

ARMY PUBLIC SCHOOL DIGHI

Army Public School Dighi is run by Army Welfare Education Society, AG's Branch, Delhi Cantt. This school is located in the idyllic surroundings of TB-2, BEG & Centre. The school aims to provide 'Quality Education at affordable cost' to the wards of Army Personnel.

The school is following the Syllabus prescribed by the Central Board of Secondary Education, New Delhi.

OUR MISSION

Army Public School Dighi will leave no stone unturned to ensure that the best in every student is brought out and also help them to achieve their full potential irrespective of their standard of intelligence whatsoever.

Our school should be a place where teachers and pupils take joy in teaching and learning.

SCHOOL MANAGING COMMITTEE

- Patron - GOC MG & G Area
- Chairman - Commandant, BEG & Centre, Kirkee
- Members -
- 1 Dy Comdt, BEG & Centre
 - 2 CO, Trg Bn-2, BEG & Centre
 - 3 Dy Comdt, GREF Centre
 - 4 Adm Comdt, Stn HQ, Kirkee
 - 5 Edn Offr OIC HRDC, BEG & Centre
 - 6 GE (C) Kirkee
 - 7 Rep from CME
 - 8 Principal, Army Public School Kirkee
 - 9 Rep of President AWWA of Stn Dighi
- Two Parent representatives
Two Teacher representatives
- Secretary - Principal, Army Public School Dighi

ADMISSION PROCEDURE

1. Admission to children of serving Army personnel coming on transfer from out station can be given at anytime during the year.
2. Children who are coming on pass/promoted TC from another APS / Army School / KV will be admitted directly without an entrance test.
3. For other categories, admissions will be made at the start of the academic year based on availability of seats and merit.
4. Parents / Guardians of students seeking admission must apply for admission on the Registration form attached in the prospectus which is available in the school office on payment of Rs. 50/-. A date for entrance test will be given to them. Those eligible for lateral admission may fill up the application form and complete admission formalities directly.
5. The following certificates / documents must be submitted along with the Application Form -
 - (i) Proof of Age Certificate
 - (a) In case of Defence Personnel, extract of their record of service, duly attested by their Commanding Officer.
 - (b) Birth certificate issued by Mil/Civil hospital or Municipality / Village Panchayat.
 - (ii) TC from previous school for classes II upward. TC's in respect of students from schools other than Army Schools / APS's/KV's will be accepted for admission only when endorsed by the District Education Officer. In case of pupils who did not study in a recognised school the Parent / Guardian should give a letter to that effect.
 - (iii) Latest Report Card.

ADMISSION TEST

1. Following category of Children will be admitted based on TC from previous school without an admission test :-
 - (i) Children who are coming on pass / promoted TC from another APS / Army School / KV between the period from 01st April to 31st July.
 - (ii) Children who have studied for 10 academic months in another APS / Army School / KV and are seeking admission after 31st Jul.
 - (iii) Students from all other schools will have to qualify in the entrance test for admission. If the child fails to qualify she will be admitted in a suitable class at the discretion of the Principal.
2. Admission Test will be conducted every Monday from 20th March onwards.
3. Admission Tests will be conducted in the following subjects :
Primary & Middle Classes (II to VIII) : English, Hindi & Maths
Class I : No Admission Test

AGE LIMIT

The student should complete 5 years of age as on 31st Mar of the year in which admission is sought in class I. A corresponding scale of age is fixed for the subsequent classes.

PRIORITIES FOR ADMISSION

- 1) Children of serving Army personnel (including DSC), Army Widows, TA with 10 years of embodied service.
 2. Children of Army Ex-servicemen, DSC pers Retd with pension from DSC.
 3. Children of serving Air Force and Naval personnel.
 4. Children of retired Air Force and Naval personnel.
 5. Children of civilians paid out of Defence Estimates, Para Military Forces including Coast Guard, MES, GREF, TA (when not embodied)
 6. Grand children of serving / retired Army personnel.
 7. Other Children.
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WITHDRAWAL

1. Application for Transfer Certificate should be made on the prescribed form two weeks in advance with a copy of the Fee Receipt attached to the form.
 2. Transfer Certificates will be issued only after all dues have been paid.
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SCHOOL TIMINGS

- (a) The School works from Monday to Saturday except on 2nd Saturday which is a holiday. School timings are as follows : 0800 hrs to 1410 hrs
- (b) Students are expected to be in the school 5 minutes before the first bell.
- (c) No child will be permitted to leave school early for any reason whatsoever. If doctor's appointment is to be taken, the child will have to stay away from school the whole day.

VISITING HOURS

- Parent-Teacher meeting is held on the last working day of the month between 1150 hrs to 1320 hrs. On any other day Parents can meet teachers only after taking prior permission from the Principal.

