

APPENDIX -IXMANDATORY PUBLIC DISCLOSURE**A : GENERAL INFORMATION :**

SL NO.	INFORMATION	DETAILS
1	NAME OF THE SCHOOL	IDEAL INDIAN SCHOOL
2	AFFILIATION NO.(IF APPLICABLE)	6330002
3	SCHOOL CODE (IF APPLICABLE)	90078
4	COMPLETE ADDRESS WITH PIN CODE	PO BOX 2836 DOHA QATAR ARABIAN GULF C/O FIRST SECY EMBASSY OF INDIA DOHA QATAR, QATAR, FOREIGN SCHOOLS -
5	PRINCIPAL NAME	SHAIK SHAMIM SAHEB
6	PRINCIPAL QUALIFICATION	M.Com, MA, BEd
7	SCHOOL EMAIL ID	admin@idealschoolqatar.com
8	CONTACT DETAILS (LANDLINE/MOBILE)	44684492

B : DOCUMENTS AND INFORMATION:

SL NO.	DOCUMENTS/INFORMATION	LINKS OF UPLOADED DOCUMENTS ON YOUR SCHOOL'S WEBSITE
1	COPIES OF AFFILIATION/UPGRADATION LETTER AND RECENT EXTENSION OF AFFILIATION, IF ANY	https://idealschoolqatar.com/affiliationletter
2	COPIES OF SOCIETIES/TRUST/COMPANY REGISTRATION/RENEWAL CERTIFICATE, AS APPLICABLE	https://idealschoolqatar.com/trustcertificate
3	COPY OF NO OBJECTION CERTIFICATE (NOC) ISSUED, IF APPLICABLE, BY THE STATE GOVT./UT	https://idealschoolqatar.com/noc
4	COPIES OF RECOGNITION CERTIFICATE UNDER RTE ACT, 2009, AND IT'S RENEWAL IF APPLICABLE	https://idealschoolqatar.com/recognitioncertificate
5	COPY OF VALID BUILDING SAFETY CERTIFICATE AS PER THE NATIONAL BUILDING CODE	https://idealschoolqatar.com/buildingcertificate

6	COPY OF VALID FIRE SAFETY CERTIFICATE ISSUED BY THE COMPETENT AUTHORITY	https://idealschoolqatar.com/fecertificate
7	COPY OF THE SELF CERTIFICATION SUBMITTED BY THE SCHOOL FOR AFFILIATION/UPGRADATION/EXTENSION OF AFFILIATION	https://idealschoolqatar.com/deocertificate
8	COPIES OF VALID WATER, HEALTH AND SANITATION CERTIFICATES	https://idealschoolqatar.com/waterhealthcertificate

NOTE:

THE SCHOOLS NEEDS TO UPLOAD THE SELF ATTESTED COPIES OF ABOVE LISTED DOCUMENTS BY CHAIRMAN/MANAGER/SECRETARY AND PRINCIPAL. IN CASE, IT IS NOTICED AT LATER STAGE THAT UPLOAD DOCUMENTS ARE NOT GENUINE THEN SCHOOL SHALL BE LIABLE FOR ACTION AS PER NORMS.

C : RESULT AND ACADEMICS :

SL NO.	DOCUMENTS/INFORMATION	LINKS OF UPLOADED DOCUMENTS ON YOUR SCHOOL'S WEBSITE
1	FEE STRUCTURE OF THE SCHOOL	https://idealschoolqatar.com/feestructure
2	ANNUAL ACADEMIC CALENDER	https://idealschoolqatar.com/academiccalender
3	LIST OF SCHOOL MANAGEMENT COMMITTEE (SMC)	https://idealschoolqatar.com/list_of_smc
4	LIST OF PARENTS TEACHERS ASSOCIATION (PTA) MEMBERS	https://idealschoolqatar.com/link_of_pta
5	LAST THREE-YEAR RESULT OF THE BOARD EXAMINATION AS PER APPLICABILITY	https://idealschoolqatar.com/link_of_threeyearresult

D : STAFF (TEACHING) :

SL NO.	INFORMATION	DETAILS
1	PRINCIPAL	SHAIK SHAMIM SAHEB

2	TOTAL NO. OF TEACHERS	238
	PGT	34
	TGT	84
	PRT	86
3	TEACHERS SECTION RATIO	1:16
4	DETAILS OF SPECIAL EDUCATOR	1
5	DETAILS OF COUNSELLOR AND WELLNESS TEACHER	Mr SREEJITH MSc MPhil

