theme
	10/05/2024	Talent Hunt

MONTH	DATE	ACTIVITIES/ FUNCTIONS
<b>July</b>	02/07/2024	Open House Reel making Competition on a Social issue (Online Submission)
	09/07/2024	Inter House General Quiz Competition for classes IX-XII (Quiz Club)
	16/07/2024	Inter House English Debate Competition
	23/07/2024	Inter House Hindi Debate Competition; Open House Science Model Making Competition
	30/07/2024	Open House Group/Solo Singing Competition Concurrent Photo and Video Editing Competition (Genesis Club)

# ARMY PUBLIC SCHOOL



MONTH	DATE	ACTIVITIES/ FUNCTIONS
<b>August</b>	13/08/2024	Preparation for TAPSFEST 2024; Open House Chess Competition-Open House Shark Tank Competition
	23/08/2024	TAPSFEST
	24/08/2024	TAPSFEST
	20/08/2024	Open House Scavenger Hunt ;Open House Meme Making Competition (Online Submission)
	27/08/2024	Inter House Turncoat Debate Competition

MONTH	DATE	ACTIVITIES/ FUNCTIONS
<b>September</b>	03/09/2024	Math Day Celebration (Math Club)
	05/09/2024	Teachers' Day Celebration (Student Council)
	17/09/2024	Inter House Monologue Competition & Inter House Stand Up Comedy Central

MONTH	DATE	ACTIVITIES/ FUNCTIONS
<b>October</b>	15/10/2024	Student Speaker Forum
	22/10/2024	Inter House Moot Court Competition(Literary Society)
	29/10/2024	Genesis Club Tech Quiz; Book Reading Review Comptt (National Digital Library)

MONTH	DATE	ACTIVITIES/ FUNCTIONS
<b>November</b>	05/11/2024	Inter House Dance Competition
	12/11/2024	Inter House Sports Competition
	19/11/2024	Inter House Role Play Competition (Liberal Arts Society (XI only)

MONTH	DATE	ACTIVITIES/ FUNCTIONS
<b>December</b>	17/12/2024	Thanksgiving Day (NSS Club)

MONTH	DATE	ACTIVITIES/ FUNCTIONS
<b>January</b>	14/01/2025	Army Day Celebration

Note: The above dates are tentative, subject to change.



# ARMY PUBLIC SCHOOL

## ACTIVITY CALENDAR FOR THE YEAR 2024-25 Classes VI to X

Month	Date	Activity	Class
April	03/04/2024 (WED)	Board making	6, 7, 8
	04/04/2024 (THURS)	Board making	9, 10
	10/04/2024 (WED)	Weaving a story in Eng/ Hindi	7, 8
	18/04/2024 (THURS)	Earth Day (Poster Making / slogan writing)	9, 10
	24/04/2024 (WED)	Nukkad Natak (Inter House)	7, 8
	25/04/2024	Talent Hunt (Vocal, Western and Instrumental)	9, 10
	29/04/2024	AWES DAY (Inter House ppt presentation)	9, 10
	29/04/2024	AWES DAY (Poster / Slogan Competition)	6, 7, 8
	29/04/2024	Special Assembly on AWES Day	

Month	Date	Activity	Class
May	01/05/2024	Talent Hunt (Vocal, Western and Instrumental)	6, 7, 8
	02/05/2024	(Talent Hunt) Dance and Stand up Comedy	9, 10
	08/05/2024	(Talent Hunt) Dance and Stand up Comedy	
	09/05/2024	English Debate	9, 10

Month	Date	Activity	Class
June	19/06/2024	National Reading Day(online)	6, 7, 8, 9, 10
	21/06/2024	International Yoga Day(online)	6, 7, 8, 9, 10

Month	Date	Activity	Class
July	17/07/2024	Newsletter on Summer Holidays	6, 7, 8
	26/07/20	Special Assembly Kargil Vijay Diwas (25 Years)	

Month	Date	Activity	Class
August	07/08/2024	Patriotic Song Competition( Inter House)	6, 7, 8
	08/08/2024	Rakhi Making	9, 10
	13 /08/2024	Special Assembly Independence Day	
	14/08/2024	Rakhi Making	6, 7, 8
	23 and 24	TAPS FEST	

