

# CLASS TIME - TABLE

Name

Class

Days	1	2	3	4	5
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

LUNCH BREAK

6						
7						
8						



**PARIJNAN VIDYALAY**

Someshwar, Kotekar- 575022

Managed by  
SARASWAT EDUCATION SOCIETY (REGD.)  
Mangalore

## School Calendar & Diary 2025-26

Name \_\_\_\_\_

Class \_\_\_\_\_

Division : \_\_\_\_\_ Roll No. \_\_\_\_\_

**See Your Child Grow in an Environment  
of Love, Security and Trust**

## Office Bearers of Saraswat Education Society

President:  
**Shri Praveen P. Kadle**

Vice-President:  
**Shri Dilip Mavinkurve**

Secretary:  
**Shri Mahesh L. Bondal**

Chief Executive Officer:  
**Shri Sharad Kadle**

## Leave Application

Name of the Student : \_\_\_\_\_

Std : \_\_\_\_\_

Specimen signature of the Mother

Specimen signature of the Father

Date	No. of Days	Reason	Parents /Guardian's signature	H.M's/Class Teacher's signature

## Leave Application

Name of the Student : \_\_\_\_\_

Std : \_\_\_\_\_

Specimen signature of the Mother

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Date	No. of Days	Reason	Parents /Guardian's signature	H.M's/Class Teacher's signature

## SCHOOL PRAYER

ಅಜಂ ನಿರ್ವಿಕಲ್ಪಂ ನಿರಾಕಾರಮೇಕಂ!  
ನಿರಾನಂದಮಾನಂದಮದ್ವೈತಪೂರ್ಣಂ  
ಪರಂ ನಿರ್ಗುಣಂ ನಿರ್ವಿಶೇಷಂ ನಿರೀಹಂ!  
ಪರಬ್ರಹ್ಮರೂಪಂ ಗಣೇಶಂ ಭಜೇಮ ||

ಗುಣಾತೀತಮಾನಂ ಚಿದಾನಂದರೂಪಂ!  
ಚಿದಾಭಾಸಕಂ ಸರ್ವಗಂ ಧ್ಯಾನಗಮ್ಯಂ  
ಮುನಿಧ್ಯೇಯಮಾಕಾಶರೂಪಂ ಪರೇಶಂ!  
ಪರಬ್ರಹ್ಮರೂಪಂ ಗಣೇಶಂ ಭಜೇಮ ||

ಜಗತ್ಕಾರಣಂ ಕಾರಣ ಜ್ಞಾನರೂಪಂ!  
ಸುರಾದಿಂ ಸುಖಾದಿಂ ಗುಣೇಶಂ ಗಣೇಶಂ  
ಜಗದ್ವಾಪಿನಂ ವಿಶ್ವವಂದ್ಯಂ ಸುರೇಶಂ!  
ಪರಬ್ರಹ್ಮರೂಪಂ ಗಣೇಶಂ ಭಜೇಮ ||

## ಶಾಲಾ ಪ್ರಾರ್ಥನೆ

ದೇವಿ ಪೂರೆ ಶಾರದೆ ವರದೇ ।  
ಸಂಗೀತ ಸಾಹಿತ್ಯ ಕಲಾ ಪ್ರಮೋದೇ || ಪ||  
ವಿದ್ಯಾ ದೇವತೆ ಬುದ್ಧಿ ಪ್ರದಾತೆ ।  
ವಿದ್ಯಾ ಮಾತೆ ಮೋದಿತೇ || ೧ ||  
ಬ್ರಹ್ಮನ ರಾಣಿ ಲೋಕದ ವಾಣಿ ।  
ವೀಣಾಪಾಣಿ ಬ್ರಹ್ಮಾಣಿ || ೨||  
ದೇವಿ ಸರಸ್ವತಿ ವಿದ್ಯೆಯ ಸುಮತಿ  
ಮಂಗಳ ಮಾರುತಿ ಸತ್ಕೀರ್ತಿ || ೩ ||

ವಕ್ರತುಂಡ ಮಹಾಕಾಯ ಸೂರ್ಯಕೋಟಿ ಸಮಪ್ರಭ  
ನಿರ್ವಿಘ್ನಂ ಕುರುಮೇದೇವ ಸರ್ವಕಾರ್ಯೇಷು ಸರ್ವದಾ

ಗುರು: ಬ್ರಹ್ಮ ಗುರು: ವಿಷ್ಣು: ಗುರುರ್ದೇವೋ ಮಹೇಶ್ವರ:  
ಗುರು: ಸಾಕ್ಷಾತ್ ಪರಬ್ರಹ್ಮ ತಸ್ಮೈ ಶ್ರೀ ಗುರವೇ ನಮ:

ಸರಸ್ವತಿ ನಮಸ್ತುಭ್ಯಂ ವರದೇ ಕಾಮರೂಪಿಣಿ  
ವಿದ್ಯಾರಂಭಂ ಕರಿಷ್ಯಾಮಿ ಸಿದ್ಧಿಭವತು ಮೇ ಸದಾ

ನಮಸ್ತೇ ಶಾರದಾ ದೇವಿ ಕಾಶ್ಮೀರ ಪುರವಾಸಿನಿ  
ತ್ವಾಮಹಂ ಪ್ರಾರ್ಥಯೇ ನಿತ್ಯಂ ವಿದ್ಯಾ ದಾನಂಚ ದೇಹಿಮೇ

ಯಾ ಕುಂದೇಂದು ತುಷಾರ ಹಾರ ಧವಳ  
ಯಾ ಶುಭ್ರ ವಸ್ತ್ರಾನ್ವಿತ  
ಯಾ ವೀಣಾ ವರ ದಂಡ ಮಂಡಿತಕರ  
ಯಾ ಶ್ವೇತ ಪದ್ಮಾಸನ  
ಯಾ ಬ್ರಹ್ಮಾಚ್ಯುತ ಶಂಕರ: ಪ್ರಭೃತಿಬಿ:  
ದೇವೈ ಸದಾ ವಂದಿತ  
ಸಾ ಮಾಂ ಪಾತು ಸರಸ್ವತಿ ಭಗವತಿ  
ನಿಶ್ಚೇಷ ಜಾಡ್ಯಾಪಹ

ಸರ್ವಮಂಗಲ ಮಾಂಗಲೈಃ ಶಿವೇ ಸರ್ವಾರ್ಥ ಸಾಧಿಕೇ  
ಶರಣೈಃ ತ್ರ್ಯಂಬಿಕೇ ಗೌರಿ ನಾರಾಯಣಿ ನಮೋಸ್ತುತೇ

ರಾಮಾಯ ರಾಮ ಭದ್ರಾಯ ರಾಮ ಚಂದ್ರಾಯ ವೇದಸೇ  
ರಘುನಾಥಾಯ ನಾಥಾಯ ಸೀತಾಯ ಪತಯೇ ನಮ:

## Leave Application

Name of the Student : \_\_\_\_\_  
Std : \_\_\_\_\_

Specimen signature of the Mother

Specimen signature of the Father

Date	No. of Days	Reason	Parents /Guardian's signature	H.M's/Class Teacher's signature





## Declaration by the Parents

We, here by agree to abide by the rules and regulations of the school and fully cooperate with the school in all its activity.