RESULT CLASS: X

SL NO.	YEAR	NO. OF REGISTERED STUDENTS	NO. OF STUDENTS PASSED	PASS PERCENTAGE	REMARKS
1	2022	325	303	93.23	The remaining students passed out with the compartment exam

RESULT CLASS: XII

SL NO.	YEAR	NO. OF REGISTERED STUDENTS	NO. OF STUDENTS PASSED	PASS PERCENTAGE	REMARKS
1	2022	244	237	97.13	The remaining students passed out with the compartment exam

E : SCHOOL INFRASTRUCTURE:

SL NO.	INFORMATION	DETAILS
1	TOTAL CAMPUS AREA OF THE SCHOOL (IN SQ MTR)	2230
2	NO. AND SIZE OF THE CLASS ROOMS (IN SQ MTR)	171 & 7942
3	NO. AND SIZE OF LABORATORIES INCLUDING COMPUTER LABS (IN SQ MTR)	14 & 651
4	INTERNET FACILITY	YES

5	NO. OF GIRLS TOILETS	108
6	NO. OF BOYS TOILETS	84
7	LINK OF YOUTUBE VIDEO OF THE INSPECTION OF SCHOOL COVERING THE INFRASTRUCTURE OF THE SCHOOL	https://youtu.be/dPWVhFN1Auc



IDEAL INDIAN SCHOOL

DOHA- QATAR

ISO 9001:2008 Certified

Affiliated to the Central Board of Secondary Education (CBSE), Delhi and r
Ministry of Education & Higher Education, State of Qatar - **CBSE Affiliation**
QNSA ACCREDITED

Fax : +974-44682939

Tel.School Office : -

E-mail : admin@idealschoolqatar.com

Tel.Transport Office : -

principal@idealschoolqatar.com

P.O. Box

: 2836

Website : www.idealschoolqatar.com



KHALID MOHAMMED GHANIM AL KUBAISI

(Chairman and Managing Director Ideal Indian School)



SHAIK SHAMIM SAHEB

(Principal, Ideal Indian School)



Mrs. Shirley D Sales
Headmistress, KG Section



Dr. Nazima Bi
Vice Principal, Girls Section



Mrs. Khatija T.C
Headmistress, Girls Section



Mr. Azam Khan
Vice Principal, Boys' Section



Mr. Sajid Shamim
Headmaster, Junior Section



Mrs. Lipsy Sabu
Asst. Headmistress, Boys' Section

INTRODUCTION

Ideal Indian School, established on 20th May 1985 by 62 prominent members of the Indian community in Qatar, is a premier English medium educational institution affiliated to the Central Board of Secondary Education, New Delhi and approved by the Ministry of Education & Higher Education, State of Qatar.

VISION STATEMENT OF THE SCHOOL

To empower with competencies and skills to face the ever-changing world. Strive to inspire, innovate and succeed by fostering a holistic learning environment.

MISSION STATEMENT OF THE SCHOOL

Create inclusive teaching and learning practices by promoting inquiry and experiential teaching methods and nurturing diverse talents with futuristic academic goals.

SCHOOL VALUES:

1. Acceptance
2. Respect
3. Resilience
4. Responsibility
5. Excellence
6. Creativity

OBJECTIVES

IIS has been holding the rich legacy of excellence for the past three and a half decades. The school always strives to mould the Idealites to be global citizens who are amply fortified with various scholastic and co-scholastic skills imparted with modern technology and experiential learning. We also seek to ensure that whilst the horizons richly stretch the young personalities remain rooted in a strong value system embedded in their construct.

IIS is committed to impart quality education to promote intellectual, social and cultural vibrance among its learners. It works towards evolving an experiential and joyful learning environment through the integration of Art/Craft, Music/Dance, Artificial Intelligence and Physical Education. Teachers are supported to excel in pedagogy, stimulate young minds and encourage them to extend excellence beyond the classroom. We ensure a safe and stress free environment to shape competent, confident and enterprising citizens who personify harmony and brotherhood. Ideal adopts measures to empower the students to become global leaders in the challenging world.

