

PROSPECTUS

Don Bosco School, Park Circus, Kolkata, founded in 1958, is an English Medium Anglo-Indian School for Catholic boys established and administered by the Salesians of Don Bosco (Northern India). As such it is a minority institution belonging to the Catholic Church. Provision is also made for the admissions of non-Catholic boys.

I. AIM OF THE INSTITUTION

1. The aim of the institution is to impart sound value based education by forming in the boys habits of piety, virtue, discipline and self-reliance during the years of their studies, thus enabling them to be dutiful sons of the Catholic Church and useful citizens of their motherland, India.

2. The method of education followed in the school is the Preventive System taught and practiced by St. John Bosco. It is based on Reason, Religion and Loving kindness. We seek to form the young, through education, into men of character, competence, conscience, compassion and commitment who will foster uprightness in public life.

3. The school is a Christian Minority Institution recognized by the National Commission for Minority Educational Institutions, Government of India (Vide F. No. 1710 of 2006, dated 12/01/2007) and Department of Education of the Government of West Bengal, and is affiliated to the Council for the Indian School Certificate Examination, New Delhi, (School Code WB 013) for the Indian Certificate of Secondary Education Examinations (ICSE), the Indian School Certificate Examinations (ISC) and the Council for Vocational Education (CVE).

4. Religious Instruction: Being a Christian institution, the classes of Christian Doctrine (Catechism) are compulsory for Christian students. All other students must attend classes of Moral Science/Value Education, which deal with moral principles, values and rules of conduct. A student must strive to attain qualities of mind and heart and integrate into his life, virtues such as honesty, sincerity, piety, compassion, generosity, love for nature and self reliance.

5. Discipline: Special attention is given to ensure a high standard of morality and discipline in the school. Guardians are requested to collaborate in this with the School Authorities by insisting on regular attendance and punctuality of their wards.

II. COURSES OF STUDIES

6. Don Bosco School, Park Circus, Kolkata, has the following courses of Studies:

(a) **The ICSE Section** (Classes KG to 10) which prepares the students for the Indian Certificate of Secondary Education Examination of the Council for the Indian School Certificate Examination, New Delhi, in the following subjects: English, Bengali/Hindi, Mathematics, History Civics & Geography, Science, Economic Applications, Computer Applications.

(b) **ISC (+2) Section** (Classes 11 and 12) which accepts students who have passed ICSE or its equivalent, and prepares students for the Indian School Certificate Examination of the Council in two streams:

(i) **Science Stream** comprises of English, Mathematics, Physics, Chemistry, Environmental Science and Biology/Computer Science /Economics.

(ii) **Commerce Stream** comprises of English, Commerce, Accounts, Mathematics, Economics and Business Studies / Computer Science.

(c) **Technical Section**, established in 1965, offers a job-oriented training course in **Mechanical Engineering** and **Electronics & Telecommunication Engineering** which prepares boys for the following certificates: (i) Industrial Training Institute (ITI) exam, (ii) Don Bosco Technical Institute Diploma and (iii) The Certificate of Vocational Education (CVE) of the Council for the Indian School Certificate Examinations, New Delhi.

(d) There is also a **Non-Formal** section that gives short-term job oriented training.

(e) **Evening School**: Free evening classes are conducted for the poor children of the locality and Adult Literacy Programme for girls from the nearby locality.

7. Don Bosco School Park Circus, being an English-Medium School, makes every effort to teach the students to handle English effectively as a written and spoken language. All students must speak only in English in the school campus.

8. Bengali and Hindi, however, are compulsory subjects as Indian languages, in the three language scheme of secondary education.

9. The student's personality, initiative and originality are given full scope in creative curricular activities and by involvement and participation in youth groups and movements, sports and games.

10. Social Commitment: Don Bosco School aims at contributing to the building up of a more just society and one worthy of man by promoting a systematic, social education of the students. Social service projects form an integral part of the school curriculum.

III. ADMISSION

11. Applications for admissions to Class KG are accepted from students of all faiths. However, Christians are given preference. Admissions to other classes will be taken against chance vacancies at the beginning of the school year. No new admissions are normally taken in classes IX, X, XI and XII. Exception may be made in Class XI.

