

School-U-Dise Code - 20020600209

SWAMI VIVEKANAND ELITE PUBLIC SCHOOL

Affiliated to CBSE, New Delhi
Affiliation No. - 3430727 | School Code - 66948

Information Brochure

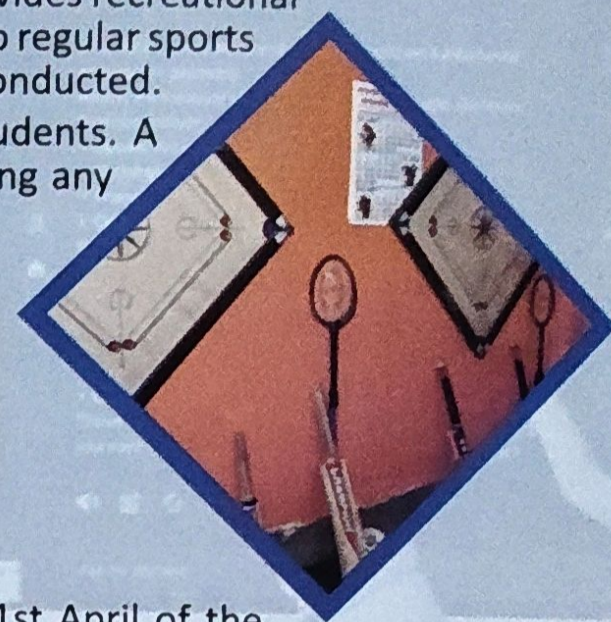
Infrastructure & Facilities:

- A well-stocked library housing more than 5,000 books, including reference books, storybooks, journals, periodicals, and current affairs magazines.
- A fully equipped Science Laboratory where students perform practical experiments under the guidance of experienced and qualified teachers.
- A modern Computer Laboratory with over 30 computer systems, enabling students to acquire digital literacy and technological skills.
- A well-equipped Mathematics Laboratory with mathematical tools and instruments that support experiential and concept-based learning.

The school campus offers excellent sports and recreational facilities, including separate playgrounds for outdoor games such as cricket, football, volleyball, badminton, basketball, and kho-kho, along with facilities for indoor games like chess, ludo, carrom, and Chinese checkers.

Believing that “where there is play, there is fun and creativity,” the school also provides recreational amenities such as swings, slides, toys, and audio-visual learning tools. In addition to regular sports periods, special sessions for Physical Training (PT), yoga, and cultural activities are conducted.

The school places great emphasis on the physical and mental well-being of students. A system for immediate medical assistance is in place to ensure prompt care during any medical emergency.



ADMISSION PROCEDURE: Session - 1st April to 31st March

Eligibility:

Children seeking admission to LKG must have completed 3 years of age as on 1st April of the academic year and should not be more than 4 years of age on that date.

Registration Procedure :

The prospectus and registration form for admission can be obtained from the school office on payment of the prescribed fee. The registration form must be duly filled and submitted along with the required documents, as mentioned in the form.

Registered candidates will be informed and called for an admission test and/or interview, as applicable. Please note that the registration fee is non-refundable, and registration does not guarantee admission.

Test / Interview:

Admission is based on a written test and/or interview, depending on the class applied for.

- There is no written test for LKG; however, the child must appear for an interaction/interview, and both parents are required to accompany the child.
- For other classes, written tests are conducted according to the prescribed academic standard.

