



# O.P. JINDAL SCHOOL, TARAIMAL

NALWA STEEL & POWER LIMITED  
GHARGHODA ROAD, VILL – TARAIMAL, RAIGARH  
(Affiliated with Central Board of Secondary Education, Delhi)  
(An ISO 9001: 2015 Certified School)

**Affiliation No.: 3330238**

School Code : 10476 | Udise No.: 22041706508



## PROSPECTUS

Form No. \_\_\_\_\_ Name : \_\_\_\_\_ Roll No. \_\_\_\_\_

(Bring this prospectus at the time of Interaction/ Admission)

## Year of Establishment & Location

Our school was established in the year 2004 with Pre-Nursery & Nursery having 20 students only. Now our school reached to the total strength of 600+ & classes from Nursery to Class-X with 25:1 Student-Teacher ratio. The school is situated at Campus of Nalwa Steel & Power Limited, Vill-Taraimal, Gharghoda Road, Raigarh (Chhattisgarh)

## VISION



*Our Founder Father*  
**Syt. O.P. Jindal (Babuji)**

O. P. Jindal School - Taraimal, commits to provide educational excellence to all. We provide the highest quality education so that all of our students are empowered to lead productive and fulfilling lives as lifelong learners and responsible citizens. We are also responsible for promoting education as a vehicle for rural development.

## MISSION

O.P. Jindal School – Taraimal, prepares students to understand, to contribute and to succeed in a rapidly changing society, and thus make the world a better and more justified place. We ensure that our students develop both the skills. A sound liberal arts education provides the competencies essential for success and leadership in the emerging creative economy. We will also lead in generating practical and theoretical knowledge that enables people to better understand our world and improve conditions for local and global communities.

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## SPECIAL FEATURES OF THE SCHOOL

01. Our school is ISO 9001: 2015 certified and is affiliated with Central Board of Secondary Education, Delhi.
02. Qualified and motivated teachers with perfect blend of knowledge.
03. The school prepares students for appearing in secondary & Senior secondary school examinations.
04. The School inculcates in the students an awareness of their traditionally rich cultural heritage and infuses in them the habit of living in harmony with natural environment.
05. The school arranges outdoor training programmes to build the confidence and generates dynamism, in the personality of its students to face the challenges of competitive life.
06. The school conducts Morning Assembly and prayer before starting the regular classes with themes like update News, Speech, Thought of the day, Quiz , Informative message, Word of the day, G.K. Lines and moral teaching on ethical values are imparted everyday.
07. The school organises competitions among the students like Elocution , Debate, Essay writing, Quiz, Drawing & Painting, Dance & Music Besides, the school organises cultural programmes in addition to Games & Sports for the wholesome development and integrated personality of every student.
08. The school facilitates intensive training inputs for improving reading, writing and speaking abilities of the students with regular Periodic Tests.
09. The school provides smart classes from class Nur – X to make learning - teaching process more easy and effective.
10. The school provides personalized guidance and counselling to all the students.
11. The school provides Computer Education with Wi-Fi facility.
12. The school is well-equipped with Science,Maths labs, Library, Music room and activity room.
13. The school conducts medical check- up of all students at regular intervals.
14. The school is encircled with big playground with all the latest sports equipments.
15. The school provides separate classical music, dance and Instrumental classes for their cultural enhancement.
16. NCC & Scout & Guide facility is given to students in order to cultivate the leadership quality and to learn to combat with different situations in their life.
17. The school provides with cluster of External Exams conducted by SOF / Unified Council and many more for the longtime development of the students.
18. Regular Parents – Teachers Meeting is being organised every month for the betterment of the students.
19. Bus facility with high tech cameras and Teachers with Peons are provided to the students to escort them to their respective stoppages.
20. The school provides free education to RTE students and a special attention is given to the weaker students by providing them remedial classes.

