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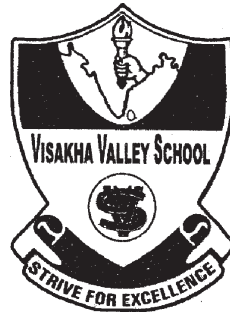
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VISAKHA VALLEY SCHOOL

VISAKHAPATNAM - 40

Affiliated to CBSE, Delhi, No. 130006/1971



PROSPECTUS

2017-18

INDEX

	Pages
1. Introduction	2
2. Pattern of Education	2
3. Registration for Admission	6
4. Conduct, Discipline and Leave Rules	10
5. School Timings & Working Days	15
6. Transport	15
7. Fee Particulars	16
8. Miscellaneous	18

I. Introduction :

Visakha Valley School, Visakhapatnam - 40 was started by Visakha Education Society in 1968 and registered under the Societies Registration Act, in 1968. It is co-educational with English as the medium of instruction and run on no profit no loss basis purely in service of the public.

The School aims at imparting instruction to its pupils in order to develop them into good citizens of the nation and occupy positions of leadership in future. As such, the instruction involves a harmonious blend of scholastic as well as co-scholastic activities with a stress on achieving holistic excellence. Special training is given not only in the development of moral, cultural, spiritual and social values but also on intellectual and physical growth. To sum up, it aims at development of a complete personality promoting rational and original thinking both creative and critical in the child in a free atmosphere without any indoctrination.

II. Pattern of Education:

The school is affiliated to the Central Board of Secondary Education, New Delhi under the 10+2 pattern of education with classes LKG, UKG and 1 to 12 and prepares its pupils for the All India Secondary School Examination at the end of X standard and All India Senior School Certificate Examination at the end of XII Standard.

The school offers instruction in the following subjects for the respective classes.

Kindergarten:

Preparatory to primary education, the school offers lower kindergarten and upper kindergarten levels. These sections

have a separate block with extensive play fields and indoor entertainment. Instruction is by play way methods including toys, teaching aids like charts, audio-visual aids etc.

Classes I to VIII: 1st Language - English Communicative

2nd Language - Telugu/Hindi
(From classes UKG to VIII)

3rd Language - Hindi/Sanskrit
(From classes V to VIII)

General Subjects : Mathematics, General Science & Social Science.

Training in Physical & Health Education, Art Education, Work Education, Value Education and Information Technology.

For Classes IX and X :

Scholastic Part - 1(A)

(As per CCE Pattern)

I Language - 101 (code) - English Communicative

II Language - 007 (code) - Telugu

- 002 (code) - Hindi

- 122 (code) - Communicative Sanskrit

- 041 (code) - Mathematics

- 086 (code) - Science

- 087 (code) - Social Science

Scholastic Part - I (B) Work Experience, Art Education and Health & Physical Education.

Scholastic Part-1 (B) is evaluated under the five point scale.

Saturdays (Except second Saturdays). This course is optional and restricted to a limited number of seats on a selective basis.

Examination and Promotion Rules : ★

The school officially works on a 2 term pattern per year-First term (April-Sept) would have 2 FAS (FA-1, FA-2) followed by one SA (SA-1) likewise the second term (Oct.-March) would have 2 FAs (FA-3) and (FA-4) followed by SA-II.

Classes I to VIII

FA-1	FA-2	FA-3	FA-4	All FAs	SA-1	SA-2	All SAs
10%	10%	10%	10%	40%	30%	30%	60%
TOTAL: 4FAs (40%) + 2SAs (60%)							
100%							

Class IX and X

FA-I	FA-II	FA-III	FA-IV	All FAs	SA-I	SA-2	All SAs
10%	10%	10%	10%	40%	30%	30%	60%

Assessment is done on a nine point scale. The minimum grade required for promotion is D. However co-scholastic assessments will also be taken into consideration while deciding the final grade.

Open Text Based Assessment (OTBA)

Open text based assessment in summative II of Class IX and in the Annual Examination of Class XI has been introduced from the academic session 2013-14. The Question papers in the following main subjects in Class IX Eng, Hindi, Maths, General Science and Social Science will have a separate section

of 10 Marks for OTBA (Main Paper 90 Marks, OTBA 10 Marks. Total Marks 100) In Class XI OTBA is applicable to Economics and Biology (Main Paper 60 Marks, OTBA 10 Marks, Practicals 30 Marks Total 100 Marks)

★ Any changes may be incorporated as per the directives of CBSE, New Delhi.