# ARMY PUBLIC SCHOOL



Month	Date	Activity	Class
September	04/09/2024	Cultural Palooza on International Year of Camelids	6, 7, 8
	05/09/2024	Teachers' Day Assembly	
	11/09/2024	Hindi Poetry Competition (Interhouse)	6, 7, 8
	12/09/2024	Hindi Debate (InterHouse)	9, 10
	14/09/2024	Special Assembly Hindi Diwas	

Month	Date	Activity	Class
October	23/10/2023	Diya Making	6, 7, 8
	24/10/2024	Rangoli Making/ Diya Making	9, 10
	29/10/2024	Diwali Assembly	

Month	Date	Activity	Class
November	06/11/2024	Advertisement Enactment (Inter house)	6, 7, 8
	07/11/2024	MUN	9, 10
	14/11/2024	Special Assembly on Children's Day	6 to 10

Month	Date	Activity	Class
December	24 /12/2024	Special Assembly Christmas	

Month	Date	Activity	Class
January	15/01/2025	Special Assembly Army Day	
	25/01/2025	Special Assembly Republic Day	

Month	Date	Activity	Class
February	08/02/2025	OSAPS MEET	

Month	Date	Activity	Class
March	12/03/2025	Basant utsav	6, 7, 8, 9

Note: The above dates are tentative, subject to change.



# ARMY PUBLIC SCHOOL

## ACTIVITIES TO BE HELD IN THE PRIMARY WING (2024-25)

Month	Date	Class	Activity/ Competition
<b>April</b>	05/04/2024	1 - 5	Parents Orientation
	12/04/2024	4 & 5	House Meeting
	09/04/2024	1 - 5	English Calligraphy
	22/04/2024	1 - 5	Earth Day activities.
	24/04/2024	1 & 2	Talent Hunt
	25/04/2024	3 & 4	Talent Hunt
	26/04/2024	5	Talent Hunt
	25/04/2024	1 - 5	AWES Day Celebrations.

Month	Date	Class	Activity/ Competition
<b>May</b>	02/05/2024	3, 4 & 5	Science Challenge (CBSE) online
	03/05/2024	1 & 2	Clay Modelling
	09/05/2024	4 & 5	Inter-House Badminton Competition (boys)
	10/05/2024	4 & 5	Inter-House Badminton Competition (girls) Academic Excellence & Prefectorial Ceremony
	10/05/2024	1-5	Mothers' Day Activity

Month	Date	Class	Activity/ Competition
<b>June</b>	19/06/2024	3, 4 & 5	National Reading Day (CBSE) Online
	21/06/2024	1 & 5	International Yoga Day (CBSE) Online

Month	Date	Class	Activity/ Competition
<b>July</b>	05/07/2024	1, 2 & 3	English Reading Competition
	05/07/2024	4 & 5	Newspaper Reading Competition
	18/07/2024	3, 4 & 5	Expression Series – 2 (CBSE) online
	18/07/2024	2, 3 & 4	Doha Chanting Competition
	19/07/2024	4	Poet's Hat
	19/07/2024	5	Folder Designing
	25/07/2024	4 & 5	Inter-House Football (Girls)
	26/07/2024	4 & 5	Inter-House Football (Boys)
26/07/2024	1 - 5	Kargil Vijay Diwas	



# ARMY PUBLIC SCHOOL



Month	Date	Class	Activity/ Competition
August	01/08/2024	4 & 5	Inter-House Basket Ball Competition (boys)
	02/08/2024	4 & 5	Inter-House Basket Ball Competition (Girls)
	09/08/2024	3, 4 & 5	Story Telling Competition (CBSE) online
	13/08/2024	1 - 5	Independence Day Assembly <i>Inter- house Patriotic Song Competition</i>
	16/08/2024	3, 4 & 5	Aryabhata Ganit Challenge (CBSE) online
	23/08/2024	1 & 2	Haryali Utsav – <b>“Go Green Walk”</b>
	23/08/2024	3 & 4	Haryali Utsav – <b>“Trash to Tiara”</b>
	23/08/2024	5	Haryali Utsav – <b>“Eco Warrior”</b>
	29/08/2024	4 & 5	Inter-house Volley ball Competition (Girls)
30/08/2024	4 & 5	Inter-house Volley ball Competition (Boys)	

Month	Date	Class	Activity/ Competition
September	05/09/2024	4 & 5	Inter- house Kho- Kho (Boys)
	06/09/2024	4 & 5	Inter- house Kho- Kho (Girlss)
	06/09/2024	1 & 2	Grandparents Day Activity
	13/09/2024	1, 2 & 3	Hindi Diwas- Group Poem Recitation
	13/09/2024	4 & 5	Kavi Darbar