.....

Father's Signature

.....

Mother's Signature

**Note:** Parents shall affix the full signature and shall do the same in the student's progress card and leave of absence also.

Leave note is a must in case of absence, without which the student will not be taken into the class the next day. In case of absence due to sickness for more than a week medical certificate is compulsory.

Remember to make necessary changes in the diary in case of any change in the residential address and phone number.

## TEACHERS' COMMUNICATION

(Parents and teachers will sign each communication with date )

[illegible]



## Declaration by the Parents

We, here by agree to abide by the rules and regulations of the school and fully cooperate with the school in all its activity.

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## PARENTS' COMMUNICATION

(Parents and teachers will sign each communication with date)

[illegible]

[illegible]

<b>PARIJNAN VIDYALAY</b> <b>SOMESHWAR - 575022</b> <b>Staff Details - 2025-26</b>		
Staff Name	Qualification	Designation
<b><u>PRIMARY SECTION</u></b>		
Smt. Ranjitha Mahesh Joshi	B.Sc., M.A., B.Ed. PGDCA (Psychology)	Headmistress
Smt. Geetha Sathish	B.A, D.Ed.	Assistant Teacher
Smt. Rashmi Prashanth	B.A, D.Ed.	Assistant Teacher
Smt. Prathima P.	M.Com, P.P.T.	Assistant Teacher
Smt. Meghana Mahesh	B.A, B.Ed.	Assistant Teacher
Ms. Deekshitha	M.Sc., B.Ed.	Assistant Teacher
Smt. Rakshitha Meghana B.	M.Sc., B.Ed.	Assistant Teacher
Smt. Vishwaneetha Uchil	M.Sc., B.Ed.	Assistant Teacher
Smt. Devishree	B.A., D.Ed.	Assistant Teacher
Smt. Om Sri Radhika	B.A., B.Ed.	Assistant Teacher
Smt. Latha K.	B.A., B.Ed.	Assistant Teacher
Smt. Divya	M.A, B.Ed	Assistant Teacher
Smt. Shailashree	M.A, B.Ed	Assistant Teacher
Smt.Lavanya Sukesh	M.A, B.Ed	Assistant Teacher
Ms. Deekshitha Shetty	B.Sc., Diploma in Computer	Computer Teacher
Smt. Mangala P Rai	M.A, B.Ed	Computer Teacher
Smt. Surekha Bhat	M.Sc, B.Ed	Assistant Teacher
Smt. Soumya	M.Sc, B.Ed	Assistant Teacher
Mr. Karthik L	B.A, B.P.Ed	P.E.T
Miss Divitha	B.A, B.P.Ed	P.E.T
Mr.Adarsh M V	M.Sc, Council In Psychology	Counselor
Smt. Prasanna	PUC, PGDCA	Art & Craft Teacher

Staff Name	Qualification	Designation
<b><u>NURSERY SECTION</u></b>		
Smt. Reeja Rajesh	B.A.N.T.T	Assistant Teacher
Smt. Akshatha S Rao	B.Com, D.Ed, N.T.T	Assistant Teacher
Smt. Babitha	B.Com, P.P.T	Assistant Teacher
Smt. Pavitha Kumari	B.Com, N.T.T	Assistant Teacher
Smt. Poornima Gautham	M.Com, N.T.T	Assistant Teacher
Smt. Devika Rai	B.Com, B.Ed, N.T.T	Assistant Teacher
Smt. Sadhana Shetty	M.S.W	Assistant Teacher
Smt. Prathibha S	B.Com	Clerk
Smt. Asha	SSLC	Attender
Smt. Preethi	SSLC	Attender
Smt. Usha	Seventh	Attender
Smt. Devaki	Fifth	Attender
Smt. Rekha	SSLC	Attender
Smt. Devika	Seventh	Attender
Smt Baby	SSLC	Attender
Smt Hema	SSLC	Attender
Smt. Jayashree	SSLC	Attender
Smt. Jyothi	SSLC	Attender

Record of Academic Default									
Date	Misbehaving in class	HW not done	CW not done	Notes/ Assignments/ Activity not submitted	Books not brought	Teacher's Sign	HM Sign	Parent's Sign	

### Record of Academic Default

Date	Misbehaving in class	HW not done	CW not done	Notes/ Assignments/ Activity not submitted	Books not brought	Teacher's Sign	HM Sign	Parent's Sign

### CHILD SAFETY COMMITTEE FOR THE YEAR 2025-26

Sl. No.	DESIGNATION	NAME
1	Chairperson	Mrs. Ranjitha Mahesh Joshi (Headmistress)
2	Child Protection Officer (CPO)	Mrs. Reeba Rajesh (Asst. Teacher)
3	Teacher Representative	Mrs. Akshaha S Rao (Asst. Teacher)
4	Parent Representative	Mr. Chandras K (Parent of Yanvi C K Gatty, UKG)
5	Parent Representative	Mrs. Veena Kumari (Parent of Nidhi, VIII Std.)
6	Parent Representative	Mrs. Manasa (Parent of Aadhy P., III Std.)
7	Parent Representative	Mrs. Anvitha Anil Pai (Parent of Ayush M. Pai, VII Std.)
8	Parent Representative	Mrs. Poornima (Parent of Mahin Sriram, VI Std.)

## SRIVALI ANUSHASANAM

### Policy on Misuse of Technology / Equipment by Students and Staff

#### 1. Purpose and Scope:

This policy outlines the guidelines and procedures to prevent the misuse of technology and equipment by both students and staff at **Parijnan Vidyalay** herein after called “Institution”. It aims to ensure responsible and ethical use of technological resources while fostering a safe and conducive learning environment.

#### 2. Definitions:

**Technology/Equipment:** Refers to any electronic devices, software, hardware, networks, and other resources provided by the **Parijnan Vidyalay** for educational and administrative purposes.

**Misuse:** In the context of this policy, misuse refers to any unauthorized or inappropriate use of technology and equipment that violates Institution rules, compromises security, privacy, or disrupts the learning environment.