12. Parents/Guardians are asked to fill in the admission forms with the utmost accuracy. **No subsequent changes will be permitted.**

13. A candidate who has attended a recognized school may be admitted only with a Transfer Certificate from the school he has last attended. Catholic students must also produce a Baptism Certificate.

14. New Candidates must be introduced personally to the Principal by the one who will be responsible for his conduct and fees. They will be examined on the syllabus of the class immediately below that to which they seek admission.

15. The ISC is a separate course. Admission to the ISC is normally reserved for the boys who have passed ICSE from this school. Admission to it is entirely at the discretion of the School Authorities even for the students who

have completed the ICSE at Don Bosco Park Circus. Admission to it is entirely based on academic and non-academic performances, which include conduct and overall behaviour. A new application is required for admission to this course. There will also be an interview of the candidate along with the parents. Conduct Record of a student has a major role to play in his admission to ISC.

16. ISC students must follow exactly the same pattern of discipline as the students of the rest of the school. Failure to maintain that tone of conduct and discipline expected of senior students according to the traditional norms of the school will be sufficient reason for dismissal at any time.

17. Criteria for admission to ISC:

(1) Commerce: A student must secure a minimum aggregate of 60% in Class X for provisional admission to class XI.

(2) Science: A student must secure 65% in Class X in each of the following subjects: English, Mathematics and Science.

(3) To change the stream from Commerce to Science after the ICSE result, a candidate must secure 80% each in English, Mathematics and Science.

18. The Rector is the final authority in granting admissions and his decision is final and binding on all.

IV. REGULARITY RECORD (Absence, Leave, Delay)

19. School begins with the Morning Assembly and students must be on time for it and be present in the Assembly Hall. It is advisable that students reach school at least five minutes before the scheduled time for the Assembly. Students go to their respective class rooms in silence from the Assembly, according to their classes.

20. The purpose of regular attendance is to inculcate in the students, traits of punctuality, regularity and academic discipline. To be eligible for promotion, a student must have a minimum of 95% attendance. Absence from the school without leave is not tolerated except when the cause is sudden illness or unforeseen circumstances in which case the information must be given at the earliest.

21. After an absence from school the reason for the absence must be entered briefly in the Regularity Record under "Absent" in the school calendar.

Reasons of a private nature must always be submitted in a letter. Parents / Guardians should give a prior intimation to the school on the Third day of their ward's absence if he is likely to be absent for a longer duration.

22. If an unauthorized absence from school exceeds 15 calendar days, the student's name may be struck off the rolls, and he may not be readmitted to school.

23. An Absence due to illness for two or more days, besides being entered in the Regularity Record under "Absent" must be accompanied by a doctor's prescription.

24. Leave for religious ceremonies, wedding of close relative or special occasions must be obtained beforehand.

25. Leave of absence for reasons such as birthdays, excursions, festivals, weddings, time to study for an examination, is not considered sufficient reason for absence.

26. A leave granted must be recorded in the Regularity Record under "Leave" in the school calendar. This must be signed by Vice-Principal/Asst. Principal.

27. Early Departure: It is availed when there is an emergency at home or when a student gets sick in school. It is not granted to those who come sick from home.

28. In case a child falls sick/meets with an accident in the school premises he can be helped with immediate first aid only. The parents will be informed and are expected to come and attend to their son/ward immediately. It is important to give the correct contact numbers in the diary and update it whenever there is a change.

29. After five instances of Absence from school, each subsequent instance of unauthorized absence will incur a deduction of five marks.

30. Late arrival to school is a breach of discipline. A student who comes late to school must enter the date and time of arrival in the Regularity Record under "Late".

31. Five late arrivals will result in Parents being called to the office of the Vice Principal/ Asst. Principal. 3 marks will be deducted for each subsequent late arrival.

32. The school declines all responsibilities if through failure to produce a letter giving reasons for his absence or delay, a boy is obliged to return home during school hours.

33. Readmission to class, for absentees and late-comers, is granted when they show the teacher in charge the Regularity Record duly countersigned by the Principal / Vice Principal/ Asst. Principal.

34. It is mandatory for a student to attend the school on days marked "compulsory attendance". Defaulters are to seek re-admission to the school. In case of sickness/eventualities, the matter must be notified to the Principal/Vice Principal/Asst. Principal with relevant documents on the same day or earlier.