Admission & Withdrawals:

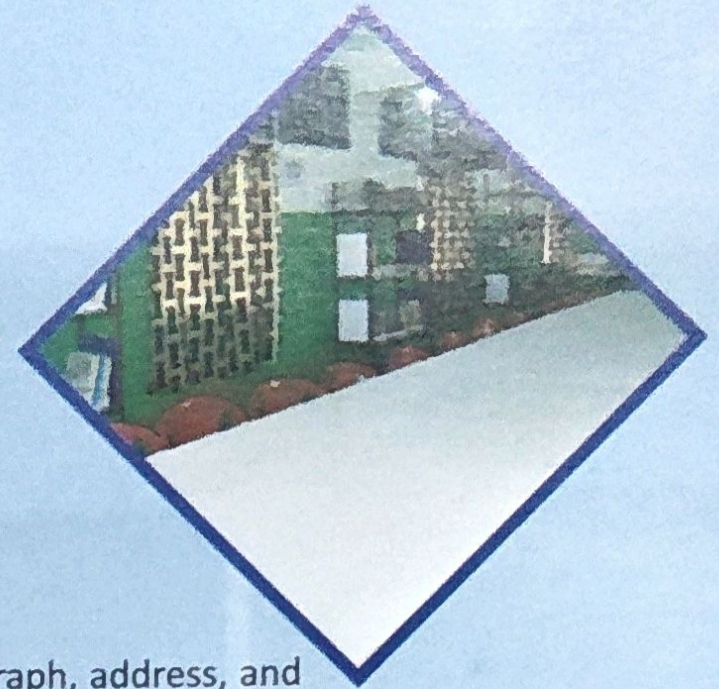
- Admission is granted strictly on the basis of merit and availability of seats.
- A Birth Certificate issued by a competent authority and a Transfer Certificate (TC) from the previous school are mandatory at the time of admission.
- The admission fee must be deposited within seven days of selection; failing which, the seat will be offered to the next candidate on the waiting list.

The following categories of students may not be permitted to continue in the school:

- Students who fail to show satisfactory academic progress or are unable to benefit from the educational programme.
- Students whose fees remain unpaid beyond the stipulated period.
- Students whose conduct or behaviour is harmful to the interests of the school.
- The security deposit, if applicable, must be claimed within six months from the date of withdrawal; otherwise, it shall be forfeited.
- Withdrawal or transfer is not permitted during the month of March.
- The Transfer Certificate / School Leaving Certificate and Progress Report will be issued only after clearance of all dues.

Personal File:

The school maintains an individual personal file for each student to keep a systematic record of academic performance, achievements, fee details, and progress in co-curricular activities.

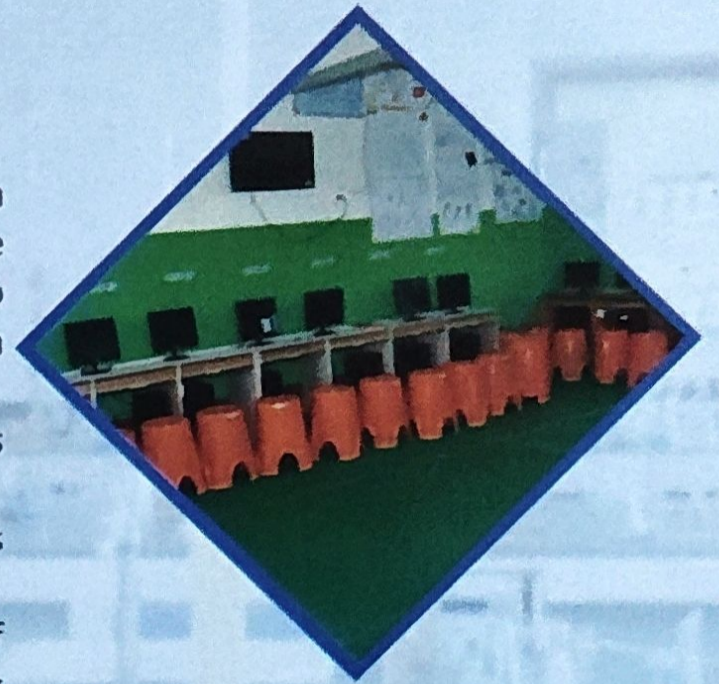


Identity Card:

Each student shall be issued an Identity Card bearing a passport-size photograph, address, and transport details. The Identity Card must be carried by the student at all times while on school premises and during school-related activities.