PHILOSOPHY

We believe that all students can excel in a caring and stimulating environment that recognizes and addresses their individual differences, capabilities and learning styles. Learning is meaningful when it is applied to real life situations. It is our duty to strengthen our students to succeed in the globalized and complex scenario by honing their qualities of rationalization, cultural diversity, understanding and love for Islamic values, appreciation of universal virtues and life skills.

Parents play a vital role in influencing the character and accomplishment of goals of their wards. We highly value the participation of our stakeholders in various domains for accomplishing the desired objectives of the school.

ORGANISATION OF THE SCHOOL

The School has four Sections - Kindergarten Section (KG I and KG II), Junior Section (Classes I to IV) Boys' Section (Classes V to XII) and Girls' Section (Classes V to XII). KG Section is headed by Headmistress, Junior Section is headed by Vice Principal and Assistant Headmistress, Girls Section is headed by Vice Principal and Headmistress and the Boys Section by Vice Principal and Assistant Headmaster under the ultimate supervision of the Principal. The main bodies involved in the functioning of the school are:

1. The School Council: constituted by the Principal and Heads of Sections.
2. Academic Council: constituted by the Principal, Heads of Sections and Heads of Departments.
3. PTA - constituted by the Principal and representatives from parents and teachers.

4. ALUMNI - constituted by the Principal, staff coordinator and Executive Committee or former students.

INFRASTRUCTURE OF THE SCHOOL

The campus at Abu Hamour, housing the state-of-the-art building, consists of five blocks of buildings – the KG, Junior, Boys’ and Girls’ Sections and the Administration. A well stocked library, laboratories for Physics, Chemistry, Biology, Mathematics, Home Science, Computer Science and Engineering Graphics, Book Store, Canteen, Prayer Rooms, Auditorium, Activity Rooms, Music room, Art and Craft room, Audio Visual room, well equipped play area for KG Section and floodlit synthetic ground with open-air stage are some of the features of the school.

FACILITIES PROVIDED

Coaching Classes for sports, Training for Scouts and Guides, Students' Benevolent Fund and Transportation to and from various locations in Qatar.

SCHOOL GROUND

A synthetic turf ground with 2 multipurpose courts and 400 mts. track has been constructed as a part of the overall development of sports facilities.

TEACHING STAFF

The school is proud to have a team of highly qualified and experienced staff in each of the Sections. The teaching staff come from different parts of India and other parts of the world. They impart knowledge in strict accordance with the CBSE guidelines. The school provides child-centred learning opportunities so as to explore students’ latent abilities and enhance their personalities.

ACADEMIC SESSION

The academic year of the school starts from the 2nd of April and ends on 31st of March. It is divided into two terms as given below.

I Term	April to October
II Term	November to March

CO-CURRICULAR ACTIVITIES

Students are trained at a very young age to inculcate a sense of responsibility, loyalty, team spirit and healthy competition to develop positive attitude in them. They are encouraged to participate in co-curricular as well as extra-curricular activities - inter-House, intra-House and inter-school competitions. Different activities are conducted by different clubs : Eco Club, Astronomy Club, Literary club, Heritage Club , Mathematics club etc.

HOUSE SYSTEM

The students of classes I to XII are divided into four Houses - Blue House, Green House, Red House and Yellow House. Each House is further divided into Sub Junior, Junior, Senior and Super Senior categories on the basis of the students’ age.

The following are some of the House activities organized in the school:

1. Literary - Recitation in English, Hindi, Urdu, Malayalam, Arabic & Holy Qur’an. Debate, Elocution, Extempore, Creative writing, Story-telling, Scrabble.
2. Drawing, Painting, Calligraphy, Music (vocal & instrumental), Craft and Needle work.
3. Cultural - Skits, Drama, Mono-acting, Folk and Classical Dance, Fancy dress etc.
4. Exhibitions - Arts, Science, Craft, Maths and floral decoration.

5. Physical (Games & Sports) - Football, Cricket, Throw ball, Table Tennis, KhoKho, Athletics, Handball, Volleyball, Taekwondo & Chess.

BOOKSTORE

The textbooks and notebooks prescribed for all classes are available in the Bookstore of the school at reasonable price. The timing for purchase of the books is as follows:

SECTION	REGULAR DAYS	DURING RAMADAN
GIRLS & JUNIOR	07:00 a.m. – 10:00 a.m.	08:30 a.m. – 10:30 a.m.
BOYS	10:15 a.m. – 01:00 p.m.	10:30 a.m. – 12:00 noon
PARENTS	01:00 p.m. – 03:00 p.m.	10:30 a.m. – 1:30 p.m.