#### 3. Responsible Use:

All students and staff members must use Institution-provided technology and equipment for educational and professional purposes only i.e., as pertinent to the functioning of educational institutions.

Responsible use includes adhering to all applicable laws, regulations, and Institution’s policies. Students and staff should prioritize learning and

### Reason for leaving School Premises during School hours.

Date	Time	Reason	Name & Sign of person taking the child	Mobile Number	HM/Class Teacher's Sign



### Reason for leaving School Premises during School hours.

Date	Time	Reason	Name & Sign of person taking the child	Mobile Number	HM/Class Teacher's Sign

productivity over personal entertainment while using Institution's technology and equipment.

#### 4. **Prohibited Activities:**

The following activities are strictly prohibited:

- Accessing, creating, or sharing inappropriate, offensive, or illegal content.
- Engaging in cyberbullying, harassment, hacking, or any form of online misconduct.
- Unauthorized access to Institution's systems, networks, or accounts.
- Intentionally introducing viruses, malware, or other malicious software.
- Sharing sensitive personal information or confidential Institution data without proper authorization.
- Using Institution's technology and equipment for personal financial gain or commercial activities.
- Using Institution's technology and equipment for personal entertainment.

#### 5. **Reporting Misuse:**

Students and staff members are encouraged to promptly report any instances of technology or equipment misuse to the Online Safety Coordinator of the Institution or the designated Institution's authorities.

Reports can be made anonymously if desired, and there will be no reprisals for making legitimate reports.

**6. Consequences of Misuse:**

Misuse of technology and equipment will result in disciplinary actions, which may include, but are not limited to, warnings, loss of technology privileges, parental involvement, suspension, expulsion, dismissal, and legal actions as deemed necessary.

**7. Education and Training:**

The Institution will provide orientation and ongoing education to students and staff on responsible technology use, cyber security, and the potential risks associated with misuse.

Regular training sessions will be conducted to ensure that all members of the Institution community are aware of this policy and its implications.

**8. Privacy and Data Security:**

Students and staff must respect the privacy of others and refrain from accessing or sharing personal information without permission.

All Institution-related data must be handled in accordance with relevant data protection laws and Institution's policies.

**9. Monitoring and Enforcement:**

The Institution reserves the right to monitor technology and equipment usage to ensure compliance with this policy.

In cases of suspected misuse, appropriate actions will be taken after due investigation.

**10. Policy Review:**

This policy will be reviewed periodically to ensure

MARCH 2026				APRIL 2026			
Date	Day		Late Coming to School	Date	Day		Late Coming to School
1	Sun	*		1	Wed		
2	Mon			2	Thu		
3	Tue			3	Fri	Good Friday	
4	Wed			4	Sat		
5	Thu			5	Sun	*	
6	Fri			6	Mon		
7	Sat			7	Tue		
8	Sun	*		8	Wed		
9	Mon			9	Thu		
10	Tue			10	Fri		
11	Wed						
12	Thu						
13	Fri						
14	Sat						
15	Sun	*					
16	Mon						
17	Tue						
18	Wed	SA- 2 Tentative					
19	Thu	Chandramana Yugadi					
20	Fri						
21	Sat						
22	Sun	*					
23	Mon						
24	Tue						
25	Wed						
26	Thu						
27	Fri						
28	Sat						
29	Sun	*					
30	Mon						
31	Tue						
All Sundays and days marked * are holidays. Rest are working days.							

JANUARY 2026				FEBRUARY 2026			
Date	Day		Late Coming to School	Date	Day		Late Coming to School
1	Thu			1	Sun	*	
2	Fri			2	Mon		
3	Sat			3	Tue		
4	Sun	*		4	Wed		
5	Mon			5	Thu		
6	Tue			6	Fri		
7	Wed			7	Sat		
8	Thu			8	Sun	*	
9	Fri			9	Mon		
10	Sat			10	Tue		
11	Sun	*		11	Wed		
12	Mon			12	Thu		
13	Tue			13	Fri		
14	Wed	Makara Sankranti NA		14	Sat		
15	Thu			15	Sun	*	
16	Fri			16	Mon		
17	Sat			17	Tue		
18	Sun	*		18	Wed		
19	Mon			19	Thu		
20	Tue			20	Fri		
21	Wed			21	Sat		
22	Thu			22	Sun	*	
23	Fri			23	Mon		
24	Sat			24	Tue		
25	Sun	*		25	Wed		
26	Mon	* Republic Day		26	Thu		
27	Tue			27	Fri		
28	Wed			28	Sat		
29	Thu						
30	Fri						
31	Sat						
All Sundays and days marked * are holidays. Rest are working days.							

its relevance and effectiveness in addressing the evolving technological landscape.

By adhering to this policy, both students and staff members contribute to maintaining a secure and positive learning environment that fosters responsible and ethical use of technology and equipment at **Parijnan Vidyalay**.

### ONLINE SAFETY POLICY STATEMENT

#### 1. Introduction

At **Parijnan Vidyalay**, we are committed to providing a safe and secure online environment for all members of our school community. As technology becomes an integral part of education, we recognize the importance of ensuring the well-being and digital safety of our students, staff, and parents.

This Online Safety Policy outlines our approach to promoting responsible online behaviour, preventing online risks, and maintaining a positive digital culture within our Institution.

#### 2. Objectives

Our Online Safety Policy aims to:

- Educate students, staff, and parents about responsible online behaviour and digital citizenship.
- Mitigate risks associated with internet use, including cyber bullying, inappropriate content, and online predators.
- Foster a culture of respect, empathy, and responsible digital engagement.

- Equip students with the skills necessary to navigate online platforms safely and make informed decisions.
- Collaborate with parents to ensure a consistent approach to online safety at home and in school.

### 3. Guiding Principles of our Online Safety Policy

- At our School, we will have a positive approach in educational initiatives covering cyber security and safety aspects.
- We will balance children's rights to learn, access information and privacy with their right to protection through appropriate safety measures i.e., optimal online learning with minimal risks.
- We will look for providing an active role for children, based on their evolving capacities and resourcefulness, in promoting online safety and digital citizenship. We will attempt to mould our student to be a model digital citizen.
- We will provide age- appropriate and relevant educational materials (on being safe online) to serve three age groups:  
5-10 years (Child); 11-14 years (early adolescent); 15-18 years (adolescent)
- We will establish procedures that the School implements to safeguard against online safety breaches.
- We will also establish procedures to be followed in the event of cyber abuse or crime,