III. Registration for Admission:

1. a) Parents intending to admit their wards in the school should register the names of their children by filling and submitting the Registration-cum-Admission form. Registration and admission will take place for classes L.K.G. without any admission test on first-cum-first served basis provided the child satisfies other conditions stipulated. For other classes, there will be screening depending on vacancy position.
 - b) Only those applications of the candidates, who fulfill minimum requirements as laid down for registration will be registered.
 - c) An applicant will be considered for admission irrespective of his caste, creed, language, social status & domicile on strict secular principles & no concession or facility is offered by the school for the religious practices of a pupil during school hours.
2. a) Registration of a candidate for admission in the school does not in itself entitle a candidate to be considered for admission. Admission is strictly subject to eligibility and vacancy.
 - b) The names of those candidates who have been selected for admission will be displayed as early as possible on the school Notice Board. No individual information will be sent to the candidates.

- 3 a) The age for LKG should be 3years 3 months and not more than 4 years 3 months. For UKG 4 years 3 months and not more than 5 years 3 months. For class 1, 5 years 3 months and not more than 6 years 3 months as on 1st June of the year for which registration is sought. For class 2, the age would be 6 years 3 months and not more than 7 years 3 months on the date mentioned above and so on for higher classes.
- b) For registration, Date of Birth Certificate issued at the time of the birth of the child, by any of the following must be produced.
 - i) Municipal Corporation
 - ii) Mandal Revenue Officer Form No.9 with the name of child. For higher class T.C. from recognised schools is also acceptable.
- 4) Admission in the school for classes other than LK.G. is granted on screening the candidate subject to availability of seats.
- 5) The management of the school reserves the right to change the number of seats or number of sections in any class at any time without any notice to anybody.
- 6) Once the admissions are closed for a particular class, no waiting list of registered candidates is maintained nor does the registration hold good for any chance vacancy that might arise during the course of the academic year.
- 7) The Management of the school reserves the absolute right to fix the school fees or to revise the same as and when found necessary. Hence Parents/ Guardians of pupils are required to pay the school fees and other dues chargeable from time to time.

IV. ADMISSION:

- 1) I) Once the registered candidate qualifies for admission,

the candidate is offered admission, subject to the fulfillment of all the conditions required including:

- a) Submission of Original Date of Birth Certificate.
- b) Original School Leaving Certificate.
- c) Progress report from the school last studied.
- d) Medical certificate of fitness.
- e) Xerox copy of Aadhar Card.

II) "Transfer Certificate should be issued only under the signature of the regular Principal and it should be countersigned by an officer not below the rank of District Inspector of schools of the Education Department of State/Union Territory concerned. In case of a student migrating from one CBSE affiliated school to another CBSE affiliated school the transfer certificate of the previous school of such a student may be counter-signed by the Regional Officer of the Board or the Assistant Commissioner of KVS or the Deputy Director, Hyderabad of NVS or the Officer of the Board at the Head Quarters of CBSE and by the First Secretary/Attache/Cultural Attache or an equivalent officer of the Embassy/High Commission of India in the concerned country in respect of students studying in an affiliated school of the CBSE situated outside the country and the student shall not be admitted to a school without such a counter signature.

III) A certificate from a qualified Registered Medical Practitioner certifying that the pupil is free from any contagious disease and physically fit to follow the curriculum of the school. The Medical Certificate must also indicate any drugs to which the candidate is allergic.

IV) Assessment Report from the school last studied.