## GENERAL RULES OF THE SCHOOL

01. The students must arrive at the school about five minutes before the school - bell is rung.
02. Clean and proper school uniform is to be worn on all the school days. A student who is slovenly dressed may be sent home.
03. The student must carry their school diary while entering the Classroom, library or attending the morning assembly.
04. Identity card is compulsory for all the students. It is provided from the school only.
05. At the stroke of the first bell, all the students should assemble for prayer and when the assembly gets over they should go to their respective classes quietly in queue.
06. All the students should keep their classroom and the school premises clean and tidy by throwing the wastage in the garbage bins only.
07. The students are not allowed to bring any kind of valuables like cell-phones, electronic gadgets, cameras, transistors, precious coins, stones or any item of Jewellery like chain , ring etc. to the school. The school will not be responsible for loss of any such articles if brought by the students, although proper care will be taken to prevent such occurrences.
08. During the school time, the students should move about in a disciplined manner.
09. Irregular attendance, habitual late-arrival, idleness, negligence of home work, disobedience and disrespect or any other reprehensible behaviour towards teachers and others may entail dismissal from the school. Students are accountable to the school authorities for their conduct both in and outside the school and shall be issued Yellow and Red card.
10. Students are neither allowed to use the school telephone without permission of school authorities nor be called to answer phone calls during school hours.
11. Extra books, newspapers or periodicals must not be brought to the school without prior permission of the school authorities.
12. No collection for any purpose, whatsoever, shall be made in the school without the prior permission of the Principal. Money should not be lent nor borrowed, nor articles be exchanged by the students among themselves.
13. All the students must extend co-operation in care of all the property of the school. The students should not scratch or spoil the desks, chair nor damage any school furniture nor write or draw anything on the walls nor damage the belongings of others. If any thing is damaged accidentally, should be reported at once to the Class Teacher or the Principal. Any damage caused must be done by the concerned students(s) together with a fine imposed on him/her/ them for such a misdeed. Such misdeeds may entail expulsion from the school also.
14. Students who come to school in the care of escorts should never leave before the escort arrives. In case of delay, they should report to the school office for further information. Those who commute on their own should not loiter about on the way. They should be prompt in reaching school/home on time.

15. The school reserves the right to dismiss such students whose diligence of progress in studies is constantly unsatisfactory or whose conduct is harmful to the school environment or whose guardians show less interest in the progress of their wards. Immorality, grave insubordination, contempt of authority or willful damages to school property is always a sufficient reason for immediate dismissal.

Students should behave in gentle manner wherever they go. They should remember that the school is judged by their conduct. They should greet their seniors, teachers and elders whenever and wherever they meet them.

No child is permitted to leave the school premises without the permission of the Principal. Such permission will be granted only on the specific request of the parents.

## **RULES CONCERNING ABSENCE**

1. Leave for one day can be processed to the school diary, duly signed by parents/Guardian
2. Long leave of absence is granted on request of parents(s)/ guardian(s) on their duly signed application(s) submitted before the Principal, well in advance.
3. Half Day Leave will not be considered unless and until very urgent. The permission will be granted on Principal orders only.
4. A student remaining absent for one calendar week without notification in written to the school authority will be deemed withdrawn and his/her name will be struck off the rolls.
5. If a student suffering from any infectious disease wishes to resume after recovery. He/she must obtain a certificate from a competent authority stating that he/she can attend the school without the risk of communicating the infection further and submit the same before the Principal for permission.

**Students suffering from any of the following diseases must observe the prescribed period of quarantine before returning to class.**

(a) Chicken Pox	- Till complete falling of scabs.
(b) Cholera	- Till the child recovers completely.
(c) Measles	- Two weeks after the rash disappears.
(d) Mumps	- Until the swelling reduces (3 to 4 weeks)
(e) Whooping Cough	- Six weeks.

## **SCHOOL UNIFORM**

**For Monday, Tuesday, Thursday, Friday:**

**Girls :** Dark steel grey, pleated tunics half sleeved check printed shirts, black shoes, steel grey socks, school tie, badge and belt. Hair must be properly tied with black rubber band or dark grey hair- band.