V. SCHOOL FEES: (SEE FEE CARD)

35. The School fees cover twelve calendar months and may be paid in monthly installments or in advance. No reduction is made for holidays or broken periods. Students are liable to be charged full fees as long as their names are officially on the rolls. Fees once paid will not be refunded.

36. The fees, if paid monthly, must be paid on or before the due date, failing which a late fee of ` 50 will be levied up to the end of the month and thereafter ` 100 per month cumulatively. Due dates are clearly indicated in the School diary. Fee defaulters may not be allowed to attend the class if fees are not cleared during the same month.

37. Fees for the holiday months must be paid in advance before the school closes. All dues must be paid before the school year ends. Those who wish to pay by cheque must have an account with The Federal Bank Ltd., Park Circus Branch, Kolkata.

38. Any damage will be made good by the student/students concerned. (Laboratory, Library, Classrooms, Sports equipments etc.).

39. The school reserves the right to increase the fees at any time of the year if

an increment is considered necessary. Ten Percent annual increase in the tuition fee or any other is normal.

VI. SCHOOL UNIFORM

40. Every student must wear a clean, complete and correct uniform daily. Parents must take special care to see that students leave home in full uniform. Uniform is compulsory for all school activities, both curricular and co-curricular, on instruction days as well as on non-instruction days. Defaulters may be fined or sent back home. Whenever the complete or correct uniform cannot be worn, permission to attend school must be obtained on the Regularity Record under "Uniform".

41. The specifications regarding uniform must be strictly adhered to by parents and students. No one is allowed any liberty in this regard. The uniform will be as follows:

a) KG - Check shirt with Monogram, Maroon Shorts and Belt (to be purchased from the school stationery)

b) For Classes 1 to 12

- White shirt with half sleeves.
- DB Monogram stitched on the pocket on the left side of the shirt.
- Grey shorts with pleats (for Classes 1 to 5)
- Grey trousers with pleats (for Classes 6 to 12)
- Maroon tie (for Classes 1 to 10)
- Maroon tie with DBPC (for Classes 11 & 12)
- Belt to be bought from the school.
- Plain black leather shoes and white socks.
- White canvas shoes on PT days.
- For winter : Plain light grey pullover / Navy Blue Blazer (with school monogram)
- Trousers with pleats for Junior School Students from 1 December to 15 February

c) For Classes 1 to 12 : Sports Day

- Vest to be bought from the school
- White trousers for the March Past
- White canvas shoes and white socks

42. To ensure uniformity, the following items of the uniform must be

obtained from the school: **the grey trouser material, the DB monogram, the maroon tie and the belt. NO OTHER SHADES OF MATERIAL WILL BE ALLOWED.**

VII. SCHOOL HOURS

43. Class hours are as follows:

KG	:	8.20 am to 12.20 pm
Classes I & II	:	7.40 am to 1.00 pm
Classes III & V	:	7.40 am to 1.40 pm
Classes VI to XII	:	8.05 am to 2.15 pm

44. Office Hours: The Principal, Vice-Principal & Asst. Principal can be interviewed from 9.00 a.m. to 10:00 a.m. or any other time by prior appointment.

45. School Stationery hours: Stationery is available only on class days from 7.30 am to 8.30 am and 1.30 pm to 3.00 pm.

46. No school business will be transacted on holidays or during vacations.

VIII. ASSESSMENTS AND PROMOTION

47. Promotion at the end of the year will be based on attendance, continuous Assessment in every subject, work done during the year and the overall conduct record.

48. The periodic assessments held during the year are notified in the school calendar.

49. Continuous assessments are meant to ensure regularity on the part of the student. Unit Tests and class tests are important part of the continuous assessment for the progress of the student. The answer scripts of these tests, duly evaluated, are handed over to the student, to be taken home, signed by the parents and kept in a separate Test File at home. A student is expected to enter his marks in the relevant columns of Achievement Record in his school calendar.

50. For students who are absent for any Assessment / Unit Test / Class Test, no provision can be made for supplementary tests. Students of ISC are allowed to use calculators in class as well as in examinations.