- 2) The Head of the Institution reserves the absolute right, at her/his discretion, to remove any pupil from the school rolls if she/he is not satisfied with the academic progress or general conduct of the pupil or for any of the following reasons.
 - a) Absence without sanction of leave of absence for more than 30 days during the course of the session.
 - b) On the grounds of indiscipline or serious breach of conduct or on the grounds of use of unfair means in tests and examinations.
 - c) Failing to pay the school dues in time.
- 3) If it is found, at any later stage that any of the information furnished by the Parent/Guardian in the application form is false, the school has the right to cancel admission offered to the child/ward at any stage and fees forfeited if deposited.
- 4) In the matter of admission and discipline, the decision of the Principal is final and binding on Parent/ Guardian concerned.
- 5) Strict discipline, obedience, courtesy in speech and conduct and cleanliness are expected from students. Irregular attendance, disobedience and objectionable conduct will entail dismissal.
- 6) Parent/Guardians may be asked to withdraw their children on disciplinary grounds at short notice. Children whose fees have not been paid for any particular quarter will be debarred from attending classes. If the fee is not paid by the end of the month the name will be deleted from the rolls. Re-admission will entail payment of readmission fees of Rs. 500/-. Late payment of fee entails fines as detailed in fee receipt book.

- 7) Once the child is admitted, under no condition the Transfer Certificate will be issued to be admitted into the local school unless the parent pays the fees for the full academic year. But Transfer Certificates will be issued to the children on the grounds of transfer of parents to other places.
- 8) After the name has been struck off from the rolls for any reason what so ever, the subsequent application for Transfer certificate will attract penalty as per school regulations.
- 9) a) Security Deposit will be refunded to the parents on issue of T.C.
b) The same will be refunded to the parents on issue of T.C. before completion of one academic year only if transfer of parent to out station is involved. (Proof of transfer should be submitted) those parents who are not transferred will be refunded Security Deposit after completion of one academic year.
c) Admission to class XI is granted to those who secure the desired grade as per the school authorities in Maths and Science for Science stream and in Maths and Social Science for Commerce Stream.

V. Conduct, Discipline and leave rules.

- 1) No Pupil shall absent himself/herself without leave previously sanctioned except in case of unforeseen circumstances. In such cases the application must be submitted the following day, to the class teacher.
- 2) For absence of more than three consecutive days, a medical certificate will have to be produced in medical cases. Where long leave becomes necessary due to unavoidable reasons, permission from the Principal has

to be sought and obtained in advance.

- 3) Parents are forbidden to meet the teachers in the classes without the permission of the Principal. Parents should meet the teachers on the scheduled days, parents shall be informed before hand.
- 4) Pupils coming late to school without any valid reason are likely to be sent home.
- 5) Money transactions and exchange of articles among pupils are not allowed.
- 6) No books, (other than those used in class or taken from the school library) periodicals or comics should be brought to the school.
- 7) Pupils are not allowed, to meet parents or visitors and to leave school premises during school hours without the permission of the Principal.
- 8) In case a student is sick during school working hours, he/she may be allowed to leave the school only with the parent/guardian on submission of proper authorisation letter from the parent/guardian.
- 9) Parents are not allowed to interfere with the school administration in anyway. In case of any problem, they can discuss the same with the principal.
- 10) Principal will have the full authority to issue Transfer Certificate to a student whose parent is found indulging in activities detrimental to the smooth running of the school.
- 11) Irregular attendance, habitual illness, neglect of home work, disobedience and disrespect towards teachers and other reprehensive behaviour may entail dismissal

from school. Pupils are responsible to the school authorities for their conduct both in and outside school.

- 12) Every student must take part in school games and other activities unless declared physically unfit or exempted by the Principal.
- 13) 75% of attendance is compulsory. Parents are requested not to take the children from school during the school hours except under extraordinary circumstances. A prior permission must be obtained from the Principal.
- 14) Pupils are expected to cultivate A SENSE OF RESPONSIBILITY.
- 15) No pupil who has been absent or is five minutes late will be allowed to class without the Principal's or the Class Teacher's approval and signature.
- 16) When moving along the corridors as also when changing class rooms, pupils must walk in silence and in an unbroken file.
- 17) Running, petty playing or shouting inside class rooms and the school shall be deemed as misconduct and is liable for punishment.
- 18) No student is expected to leave his/her class without being properly excused by the teacher concerned.
- 19) a) Care must be taken of all school property and no student should scratch or spoil the desks or chairs; write or draw anything on the walls or in any way damage things belonging to the school.
b) Damage done to school property even by accident

should be reported at once to the class teacher and cost will be collected from the student.