**Boys :** Dark steel grey half pants , half sleeved check printed shirts, school tie, badge, steel grey socks, plain black leather shoes and belt.

**For Wednesday and Saturday:**

**Girls:** House T. Shirt and Lower  
**Boys:** House T. Shirt and Lower

**Winter Uniform: (in addition to above)**

(a) For classes Nursery to IV : The students have to wear sleeveless sweaters/ pullovers of dark steel grey colour with V- neck shaped collar. It is essential that the sweaters, Pullovers are labelled properly from inside with the name of the user.

(b) Class V onwards : The students have to wear sleeveless sweaters of dark steel grey colour with V-neck shaped collar or two button blazers of navy blue colour or both, if required. It is essential that the sweaters/pullovers are labelled properly from inside with the name of the user.

**ALL THE STUDENTS HAVE TO WEAR WINTER UNIFORM COMPULSORILY FROM 1<sup>ST</sup> DECEMBER**

It may please be noted that in order to keep the uniformity intact, all the students are advised to use sweaters/pullovers of plain knitting only.

## **COLLECTION OF FEES**

1. The fees for every month must be deposited on or before 15<sup>th</sup> day of the month. Parents are requested to deposit the fees as per the schedule to avoid extra payment of late fees which is charged @Rs. 50/- (Rupees Fifty only) per week, if the amount is not deposited on the due date(s) and time. In case, the 15<sup>th</sup> day appears to be an off day, the fees will be collected on the next working day.
2. If any child's name remains on the Fee defaulters list for two consecutive months, his/her name gets struck off the rolls. Re-admission of such a child is done only after the payment of outstanding dues, with fine and a re-admission fee of Rs. 1000/-. Re-admission is granted on the basis of the availability of seats.
3. The School Management reserves the right to revise the fees. In addition , as determined by the school authorities Students will be required to pay for Excursion, Educational Tours and Adventure Sports as and when organised by the school.
4. Fees to be paid for Issuance of Duplicates
  - a) Fee receipt - Rs.10/-
  - b) Mark sheet – Rs. 100/-
  - c) Transfer Certificate – Rs. 200/-
5. Fees will be collected on all working days between 8:00 AM to 1:30 PM

## BUS FACILITY

Bus facility is provided to all at a reasonable rate. This rate is likely to be revised from time to time.

The routes are subjected to change and the school reserves all the rights in this regard. The students will be picked up and dropped at the concerned bus stoppages only. In case, a student wishes to stop using school bus, he/she has to give one month's notice or has to pay one month's bus fee in lieu, thereof. Adequate reasons, thereof, should be made to such withdrawals. Before withdrawing bus facility, an application has to be submitted to the Principal.

## ACADEMICS

1. **SESSION:** The academic session begins from 3<sup>rd</sup> week of March every year. The school follows the CBSE curriculum as per the CBSE guideline in the reference of NCERT as well as other CBSE books through the smart classes, play way method and Bilingual teaching learning process.

### 2. SCHEDULE FOR THE EXAMINATION:

- i) The school will conduct two Periodical Assessment Tests as per schedule published in the Annual Educational Planner (AEP).
- ii) The school will also conduct two Terminal Examinations in the month of September and February.
- iii) The result of Annual Examination will be declared in the first week of March.

### 3. PROMOTION / ASSESSMENT CRITERIA

- i) For Class Nursery & KG, the students are assessed on the basis of their quality of performance in various domains / day to day activities conducted by the school.
- ii) Promotion to the next higher class is considered on the review of the whole year's performance of the students, as per the weight age given below.
- iii) A minimum of 75 % attendance is compulsory for every student to attend the examination.