Leave Rule:

- Absence without prior leave approval is viewed seriously. In case of seven consecutive days of absence without intimation, the student's name may be removed from the rolls. Re-admission, if permitted, shall be subject to completion of formalities and payment of applicable dues and re-admission fee.
- For any leave of absence, a written request from parents/guardians is mandatory. A note may also be entered in the student diary.
- Students are expected to attend school on the opening day after vacations and remain present until the closing day before vacations.
- Absence due to illness must be supported by a medical certificate. In case of infectious diseases such as measles, chickenpox, cholera, mumps, whooping cough, etc., a fitness certificate from a registered medical practitioner is required before rejoining school.
- Instructions and recommendations of the school medical authority, where applicable, must be followed in the interest of student health and safety.



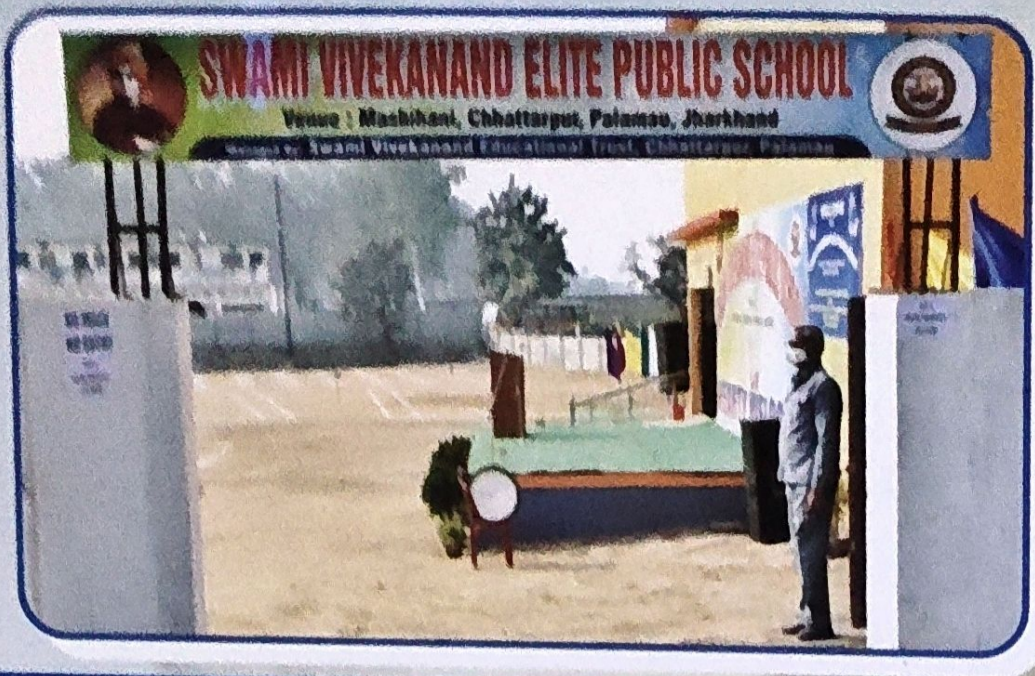
Scheme Of Examination:

The school follows the CBSE-prescribed pattern of studies and examination system, as amended from time to time. Students are assessed through a continuous and comprehensive evaluation process, which includes day-to-day classroom activities, periodic tests, half-yearly and annual examinations, along with scholastic and co-scholastic performance, notebook work, and personal and behavioural development.

Promotion To Higher Class:

For promotion to the next class, a student must obtain a minimum qualifying Grade 'D' or above in all subjects, as per the prescribed scheme of studies. Students obtaining an 'E' Grade in one or more scholastic subjects are required to improve their performance in a subsequent assessment to achieve the qualifying grade for promotion.





- If a student fails to obtain the qualifying Grade 'D' in one or more subjects, even after the provision of one opportunity for improvement, the student will be required to repeat the same class in the following academic year.
- It is mandatory for students to appear in both summative assessments during the academic year.