NOVEMBER 2025				DECEMBER 2025			
Date	Day		Late Coming to School	Date	Day		Late Coming to School
1	Sat	* Rajyosthava		1	Mon		
2	Sun			2	Tue		
3	Mon			3	Wed		
4	Tue			4	Thu		
5	Wed			5	Fri		
6	Thu			6	Sat		
7	Fri			7	Sun	*	
8	Sat	* Kanakadasa Jayanthi		8	Mon		
9	Sun	*		9	Tue		
10	Mon			10	Wed		
11	Tue			11	Thu		
12	Wed			12	Fri		
13	Thu			13	Sat		
14	Fri	Children's Day		14	Sun	*	
15	Sat			15	Mon		
16	Sun	*		16	Tue		
17	Mon			17	Wed		
18	Tue			18	Thu		
19	Wed			19	Fri		
20	Thu			20	Sat		
21	Fri			21	Sun	*	
22	Sat			22	Mon		
23	Sun	*		23	Tue		
24	Mon			24	Wed		
25	Tue			25	Thu	* Christmas	
26	Wed			26	Fri		
27	Thu			27	Sat		
28	Fri			28	Sun	*	
29	Sat			29	Mon		
30	Sun	*		30	Tue		
				31	Wed		
All Sundays and days marked * are holidays. Rest are working days.							

SEPTEMBER 2025				OCTOBER 2025			
Date	Day		Late Coming to School	Date	Day		Late Coming to School
1	Mon			1	Wed	* Mahanavami & Ayudha Pooja	
2	Tue			2	Thu	* Gandhi Jayanthi & Vijayadashami	
3	Wed			3	Fri		
4	Thu			4	Sat		
5	Fri	Teacher's Day, Id-Milad		5	Sun	*	
6	Sat			6	Mon		
7	Sun	*		7	Tue	Valmiki Jayanthi	
8	Mon			8	Wed		
9	Tue			9	Thu		
10	Wed			10	Fri		
11	Thu			11	Sat		
12	Fri			12	Sun	*	
13	Sat			13	Mon		
14	Sun	*		14	Tue		
15	Mon	* Eid-milad		15	Wed		
16	Tue			16	Thu		
17	Wed			17	Fri		
18	Thu			18	Sat		
19	Fri			19	Sun	*	
20	Sat			20	Mon	*Naraka Chaturdashi	
21	Sun	* Mahalaya Amavasya		21	Tue	* Deepavali	
22	Mon			22	Wed	* Balipadya	
23	Tue			23	Thu		
24	Wed			24	Fri		
25	Thu			25	Sat		
26	Fri			26	Sun		
27	Sat			27	Mon		
28	Sun	*		28	Tue		
29	Mon			29	Wed		
30	Tue			30	Thu		
				31	Fri		
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including how to access the Cyber Crime Wing of the Police Department.

#### 4. Online Safety implementation and monitoring measures.

- Access to computer rooms and the use of electronic and technical devices within the Institution's premises by students will be supervised by teachers.
- Social networking sites will be blocked in Institution's computers
- Students will be given age-appropriate education on the safe usage of technology such as sensible use of mobile devices, SMS, mms, mail, net chats.
- Adolescents will be given guidance on internet safety issues/dangers relating to gaming, cyberbullying, grooming, sexting, downloading, file sharing and also avoiding plagiarism(copying).
- Students will be educated about the consequences under the Law on cyber misuse, bullying, harassment, etc and how to avoid risky behaviour that could lead to such consequences.
- Students, teachers and parents will be educated on procedures to be followed in response to incidents of breach of online safety, of cyber abuse or of cyber-crime.
- All staff, both teaching and non-teaching will be kept well informed on e-safety/ cyber safety of children.

MAY 2025				JUNE 2025			
Date	Day		Late Coming to School	Date	Day		Late Coming to School
1	Thu	* May Day		1	Sun	*	
2	Fri			2	Mon		
3	Sat			3	Tue		
4	Sun	*		4	Wed		
5	Mon			5	Thu		
6	Tue			6	Fri		
7	Wed			7	Sat	* Bakrid	
8	Thu			8	Sun	*	
9	Fri			9	Mon		
10	Sat			10	Tue		
11	Sun	*		11	Wed		
12	Mon	* Buddha Poornima		12	Thu		
13	Tue			13	Fri		
14	Wed			14	Sat		
15	Thu			15	Sun	*	
16	Fri			16	Mon		
17	Sat			17	Tue		
18	Sun	*		18	Wed		
19	Mon			19	Thu		
20	Tue			20	Fri		
21	Wed			21	Sat		
22	Thu	* Buddha Poornima		22	Sun	*	
23	Fri			23	Mon		
24	Sat			24	Tue		
25	Sun	*		25	Wed		
26	Mon			26	Thu		
27	Tue			27	Fri		
28	Wed			28	Sat		
29	Thu			29	Sun		
30	Fri			30	Mon		
31	Sat						
All Sundays and days marked * are holidays. Rest are working days.							

supported by a technically qualified/ skilled “Online Safety Coordinator” in the implementation of the Online Safety Policy.

The Child Protection Committee (“CPC”) will ensure that along with the effective implementation of the Child Protection Policy and the Online

Safety Policy across all levels of the Institution, the following policies, which are related to the protection and safety of children, are also implemented:

- Anti-Bullying (including Cyber bullying) Policy
  - Students Photo and Video policy for School Website & publications incl. magazine
  - Policy on monitoring the usage of cameras, video equipment and mobile phones for safety of children
  - Policy on misuse of Technology/ Equipment
- xi) A sub-committee of the CPC, supported by the Online Safety Coordinator, and named as the “Online safety Monitoring Committee” will track any kind of cyber-attack on children, while at school, and take appropriate steps as warranted. This Committee may seek professional help or assistance from Cyber Crime police, when considered necessary.
- xii) The “Child Protection Officer” (CPO) appointed under the Child Protection Policy, will also head a Special Redressal Cell with a trained counsellor included, which will

viii) For providing the education listed in para 4 iii)-vii) above, the school will utilise the following publications (and future updates/ revisions):

- NCPCR's publication – “Being Safe Online- guidelines for raising awareness among children, parents, educators and general public.
- NCPCR's publication- “Manual on Safety & Security of children in schools” – Section VI on Cyber Safety & Security
- CBSE's- Cyber Safety Booklet for Children (for adolescents)
- Ministry of Home Affairs- A Handbook for Adolescents/ Students on Cyber Safety
- Any other publication on related matters from Government, NCPCR, SCPCR

ix) We will strive to comply with the Safety measures mentioned in the Check List (attached for ready reference), which is part of the NCPCR's

Manual Section VI referred to above. We will also review the guidelines issued by NCPCR, State PCR, Government periodically (at least once a year).

x) The Child Protection (including Anti-Bullying) Committee (“CPC”), set up under the Child Protection Policy/ Anti Bullying Policy of the Institution will be entrusted additionally with Online Safety as laid down in this Policy. The existing CPC will be