- 20) For breach of any school rules of discipline and above all discourtesy and disrespect to teachers, monitors, school captains and house captains will be viewed seriously and a pupil may be fined or otherwise duly counselled by the Principal.
- 21) Parents are requested to co-operate with the staff and ensure the progress of their children by paying attention to their regularity, punctuality and discipline and by taking interest in their children's work. They should regularly check the pupil's diary and the home-work assigned.
- 22) Circulation/display of printed/hand written pamphlets, circulars, posters or notes without prior permission of the Principal tantamounts to breach of discipline.
- 23) Students should not use the school address for personal correspondence.
- 24) Leave except on notified holidays is not normally granted except for urgent reason and even then only on a written application from the parent/guardian.
- 25) Parents are exhorted not to request for leave to attend marriages or places or any other functions which can be avoided during working days, especially exam days
- 26) Continued absence will cause a serious set back in the child's progress in the class and may eventually lead to repeating the exams.

- 27) Parents are advised not to ask for leave for their children in the period following the Summative-I and II and final examinations and prior to the winter and summer vacations respectively. These periods have been reduced to a minimum in order to avoid this unhealthy practice. Children are expected to attend school till the last working day of each term.
- 28) Parents are exhorted to send their children back in time after the long vacations. Continued late return after vacations without permission may result in the child's name being deleted from the rolls.
- 29) Leave due to sickness will be granted in all cases on production of bonafied medical certificate issued by a Registered Medical Practitioner. If the child has a contagious or infectious disease, the child will not be admitted into the class without a clearance certificate from a Registered Medical Practitioner. The School authorities may however if necessary have the child re-examined by a Medical Officer nominated by them, should there be any doubt with regard to a child still being within the incubation period.
- 30) Parents/Guardians should realise that the school works approximately 210 days in the year. In addition to this, if children are kept away from the school for trivial reasons, they will not be able to keep pace with academic progress of the class.

VI. School timings on working days

1) Class VI to XII	7-50 a.m. to 1-40 p.m.
Class LKG to V	9-55 a.m. to 3-30 p.m.
Office Hours	8-00 a.m. to 3-30 p.m. (On school working days) 9-00 a.m. to 12-00 p.m. (During vacations)

VII Transport

- 1) The school operates buses which cover most of the residential areas of Visakhapatnam.
- 2) a) Transport charges are being levied for 4 terms in the year.
b) As and when the petrol and diesel rates are hiked by the Govt. the administration will be constrained to like-wise hike in the existing transport charges with due notification.
- 3) Pupils using the school transport have to pay for 4 terms even if they use it only for a part of period, subject to exemption by the principal or prior written request by the parent.
- 4) Buses will operate within 5 minutes of the prescribed schedule. These have been worked out to accommodate the convenience of pupils and are subject to change.
- 5) If a bus is more than half an hour late, it may be assumed that it has broken down. In this case, the senior student as well as teachers travelling by the bus should telephone to the school for instructions.

- 6) The bus will not wait at any bus stop and will not stop anywhere between scheduled stops.
- 7) As far as possible, one teacher will be placed incharge but it may not be possible to ensure this for the complete journey of any particular bus.
- 8) The teacher-incharge will be in full control in matters of administration and discipline and is to ensure correct behaviour of the children while travelling in the bus.
- 9) In the absence of the teacher, the driver and conductor are authorised to report to the Principal, any misbehaviour on the part of the children.
- 10) Children misbehaving in the bus will be punished. Continued misbehaviour will debar the child from using the bus.

VIII. Fee Particulars ★

I. Non- Recurring Fees :

- a) Registration Fee: Rs. 500/- (at the time of admission).
- b) Admission Fee : Rs. 5,000/- (at the time of admission).
- c) Security Deposit : Rs. 3,000/- (at the time of admission),
(refundable under conditions given)
- d) Development Fund : Rs. 7,500/-
- e) For Calendar and Identity Card : Rs. 150/-
(to be paid in 1st term only)

II. Recurring Fee

- a) Special Fee : Rs. 1700/-
(At flat rate from LKG to XII Class includes AVE,

Sports, Library, Magazine, Picnics, Medical Examinations, Stationery etc.)