Month	Date	Class	Activity/ Competition
October	04/10/2024	4 & 5	Heritage India Quiz
	14/10/2024	3, 4 & 5	Expression Series- 3 (CBSE) online
	18/10/2024	1, 2 & 3	Ad – Mad Show
	25/10/2024	4 & 5	Inter-House Nukkad Natak
	28/10/2024	1 - 5	Diwali Assembly

Month	Date	Class	Activity/ Competition
November	08/11/2024	1, 2 & 3	Deck & Depict
	14/11/2024	1-5	Children’s Day/Sports Day
	2/11/2024	4 & 5	Stand – up Comedy



# ARMY PUBLIC SCHOOL

Month	Date	Class	Activity/ Competition
<b>December</b>	17/12/2024	3 – 5	Newspaper Craft Competition
	20/12/2024	1, 2 & 3	हास्य कविता प्रतियोगिता
	20/12/2024	4 & 5	Maths Quiz

Month	Date	Class	Activity/ Competition
<b>January</b>	17/01/2025	5	Story writing Competition
	24/01/2025	5	English Debate
	25/01/2025	1 - 5	Republic Day Assembly <i>Inter- House Folk Dance Competition</i>
	31/01/2025	3 & 4	Salad Making

Month	Date	Class	Activity/ Competition
<b>February</b>	06/02/2025	1-5	Inter – House Flower Arrangement
	07/02/2025	1-4	Spell Bee
	14/02/2025	4 & 5	Valedictory Ceremony

Note: The above dates are tentative, subject to change.



## SPORTS ACTIVITY CALENDAR 2024-25

### INTER HOUSE MATCHES 2024-2025

DATE	CLASS	ATHLETIC	BASKET-BALL	FOOT-BALL	HOCKEY	KHO-KHO	VOLLEY BALL	BADMINTON
10/04/24	6 <sup>th</sup> - 8th	BOYS	BOYS	BOYS	GIRLS	BOYS	GIRLS	GIRLS
24/04/24	6th - 8th	BOYS	BOYS	BOYS	GIRLS	BOYS	GRILS	GIRLS
01/05/24	6th - 8th	BOYS	BOYS	BOYS	GIRLS	BOYS	GIRLS	GIRLS
08/05/24	6th - 8th	BOYS	BOYS	BOYS	GIRLS	BOYS	GIRLS	GIRLS
15/05/24	6th - 8th	GIRLS	GIRLS	GIRLS	BOYS	GIRLS	BOYS	BOYS
03/07/24	6th- 8th	GIRLS	GIRLS	GIRLS	BOYS	GIRLS	BOYS	BOYS
10/07/24	6th- 8th	GIRLS	GIRLS	GIRLS	BOYS	GIRLS	BOYS	BOYS
24/07/24	6th- 8th	GIRLS	GIRLS	GIRLS	BOYS	GIRLS	BOYS	BOYS
04/04/24	9th-10th	BOYS	BOYS	BOYS	GIRLS	BOYS	GIRLS	GIRLS
18/04/24	9th-10th	BOYS	BOYS	BOYS	GIRLS	BOYS	GIRLS	GIRLS
25/04/24	9th-10th	BOYS	BOYS	BOYS	GIRLS	BOYS	GIRLS	GIRLS
02/05/24	9th-10th	BOYS	BOYS	BOYS	GIRLS	BOYS	GIRLS	GIRLS
09/05/24	9th-10th	GIRLS	GIRLS	GIRLS	BOYS	GIRLS	BOYS	BOYS
16/05/24	9th-10th	GIRLS	GIRLS	GIRLS	BOYS	GIRLS	BOYS	BOYS
04/07/24	9th-10th	GIRLS	GIRLS	GIRLS	BOYS	GIRLS	BOYS	BOYS
11/07/24	9th-10th	GIRLS	GIRLS	GIRLS	BOYS	GIRLS	BOYS	BOYS
15/07/24	11th-12th	BOYS	BOYS	BOYS	GIRLS	BOYS	GIRLS	GIRLS
16/07/24	11th-12th	BOYS	BOYS	BOYS	GIRLS	BOYS	GIRLS	GIRLS
19/07/24	11th-12th	BOYS	BOYS	BOYS	GIRLS	BOYS	GIRLS	GIRLS
22/07/24	11th-12th	BOYS	BOYS	BOYS	GIRLS	BOYS	GIRLS	GIRLS
23/07/24	11th-12th	GIRLS	GIRLS	GIRLS	BOYS	GIRLS	BOYS	BOYS
26/07/24	11th-12th	GIRLS	GIRLS	GIRLS	BOYS	GIRLS	BOYS	BOYS
29/07/24	11th-12th	GIRLS	GIRLS	GIRLS	BOYS	GIRLS	BOYS	BOYS
30/07/24	11th-12th	GIRLS	GIRLS	GIRLS	BOYS	GIRLS	BOYS	BOYS