51. Attendance for internal assessments & Projects for classes IX to XII are compulsory on the days scheduled. No exceptions can be made in this regard. Defaulters may be awarded zero in that particular subject.

52. Failure to appear at any assessment can seriously affect a student's academic progress and promotion. However no student must come to school to do a test and go back home after the test. He must attend the full day class.

53. Examinees are not expected to indulge in any of the following acts:

- (a) Breach of any of the regulations of conduct at examinations or indiscipline in or outside the hall. A student guilty of disorderly conduct or responsible for causing any kind of disturbance in or near the examination room is liable to be refused admission to subsequent papers. The use of unfair means, even if discovered subsequently, will merit the cancellation of the particular paper and the student concerned will be given a zero.
- (b) A student who has made arrangements to obtain unfair help in connection with the question papers from any persons or any agency is liable to have his result in the examination cancelled as a whole. Candidates who are detected giving or obtaining, or attempting to give or obtain, unfair assistance, or who are otherwise detected in any dishonesty whatsoever, will be debarred from the examination.
- (c) A student is not expected to have in his possession any book, memorandum, or pocket book, notes, or papers whatsoever during the examination.

Incidents/ possession of any of the above may result in suspension and in the event of a serious nature - to be judged by the Principal - may result in dismissal from school. A student who has recourse to pre-meditated cheating will be given TC at the end of the school year.

54. There is no arrangement for "re-examination" or "promotion on trial". No sick child must be sent to school.

55. A student who fails to secure promotion may be asked to leave the school. A pupil failing in his class at the end of the year does not remain on the rolls unless the Parents/Guardians notify the Principal in advance that they wish their son/ward to continue his studies in the school.

56. The reports must be collected by the Parents on the stipulated day. A defaulter may be penalized through a fine/and may not be allowed to attend the school until his report is collected.

57. In all questions of promotion or failure the Principal's decision is final.

IX. CRITERIA FOR PROMOTION

58. Promotion is based on the whole year's performance.

59. Normally a student should pass in all subjects. He may be considered for promotion even if he fails in one of the subjects other than Moral Science/Catechism, English, Second Language and SUPW.

60. **Primary Section** : Students of Classes KG to IV will be promoted based on their performance in the continuous evaluation. Students of Class V are evaluated through a combination of continuous assessments. They must obtain 40% marks or D grade in all subjects to be promoted

61. **Secondary Section** :

- a) Classes VI to XII: Promotion is based on the two Assessments and the continuous assessment (Unit Tests and Class Tests). Internal Assessment for Moral Science will be based on "Conduct Record".
- b) The final tabulation of 100 marks will comprise of 30% from the 1st Assessment, 30% from the Unit Tests and Internal Assessment combined and 40% will be from the Second Assessment. A student must obtain 40% in this tabulation.

62. A student must score 60 % marks in Moral Science/Catechism, General Knowledge, Physical Education and SUPW. He must obtain 40% in all other subjects according to the final tabulation procedure. Students who have not achieved the required standard may be asked to abstain from appearing for the ICSE/ISC Examinations.

63. Grades : A1: Exceptional (95-100), A2: Excellent (90-94), B1: Very Good (80-89), B2 : Good (70-79), C1: Fair (60-69), C2: Average (50-59), D: Satisfactory (40-49), E1: Needs improvement (35-39), E2: Unsatisfactory (0-34).

64. Conduct Marking Scheme - There shall be an aggregate of 50 marks every term allotted to the CMS for every student. Under this Marking Scheme, infractions shall attract negative marks as specified, which will be adjusted against the student's marks in Moral Science.

X. PRIVATE TUITION

65. The school forbids all private tuitions. A pupil should be able to progress in his work as a result of good teaching in school.

66. Teachers are not allowed to undertake private tuitions since they will interfere with the proper execution of their school duties, including the preparation of lessons at home and the correction of exercises. **Private tuitions are not to be undertaken by the school teachers. A student who takes tuition from his own teacher may be dismissed from school.**

XI. VACATIONS

67. Vacations are given in the school calendar. These holidays may not be extended or anticipated. Unauthorized absence on the last days before vacation and delays in returning to school after vacation will result in student being struck off the rolls.