Note: The parents may meet the Principal from 1.30 to 3.00 p.m. on Sunday and Thursday.

COUNSELLING

& GUIDANCE CELL

The Counselling and Guidance Cell provides a supportive, friendly and empathetic environment to the students. The Cell caters to academic, behavioural and personality problems of the students from Kindergarten to Class XII. Guidance is provided to the students with special educational needs as well. Career Guidance is also provided to senior students.

SCHEME OF STUDIES

The school is affiliated to the Central Board of Secondary Education, New Delhi under the 10+2 pattern and is recognized by the Supreme Education Council, State of Qatar. The school follows the curriculum, syllabi and textbooks prescribed by the CBSE for all its classes. Qualifying examinations are held at the end of Class X and XII.

Medium of Instruction: **English**, which is also the first language taught at the School.

Second Languages :(any one of the following from Classes I to X)

Arabic, French, Hindi, Urdu, Malayalam and Tamil. **Indian Students to preferably opt for ONLY INDIAN LANGUAGE.**

Third Languages: (any one of the following from Classes IV to VIII)

Arabic, French, Hindi, Urdu, Malayalam, Tamil, Kannada and Marathi. **Indian Students to preferably opt for ONLY INDIAN LANGUAGE.**

Note: For the Indian students Hindi must be either a second or third language.

KG classes adopt play-way and activity-oriented approach with emphasis on the improvement of speaking, reading and writing skills.

KG I

English (Jolly Phonics), Mathematics, Conversation, Rhymes, General Knowledge, Arts & Craft, Music, PT, Dance & Story Telling.

KG II

English, Mathematics, Conversation, Rhymes, General Knowledge, E.V.S., Art & Craft, Music, PT, Dance & Story Telling. Basic skills of second language are taught.

Classes I to IV

English, Second Language, Mathematics, Environmental Studies, Qatar History, Art & Craft, General Knowledge, Holy Quran / Dance, Islamic Studies / Moral Science, Music, Physical Education and Work Experience (Computer Science) and Third Language (**only for Class IV**)

Classes V to VIII

English, Second Language, Mathematics, Science, Social Science, Qatar History, Third Language, Art, Islamic Studies / Moral Science, Physical Education, Dance, Music, Environmental Studies, Work Experience (Computer Science), Co-curricular activities (General Knowledge, Maths Quiz and Creative Writing).

Classes IX & X

English (Language & Literature), Second Language, Mathematics, Science, Social Science, Art, Physical Education, Environmental Studies, Qatar History, Work Experience (Computer Science), Co-curricular activities (General Knowledge, Maths Quiz and Creative Writing).

Sixth Subject: Information Technology (IX)/Artificial Intelligence (Class X)

Class X:Mathematics CBSE (AISSE) Question Paper (Standard and Basic)

Class XI - XII Science Stream

(Students seeking admission to Class XI Science Stream should appear for the admission test conducted by the school.)

Sixth subject: Tourism/Business Administration

English Core, Physics, Chemistry + any two of the following:

Informatics Practices, Mathematics, Biology, Engineering Graphics, Physical Education and Home Science (for Girls).

Class XI – XII Commerce Stream

English Core, Business Studies, Accountancy, Economics and any one of the following:

Informatics Practices, Mathematics, Physical Education and Home Science (for Girls).

Sixth subject: Tourism/Insurance

Class XI – XII Humanities Stream

English Core, Psychology, History, Economics/Political Science and any one of the following:

Informatics Practices, Physical Education and Home Science (for Girls).

Sixth subject: Tourism/Business Administration

Note: Participation in Work Experience, Physical Education and Co-curricular Activities (General Knowledge, General Studies, Environmental Studies and Creative Writing) is compulsory for Class XI & XII and will be graded as per the requirement of CBSE. Evaluation will be based on observational methods assessing students' interest, attitude & projects on continuous basis. These activities will be done only during the Second Term as we utilise the First Term for syllabus coverage of Core Subjects.