Test – 1 (Periodic Test -1 )	=	10%	Test – 3 (Periodic Test -2 )	=	10%
Note book	=	5%	Note book	=	5%
Enrichment Activity	=	5%	Enrichment Activity	=	5%
Test – 2 ( Half yearly Exam. )	=	80%	Test – 4 ( Annual Exam. )	=	80%
Total ( Term – 1 )			Total ( Term – 2 )		
Annual Result = Average of Term 1 and Term 2					

#### 4. DESIRABLE TRAITS:

The school expects every student to:-

- i. Wear neat and clean, well-ironed proper uniform during school hours on all the school days of a week.
- ii. Wear school uniform whenever he/she comes to school for any work, whatsoever it may be.
- iii. Look after his/her personal hygiene and health.
- iv. Bring the school diary daily.
- v. Participate actively in the academic, co-curricular and outdoor activities.
- vi. Respect the elders and be soft spoken.
- vii. Be inquisitive to learn.
- viii. Ensure punctuality in school.
- ix. Wear uniform compulsorily in all PTM days.

#### 5. Attendance:

a) It is compulsory for every student to complete 85% of his/her attendance in an academic year in order to make himself/herself eligible to appear at his/her final examination. The total working days are counted from the date of opening of the school and not from the date of admission of the student. Leave on account of illness etc, is also considered as absence for this purpose and no relaxation is granted in such cases.

b) Absence for seven consecutive days without approval of the Principal would lead to cancellation of admission and the child will not be allowed to attend the classes. Re-admission in such cases will be the sole discretion of the Principal. Re-admission is granted on the payment of re-admission fee i.e. Rs.1000/-

c) Attendance is compulsory on the following days. ( in addition to regular classes)

- i) School Foundation Day.
- ii) Independence Day.
- iii) Republic Day.
- iv) Annual Function and Prize Distribution Ceremony
- v) Annual Sports Meet and all the days on which games are held.
- vi) Any other school function/days deemed important by the school.
- vii) School re-opening day.

## CO-CURRICULAR ACTIVITIES

In order to infuse an all-round development of personality in the students, the school organises a fairly wide range of co-curricular activities as shown below.

### A) Inter – House Competition such as:

i. Calligraphy	ii. Clay Modelling	iii. Dance & Music
iv. Debate	v. Declamation	vi. One Act Plays
vii. Drawing & Painting	viii. Bilingual Elocutions	ix. Essay Writing
x. Fancy Dress	xi. Recitations	xii. Quiz
xiii. Computer Prog. & PPT	xiv. Extempore	xv. ASL Activities

**B) Other Activities such as:**

- i. Excursion & Tours
- ii. Eco- Club, Red Cross & Literary Club Activities
- iii. Yoga
- iv. Craft Activities
- vi. NCC
- v. Art & Science Exhibition
- vii. Scout & Guide

**C) Inter House Sports Events:**

- i. Carrom
- ii. Chess
- iv. Long Jump
- v. Volley Ball
- vii. Basketball
- viii. Cricket
- x. Kabaddi
- iii. Football
- vi. Athletic
- ix. Kho-Kho

## PARENT'S ROLE

**PARENTS ARE REQUIRED TO:**

1. Read all the instructions published in the school diary.
2. Label all the belongings of their ward(s) with his/her name: especially the sweater, uniforms, blazers, tiffin box, water bottles, pencil-box etc.
3. Check haircut, uniform, handkerchief, bags etc. before you send the ward(s) to the school.
4. Check the school diary and ensure that the assigned home task has been done by the ward.
5. Prohibit the students from carrying valuable items - Gold Ornaments or Electronic goods e,g, calculators, toys etc. to the school.
6. Encourage your children to speak in English beyond the school hours too, as the medium of instruction in the school is English.
7. Leave your children undisturbed by not taking them away during the working days of the school and the study hours.
8. Communicate suggestions to the teacher(s) regarding your ward's performance/conduct through his/her school diary or during Parents -Teachers Meeting.
9. Refrain from matter with the school administration in any manner. In case of any problem, they can discuss the matter with the Principal during visiting hours, with prior information.
10. Avoid meeting with the Teachers/ Students during the school hours without the prior permission of the Principal.