**Note:** According to the draw for session 2024-25, the first match will always be between Nehru vs Shivaji house and the second match will be between Pratap vs Ashoka house for both boys and girls.  
 Note: The above dates are tentative, subject to change.



# ARMY PUBLIC SCHOOL

## COUNSELLING WORKSHOPS CALENDAR TENTATIVE SCHEDULE

2024-2025

### PRIMARY WING (CLASS I TO V)

#### WORKSHOP FOR STUDENTS

S.NO	DATE	DAY	TOPIC	CLASS
1.	11/04/24	Thursday	Good Manners and Good Habits	I to III
2.	18/07/24	Thursday	Friendship Skills and Bullying Awareness, Prevention	I to V
3.	08/08/24	Thursday	Understanding and Managing Different Emotions	III to V
4.	12/09/24	Thursday	Safe and Unsafe Touch	I to V
5.	24/10/24	Thursday	Personal Hygiene Workshop	IV & V
6.	21/11/24	Thursday	Self-Awareness, Positive Self Esteem and Personal Safety	III to V
7.	30/01/25	Thursday	Study Skills and Examination Preparation	III to V

#### WORKSHOP FOR PARENTS

S.NO	DATE	DAY	TOPIC	CLASS
1.	13/04/24	Saturday	Orientation and Sensitization towards different Special Needs Conditions	I to V
2.	10/08/24	Saturday	POCSO ACT Orientation	I to V
3.	23/11/24	Saturday	Positive Parenting	I to V
4.	11/01/25	Saturday	Mental Health and Emotional Intelligence	I to V

Note: The above dates are tentative, subject to change.

### MIDDLE WING (VI TO VIII)

#### WORKSHOP FOR STUDENTS

S.NO	DATE	DAY	TOPIC	CLASS
1.	05/04/24	Friday	Interpersonal Skills, Gender Sensitization, Bullying Awareness and Prevention	VI to VIII
2.	07/05/24	Tuesday	Internet Safety	VI to VIII
3.	19/07/24	Friday	Substance Abuse Awareness and Prevention	VI to VIII
4.	23/08/24	Friday	CSA Prevention and POCSO Act Orientation	VI to VIII
5.	08/10/24	Tuesday	Understanding Adolescence and Mental Health	VII to VIII
6.	22/10/24	Tuesday	Personal Hygiene workshop	VI to VII
7.	19/11/24	Tuesday	Emotional Awareness, Anger and Stress Management	VI to VIII
8.	21/01/25	Tuesday	Examination Preparation and Study Skills	VI to VIII



## WORKSHOP FOR PARENTS

S.NO	DATE	DAY	TOPIC	CLASS
	11/05/24	Saturday	Parenting Adolescents	VI to VIII
	10/08/24	Saturday	POCSO Act Orientation	VI to VIII
	09/11/24	Saturday	Understanding Children's Vulnerabilities	VI to VIII

Note: The above dates are tentative, subject to change.

## SECONDARY WING (IX TO X)

### WORKSHOP FOR STUDENTS

S.NO	DATE	DAY	TOPIC	CLASS
1.	12/04/24	Friday	Understanding Adolescence, Interpersonal Skills, Bullying Awareness and Prevention	IX to X
2.	14/05/24	Tuesday	Media Literacy and Internet Safety	IX to X
3.	23/07/24	Tuesday	Gender Sensitization	IX
4.	16/08/24	Friday	CSA Prevention and POCSO Act Orientation	IX to X
5.	03/09/24	Tuesday	Admission Campuz Workshop on Subject Selection and Career Linkages	X
6.	18/10/24	Friday	Emotional Awareness, Stress and Anger Management	IX to X
7.	08/11/24	Friday	Substance Abuse Awareness and Prevention	IX to X
8.	06/12/24	Friday	Board Examination Preparation	X
9.	17/01/25	Friday	Examination Preparation, Study Skills and Time Management	IX