Term Fee :

b) Tuition Fee for:

L.K.G. to VII Classes : Rs. 2000/-

VIII to XII Classes` : Rs. 2100/-

c) Science Fee:

For VII Class : Rs. 100/-

For VIII Class : Rs. 150/-

For IX Class : Rs. 200 /-

For X, XI, XII Classes : Rs. 250/-

d) XI & XII other Lab Charges:

For Computer Science Students : Rs. 300/-

Digi Classes from _____ to _____ Rs.

e) Computer Science Fee :

a) For XI & XII Classes : Rs. 600/-

b) For V to X Classes : Rs. 400/-

c) For III & IV Classes : Rs. 200/-

d) Staff Welfare Fund : Rs. 250/-

e) Transport Fee : Rs. 3100/-

2. All fees will be paid termwise at the beginning of each term viz, on or before 10th April, July, October and

January of the concerned year A fine of Rs. 40/- is levied if fee is paid between 11th to 30th of that month thereafter, the name of defaulters removed from the rolls. The defaulter can be readmitted on payment of re-admission fee of Rs. 500/-. This rule will be strictly implemented, whatever may be the reasons for default. No requests for exemption of re-admission fee of Rs. 500/- for default will be entertained under any circumstances.

- 3) Students of X and XII classes will have to pay their IV term fee along with III term fee, by the end of December.
- 4) Registration fee, Admission fee and Security deposit will be collected only once i.e., at the time of admission.
- 5) Under no circumstances, fee once paid will be refunded.
- 6) The fee will be accepted in e-Seva Centres of the city.
7. Timings of acceptance of fees :
Monday to Saturday : 9.00 a.m. to 7.00 p.m.
Sunday & Holidays : 9.00 a.m. to 3.30 p.m.
- 8) The list of e-Seva centres are listed in the Fee Receipt Book.
- 9) Fee will be accepted along with fee booklet only.
- 10) As the fee booklet contains official receipts & evidence of payment of fee, keep it in a place of security.
- 11) If the issued fee receipt book is lost, by a parent or student a new fee receipt book shall be issued on payment of Rs. 100/-

★ The revision of fee structure may be tentative.

IX Miscellaneous

1. Uniform

- a. A minimum of 4 sets of regular school uniform and 2 sets of special white uniform are considered necessary for each child may be suggested.
- b. Children are given one whole week after admission to get into uniform.
- c. The details of uniform are as follows :

GIRLS : 1) L.K.G. to U.K.G. : Pinafore dress.

2) I to XII

- a. Silver grey blouse.
- b. Navy blue divided skirt, extending below knee level
- c. Black shoes.
- d. Navy blue full length Nylon socks.
- e. House coloured shoulder flaps.

BOYS : L.K.G. to XII :

- a. Navy blue shorts. Side buckles 5 cm. Loops for belts and 5 cm. band at the waist. Only high waist pants are permitted.
- b. Silver grey shirt, short sleeved, buttoned down the front. Special turn over flaps.
- c. Black Shoes.
- d. Navy Blue full length Nylon socks.
- e. School Belt.
- f. House coloured shoulder flaps.

Winter Wear :

Only Navy blue sweaters are permitted to maintain uniformity.

FRIDAY : SPECIAL DRESS :

1. Same pattern as school dress but of white materials, shirts/ shorts and divided skirts extending below knee level in white drill material, white keds, white socks.

Those students who come to school without proper uniform are not allowed to the classes unless the grounds are found satisfactory.

2. The School does not accept responsibility for the loss of books, clothes or other personal belongings. Parents are advised to send their children's personal things in a box which can be securely locked, they are strongly advised not to permit their children to wear expensive watches or valuable jewellery.
3. Any loss or damage to school property will be recovered from the caution deposit money.
4. Pupils are advised not to leave any book in the desks.
5. Health Education, Art and Work-Experience is assuming greater importance in the revised scheme of studies than in the past. When children are asked to get material for craft, parents are requested to provide the same. (Proficiency in Work-Experience, Health etc. will be noted and graded in the certificate issued by the Central Board of Secondary Education.
6. Information Technology has been made a part of the curriculum from classes III to X and Computer Science is offered as an elective subject in classes XI & XII.

PRINCIPAL