



# Koncept Public School

A unique residential cum day schooling campus,  
affiliated to CBSE, New Delhi with world class facilities.



## Guideline Book

**Affiliated to CBSE, New Delhi (10+2)**

Village : Laudia (Sonua Road), Chakradharpur  
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“**One Can  
Evade Mortality  
by One’s  
Immortal Deeds**”

Kaliprasanna Sarangi, was born in 1913 to a noble family at Chakradharpur. Nurtured in the pre-Independence era, Kaliprasanna Jee a staunch supporter of Gandhian Philosophy was counted among the front-runners of the struggle for independence in the locality. After Independence, he continued his struggle in the same vein for the upliftment of the downtrodden. He was of a firm conviction that education only, can change the grim scenario of the society and striving to achieve the end, Kaliprasannajee pioneered the establishment of Schools in this part of the land. His good efforts were acknowledged by the government time and again.

KaliprasannaJee possessed a multi-dimensional and a charismatic personality. He had a good command over Ayurvedic medicine which he used for community service and received wide acclamation as 'Kali Maharaj'. He had great compassion for the sufferers and empathized with them at the time of distress.

The KPS Foundation in general and our Konzept Public School in particular are only small tributes to commemorate his immortal service to mankind.



**Late Shri KPS "PITAJI"**

(A Social Reformer, a great innovator, an outstanding visionary, a practitioner of human values and Gandhian Philosophy and a full fledged Nationalist)

**Sincere homage to the dedicated soul who strove life long to excel the values of social system and humanity.**



## Message



### From the Chairman

Dear Friends,

Koncept Public School, Chakradharpur has been established to provide an inspirational environment to all its students and to keep our commitment to bring quality Education within easy reach of the people of Chakradharpur.

The school managed by **KPS Foundation** from LKG to 12th Std. completed almost Seven Years of experience in the field of Education. KPS has proven skills in delivering holistic education to its students in the Chakradharpur vicinity. This school under KPS Foundation has its own distinct character and 'personality', which provides a perfect integration of academic excellence and professional learning within a dynamic and interactive framework. Under their management you are assured that the delivery of education in our school is current in its thinking, constantly monitored and reviewed and of high quality and standards. We take pride in offering the best education system to our students through the modern techniques of education.



The success of KPS's other managed school in Chakradharpur has only urged us on with humility to launch this new pre-primary school in Chakradharpur.

In order to further strengthen the system and management, we have prepared this **Guideline Book**. I sincerely hope the rule book would be beneficial & look forward to strictly following the guidelines laid in it.

At the KPS Foundation, we are committed to build a school that is not only modern in its infrastructure but also in its curriculum design and classroom transactions; a school that recognizes students as individuals and ensure that they get every opportunity to blossom to more than their potential; that each child's journey through these impressionable years is meaningful, exciting and full of relevant learning. All this is going to be possible through the committed educational professionals who form the KPS Team. We welcome all our parents too to set course with us on this long arduous journey.

I warmly welcome your child to a bright future at the Koncept Public School, Chakradharpur.

Sincerely,

**Jitendra Sarangi**, Chairman





## Rules and Regulations of KONCEPT PUBLIC SCHOOL, Chakradharpur, Jharkhand

Koncept Public School endeavors to educate the school child. We address equally the areas of academic, artistic experience and practical skill along with nurturing of the human spirit. Educating head, heart and hands is regarded as important so as to produce a well rounded, capable adult. Through this balanced approach students develop charity of thought, a sensitivity of feeling and a constructive strength of will forming a foundation for balance in thought, feeling and action as an adult. The guideline book consists a detail guideline of the Do's and Don'ts and is expected from all concerned to be religiously followed.

## General Rules

- a. Every student has to carry his/her routine books to school every day.
- b. While going to the assembly or to the respective classes, the student is expected to maintain proper discipline.
- c. All Text Books and Notebooks should be covered with brown paper and be properly labelled.
- d. Students are expected to maintain courteous behaviour inside as well as outside the school premises. They should pay due respect to all Seniors, Teachers and Staff.
- e. Students are not supposed to speak loudly or use any abusive language. They should not use improper gesture or manners within or outside the school premises.
- f. Students should be dressed up clean and always neatly be dressed. They should always come in school uniform only. Students found not in proper prescribed uniform shall not be allowed to enter the classroom.
- g. Boys should get their haircut done at regular intervals.
- h. Care must be shown towards the school property. Damage done even by accident should be brought to the notice of the class teacher / Vice Principal / Principal immediately.
- i. No books other than text books / library books and reference books should be brought to the school.