Parents may meet the Principal between 1200 hrs to 1300 hrs on any working day.

SCHOOL FEES

- School Fees are collected quarterly and should be deposited by cash in the Bank of Baroda, Dighi Camp Branch between 1st to 15th of the first month of the quarter.
- Late fees (fine) upto 20th of current month - Rs. 20/-
 upto 1 month - Rs. 50/-
 upto 2 months - Rs. 100/-
 upto 3 months - Rs. 150/-

If fees and fine are not paid for three consecutive months, the name of the student will be struck off the rolls. Fee slip can be got amended from the office with seal after adding fine. Fees with fine will be deposited in the office.

SCHOOL UNIFORM

Boys	Girls
SUMMER	
White shirt with half sleeves and tie collar	White Shirt with half sleeves and Tie Collar
Steel Grey shorts (I-V) Trousers (VI-VIII)	Steel Grey divided shirt black cycling shorts.
Black Shoes with laces	Black shoes
Steel Grey Socks	Steel Grey Socks
School Belt and Tie	School Belt and Tie
Steel Grey turban for Sikh students	Plaits with red ribbons or red hair bands
WINTER	
Navy Blue Pullover ('V'-neck without collar) or Navy Blue Blazer (Others same as above)	Navy Blue Pullover ('V'-neck without collar) or Navy Blue Blazer (Others same as above)
PT DRESS	
White shorts (I-V) White Trousers (VI-VIII) House T - Shirt White PT shoes White socks	White divided skirt White cycling shorts House T-Shirt White PT shoes and White socks White hair bands or ribbons.

LEAVE OF ABSENCE

Students must be regular in their attendance. When a child is absent parents are required to intimate the Class Teacher through the School Diary. No separate leave application need be made. An absence and leave record for the purpose is given in the Diary. An absence in excess of two days should be supported by a medical certificate.

Children with Infectious diseases should not be sent to school.

EXAMINATIONS

1. The school holds tests and examinations as per the schedule given in the calendar.
 2. Promotions are decided on the pupils progress through out the year based on the periodic tests and examinations.
 3. Pupils absent from an examination will not be re-examined and those absent without a valid reason will not be awarded marks for the test / exam.
 4. A pupil who fails to get promoted after a second year in the same class has to leave the school.
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SCHOOL DIARY

1. School Diary and Identity Card will be charged at the rate of Rs. 50/- and are given at the time of admission.
2. The school diary must be brought to the school daily and should be maintained carefully.
3. Notices are also sometimes sent through the Diary.
4. Parents must sign the Diary each day and see to it that their children do their home work regularly.
5. ID Card must be correctly and legibly filled in the interest of the security of the student.

CODE OF CONDUCT FOR STUDENTS

1. Students must follow the school regulations regarding school uniform. Except Sikh students all boys must have their hair cut short and girls must plait and tie their hair neatly with ribbons.
2. Students must be punctual to school. They are expected to be inside the school before the school bell rings and are liable to be sent home if they are late.
3. Students must bring their text books and note books to school as per the class time table. School Diary should be brought to school daily.
4. Students must not disfigure or damage school property. All breakages must be reported to the class teacher.
5. Care should be taken to keep the school premises and class rooms neat and clean.
6. Student are not to leave the school premises without permission from the class teacher and Principal.
7. Students are expected to be polite and well behaved at all times. They must stand quietly when a teacher enters the class room, reply to the greeting and sit down only when told to do so. Text books and note books must be on the student's desk before the teacher enters the class room.
8. Students are expected to show courtesy and respect to all, both in and out of the school. They are expected to greet members of the staff and visitors to the school, to move aside in the verandah's and go in line from one part of the school to the other.
9. All lost property must be deposited with the PET. Students are not allowed to bring costly articles to school. Girls should not wear jewellery.
10. Students must at all times abide by the rules of honesty and fair play. Rowdy behaviour and use of abusive language is not permitted. For any act of serious indiscipline a student may be suspended or asked to leave.

LIBRARY

The school has a well stocked library. Library cards will be given to students of class VI to VIII and they are permitted to get one book issued per week to take home.

CO-CURRICULAR ACTIVITIES

A wide variety of co-curricular activities will be organized on an Inter House Basis for the Primary Section and Middle Section separately.

COMPUTER EDUCATION

Computer Education is compulsory for all students from class I to VIII.

PARENT TEACHER INTERACTION

A Parent Teacher Meeting (Open House) is held after each test or exam. The date of the meeting and time is notified through the Diary.

