

Akshat International School: Rules and Regulations

A. Admission Procedure

1. **Granting of Admission:** Admission is granted based on the availability of seats and a "first come, first serve" basis, followed by an entrance test.
2. **Limited Seats:** The number of seats per class is limited, and the school strictly adheres to this policy. No admission will be granted beyond the available capacity.
3. **Confirmation:** Issuing an admission form does not constitute confirmation of admission.
4. **Completed Applications:** Only forms that are duly completed and submitted with all necessary documentation will be considered for final admission.
5. **Submission Deadline:** Admission applications stand cancelled if not submitted within 7 days of issuance.

B. Fee Policy

1. **Timely Payment:** Fees must be paid on time. Failure to do so will result in the school taking appropriate action.
2. **Annual & Additional Fees:** In addition to annual fees, students must pay exam and practical exam fees as applicable. Fees for tours, visits to outstation areas (including training programs, picnics, etc.), and other special facilities (like online testing) are charged separately.
3. **Late Payment:** If fees are not paid within 30 days of the due date, the student will not be permitted to attend classes. Re-admission will be charged separately, and the student will only be allowed to attend classes and appear in exams upon payment.
4. **Fee Collection:** Fee payments are accepted on working days between 9:00 am and 2:00 pm. No fees will be accepted thereafter.
5. **Fee Cards/Receipts:** Fee depositions must be entered into the fee card, and a receipt must be obtained. No claim regarding fee payment will be considered valid without the fee card.
6. **Full Academic Year Fee:** Total course fees for the academic year must be deposited before the final exam.
7. **Non-Refundable:** Once deposited, fees are non-refundable and non-transferable under any circumstances.
8. **No Dues Clearance:** Students are allowed to appear in Final Exams only after the issuance of a "No Dues" certificate.
9. **Withdrawals:** If a child is withdrawn mid-term, fees will be charged as per school rules. There is no provision for re-admission once a child is withdrawn mid-term.
10. **Digital Payments:** The school encourages digital payments via credit/debit card, online transfer, or e-wallets. For cheque payments, it should be in favour of 'AKSHAT INTERNATIONAL SCHOOL' only.

11. **Fee Increases:** Fees are subject to an annual increase of 10–15% as per applicable norms and school management discretion.
12. **Caution Money (Effective 2025-26):** The school has discontinued the collection of caution money for all new admissions from the 2025-26 session. No claims, requests, or demands for caution money will be entertained for students admitted on or after this session.

C. Transfer Certificate (T.C.)

1. **Application Deadline:** March 31st is the last date to submit an application for a Transfer Certificate. Applications received after this will not be entertained, and parents must bear the first installment of the next academic session.
2. **School's Right to Issue:** The school reserves the right to issue a T.C. to any student found to be constantly irregular, abusive, bullying, or misbehaving with the staff.
3. **Grounds for T.C.:** The school may issue a T.C. if a student/parent engages in misconduct, including but not limited to abusive language, misbehavior, inappropriate conduct with staff, or damage to school property.
4. **No Dues Required:** T.C. will be issued only after a "No Dues" certificate is issued by the school authority.

D. Bus Facility

1. **Optional Facility:** Bus facility is optional; however, if availed, rules must be followed strictly.
2. **Discontinuation:** Parents wishing to discontinue the bus facility must submit a written consent/request letter at least one month in advance. Commuting by personal transport is allowed only after receiving prior approval from school management.
3. **Behavior & Instructions:** Parents must instruct their children to obey the person in-charge (driver and conductor) during the entire bus journey. Disobedience may lead to the revocation of bus privileges.
4. **Fixed Routes:** Bus routes are fixed by the school and will not be changed for the convenience of any individual student.
5. **Punctuality:** Students must be at the bus stop 5 minutes prior to the scheduled time.
6. **Discontinuation Notification:** Parents must notify in writing one month prior if they wish to discontinue the bus facility; otherwise, fees for the duration of absence will be chargeable.

E. General Rules

1. **Punctuality:** All students must report to school on time. Late comers will not be permitted to enter the campus.
2. **Discipline:** Strict discipline must be maintained in the classroom, corridors, and throughout school premises, including decent behavior towards teachers, non-teaching staff, and fellow students.

3. **Parental Conduct:** Parents/Guardians should not visit their child during school hours or meet teachers in the classroom or at their homes regarding school matters. Complaints should be addressed to the Principal in writing via the student's planner/diary.
4. **Damage to Property:** Any damage to school property by a student or group of students will be suitably penalized, and the decision of the Principal regarding the fine will be final. Further, students may be rusticated if parents misbehave with staff (use of abusive language, physical abuse, or threats).
5. **Report Cards:** Report cards must be collected by Parents/Guardians (if the name is registered). All outstanding fees must be cleared in full before report cards are issued.
6. **Curriculum Activities:** No exemption is granted from compulsory games and activities.
7. **Prohibited Items:** Students are prohibited from wearing or carrying gold/silver jewellery/ accessories and are not allowed to bring electronic gadgets (mobile, iPad, Tablets, etc.). The school is not responsible for any personal loss.
8. **Meetings:** Appointments to meet the Principal, teacher, or any staff member must be made a day in advance.

F. Uniform Policy

1. **Prescribed Uniform:** Students must come to school in the prescribed uniform only, which must be neat and tidy.
2. **Personal Grooming:** Hair must be cut at regular intervals, nails must be trimmed, and no tight-fitting uniforms are allowed. Jewellery (earrings, etc.) is strictly forbidden for boys.
3. **Compliance:** As per the Right to Education Act and guidelines, the school prescribes a specific uniform. Students must wear only the approved design, regardless of the place of purchase. Deviation is not permitted.

G. Complaints

1. **Resolution Protocol:** Complaints should first be handled by the concerned section (e.g., class problem to class teacher, bus problem to bus in-charge). If not resolved, issues should be referred to the Principal in writing. No issues should be taken directly to the Principal without following standard protocol.

H. Student & Parent Declarations

1. **Parental Accountability:** Parents are responsible for looking after their child's studies, general progress, attendance, and behavior.
2. **Health:** In case of any infectious/contagious disease, do not send the child to school. Provide written information in the school planner.
3. **Authority:** Principal and Management reserve the right to alter, revise, or revoke any rules, including examinations, syllabus, and working patterns, as deemed fit.
4. **Emergency:** If parents wish to take a child home before school hours, they must come in person and not send anyone else.

5. **Student Responsibility:** Students must not indulge in antisocial activities in/outside the school.
6. **Transport:** Students are not allowed to drive vehicles to school. The school will not be held responsible for any mishap.
7. **Jurisdiction:** All issues are subject to Ujjain jurisdiction.