## WORKSHOP FOR PARENTS

S.NO	DATE	DAY	TOPIC	CLASS
1.	11/05/24	Saturday	Parenting Adolescents	IX to X
2.	10/08/23	Saturday	POCSO Act Orientation	IX to X
3.	09/11/24	Saturday	Understanding Children's Vulnerabilities	IX to X
4.	20/01/25	Saturday	Exam Stress Management and Expectations from Children	X

Note: The above dates are tentative, subject to change.

## SENIOR SECONDARY WING (XI TO XII)

### WORKSHOP FOR STUDENTS

S.NO	DATE	DAY	TOPIC	CLASS
1.	02/04/24	Tuesday	Streamwise Workshops on College Admissions in India	XII
2.	24/04/24	Tuesday	Study Skills, Time Management and Board Examination Preparation	XI & XII
3.	02/05/24	Tuesday	Cyber Safety	XI & XII
4.	16/10/24	Wednesday	Mental Health Matters	XI



# ARMY PUBLIC SCHOOL

5.	07/01/25	Tuesday	Examination Preparation, Study Skills and Time Management	XI
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## WORKSHOP FOR PARENTS

S.NO	DATE	DAY	TOPIC	CLASS
1.	11/05/24	Saturday	Parenting Adolescents	XI to XII
2.	10/08/24	Saturday	POCSO Act Orientation	XI to XII
3.	09/11/24	Saturday	Understanding Children's Vulnerabilities	XI to XII

Note: The above dates are tentative, subject to change.

## Inclusive Education Resource Team Plan for CwSN Activities (2024-25)

S.NO.	MONTH	EVENT/ACTIVITY	CLASSES
1.	13/04/2024	Parent Orientation & Sensitization	For parents of classes I to V
2.	01/04/2024 - 05/04/2024	Autism Awareness Week	All Classes
3.	06/05/2024 - 11/05/2024	Annual Fest (Inter-school) for CWSN	All CwSN
4.	13/07/2024	Alumini Interaction by CwSN pass outs	IX-XII
5.	27/07/2024	Parent Conclave (Talk on parenting by experts)	Parents of CwSN
6.	23/08/2024 - 24/08/2024	TAPSFEST (CWSN Event)	CwSN from VI-XII
7.	01/09/2024	DYSLEXIA Awareness Week	All Classes
8.	14/10/2024 - 18/10/2024	Mental-Health Celebration week	For all students, parents & teachers
9.	2/08/2024 - 20/12/2024	Activities of Daily Living (Workshops by Resource Persons)	I-VIII (CwSN)
10.	08/04/2024 08/07/2024 01/10/2024 07/11/2024 10/01/2025	Vocational Lab Workshops - Baking Batik/ Tie-Dye Knitting/ Weaving Candle-making + Soap-making Jewellery-making	III-XII (CwSN)
11.	All PTMs	CwSN Stall/ Exhibition during PTM/ Annual Day etc	V-XII (CwSN)
12.	27/11/2024 - 28/11/2024	Annual Sports Event (Inter-school for CWSN)	VI-XII (CwSN)
13.	01/12/2024 - 07/12/2024	World Disability Day Celebration	I-XI all students will take part in activities

Note: The above dates are tentative, subject to change.





# ARMY PUBLIC SCHOOL

## Leave Record

Date	No. of Days	Reason	Parent's / Guardian's Signature	Class Teacher's Signature





## PUNCTUALITY RECORD

Late Coming: When the student is late, an entry has to be made either by the PTI or Discipline Incharge or Class Teacher.