ASSESSMENT & EVALUATION

Regular tests and examinations are conducted which includes weekly tests, class tests, Unit tests and Periodic Tests to facilitate Internal Assessment of each student's progress through the year. Each academic year will have two Periodic Tests (Classes I to VIII), two Periodic Tests (Class IX & X), regular weekly tests, Term-1 Examination and Annual Examination. Promotion to the next class depends on the marks obtained from the cumulative result at the end of the academic year / Annual

Examination. Students are informed well in advance regarding all the tests and examination. Mark Cards will be issued after the Periodic Tests. Report Card will be issued after the Final Examination.

Examinations and Evaluation are subject to change as per the recommendations given by CBSE.

KG I & II: Four Tests are held during the year. Twice a year parents are informed of the progress made by the students.

CBSE INTRODUCED TESTS

Subjects	80 Marks Annual Examinations for Class I to IX (Board Examinations for Class X) Student has to secure 33% marks in each subject	20 Marks (Internal Assessment) Student has to secure 33% marks out of overall 20 marks earmarked in each subject			
		Periodic Test	Multiple Assessment	Portfolios (5 Marks)	Subject Enrichment Activity (5 Marks)
		5 marks	5 marks		
Language 1	Examination for 80 marks in each subject covering 100% syllabus will be conducted. Marks will be awarded for individual subject.	Paper, Pen Test	(Quizzes, Oral Test, Concept, Map, Exit Cards, Visual Expression)	Classwork plus peer Assessment, Self -Assessment, Achievements of student in the Subject Reflections, Narrations, journals, etc.	Speaking and listening skills
Language 2					Speaking and listening skills
Science					Practical Lab work
Mathematics					Maths Lab Activities / Project
Social Science					Project Work

Periodic Test (5 marks -Weightage)

The school will conduct two Periodic Written Tests in the entire academic year (Classes I to X).

Portfolios (5 marks):

Portfolios will be maintained by the Class Teachers and Subject Teachers as part of internal assessment based on the above-mentioned activities.

Subject Enrichment Activities (5 marks):

These are subject specific application activities aimed at enrichment of the understanding and skill development. These activities will be recorded internally by respective subject teachers.

For Languages: Activities conducted for subject enrichment in languages should aim at equipping the learner to develop effective speaking and listening skills.

For Mathematics: Laboratory activities and Projects will be given.

For Science: Practical works/ Laboratory activities / Investigatory projects will be carried out.

For Social Science: Project work will be undertaken.



IDEAL INDIAN SCHOOL, DOHA – QATAR

ACADEMIC YEAR 2023-2024

TEST/ EXAMINATION SCHEDULE

UNIT TEST

CLASS	DATE	MAX.MARKS
V- XII	01.05.2023 to 09.05.2023	20

PERIODIC TEST I

CLASS	DATE	MAX.MARKS
I - IV	28.05.2023 to 10.09.2023	20
V - XII	07.06.2023 to 15.06.2023	40/35/30/25

WEEKLY TEST I

CLASS	DATE	MAX.MARKS
I- IV	01.05.2023 to 04.09.2023	10
V - XII	01.05.2023 to 18.09.2023	10

TERM I EXAMINATION

CLASS	DATE	MAX.MARKS
I - IV	05.10.2023 to 12.10.2023	40
V- VIII	05.10.2023 to 15.10.2023	80
IX - XII	05.10.2023 to 19.10.2023	80/70/60/50

WEEKLY TEST II

CLASS	DATE	MAX.MARKS
I - IV	13.11.2023 to 11.12.2023	10

PERIODIC TEST II

CLASS	DATE	MAX.MARKS
I – IV	14.01.2024 to 05.02.2024	20
V – VIII	14.01.2024 to 05.02.2024	20
IX	14.01.2024 to 25.01.2024	80/60
XI	14.01.2024 to 28.01.2024	80/70/60

PRE BOARD I EXAMINATION

CLASS	DATE	MAX.MARKS
X	21.01.2024 to 01.02.2024	80/50
XII	03.12.2023 to 14.12.2023	80/70

PRE BOARD II EXAMINATION

CLASS	DATE	MAX.MARKS
XII	21.01.2024 to 01.02.2024	80/70

ANNUAL EXAMINATION

CLASS	DATE	MAX.MARKS
I – IV	10.03.2024 to 17.03.2024	40
V – VIII	10.03.2024 to 19.03.2024	80
IX	05.02.2024 to 19.02.2024	80/60
XI	05.02.2024 to 21.02.2024	80/70/60

Note : Evaluation pattern is tentative, subjected to change as recommended by CBSE.