REQUEST TO PARENTS

1. To intimate the school of any change of address and telephone number and also when they get a promotion.
2. To write the name of the child, the class and section when writing to the school regarding their children.
3. To ensure that the children come to school regularly, punctually and dressed neatly and correctly. To check that their child brings her/his Diary, text books and note books according to the Time Table and maintains them properly,
4. To inform the Principal and class teacher if the child is suffering from any chronic disease and taking medication and keep inhaler with asthmatic children.
5. To co-operate with the school in all matters relating to the education and discipline of their wards.

FEE STRUCTURE

(Subject to Change)

Sr. No.	Fees on Account of	Army personnel including retired Offrs / JCOs & Civ payout of Defence Estimates			
ONE TIME ONLY					
*		OFFRs	JCOs	ORs	CIV
1	Registration Fees	300	300	300	300
2	Admission Fees	1200	600	400	5000
3	Security Deposit (Refundable)	6000	4000	3000	9000
4	Diary & I-Card	50	50	50	50
5	Insurance	120	120	120	120
ANNUAL CHARGES					
6	Library	250	200	150	350
7	Building	250	200	150	550
8	Exam & Stationery	200	200	200	200
9	Games & Sports	250	200	150	500
10	Play way upto CI V / Science Equipments Fund for VI & VII	200	125	125	125
11	School Journal	125	125	125	125
	Total Annual Charges	1275	1075	900	2075
QUARTERLY FEES - CLASS I TO V					
12	Tuition Fee	2520	2160	1800	3240
13	Pupil Fund	225	225	225	375
14	Computer Fee	225	225	225	375
	Total	2970	2610	2250	3990
QUARTERLY FEES - CLASS VI TO VIII					
12	Tuition Fee	2880	2520	2160	3600
13	Pupil Fund	225	225	225	375
14	Computer Fee	225	225	225	375
	Total	3330	2970	2610	4350
15	Science Fee (Class IX & X)	150	150	150	225

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REGISTRATION FOR ADMISSION

1. This form must be properly filled with xerox copy of all Certificates attached.
2. Incomplete form will not be accepted.

Form No.: _____ Date of Issue : _____ Admission No.: _____

Name of the Child :

First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>

Date of Birth :

Father's Name & Rank :

First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>

Rank : _____

Unit / Regiment : _____

Station of Posting : _____

Last School and Class attended : _____

Result in the last class : _____

Class in which admission is sought : _____

PLEASE ATTACH POSTING / MOVEMENT ORDER OR CERTIFICATE OF ALLOCATION / APPLICATION FOR SFA IF POSTED TO NON FAMILY STATION. REGISTRATION WILL NOT BE RECORDED WITHOUT PROPER CERTIFICATES.

*** PLEASE DEPOSIT THIS FORM SLIP DULY FILLED IN OFFICE TO REGISTER THE CHILD'S NAME.**

(Signature of Clerk)

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APPLICATION FOR ADMISSION CLASS I-X

Form No.: _____ Date of Issue : _____ Admission No.: _____

1. Name of the Child :

First Name

Middle Name

Last Name

2. Date of Birth :

3. Place of Birth :

4. Class to which admission is Sought :

5. Name of the Father :

First Name

Middle Name

Last Name

6. Mother's Name :

First Name

Middle Name

Last Name

7. Father's Occupation : _____

(a) Army / Air Force / Navy : _____

(b) Rank/Army Number : _____

(c) Serving / Retired : _____

(d) Civilian : _____

8. Address :

(a) Official address of father / guardian & contact Telephone No. (Please give unit / regiment)

(b) Residential address of the father / guardian & contact Telephone No.

9. Father's Income (from all sources) per month : _____

10. Student Details : _____

(a) Class last studied : _____

(b) School last attended : _____

- (c) Medium of instruction : _____
- (d) Was the school recognized or not : _____
- (e) Examination body to which the school was affiliated : _____
11. Result of the last examination : Passed / Failed : _____
12. Mother tongue of the student : _____
13. Details of transfer certificate attached : _____
14. Religion / Caste : _____
15. Whether scheduled caste or scheduled tribe ? _____
or OBC (Please attach certificate)
16. Hobbies : _____
17. Illness : Yes / No : _____
(Please state if there a history of chronic illness or Medicine to be given)
18. If yes specify person to be contacted _____
in case of emergency.

Declaration by the PARENT / GUARDIAN

I hereby declare that the date of birth of my son/daughter _____
and other particulars are correct and that I would not demand any change in them at any
subsequent date.

(Signature of Parent/Guardian)

ORDERS OF THE PRINCIPAL

Admit _____ to Class _____ Category _____

Date : _____ (Signature of the Principal)

OFFICE USE ONLY

Admitted in class _____ and allotted Section _____

Dues paid vide receipt No. _____ dated _____

Certificate attached : TC / Report Card / Caste Certificate / Birth Certificate / Extract of Service
(Part II Order) / Movement / Posting Order

Office Seal :

Date : _____ (Signature of Clerk)