Duplicate Transfer Certificate:

A duplicate copy of the Transfer Certificate may be issued only on submission of a copy of the FIR regarding loss of the original certificate and on payment of the prescribed fee of ₹200/-.

House System:

To foster leadership qualities, healthy competition, cooperation, and team spirit, the school organises inter-house competitions from time to time. The houses are named after great national leaders, inspiring students to uphold strong values and discipline.



Instruction For The Payment Of Fee:

- School fees may be paid through direct payment at the school counter or through bank / online modes. In case of bank or online payment, the scanned copy or screenshot of the payment proof must be sent to the school's official WhatsApp number.
- Fee collection timing at the school counter is 10:00 a.m. to 12:00 noon.
- The last date for payment of monthly school fees is the 10th of every month.
- Fees will not be accepted after the 20th of the month.
- A late fee of ₹20/- will be charged if the tuition fee is cleared after 10th of the the month
- In case of non-payment of fees for two consecutive months, the student's name may be removed from the attendance register without further notice.
- Re-admission, if permitted, shall be subject to payment of a re-admission fee of ₹200/- and approval of the School Authority.* Advance payment of fees on a quarterly, half-yearly, or annual basis is accepted.
- Outstanding dues of a month must be cleared by the 5th of the following month, along with a late fine of ₹50/-.
- For Classes X and XII, school fees up to March must be cleared by December to enable issuance of a No Dues Certificate.

General Rules & Discipline:

- Any damage to school property caused by a student shall be borne by the parents/guardians.
- Students must be regular in attendance and punctual.
- The Identity Card must be carried by students on all working days.
- Students are not permitted to leave the school premises during working hours unless accompanied by a parent/guardian authorised in school records.
- Students must attend school in proper school uniform.

- Students must be clean, neat, and well-groomed at all times.
- Leave applications must be submitted at least one day in advance and countersigned by parents/guardians.
- Students using the school bus must strictly follow the transport rules.
- Students must carry the school diary, textbooks, notebooks, and stationery regularly.
- Students are advised not to bring money / valuable items to school. The school shall not be responsible for any loss.
- The school reserves the right to take appropriate disciplinary action, including removal of the student's name from the school rolls in cases of serious misconduct.
- Students bringing bicycles must keep them properly locked and must not ride them inside the school campus.
- Students should arrive at school at least five minutes before the first bell.



Guidelines For Parents:

- Parents are requested to use the school diary as the primary mode of communication with teachers and to regularly check it for homework and remarks.
- Parents must sign test copies and examination papers when sent home. Ensure that the child has all required textbooks, stationery, and materials from the beginning of the academic session.
- All books and notebooks must be properly covered.
- Ensure that your child comes to school in proper uniform, with polished shoes, neatly trimmed hair, and clean nails.
- Children should be sent to school regularly and punctually.
- No absence is permitted without a leave application, and latecomers may not be allowed to attend classes for the day.
- Both parents are expected to attend Parent-Teacher Meetings (PTMs) whenever scheduled.
- School fees must be paid as per the prescribed schedule.
- Parents must inform the school immediately in case of any change in address or contact numbers.
- Do not send the child to school during infectious illnesses. A medical fitness certificate from a registered medical practitioner must be submitted at the time of rejoining after illness.
- Parents are requested not to enter classrooms to meet teachers during class hours. Meetings with teachers should be done only with prior permission from the school authorities.