JULY 2025				AUGUST 2025			
Date	Day		Late Coming to School	Date	Day		Late Coming to School
1	Tue			1	Fri		
2	Wed			2	Sat		
3	Thu			3	Sun	*	
4	Fri			4	Mon		
5	Sat			5	Tue		
6	Sun	* Moharam		6	Wed		
7	Mon			7	Thu		
8	Tue			8	Fri		
9	Wed			9	Sat		
10	Thu			10	Sun	*	
11	Fri			11	Mon		
12	Sat			12	Tue		
13	Sun	*		13	Wed		
14	Mon			14	Thu		
15	Tue			15	Fri	Independence Day SriKrishna Janmastami	
16	Wed			16	Sat		
17	Thu			17	Sun	*	
18	Fri			18	Mon		
19	Sat			19	Tue		
20	Sun	*		20	Wed		
21	Mon	Periodic Test I		21	Thu		
22	Tue			22	Fri		
23	Wed			23	Sat		
24	Thu			24	Sun	*	
25	Fri			25	Mon		
26	Sat			26	Tue		
27	Sun	*		27	Wed	* Ganesha Chathurthi	
28	Mon			28	Thu		
29	Tue	Nagara Panchami (DH)		29	Fri		
30	Wed			30	Sat		
31	Thu			31	Sun	*	
All Sundays and days marked * are holidays. Rest are working days.							



handle a child victim of any kind of cyber-crime and also give advice on reporting to appropriate authorities.

xiii) Confidentiality as stipulated in Child Protection Policy of the School, will also be extended to this Online Safety Policy and to cyber-crimes committed.

xiv) Persons accused of cyber-crime will be dealt with as under:

- Staff members (both teaching and non-teaching), when under investigation, will be placed under suspension pending inquiry in terms of Code of conduct for Employees
- Children will be dealt with as indicated under the School's Code of Conduct for Students.
- Any conduct that results in violation of applicable laws will result in reporting of the conduct to the relevant authorities.

## **5. Roles and Responsibilities**

- i) The roles and responsibilities of the Child Protection Committee are listed in the Child Protection policy (para 5.2.1). These will be extended to cover the effective implementation of this Online Safety Policy and related policies as listed in Para 4 x) above.
- ii) The roles and responsibilities of the Chairperson and the Child Protection Officer are also detailed in the Child Protection

## **CPP & POSH POLICIES**

The vision of Saraswat Education Society is to create a safe, nurturing, supportive and responsive environment that upholds rights and dignity of every child in the schools operated by it.

The State of Karnataka is committed to the protection and safeguard of every child. As an organization based in Karnataka, we too are committed to uphold the rights and development of all children in our care, uphold equity and equality and practice non-discrimination, as outlined by the UN Convention on the Rights of the Child.

Our School has a 'Child Protection Policy' compliant with the Karnataka State CPP and these guidelines ensure adherence to the same. The same is available for reference in our school office and also on the website.

Saraswat Education Society (SES) and its educational Institutions have a zero tolerance policy towards harassment, including sexual harassment. SES is committed to providing a safe and secure educational space for every individual to achieve her or his true potential. Our environment is built on mutual respect and cultural sensitivity.

Our School has a 'Prevention of Sexual Harassment Policy'. The POSH Policy is also available for reference in our school office and on the website.

Kindly note that the policies are subject to change.



A student, who is late, should carry an explanatory note from the parent or guardian.

A student will not be promoted to the next higher class if his/her attendance falls below 75%.

Student will not be allowed to leave the school premises during the school hours unless parents/guardians come personally to take them home.

Applications for leave during the beginning/last few days of any term will not be entertained. If, owing to any illness a pupil can obtain a medical certificate which must be submitted to the school authorities.

#### **Re-Admission:**

If the student is struck off from the attendance register due to any reason, his / her re-admission entirely depends upon the discretion of the Principal and the availability of a seat. If re-admission is allowed, the child must pay all the arrears due to the school, prior to the re-admission.

#### **Examination:**

Attending all the Formative and Summative exams are compulsory for the progress and promotion of the student.

Re- Exam will be conducted only on the basis of medical grounds after submitting Doctor's certificate.

### **OUR PLEDGE**

India is my country. All Indians are my brothers and sisters. I love my country and I am proud of its rich and varied heritage. I shall give my parents, teachers and all elders respect and treat everyone with courtesy. To my country and my people I pledge my devotion, in their well-being and prosperity alone lies my happiness.

Policy (para 5.2.2). these will be extended to include the Online Safety Policy and the related policies given in Para 4 x) above.

#### **iii) Online Safety Coordinator's Role and Responsibilities:**

An appointed Online Safety Coordinator will be responsible for overseeing the implementation of the Online Safety Policy, coordinating online safety efforts, and ensuring that the Institutional community is informed and educated about best practices in online safety.

The Online Safety Coordinator shall also perform the function of the Data Protection Officer (DPO) under The Digital Personal Data Protection Act of India (DPDP) and ensure its compliance.

The Online Safety Coordinator will be responsible for:

- Policy Implementation: Ensure that the Online Safety Policy is effectively implemented across all levels of the Institution along with Policy on Misuse of Technology as well as the Policy on Monitoring the Usage of Cameras, Video Conferencing Equipment, and Mobile Phones for the Safety of Children.
- Coordination: Collaborate with teachers, administrators, and other stakeholders to coordinate and promote online safety initiatives.
- Training and Education: Organize and

facilitate workshops, seminars, and training sessions for students, parents, and staff on online safety and responsible digital citizenship.

- Curriculum Integration: Work with teachers to integrate online safety education into the curriculum, ensuring that students receive age-appropriate guidance on navigating the digital landscape.
- Incident Response: Oversee the reporting and investigation process for online safety incidents, providing appropriate support and guidance to all parties involved.
- Resource Development: Develop and curate resources, guidelines, and educational materials related to online safety for use within the school community.
- Stay Updated: Keep abreast of the latest online safety trends, technologies, and risks to ensure that the school's approach remains current and effective.
- Parent Engagement: Collaborate with parents to promote online safety awareness, provide resources, and address concerns related to online safety.
- Data Protection: Ensure that the school's digital platforms and data management practices adhere to privacy standards and regulations.
- Reporting to Administration/ Management: Provide regular reports to the Institution's

**Boys and girls** – Belt and shoes : Belt Provided by the school. Regular shoes Black gola shoes , Velcro  
Rainy wear- Plain Black sandal

**Dress Code:** The students are expected to wear the prescribed school uniform on all working days. However, on their birthdays and days permitted for special occasions they are expected to follow prescribed dress code strictly.