- j. Lending or borrowing of money or other articles is not permitted. In case of any loss of money or article, school management shall not be responsible.
- k. Parents are requested to attend teacher-parents meet on the prescribed date whenever is required.
- l. Students securing less than 75% attendance and the minimum prescribed marks shall not be promoted to the next session.
- m. All students must converse in English while in School or outside the School premises.
- n. Students are forbidden to leave the school premises during the school hours without the explicit permission of the Principal.
- o. Mobile phone or any other electronic gadgets are strictly prohibited inside the school premises. In case some student found with any would get the gadget/(s) seized by the School Authority. Besides disciplinary action could also be initiated against the student and such seized items will never be returned to the holder. Valuable articles, Ornaments, Cash money are not allowed inside the school campus. School shall not bear any responsibility for loss of such articles. No complaints / request will be entertained for such matter.
- p. Parents are advised not to send the child if he/she is not physically / medically fit to school.
- q. Any damage to the school property will lead to a fine equal to 3 times the cost of the article.

Under no circumstance examination will be taken again off the schedule.

## Facilities at a Glance

- Student centric Teaching - learning (Interactive teaching method).
- Use of Audio - Visual Aids.
- Weekly & Monthly Academic Performance Assessment of Students.
- Month - wise Parent -Teacher Interaction Session where student's evaluation is done.
- Well Stocked Library as per CBCE norms ; Modern Composite Science Laboratories.
- Spacious naturally lit and comfortable dormitories with modern amenities.
- Well appointed cozy and homely cafeteria where it is a feel of Home-out of-Home.
- Regular health check up by Qualified doctors.
- Careful & Sensitive pick up and drop facilities by fleet of school owned bus service.
- Regular CCA classes during week-end ; Regular practice of YOGA.





## Admissions /

### Transfer Certificates Issuance

- a. With regard to the admission of a child in the school, the Principal shall have all rights to admit/not admit and the decision taken by the Principal shall be final and binding.
- b. For the admission an official birth certificate from the Municipal Authorities or Gram Panchayat in support of the date of birth entered in the registration form should be produced at the time of admission.
- c. The students approaching on transfer, the particulars as mentioned in the Transfer Certificate shall be valid.
- d. The documents submitted at the time of the admission will not be returned.
- e. All students seeking admission to Std. I onwards shall have to undergo entrance and admission to these classes shall be on merit including siblings.
- f. The school does not entertain anyone influencing the school authority, staff or others by ways of gifts /cash /kind for securing admissions.
- g. TC shall be issued on demand of a parent. This however has to be in written form by the Parent at least one week in advance addressed to the Principal. Upon receipt of the request letter, Office Administration shall internally get the no due cleared by the respective domains and upon final clearance the TC shall be issued. The caution / security money lying with the School Management shall be released within a month's time subject to fulfilling all dues.
- h. In case a child leaves in mid of a session then he/she shall be liable to pay one month advance fee, be it for tuition fee / bus fee / hostel fee.





- l. The students at the end of the academic year will get their Leaving Certificates only with the result on the result proclamation day.
- j. The Principal reserves the right to suspend any student if his /her behaviour or progress is unsatisfactory.
- k. No TC will be issued until all the fees due to the school are paid and all books and articles belonging to the school have been returned.
- l. If no notice of withdrawal is given, full fees for all the months or absence will be charged along with fine.
- m. Parents will have to apply in proper proforma to be supplied by the School.
- n. All withdrawals from the school can be made only on a written request for the same by the parent / guardian who have signed the application for admission.

## Transport Management

- a. Head Office Administration shall be overall responsible for the complete running, maintaining and upkeeping of all transport means viz. TATA Magic, All Buses, Chairman's Car.
- b. School shall provide bus service to its students and this would be subject to availability of seats. This however would be at the sole discretion of the Principal and this facility can be seized any time without any reason whatsoever. The Bus Facility Availing Form need to be filled and the prescribed fee should be paid by the Parents.
- c. The students availing this facility shall board or alight only at the designated bus stops. No Parent is supposed to interfere or approach the School Management for change in bus stops.
- d. In case a student misses the bus / not present at the designated route, bus shall not wait and proceed without child. In such case it would be the responsibility of the parent to send the child by their own conveyance.
- e. The students are expected to be courteous and polite in behaviour with the Bus In-charges. Any violation to this might result in forfeiting the facility given to students.
- f. The fee for availing the bus facility is for 11(eleven) months and is payable in monthly fee.
- g. In case the student wants to discontinue the bus facility, he/she is expected to give at least one month notice and also the payment for the particular month need to be paid.
- h. The bus fee prescribed may differ from time to time due to the hike in market fuel price and this would subsequently get reflected in the bus fee.