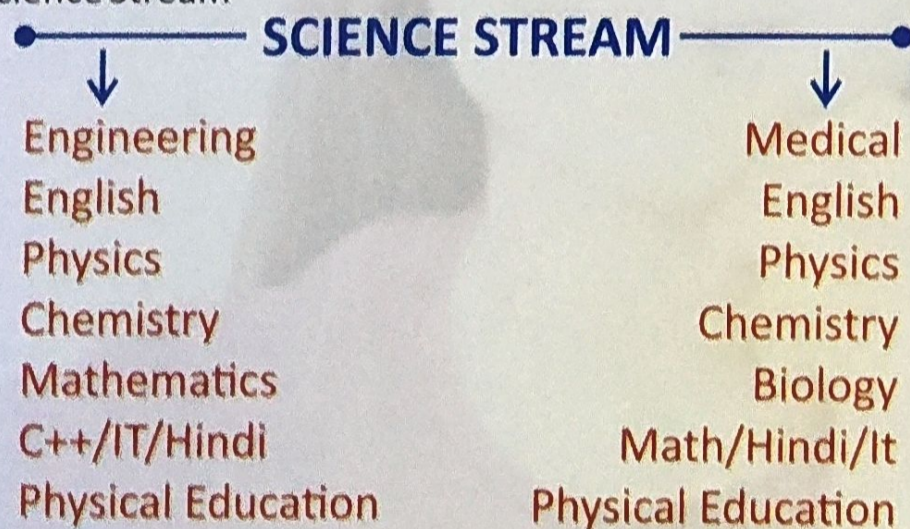


- Parents are requested not to visit teachers at their residences.
- Parents must submit a written application in case of any change of address or for any kind of leave.
- It is compulsory for students to appear in all monthly formative assessments. In case a student fails to appear, a special test may be arranged, subject to valid reasons and approval, with a nominal fine of ₹25/-, wherever applicable.

Curriculum:

- The school curriculum and prescribed textbooks from Nursery to Class VIII are designed in accordance with NCERT syllabi and guidelines.
- For Secondary and Senior Secondary levels, the school follows the curriculum and textbooks prescribed by CBSE (NCERT textbooks).
- The medium of instruction is English.

At the Senior Secondary level, students may opt for one of the following groups under the Science Stream



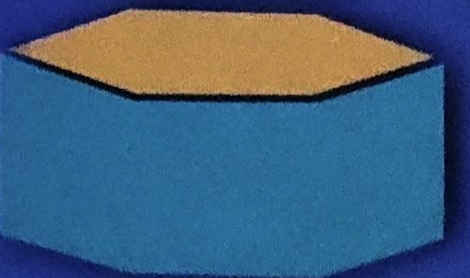
Library Rules:

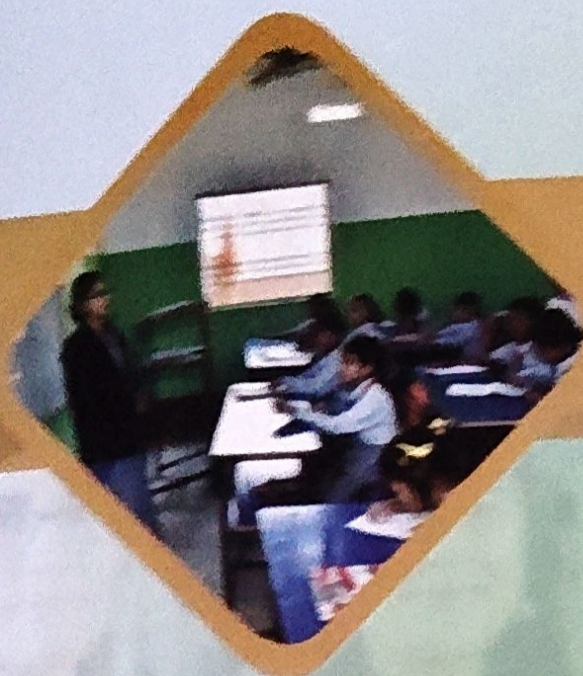
- Silence must be maintained in the library and reading room at all times.
- Books issued must be properly cared for and returned on or before the due date. A late fine of ₹50/- per day will be charged for delayed returns.
- Writing, underlining, cutting, or erasing in library books is strictly prohibited.
- Reference books, current magazines, periodicals, and newspapers placed on open shelves are meant for reading in the library only and will not be issued.

Work Experience / Skill Education:

Skill Education is an integral part of the school's educational programme. It helps students develop practical skills, a sense of social responsibility, and an understanding of community life, while nurturing respect for manual work and encouraging them to contribute meaningfully to the common good.