1. Girls to wear Churidars / Punjabi Suits with long tops and Dupatta. No sleeveless tops are allowed.
2. Boys are strictly prohibited from wearing low waist trousers.

#### **ATTENDANCE & LEAVE OF ABSENCE:**

**Attendance:** Regular attendance is a must for promotion. A student will not be promoted to the higher classes if his/her attendance falls below 75%. Exceptionally valid cases only will be condoned to a maximum extent of 10 % shortage.

**Leave Application:** The leave application will be made on the pages set aside for the purpose in the school diary.

For every absence, a written statement signed by the parent or guardian is required on the day the pupil returns. If the student is absent for more than three days for reasons of ill health, a certificate from a doctor is required stating illness and fitness.

A student requiring a leave for any part of a day on account of sudden illness or such unavoidable circumstances should obtain the permission of the class teacher and principal before leaving the school. Absence record signed by a parent or a guardian needs to be submitted the next working day itself.

## **CODE OF CONDUCT:**

As a student of **Parijnan Vidyalay, Someshwar** I shall:

- not touch anything that doesn't belong to me, and return anything I happen to find to the rightful owner.
- scrupulously follow all the rules and regulations laid down by the school, adhering strictly to the dress code.
- maintain cleanliness, decency and decorum in my appearance, speech and deed.
- respect School property as if it is my own and keep the school premises neat and tidy.
- be bold, cheerful, smiling, confident and take part in all the curricular and co-curricular activities of the school.
- be polite and courteous when I deal with others at all places and be helpful to them.
- respect elders, teachers and any stranger I happen to meet.
- always be proud of my school and shall so grow that the school also should be proud of me.

## **UNIFORM & DRESS CODE**

**Dress Code :**

**Boys and Girls School Uniform**

### **Nursery to UKG**

**Boys** - Black checked shorts & pink shirt with black socks

**Girls** - Black checked & Pink pinafore with black socks.

### **Class I to VII**

**Boys** - Black striped shorts & Cream shirt.

**Girls** - Black striped pinafore & Cream blouse

### **Class VIII**

**Boys** - Black striped Trousers & Yellow striped shirt.

**Girls** - Yellow top & black salwar pant.

administration on the effectiveness of the Online Safety Policy and recommendations for improvement.

## **6. Review and Updates**

- i) This policy, including the role and responsibilities of the Online Safety Coordinator, will be reviewed annually to ensure its effectiveness and relevance.
- ii) Feedback from students, staff, parents, and the Online Safety Coordinator will be considered for continuous improvement.

## **7. Conclusion**

By implementing this Online Safety Policy and appointing an Online Safety Coordinator, we aim to create an online environment that mirrors the safe, respectful, and inclusive atmosphere we maintain within our physical institutional community. Together, we can ensure that technology is used as a tool for learning, communication, and enrichment while prioritizing the safety and well-being of all our stakeholders.

## **Anti-Bullying (including Cyber Bullying) Policy**

### **1. Introduction**

Our school is committed to providing a safe and nurturing environment where every student can thrive academically, emotionally, and socially.

Bullying, including cyberbullying, can have serious and lasting effects on students' well-being and academic performance. This policy outlines

our school's approach to preventing and addressing bullying behaviours, both in-person and online.

## 2. Definition of Bullying

Bullying is defined as any repeated aggressive, intentional behaviour directed at an individual or group, causing discomfort, fear, distress, or harm. It may involve the use of force, threat, teasing, in order to dominate, intimidate, persecute or even abuse.

Bullying can be done directly from the bully to the victim (e.g., through physical intimidation or attacks, verbal abuse, unwanted attention and advances, damaging property), or it can be indirect (e.g., through spreading malicious rumours).

Bullying could also be done by a group of people, which is called mobbing.

Bullying in school can also be referred to as “peer abuse.”

**Cyber bullying** involves using digital communication tools to intimidate, harass, or embarrass others. (e.g., sending unpleasant SMS messages, photographs, emails, or social media posts to the victim or to others).

Bullying has severe detrimental effects on those who are bullied. The effects can be immediate. They can also be long-term and can cause lifelong damage. In every bullying situation, there are typically three key parties: the victim, the bully or bullies, and those who stand by (by-standers), who are aware of the bullying.

Each of these three parties is affected negatively by

## Class VIII :

Term I – Portion: From June to September

Term II – Portion: From October to March + 30% of portion of Term I covering Significant topics

## Class IX :

Annual Exam covering 100 % syllabus (entire syllabus)

## Class X :

Board Exam covering 100 % syllabus (entire syllabus)

Achievement Records will have to be seen and signed by the parents on open house days. The Students' promotion to the next class will be based on their entire year's performance.

## Fee Payment:

A penalty of Rs.500/-will be levied on all payments of fees after the due date.

## Fee detail

The School Fees can be paid in full at beginning of the academic year or in two installments :

First installment : June / July

Second Installment : October / November.

**Note:** A Penalty of Rs 500 will be levied on all payments after the due date.\*\*

Remittance can be made by Transfer of Funds directly to the Account details provided.

- Students will not be allowed to leave school premises in between the session for reason of attending functions or other reasons. They will be allowed home only after the completion of the session.
- Students will not be allowed to leave the school premises during the school hours unless the parents come and take them home (In case of any other person coming to pick the student, the student will not be sent home with any other person without confirmation from the parent over the phone by the school staff.

#### **EXAMINATION:**

Parijnan Vidyalay follows the Central Board of Secondary Education (CBSE) syllabus from KG to Class X with personal inputs and activity oriented education so that the pupils learn with flexibility and active involvement in the learning process. English is used as the main medium of instruction. National and regional languages are also given due importance.

CBSE has introduced remodelled structure of assessment as given below:

#### **Classes I – V :**

- Term I – Portion: From June to September  
Term II – Portion: From October to March

#### **Class VI :**

- Term I – Portion: From June to September  
Term II – Portion: From October to March + 10% of portion of Term I covering significant topics

#### **Class VII :**

- Term I – Portion: From June to September  
Term II – Portion: From October to March + 20% of portion of Term I covering Significant topics

bullying. The responsibility of preventing any undesirable aspect of bullying and ragging rests jointly and also individually on all stakeholders, which includes the head of the institution, teachers, non-teaching staff, students, parents and local community. A systematic response to the bullying problem is needed within the school to prevent bullying and cyberbullying.

### **3. Prevention Strategies**

To prevent bullying and cyberbullying, our school will:

- Provide comprehensive education and awareness programs on bullying for students, staff, and parents.
- Promote a culture of respect, empathy, and kindness through character education initiatives.
- Foster open communication channels between students, teachers, staff, and parents to report bullying incidents promptly.
- Encourage bystander intervention through awareness campaigns, emphasizing the importance of standing up against bullying.