Students must score minimum of 33% marks in each subject. Wherever applicable, 33% must be obtained both in theory and practical examinations.

There will be no re-examination or conditional promotion.

Note:

Exemption from writing a particular examination can be granted to a student on the grounds of ill health or other genuine reasons. In such cases, pass percentage will be calculated on the basis of the tests and examinations the student has taken during the year. However, documentary evidence is required to support the period of illness or leave during the said test or examination.

2. Co- Scholastic Activities:

The school promotes co-curricular activities for the holistic development of the student. These activities will be graded on a 5 point grading scale (A to E) for class IX & X and (A to C) for classes I to VIII and will have no descriptive indicators. No up scaling of grades will be done.

Activity	To be graded on a 5-point scale (A-E) in school	Areas and Objectives (as prescribed in the Scheme of Studies for Subjects of Internal Assessment)
Work Education or Pre-Vocational Education	By the concerned Teacher	Work education is a distinct curricular area for students for participation in social, economic and welfare activities. Student gets a sense of community service and develops self-reliance.
Art Education	By the VA/PA or the concerned teacher	Art Education constitutes an important area of curricular activity for development of wholesome personality of the students. Students will select one or more forms of creative arts.
Health & Physical Education (Sports / Martial Arts / Yoga / NCC etc.)	By the PE Teacher	Health & Physical Activity preferably sports will be given a regular period. Students should be provided opportunities to get professionally trained in the area of their interest. Indigenous sports will be encouraged in the schools creating a sense of physical fitness, discipline, sportsmanship, patriotism, self-sacrifice and health care.

3. Discipline (Attendance, Sincerity, Behaviour, Values):

Discipline significantly impacts career shaping and it helps build character. Sincerity, good behaviour and values develop strength and foster unity and co-operation. Therefore, the element of discipline has been introduced. Class teacher will be responsible for grading the students on a Five-point scale (A to E) for class IX & X and (A-C) for classes I - VIII.

The internal assessment comprising 20 marks (10+5+5) entails objectivity and a structured approach. For a holistic assessment, the teachers will make it an effective tool.

SPECIAL AWARDS

1. PRINCIPAL'S HONOURS

Class I & II - 390/400 - 97.5%

Class III & IV - 380/400 - 95%

Class V to VIII - 90% and above aggregate

Class IX & XI - 90% and above aggregate

(75% and above attendance is mandatory for PHL)

Overall Top Scorers

a) Gold Medal: The overall top scorers in All India Senior School Certificate Examination (Class XII) and All India Secondary School Examination (Class X) are eligible for Gold Medals if they secure above 90% marks.

b) Silver Medal: Students who stand second and third in All India Senior School Certificate Examination (Class XII) and All India Secondary School Examination (Class X) are eligible for Silver Medals Provided that they score above 85% marks.

c) Silver Medal: Class X (AISSE) & Class XII (AISSCE): Subject-wise toppers in Class X (AISSE) and Class XII (AISSCE) examination are awarded Silver Medals, subject to their securing the minimum marks mentioned below:

Subject	Minimum percentage for AISSE (Class X)	Minimum percentage for AISSCE (Class XII)
English	95	95
Second Language	95	-
Mathematics	95	95
Science	95	-
Social Science	95	-
Physics	-	95
Chemistry	-	95
Biology	-	95
Accountancy	-	95
Business Studies	-	95
Economics	-	95
Engineering Graphics	-	95
Informatics Practices	-	95
Home Science	-	95
Physical Education	-	95
History	-	95
Psychology	-	95

FEE STRUCTURE AT A GLANCE (subject to change by the approval of MOE)

Class	Monthly Tuition Fee Qrs.	Term Fee Qrs.	Admission Fee (Only at the time of Admission) Qrs.	Transport Fee Qrs.	
				Doha	Other Area
KG I	333	1332	200	250	300
KG II	333	1332	200	250	300
I	372	1488	200	250	300
II	372	1488	200	250	300
III	372	1488	200	250	300
IV	398	1592	200	250	300
V	398	1592	200	250	300
VI	398	1592	200	250	300
VII	398	1592	200	250	300
VIII	398	1592	200	250	300
IX	477	1908	200	250	300
X	477	1908	200	250	300
XI	661	2644	200	250	300
XII	661	2644	200	250	300

Note:

- * Tuition & Transport fees will be collected Term wise.
- * Students should carry Bus Pass/Fee Card with them.
- * Bus Pass/Fee Card should be produced at the time of fee payment.