Students may opt for any of the skill-based and work experience activities offered by the school as part of the curriculum.





Home Science | Needle Work | Tailoring | Doll/toy Making | Computer Science | Indian Dance | Vocal Music
Instrumental Music | Adult Literacy | Judo | Soap Making

Physical Education:

The school lays great emphasis on the physical fitness and overall well-being of students and provides adequate facilities for games, sports, and recreational activities.

The physical education programme includes rhythmic exercises, athletics, gymnastics, drills, and sports such as football, cricket, volleyball, basketball, badminton, lawn tennis, kho-kho, table tennis, and hockey.



Parent Teacher Contact:

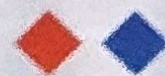
Regular Parent-Teacher Meetings (PTMs) play a vital role in monitoring the academic and overall progress of students. The meeting dates are mentioned in the school calendar, and parents are informed in advance.

Parent-Teacher interactions are conducted three times a year, generally in September, January, and March. Parents are encouraged to attend these meetings, discuss their child's progress, sign monthly and terminal reports, and actively participate in school activities.

Constructive dialogue is encouraged, and criticism of teachers or the school in the presence of students should be avoided.

Educational Tours & Excursions:

The school organises educational tours, excursions, and sightseeing programmes from time to time to promote experiential learning. These activities help in the overall personality development of students and enhance learning beyond the classroom.



Co-Curricular Activities:

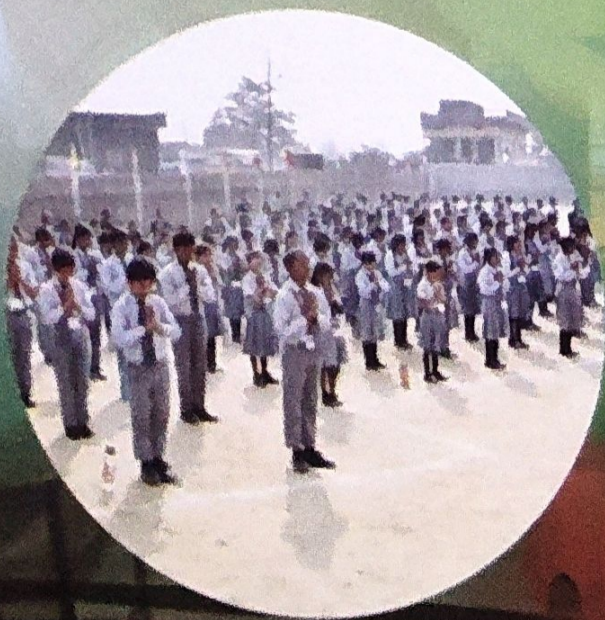
The school conducts a wide range of co-curricular activities every week to encourage creativity, confidence and holistic development. The major activities include, but not limited to:

- Various activities with paper (paper cutting, pasting, making objects, etc..)
- Freehand Painting
- Magic Painting
- Painting with Leaves and Finger Painting
- Clay / Plasticine Modelling
- Dance
- Singing
- Debate
- Elocutions
- Essay /poem writing
- One-Act Play
- Quiz
- Sports and Games
- Sand-Pit Activities

These activities help students develop imagination, fine motor skills, communication abilities, teamwork, and self-expression.

Discipline:

Discipline is the foundation of a well-functioning educational institution. The school stresses punctuality, cleanliness, proper uniform, courtesy, consideration for others, and cooperative behaviour. Along with maintaining discipline, students are encouraged to show initiative, creativity, and positive expression of their abilities, fostering self-discipline, responsibility, and good character in daily life.