68. In view of the required number of working days as prescribed by the Council, unscheduled holidays will be made up with classes on Saturdays as and when required.

XII. WITHDRAWAL AND DISMISSAL

69. The Transfer Certificate will be issued only on receipt of a written application signed by both the parents and personally handed over to the Principal by the parents of the student. Before withdrawing a student from the school a month's notice is to be given or a month's fee in lieu of notice. Those who take T.C. after the month of June are required to clear the whole

year's fees. No Certificate will be issued until all dues to the school have been paid in full.

70. The Transfer Certificate will be given free of charge if taken within three days of the publication of the result; otherwise a search fee of ` 50/- will be charged. Any T.C. that goes out of the state of West Bengal has to be countersigned by the CISCE Office and a fee of ` 200 will be charged, for the extra expenses for this service.

71. Any student failing two years in succession in the same class or failing twice in three consecutive years, will have his name struck off the rolls and a Transfer Certificate will be granted. A student who has been dismissed from the school is not readmitted. A student, who has taken TC, except in the case of transfer of residence, will not be readmitted to the school

72. Students whose attendance is irregular, who do not pay their fees, who are habitually late or absent, lazy or disobedient, whose conduct is injurious to the moral tone of the school or incompatible with strict discipline may be dismissed.

73. Any Certificate from the School will cost ` 10. Students of Classes 10 and 12 should collect their school leaving documents by the end of June, failing which a search fee of ` 100 will be levied per year cumulatively.

74. Notwithstanding anything in the Prospectus, the Principal may, at his absolute discretion, request any parent at any time to take his/her ward out of the school. As a rule, a boy who is dismissed / taken Transfer Certificate is not re-admitted.

75. The Rector's / Principal's decision is final in all cases of dismissal or withdrawal.

XIII. GROUPS AND MOVEMENTS

76. Groups and Movements are integral part of Don Bosco System of Education. These give the students opportunities to develop their leadership qualities and help them to be integrated human beings. The school has the following action groups: a) Young Christian Students' Movement (YCS);

b) Leadership Training Service (LTS); c) Bosco Scouts and Cubs; d) Science Group; e) Media and Cultural Group (MCG); f) Savio Group; g) Quiz Group; h) Cyber Space Group (CSG); i) Interact Movement; j) Dramatics Group; k) Photography ; l) Green Movement; m) Prerna; n) Prayash; (o) MUN & Debate ; (p) CINE Group.

77. For students of Classes 9 to 12, active participation in any one of the Youth Groups and Movements is recommended.

78. House System: The school is divided into four houses; each is named after a Salesian Saint. Bosco - Blue; Francis - Yellow; Savio - Red; Rua - Green. All activities in the school are organized according to the houses.

XIV. OTHER RULES OF CONDUCT AND DISCIPLINE

79. School Calendar is the true record of a student's academic performance and conduct. It is to be signed by the Principal/ Vice Principal/Asst. Principal or their delegates. It must be maintained with utmost care.

80. Every student must have a copy of the School Calendar and it must be brought to school on every class-day. A student who does not have his school calendar may be sent back home. Losing a school calendar is a serious fault. A fine of ` 150 is to be paid to get a new calendar.

81. No remarks once written in the school calendar can be cancelled by anyone other than the Principal/Vice-Principal/ Asst. Principal.

82. Two General Observation would amount to one General Remark which is a very serious breach of discipline and hence a deterrent to promotion or even dismissal from the School. An Observation is given in case of a minor breach of discipline.

83. Every student must possess an identity card issued by the school. This card must be renewed periodically. Pupils are responsible for the safe custody of their books and belongings. Each article should be marked with the pupil's name.

84. No student will be allowed to leave the school campus during school hours except on the strength of a written request from his parent and due

authorization by the Principal/Vice Principal/ Asst. Principal.

85. Students are to address their teachers and all members of the School Staff with due respect and politeness. Arrogant and challenging behaviour towards teaching or non-teaching staff is forbidden. On their way to and from school, students must behave in a gentlemanly manner.

86. Smoking, chewing pan, chewing gum, betel-nut or tobacco product, etc. is strictly forbidden. Irregular attendance, habitual idleness, disobedience, bad conduct, stealing, consumption of alcohol, drug abuse, any form of verbal or written obscenity, using unfair means in examination or sickness which are liable to be injurious to other boys justify dismissal.