## PARENTS -TEACHERS MEETING (PTM)

Parents-Teachers Meetings are conducted in the school as per schedule published in the school diary, for the following purposes :

- i) In order to make the parents aware of the performance and progress of their ward.
- ii) To get the proper feedback from both the ends.
- iii) To bridge the communication gap, if any.

## PARENTS -TEACHERS ASSOCIATIONS (PTA)

Parents Teacher Association is being organised in our school for creating awareness among the parents about school curriculum, rules & responsibilities.

For PTA, any 2 parents are selected every year as PTA member from each classes.

## ADMISSION PROCEDURE

1. All the candidates desirous of seeking admission will be required to register themselves by submitting the duly filled in registration form along with registration fee, before the last date specified in the advertisement. Incomplete registration forms will not be processed.
2. Depending on the seats available in class and the position in the order of merit, list of successful candidates along with a waiting list is put up on the school notice board. The student along with the parent will have to appear for an interaction on the date specified.
3. Finally the selected students will have to deposit the requisite fee within the schedule published, if fails the admission will stand cancelled and the waiting list will be updated.

**Note:**

- (a) Mere registration does not guarantee admission.
- (b) Admission will be done strictly on the basis of merit.

### 4. Documents required at the time of Admission.

**On Grant of Admission:**

- i) Attested copy of Aadhar card/Birth Certificate issued by Municipal Corporation.
- ii) Countersigned T.C. of the previous school.
- iii) Certificate from the employer in case of NSPL/Jindal Group Employees.
- iv) Three passport size colour photographs of the student.
- v) Caste Certificate, if any.
- vi) Report card of previous class.

Requisite fees as per the details published on the notice board must be deposited within the stipulated time, if fails the admission will stand cancelled.

## AGE

Nursery	:	3 $\frac{1}{2}$ to 4 $\frac{1}{2}$ years as on 1 <sup>st</sup> April of that academic session.
KG	:	4 $\frac{1}{2}$ to 5 $\frac{1}{2}$ years as on 1 <sup>st</sup> April of that academic session.
Class 1	:	5 $\frac{1}{2}$ to 6 $\frac{1}{2}$ years as on 1 <sup>st</sup> April of that academic session. and so on.

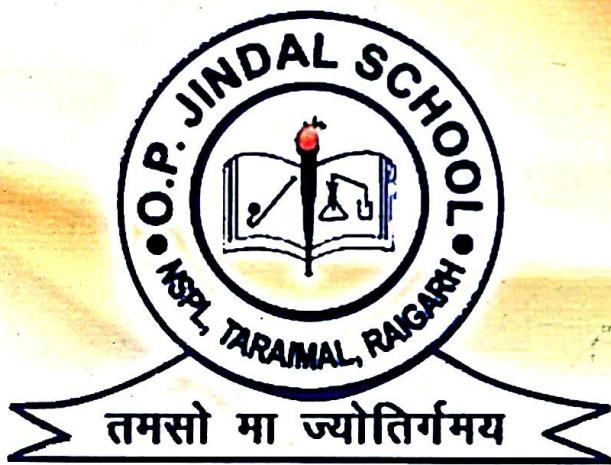
## WITHDRAWAL

A parent desiring withdrawal of the student from the school have to give one month's notice or fee in lieu, there of. A Transfer Certificate will be issued only when dues, if any, are cleared and the withdrawal notice has been received in writing.

## GROUNDS ON WHICH SCHOOL CAN ASK FOR WITHDRAWAL OF A STUDENT

1. Gross Indiscipline
2. Un- satisfactory progress in studies.
3. More than one year's detention in the same class.
4. Non-payment of fee for a quarter by the end of the following month.
5. Shortage of attendance by 15% during the academic year.





## O.P. JINDAL SCHOOL, TARAMAL

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