Some indicative interventions adopted by our school are outlined below:

- I) The message that “Bullying is strictly prohibited as also Cyber bullying, and no such act will go unnoticed or unpunished” will be clearly stated in the school premises, prospectus and other guidelines circulated by the school.



ii) We will provide a quick way for students to report about any incident which is of concern to them. Structures and procedures will be established to provide accessible, confidential, secure and effective means of reporting incidents of bullying, for victims and for bystanders who are aware of it taking place and to identify and manage incidents of bullying, including appropriate counselling and sanctions/ punishments on those engaged in bullying.

iii) A Child Protection (including Anti-Bullying) Committee (called “CPC”, for brevity) will be constituted in the school, comprising of Principal/ Head Mistress/ Headmaster, a Senior teacher, Counsellor, PTA representative, School Management representative, Legal representative, Peer Educators etc whose roles and responsibilities would include:

- a periodic review of this Bullying Prevention Policy;
- b. development and implementing bullying prevention programmes;
- c. developing training programmes for staff, students, and parents;
- d. creating awareness through various programmes;
- e. being vigilant and observing signs of bullying and responding quickly and sensitively;

class. In extraordinary circumstances, the departmental rules shall be followed.

- Students are prohibited from either possessing or reading obscene books, newspapers, magazines or any such publications or watching any movie, CD or watching such things on internet that are considered vulgar or violent.
- Humility and courteousness are the foundation of a noble character. A student shall cultivate love, compassion and empathy towards the needy and reverence and respect towards the elders, teachers and fellow brothers and sisters.

#### **GUIDELINES FOR PARENTS:**

- Parents will encourage their children to participate in all competitions and activities of the School.
- Legitimate complaints should be brought to the notice of the Principal in writing only.
- Attending Parent-Teacher Meetings as well other important functions is highly recommended and appreciated.
- Parents are advised not to give more money other than what is absolutely necessary. Parents are expected to check the class diary daily for home-work and ensure their ward completes it before attending school next. The parents are also advised to meet the class Teacher at least once a month or whenever called upon, to discuss the progress of their ward. Parents should bear in mind that their cooperation is absolutely necessary in bringing about desirable changes in the behaviour of their child.

## **PARIJNAN VIDYALAY**

Someshwar, Kotekar

**LOGO** : “Paropakarthayamidam Shareeram”  
We are born to serve others.

**Our Vision** : “Dharmo Rakshati Rakshatah”  
To uphold Sanatana Dharma and build a strong Nation.

**Mission** : To groom every child into a loving, caring, courageous citizen, capable of facing challenges in life with confidence; imbibing the qualities of truthfulness, humility, integrity and a deep concern for the fellow beings.

### **School Timings :**

Monday to Friday : 9.15 A.M. to 12.35 P.M.  
1.05 P.M. to 3.40 P.M.  
Saturday : 9.00 A.M. to 12.15 P.M.

### **GUIDELINES FOR STUDENTS:**

- Every student should come to school neatly dressed in school uniform on the specified days and mass drill uniform every Saturday as per the school dress-code
- Attending the School Prayer is compulsory for both, the students and the teachers.
- Habitual late coming to the school or class is not appreciated.
- 75% attendance of the total number of school-working days is a must for promotion to the next

f. names and contact numbers of members of the Committee will be clearly displayed in the school premises.

iv) Arrangements for appointing Counsellors for the School will be made and communicated to stakeholders.

### **4. Reporting Procedures**

Students, staff, and parents are encouraged to report any suspected bullying incidents promptly to the Child Protection (including Anti Bullying) Committee - CPC). Reports can also be made to teachers, counsellors, administrators. All efforts will be made for the reports to be kept confidential to preserve anonymity. All reports will be treated seriously and investigated thoroughly.

### **5. Investigation and Response**

Upon receiving a bullying report, CPC will:

- Initiate a timely and thorough investigation to determine the nature and extent of the incident.
- Provide appropriate support to the victim, including counselling services if needed.
- Offer consequences and interventions to the perpetrator based on the severity of the incident and the school's Code of Conduct / Disciplinary guidelines.
- Implement restorative practices to address the harm caused and promote understanding and reconciliation among parties involved.

### **6. Consequences**

Consequences for bullying and cyberbullying may

include, but are not limited to:

- Counselling or mediation for the bully to understand the impact of their actions.
- Parental involvement and education to address the underlying causes.
- Progressive disciplinary actions, ranging from warnings to suspension, as outlined in the school's Code of Conduct / Disciplinary guidelines.

#### **7. Support for All Parties**

Our school is committed to providing support for all parties involved in a bullying incident, including the victim, the bully, and witnesses. Support may include counselling, mentoring, and educational interventions to prevent future occurrences.

#### **8. Education and Awareness**

Bullying prevention education will be integrated into the curriculum, addressing the social and emotional aspects of bullying, respectful communication, and digital citizenship. Seminars and workshops will also be conducted for students, parents, and staff to raise awareness about bullying and its impact.

#### **9. Review and Continuous Improvement**

This policy will be reviewed annually by the CPC to ensure its effectiveness. Feedback from students, parents, and staff will be considered for further improvements to our anti-bullying efforts.

#### **10. Conclusion**

Our school is dedicated to creating a safe and

By adhering to this code of conduct, we contribute to a positive and respectful institutional community that promotes learning and personal growth.

Remember that your behaviour reflects not only on yourself but also on our Institution as a whole.

Signature of the Parent



Expulsion: Severe or repeated violations may result in expulsion from **Parijnan Vidyalay**. Expulsion is a serious step taken when other measures have not resulted in improved behaviour.

Violation of Law: Any conduct by students that results in violation of applicable laws will result in reporting of the conduct to the relevant authorities.

#### **b. Appeals Process:**

Students who believe that a disciplinary action is unjust or not in line with the violation may have the right to an appeals process, which would be examined / handled by the School Management /Administrative Committee. Details about the appeals process can be obtained from the institution's administration.

It is important to note that the Institution's administration reserves the right to determine appropriate consequences based on the circumstances of each individual case. Our goal is to create a safe and respectful learning environment where all students can thrive academically and personally.

By acknowledging and adhering to the **Parijnan Vidyalay** Code of Conduct, students and parents demonstrate their commitment to upholding the values of our institutional community.

Violations of the code of conduct may result in warnings, parental notification, disciplinary actions, or other consequences as deemed appropriate by the institution's administration.

inclusive environment where everyone feels valued and respected. This anti-bullying policy, supported by the CPC, reflects our commitment to preventing and addressing bullying behaviours, both in-person and online, to ensure the well-being and success of all our students.