Last dates of payment of instalment of fees

Instalments	TERM (Three Instalments)
1st Instalment	On or Before 10th April (April to July)
2nd Instalment	On or Before 10th August (August to November)
3rd Instalment	On or Before 10th December (December to March)

- 1) If fee is over due two months, the name of child will be removed from the roll.
- 2) If Transport fee is not paid for two months, transport facility will be stopped with immediate effect.
- 3) All payment of fees should be cleared as per the schedule given above or two days before the commencement of the Annual Examination for the respective classes. However, students appearing for Class X and XII CBSE Examination must clear their dues up to March of that year before collecting their Hall Tickets.

WITHDRAWALS

Parents, who desire to withdraw their wards from the school, should fill in the application form for Transfer Certificate available in the office and submit it to Accounts Section. The document will be available within 7 working days of the submission of the application provided no dues of any kind are pending against the student.

SCHOOL HOURS

The School will observe the following time schedule through the year.

SECTION	REGULAR TIMINGS	DURING RAMADAN
KG I & II	6:50 a.m. – 10:30 a.m.	8:30 a.m. – 10:30 a.m.
STD I TO XII	6:50 a.m. – 1:30 p.m.	8:30 a.m. – 1:30 p.m.

The school works from Sunday to Thursday as per the above timing. Friday and Saturday are observed as weekly holidays.

OFFICE HOURS

Regular Days	6:30 a.m. to 3:00 p.m.
*Sunday to Thursday	
*Saturdays	8:00 a.m. to 12:30 p.m.
During Ramadan	8:30 a.m. to 1:30 p.m.
*Summer and Spring break	8:00 a.m. to 12:00 p.m.

FEES COLLECTION TIMINGS

6:35 a.m. to 2:55 p.m.
8:05 a.m. to 12:25 p.m.
8:35 a.m. to 1:25 p.m.
8:05 a.m. to 11:55 a.m.

The very next working day (Saturday) after the P.T meeting, office timings will be from 8 am to 12 noon. Office hours during summer and winter break are subject to variations.

HOLIDAYS FOR SCHOOL OFFICE

Office will remain closed on the following days during the academic year:-

All Fridays

*Eid ulFitr	: 19 th April to 27 th April 2023
Summer vacation for students	: 16 th June to 26 th August 2023
*EidulAdha	: 27 th June to 02 nd July 2023
Independence Day of India	: 15 th August 2023
Winter Break	: 24 th December to 7 th January 2024
Qatar National Day	: 17 th & 18 th December 2023
New Year Day	: 1 st January 2024
Republic Day of India	: 26 th January 2024
Qatar Sports Day	: 13 th February 2024

** These dates may vary depending on sighting the moon.*

LIBRARY RULES

1. No student shall engage himself/herself in audible conversation inside the library. Perfect silence and order must be maintained.
2. Students are not allowed to bring in anything other than library books borrowed earlier, pencil/pen and a note book/diary.
3. While in the reading room, students can select one book at a time from any section. (They should place it on the table before going back to their classes).
4. Students shall handle the books carefully. Any damage done to the books will have to be made good by the student who borrows it.
5. Dog-earing, writing, mutilating or removal of illustrations, diagrams, pictures etc. are serious offences.
6. The library will remain open on all working days.
7. At a time, only one book will be issued to the students of Class V and above during their library periods.
8. The library books are issued for a period of seven days only. They may be renewed for further seven days if no other student has demanded them.
9. Students must check the books carefully before borrowing them and report to the librarian on the spot if they find any book damaged, or they will be held responsible for the same.
10. Reference books are meant for reading in the library only.
11. Any book lost has to be replaced or fine will be levied as notified below:
 - a) Present cost of the book.
 - b) Qrs. 10/- as postage and binding charges.
 - c) 15% of the cost of the book as fine.
12. If the books are not returned on the due date, fine will be levied as per the following rates:
 - a) First seven days : QR. 2/-
 - b) Eighth day onwards : Qrs. 5/-
13. All books must be returned to the library at least one week before the terminal / final examination. No student will be permitted to sit for the examination without obtaining "No Dues" from the library.