## School Discipline

- a. The assembly must start in time. Prior to start of the assembly, the respective class teachers are supposed to instruct their students to come in a queue and stand for the assembly. While in standing pose, the teachers should check their uniform including belt, tie, shoes, socks, hair, nail etc.
- b. While dispersing from the assembly, students are expected to move in line to their respective classrooms without making any noise / murmuring.
- c. The late comers, they should stand in the pathway inside the campus. They are not supposed to be a part of the assembly. Post the assembly, concerned class teachers should enquire

about the reason of delay and if necessary, note to be made in their school diary.

- d. Any plastic / paper residue of chips / chocolate etc. should be dumped in the dust bins and should not be thrown here and there. Teachers should promote such good habits in their classes regularly.
- e. Fee collection by the students can be done only at the time of break or during school leaving. In no other time school students should come to the fee counter for fee deposit and stand in front of the fee collection booth.
- f. School supporting staff should be advised to always wear their uniform provided to them.
- g. The school students should always come in a queue and the concerned teacher is advised to adhere to this. During CCA also, such practice of moving in a queue is desired from a student under the supervision of concerned class teacher.
- h. After the school hours, all students must participate the closing assembly before boarding any vehicle.
- i. Bus services – Bus In charges to be made @ 3-4 Teachers from one Bus so that the students are able to sit in the bus properly without any internal fight / anomaly.

## Fee Rules

- a. The last date for paying the tuition fee for the current month is preponed to 10<sup>th</sup> of every month. In case 10<sup>th</sup> happens to be a holiday then in such case fee can be deposited on 11<sup>th</sup> of that month.
- b. The validity of late fine for the current month will be from 11<sup>th</sup> to till end of the month. Monthly late fine in such case shall be Rs. 100/-
- c. Fee could be paid monthly, half yearly and quarterly or annually.

Fee Collection Timing : 08:00 am to 03:30 pm on all working days.



## Hostel

### Rules and Regulation

- a. The child is expected to stay in the hostel maintaining complete discipline of the hostel.
- b. The child has to live in harmony and peace without creating any disturbance which may hamper the studies of the other children in the hostel.
- c. If a child does not follow the rules of the hostel, the school reserves the right to take necessary action and in extreme cases, expel the child.
- d. During working days, no request for taking the child home will be entertained.
- e. During the long holidays, the child has to be reported to the hostel one day before the opening day of the school, and Parents have to collect their wards within 12 hours of close of the school positively failing which a penalty of Rs. 200/- each day will be imposed.
- f. Parents must ensure that their child is healthy in all respect as the hostel does not entertain sick children.

- g. If the child is undergoing any medical treatment, or suffering from any medical allergy, Parents are requested to inform the Hostel warden accordingly.
- h. Parents have to tell the School Management the draw backs of their wards without any hesitation so that School Management can take remedial measure in his/her interest.
- i. Unfortunately, if any mishap, naturally or un-naturally occurs in the hostel, directly or indirectly, the school / hostel will not be responsible for any such loss.
- j. Admission in the Hostel will be for a complete academic session and no request for withdrawal before the completion of session will be entertained.
- k. Parents can speak to their wards only on Sundays for 5 mins on telephone between 10:00 am to 02:00 pm and meet them in person during this prescribed hour only. No parents or visitors are allowed inside the Hostel premises except for the specific time prescribed.
- l. Children will be received before school hours and after school from 2:30 pm to 5:00 pm.

### In case Of Emergency

1. First the school phone be used ; 7761988224, 9955527515, 9771049296, 9162893849.
2. In case the phone is busy or remains unanswered, please send a brief SMS or mail at [www.koncept.co.in](http://www.koncept.co.in)
3. School Diary is also an effective mode to convey everyday message or concerns, hence necessary instructions may be passed on to the Student to pass on the message to the concerned Teacher.
4. Note from parents may be written on **Parents Contact** page in the School Diary.





## Library Rules

1. A book will be issued for a week.
2. Students will be charged a late fee of Rs. 10/- per day if the book is not returned at the end of stipulated time period.
3. If the book is found damaged or lost, twice the cost of marked price of the book will be recovered from the student.
4. Students are required to maintain silence in the library.
5. Facility of renewal is not available.
6. Specimen books / text books of the subject concerned will be issued to the teacher only and not students.

Books will be issued only to the students having a valid library card or identity card.

## House Formation

1. The students in the school are divided into four houses whereby children learn to be responsible members of a community through participation in games, sports and variety of other competitions organized throughout the year.
2. House Oleander; House Daisy; House Lotus; House Jasmine.

## Special Events like Birthdays

1. On birthdays, children are allowed to wear casual dresses and distribute sweets only to the classmates.
2. Any other gift items are not to be distributed.









“ज्ञान वो सबसे शक्तिशाली हथियार है जिससे आप पूरी दुनिया बदल सकते हैं”.  
“Education is the most powerful weapon which you can use to change the world”.