Date	Time of Arrival	Sign of PTI	Sign of Teacher	Sign of Parent's / Guardian's



# ARMY PUBLIC SCHOOL

## A WORD FROM THE PARENT

Date	Parent's Remarks	Teacher's Signature & Remarks



## A WORD FROM THE TEACHER

Date	Teacher's Remarks	Parent's / Guardian's Signature & Remarks



# ARMY PUBLIC SCHOOL

## A WORD FROM THE TEACHER

Date	Teacher's Remarks	Parent's / Guardian's Signature & Remarks



## A WORD FROM THE TEACHER

Date	Teacher's Remarks	Parent's / Guardian's Signature & Remarks







# ARMY PUBLIC SCHOOL

## LATE ATTENDANCE / UNIFORM / HAIR / SHOES / SOCKS / UNTIDY

April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9
10	10	10	10	10	10	10	10	10	10	10	10
11	11	11	11	11	11	11	11	11	11	11	11
12	12	12	12	12	12	12	12	12	12	12	12
13	13	13	13	13	13	13	13	13	13	13	13
14	14	14	14	14	14	14	14	14	14	14	14
15	15	15	15	15	15	15	15	15	15	15	15
16	16	16	16	16	16	16	16	16	16	16	16
17	17	17	17	17	17	17	17	17	17	17	17
18	18	18	18	18	18	18	18	18	18	18	18
19	19	19	19	19	19	19	19	19	19	19	19
20	20	20	20	20	20	20	20	20	20	20	20
21	21	21	21	21	21	21	21	21	21	21	21
22	22	22	22	22	22	22	22	22	22	22	22
23	23	23	23	23	23	23	23	23	23	23	23
24	24	24	24	24	24	24	24	24	24	24	24
25	25	25	25	25	25	25	25	25	25	25	25
26	26	26	26	26	26	26	26	26	26	26	26
27	27	27	27	27	27	27	27	27	27	27	27
28	28	28	28	28	28	28	28	28	28	28	28
29	29	29	29	29	29	29	29	29	29	29	29
30	30	30	30	30	30	30	30	30	30		30
	31		31		31		31		31		31

Encircle the dates in the ink colour mentioned

Late Arrival \_\_\_\_\_

Red

Improper Uniform/ /Haircut

Dirty Uniform \_\_\_\_\_

Black

/Nails/ Shoes/ Socks \_\_\_\_\_ Blue





## LEAVE FORMAT

From:

---

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Date: \_\_\_\_\_

The Principal,  
Army Public School,  
Dhaulta Kuan, New Delhi.

### **Subject: Request for leave**

Respected sir/Maam

I am unable to attend classes on/ from \_\_\_\_\_ due to \_\_\_\_\_  
\_\_\_\_\_ .

Kindly grant me leave for the above mentioned period.

Thanking you

Yours truly

---

Name (                    )

Recommended/Not Recommended

Class Teacher

Principal



# ARMY PUBLIC SCHOOL

## PARENTS / GUARDIAN'S ENTRY PASS

Photo 1

Photo 2

Photo 3

1. It is certified that Mr and Mrs \_\_\_\_\_ resident of \_\_\_\_\_ are parents of / guardians of Master/Ms \_\_\_\_\_ a student of class \_\_\_\_\_ of APS Dhaula Kuan.
2. The parents are allowed to come to APS Dhaula Kuan on all working days during school visiting hours for parents.
3. Parents can come to school to pick and drop their wards /attend PTMs.

Parents / Guardians should be in possession of Aadhar Card /Voter Identity Card and are permitted to visit only APS Dhaula Kuan.

Visiting Hours. The Principal will be available to visitors during the following hours on all working days as : 01:00 PM to 02:00 PM or Any time with Prior appointment.

(a) Teachers during PTM or anytime after school hours with prior appointment.

(b) School Office 1-2pm

Dated:

Principal  
APS Dhaula Kuan



# ARMY PUBLIC SCHOOL

Date.....

Subject	Home Work / Assignment
	<div style="border-top: 1px solid black; text-align: right;">           Parent's Signature         </div>

**Start your day with a small and positive thought.**

Date.....

Subject	Home Work / Assignment
	<div style="border-top: 1px solid black; text-align: right;">           Parent's Signature         </div>

**Never stop believing in hope because miracles happen every day.**









Date.....

Subject	Home Work / Assignment
	Parent's Signature

Patience is the companion of wisdom.

Date.....

Subject	Home Work / Assignment
	Parent's Signature

We must use time as a tool, not as a crutch.



Date.....

Subject	Home Work / Assignment
	<b>Parent's Signature</b>

All our dreams can come true, if we have the courage to pursue them.

Date.....

Subject	Home Work / Assignment
	<b>Parent's Signature</b>

Don't sit down and wait for the opportunities to come. Get up and make them.





Date.....

Subject	Home Work / Assignment
	<hr/> <b>Parent's Signature</b>

Vitality shows not only in the ability to persist but in the ability to start over.