### **POLICY ON MONITORING THE USAGE OF CAMERAS, VIDEO CONFERENCING EQUIPMENT, AND MOBILE PHONES FOR THE SAFETY OF STUDENTS**

#### **1. Purpose and Scope:**

This policy outlines the guidelines and procedures for monitoring the usage of cameras, video conferencing equipment, and mobile phones by both staff and students at Parijnan Vidhyalay herein after called Institution. It is designed to ensure the safety and security of students while maintaining a respectful and secure environment for all members of the Institution's community.

#### **2. Definitions:**

Cameras: Refers to any devices capable of capturing images or videos, including webcams, surveillance cameras, and any camera-enabled devices.

Video Conferencing Equipment: Refers to devices used for virtual meetings, conferences, or online classes that include camera functionality.

Mobile Phones: Refers to personal mobile devices with camera capabilities owned by staff or students.

### **3. Safety and Privacy:**

The safety and well-being of students are paramount. The school is committed to maintaining a secure and respectful environment for all students.

Cameras, video conferencing equipment, and mobile phones should only be used for educational and legitimate purposes.

### **4. Usage Guidelines:**

**Staff Usage:** Staff members are permitted to use cameras, video conferencing equipment, and mobile phones for educational purposes, virtual meetings, online classes, and communication with parents and colleagues.

**Student Usage:** Students are allowed to use cameras and video conferencing equipment under the supervision of staff for educational purposes and virtual learning activities.

### **5. Monitoring and Oversight:**

The Institution may monitor the usage of cameras, video conferencing equipment, and mobile phones to ensure safety and security of users.

Monitoring will be conducted with respect for privacy and in compliance with applicable laws and regulations.

Conferencing Equipment, and Mobile Phones for the Safety of Students

### **6. Privacy and Consent:**

Student's privacy will be respected at all times. Staff members will not use cameras, video

Parental Notification: Parents or guardians may be informed about the violation to ensure open communication and collaboration in addressing the issue.

Counselling or Mediation: For certain conflicts or behaviour issues, counselling or mediation sessions may be arranged to help students understand and address their actions.

Restorative Measures: Students may be required to participate in activities that repair harm caused by their actions and promote understanding and empathy.

Loss of Privileges: Students might lose certain privileges, such as participation in extracurricular activities or use of specific facilities, as a consequence for their actions.

Detention: Detention may be assigned as a consequence for certain violations. During detention, students are expected to reflect on their actions and behaviour.

Community Service: In some cases, students may be required to perform community service as a way to learn responsibility and contribute positively to the community.

Suspension: In more serious cases, a student may face a short-term suspension from school. During this time, the student is expected to reflect on their actions and work towards making positive changes.

### **11. Participation in Extracurricular Activities**

Behave with sportsmanship and respect during extracurricular activities and events.

### **12. Respect for Property**

Respect Institution's property, classrooms, equipment, and the personal belongings of others.

### **13. Language and Communication**

Use appropriate language and communicate respectfully in all interactions.

### **14. Transportation and Arrival/Departure**

Follow guidelines for behaviour on school transportation, where available, and when arriving at or leaving the school premises.

### **15. Consequences for Violations**

Violations of the **Parijnan Vidyalay** Code of Conduct may lead to disciplinary actions. The severity of the action taken will depend on the nature and frequency of the violation. Disciplinary proceedings conducted by the Head of Institution or representative of Management, will aim to be fair, consistent, and focused on promoting positive behaviour and personal growth.

#### **a. Possible Consequences:**

Verbal Warning: For minor or first-time violations, students may receive a verbal warning from a teacher, staff member, or administrator.

Written Warning: In some cases, a written warning will be issued to document the violation and emphasize the need for improved behaviour.

conferencing equipment, or mobile phones to invade student's privacy or capture inappropriate content.

### **7. Reporting Concerns:**

Any concerns or suspicions of inappropriate usage should be reported to Online Safety Coordinator or designated Institution's authorities immediately.

Reporting can be done anonymously, and no reprisals will be taken against those making legitimate reports.

### **8. Consequences of Misuse:**

Misuse of cameras, video conferencing equipment, or mobile phones for unauthorized or inappropriate purposes will result in disciplinary actions in accordance with Institution's policies.

### **9. Education and Training:**

Staff members will receive training on the responsible and ethical use of cameras, video conferencing equipment, and mobile phones.

Children will be educated about privacy and appropriate technology use.

### **10. Policy Review:**

This policy will be reviewed periodically to ensure its effectiveness in maintaining a safe environment for children and staff members.

By adhering to this policy, **Parijnan Vidyalay** aims to create a secure and respectful learning environment where cameras, video conferencing equipment, and mobile phones are used responsibly and ethically.

## Code of Conduct for our Students

At **Parijnan Vidyalay**, we are committed to creating a safe, respectful, and productive learning environment for all students. Our code of conduct outlines the expectations and guidelines for behaviour that we expect all students to follow while on Institution's grounds or participating in institution-related activities.

### 1. Respect and Courtesy

Treat all teachers, staff, fellow students, and visitors with respect, kindness, and courtesy.

Use appropriate language and communicate respectfully.

### 2. Attendance and Punctuality

Attend regularly and arrive on time for all classes and activities.

Notify the Institution if you are going to be absent or late.

### 3. Dress Code

Follow the Institution's dress code guidelines for appropriate attire and grooming.

### 4. Academic Integrity

Complete your own work and avoid cheating, plagiarism / copying, or any form of academic dishonesty.

### 5. Behaviour in Classrooms

Maintain a positive attitude during classes and actively participate in learning.

Avoid disruptive behaviour that interferes with your own learning or the learning of others.

## 6. Bullying and Harassment

Acknowledge that the Institution has clearly stated that "Bullying is strictly prohibited inside the Institution's premises as also Cyber bullying and no such act will go unnoticed or unpunished".

Treat all peers and juniors with kindness, empathy, and respect.

Report any incidents of bullying (including cyber bullying), harassment, or discrimination to a teacher or member of Anti Bullying Committee of the Institution.

### 7. Use of Technology

Use technology responsibly and follow Institution's guidelines for the use of cell phones, computers, and other communication devices.

Comply with the Policy on misuse of technology.

### 8. Safety and Security

Follow emergency procedures and safety protocols outlined by the Institution.

Report any safety concerns to a teacher or staff member immediately.

### 9. Substance Abuse

Do not use, possess, or distribute drugs, alcohol, or other harmful substances on Institution's property or during institutional activities.

### 10. Conflict Resolution

Resolve conflicts peacefully and seek help from teachers or staff when necessary.

Do not engage in physical or verbal fights.