87. Students are not allowed to bring two wheelers to school or drive a four wheeler to school. Electronic gadgets, Cell phones, digital watches and diaries, toys, calculators, video games, pen drives, PSPs, DVDs, CDs, portable audio and video devices and any mass storage devices are forbidden in the school. Students who bring any of the above items are liable to be penalized. It would mean confiscation of the unit, suspension for a period of one week and a fine of ` 1000. (Classes XI and XII are allowed to use a scientific calculator.)

88. Any damage to school property must be made good by the student concerned.

89. No books, periodicals, comics, newspaper or printed matter of an objectionable nature, must be brought into the school. All printed materials (except those mentioned in the school book-list) when brought into the school must be presented to the Principal / Vice Principal/ Asst. Principal for approval and may be retained in the school and read only if it bears the signature of one of the authorities.

90. Every student is expected to subscribe towards local charities and other relief efforts if authorized by the Principal. No collections or fines or raising of funds are to be made in the school without the explicit permission of the Principal.

91. Every student attending school is obliged to take part in choral singing, drill, games and other co-curricular activities organized by the school.

92. It is mandatory for all students to speak only in English in the school campus. Serious steps will be taken against those found speaking vernacular in the school campus at any time. This rule is applicable even on holidays.

93. The school uniform is a sacred and prized possession of a student. It symbolizes the ethos and culture of the school, of which the student is an integral part. Any violation of its sanctity calls for firm disciplinary action such as suspension, termination etc. Visit to restaurants, cinema, multiplexes other public places etc. in school uniform is a serious breach of discipline inviting action. Hair colouring, using styling gel and fashionable hair cuts/cuts are not allowed in school. Students who have begun to shave must have a clean shaven face.

XV. FOR PARENTS / GUARDIANS

94. Parents retain their rights and duties in the education of their children, even though they delegate them in part to the school. The support and collaboration of parents is in all cases considered indispensable for the success of the work of education carried out by the school.

95. Parents POSITIVE COOPERATION with the school is absolutely essential for the constructive upbringing of their son/ward. They are strongly exhorted to co-operate with the school:

- a) By urging their wards to be regular and punctual in attendance.
- b) By checking the School calendar on a regular basis.
- c) By seeing that their wards are diligent at their homework and lessons.
- d) By not engaging private tutors without consulting the school authorities.
- e) By insisting on neatness and cleanliness in their books and personal appearance.
- f) By occasionally meeting the Principal / Vice Principal / Asst. Principal / Teachers to discuss the progress of their wards.

96. Periodical reports, and the Report Card, will keep parents / guardians informed of the progress of their wards.

97. Parents will not be allowed to meet the Principal/Vice Principal/Asst. Principal during the examination time. They must avail the time after the examination on a particular day.

98. Ordinarily communication with parents / guardians is made through the School Calendar. On the first day of every month, the School Calendar should be checked by the Parents and signed with the word "CHECKED".

99. Parents / Guardians are not allowed to see their wards or to meet teachers during class hours without the special permission from the Principal/Vice Principal/Asst. Principal.

100. Parents can meet Secondary Section teachers between 2.15 p.m. and 2.45 p.m. and Primary Section teachers between 1.40 p.m. and 2.20 p.m. You must intimate the same to the respective teachers a day in advance through your ward.

101. Admittance into the school premises is at the sole discretion of the school authorities, who reserve to themselves the right to refuse admission to anyone without assigning any reason whatsoever.

102. School campus is no smoking area on all days. Please do not bring disposable bottles and plastic items to school.

103. Exemplary behaviour is expected from students and parents in the school campus and outside the school campus.

104. Though the school takes care of your ward/son while in school, the school cannot be held responsible for any self inflicted or accidental mishap/injury, physical or otherwise, that may befall on your son/ward.

105. Parents/Guardians threatening the school by various methods, by leveling malicious or false allegations or spreading rumours or giving false information which tends to bring into disrepute the school or its employees or spreading panic among them might result in issuing of Transfer Certificate to their son/ward from the school.

106. All communication to the school should be addressed to the Principal.