Date.....

Subject	Home Work / Assignment
	<hr/> <b>Parent's Signature</b>

We are kept from our goal not by obstacles but by a clear path to a lesser goal.











Date.....

Subject	Home Work / Assignment
	<hr style="width: 60%; margin: 0 auto;"/> <b>Parent's Signature</b>

The only limit to our realisation of tomorrow will be our doubts of today.

Date.....

Subject	Home Work / Assignment
	<hr style="width: 60%; margin: 0 auto;"/> <b>Parent's Signature</b>

Your attitude determines your direction.



Date.....

Subject	Home Work / Assignment
	Parent's Signature

**In the middle of difficulty lies opportunity.**

Date.....

Subject	Home Work / Assignment
	Parent's Signature

**Success is not the key to happiness. Happiness is the key to success.  
If you love what you are doing, you will be successful.**













Date.....

Subject	Home Work / Assignment
	Parent's Signature

The journey of a thousand miles begins with one step.

Date.....

Subject	Home Work / Assignment
	Parent's Signature

Success is not the result of spontaneous combustion. You must set yourself ablaze.



Date.....

Subject	Home Work / Assignment
	<b>Parent's Signature</b>

**Don't be pushed around by the fears in your mind. Be led by the dreams in your heart.**

Date.....

Subject	Home Work / Assignment
	<b>Parent's Signature</b>

**Success is not about being the best. It's about being better than you were yesterday.**





























Date.....

<b>Subject</b>	<b>Home Work / Assignment</b>
	<p style="text-align: right;">Parent's Signature</p>

**To live is the rarest thing in the world. Most people just exist.**

Date.....

<b>Subject</b>	<b>Home Work / Assignment</b>
	<p style="text-align: right;">Parent's Signature</p>

**A problem is a chance for you to do your best.**







Date.....

Subject	Home Work / Assignment
	<b>Parent's Signature</b>

Education is not just about gathering knowledge, but more so about learning how to think.

Date.....

Subject	Home Work / Assignment
	<b>Parent's Signature</b>

If you want to shine like the sun, first burn like the sun.



Date.....

Subject	Home Work / Assignment
	<hr/> <p style="text-align: right;"><b>Parent's Signature</b></p>

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

Date.....

Subject	Home Work / Assignment
	<hr/> <p style="text-align: right;"><b>Parent's Signature</b></p>

**The only way to do great work is to love what you do.**













Date.....

Subject	Home Work / Assignment
	<b>Parent's Signature</b>

The only limit to our realisation of tomorrow is our doubts of today.

Date.....

Subject	Home Work / Assignment
	<b>Parent's Signature</b>

Discipline is the bridge between goals and accomplishment.







Date.....

Subject	Home Work / Assignment
	Parent's Signature

The journey of a thousand miles begins with one step.

Date.....

Subject	Home Work / Assignment
	Parent's Signature

Success is not the result of spontaneous combustion. You must set yourself ablaze.



Date.....

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Don't be pushed around by the fears in your mind. Be led by the dreams in your heart.

Date.....

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	Parent's Signature

Success is not about being the best. It's about being better than you were yesterday.

Date.....

Subject	Home Work / Assignment
	<b>Parent's Signature</b>

**It's not about how bad you want it. It's about how hard you're willing to work for it.**

Date.....

Subject	Home Work / Assignment
	<b>Parent's Signature</b>

**Success is stumbling from failure to failure with no loss of enthusiasm.**

Date.....

Subject	Home Work / Assignment
	<b>Parent's Signature</b>

**Just one small positive thought in the morning can change your whole day.**

Date.....

Subject	Home Work / Assignment
	<b>Parent's Signature</b>

**It is what you do in the dark that puts you in the light.**

Date.....

Subject	Home Work / Assignment
	<b>Parent's Signature</b>

Attitude is a little thing that makes a lot of difference.

Date.....

Subject	Home Work / Assignment
	<b>Parent's Signature</b>

A person who never made a mistake never tried anything new.



Date.....

Subject	Home Work / Assignment
	<p data-bbox="859 790 1078 818" style="text-align: right;">Parent's Signature</p>

**Life is what happens to you while you're busy making other plans.**

Date.....

Subject	Home Work / Assignment
	<p data-bbox="859 1568 1078 1596" style="text-align: right;">Parent's Signature</p>

**Fall seven times and stand up eight.**