School Uniform

SUMMER GIRL

Grey skirt Grey-white striped shirt with sleeves Navy blue tie Black leather shoes Navy blue socks Belt as prescribed

SUMMER BOY

Grey trousers (full pant) Grey-white striped shirt with sleeves Navy blue tie Black leather shoes Navy blue socks Belt as prescribed



Wednesday Uniform (Boys)

White shirt White trousers (full pant) White P.T. shoes White socks Tie and belt as prescribed

Wednesday Uniform (Girls)

White shirt with sleeves White skirt White P.T. shoes White socks Tie and belt as prescribed

Sports Uniform (Saturday)

House-wise T-shirt: Red | Blue | Yellow | Green Blue track pant Shoes and socks as prescribed

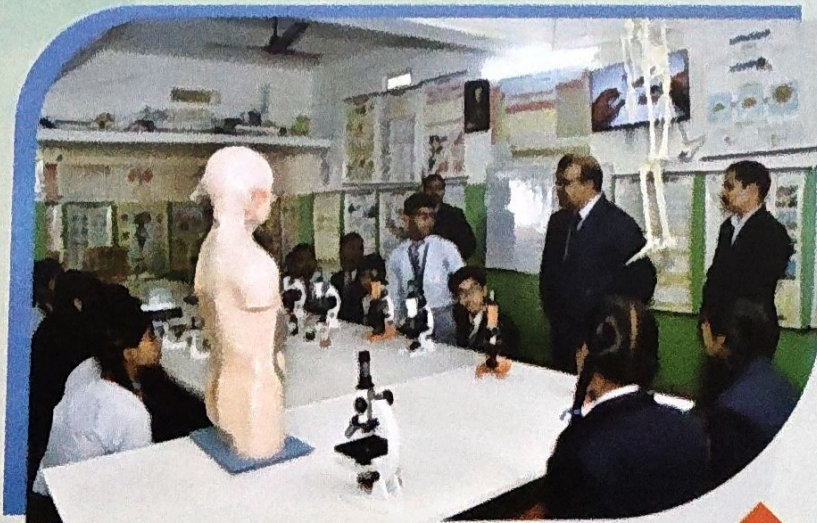
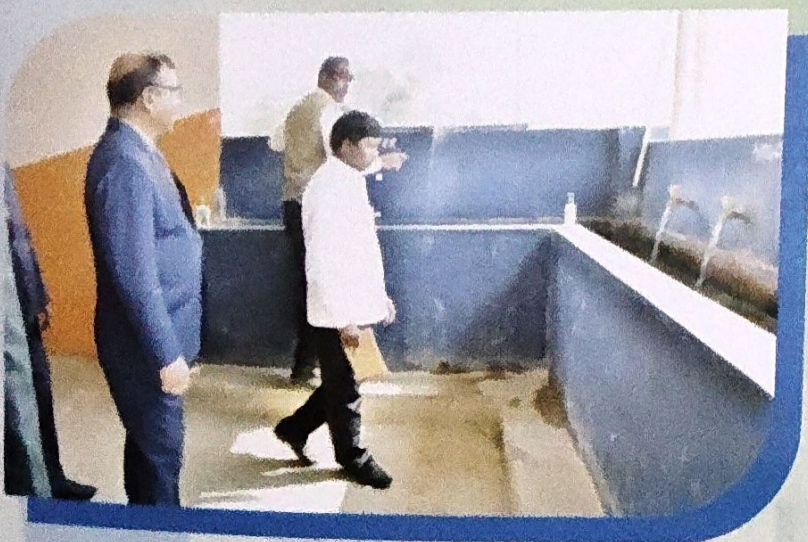
Note (Winter Uniform):

During the winter season, students are required to wear a navy blue blazer with a woollen pullover, having full sleeves and either a round neck or V-shaped neck, strictly as prescribed by the school.

Morning Assembly:

The school day begins with the Morning Assembly, which includes a devotional song, thought for the day, and short talks by students and teachers on various subjects and important current events. Daily news reading by students is also a regular feature.

To help students overcome stage fear and build confidence, all students are given opportunities on a rotational basis to participate and speak during the assembly. The assembly is largely conducted by students themselves under teacher guidance. The Morning Assembly ends with the singing of the National Anthem.





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