14. The library has an open access system. Students are instructed not to disturb the sequence of the books on the shelves.

15. The library provides reprographic service at the rate of Qr. 0.50/- dirhams / per copy. This service will be available for girls on Sunday, Monday and Tuesday (until recess) and for boys on Tuesday (after recess), Wednesday and Thursday.

LABORATORIES:

There are spacious laboratories for Physics, Chemistry, Biology, Engineering Graphics, Computer Science (additional for Junior Section) and Home Science (for girls only). All the labs are well equipped as per the CBSE guidelines.

EDUCATIONAL EXCURSIONS AND GUEST LECTURES:

The school organises the following field trips as part of EDUCATIONAL EXCURSION for different classes.

To Museum, Zoo, Botanical Gardens, Planetarium, Industrial Establishments like QAPCO, NODCO, and QASCO etc. Such visits enable the children to learn from the environment around them. Study tours to other countries are arranged for the Senior Classes.

Guest lectures are organised from time to time and experts in various fields are invited to enlighten the students in their respective fields of expertise.

SPECIAL COACHING FACILITIES:

The school has a spacious playground. Coaching is given in Football, Cricket, Handball, Volleyball, Basketball, Athletics, Tennis, Table Tennis, Martial Arts etc. During summer and winter vacations, the school organises constructive academic and remedial classes in addition to coaching in games and sports, calligraphy etc. Sports and Music coaching classes are organised in the evenings from time to time throughout the year.

SCHOOL MAGAZINE:

The school publishes its Magazine 'IDEALITE' once in two years. 'IDEALITE' depicts the creative talents of the students as well as highlights their achievements. It also portrays various events and co-curricular activities held throughout the year. Students form an integral part of the Editorial Board. Each Section publishes Newsletter every term, highlighting the activities and achievements. It is available on the school website. The First Edition of Students' newsletter - 'Chronicle,' is uploaded on the school website.

TRANSPORT :

The school owns 39 air-conditioned buses and hires 63 others, which ply between different areas and the school. The transportation fee is collected along with the monthly tuition fees. Students who opt for this facility have to avail it throughout the year. Bus stops are fixed after thorough survey of the situation and any future request for a change would be considered only on valid grounds acceptable to the school.

The transport fee is charged as follows:

	Routes	Transport Fee
A	Inside Doha	Qrs. 250/- per month
B	Far off areas & Outside Doha : - Dafna, Kartiat, Maither, Seliya, Rayyan, Garaffa, beyond Wakra, Wukair	Qrs. 300/- per month

Note: The above fee structure is subject to change

Transport fee is payable in advance with the terminal / bimonthly / monthly tuition fees and transport cards are to be revalidated.

N.B. Fees once paid will not be refunded. Bus Pass is to be produced whenever demanded by the School authorities.

TRANSPORT RULES

1. The school Transport will be provided subject to availability of buses and seats depending upon the accessibility and distance from the school.
2. Complete address and mobile number to be provided to the Transport Coordinator. **Change of address should be intimated immediately and availability of the seats to be confirmed.**
3. Students will be allowed to use only the allotted bus and the pickup point. No change will be allowed without prior written permission from the school.
4. Parents are requested not to board the school buses, or argue with the teachers, driver or conductors in the bus. Written complaints or problems if any, can be handed over to the transport in-charge.
5. Students should reach the pickup point five minutes before the schedule time, students should also board the bus immediately after the school gets over. Buses will not wait for late comers.
6. All students should occupy the seats immediately after boarding the buses. They should not move around in the bus when in motion.
7. Students should not put their heads or hands out of the window. No trash should be thrown inside or outside the bus.
8. Unruly behavior is strictly prohibited.
9. Students will be responsible for any damage caused by their negligence. Their bus service will be discontinued without further notice.
10. Parents of KG and Junior classes have to ensure that their wards do not go to and from the bus unescorted.
11. The driver's attention must not be diverted for any reason.
12. Transport fees should be paid on time.

***For all transport inquiries, communication shall be made to the following numbers:
44684849/55653578/55365787***

PARENTS PLEASE NOTE

Parents are requested to

1. Ensure that children are provided with prescribed books, student's diary and proper uniform.
2. Ensure that children come to school regularly and punctually. They must wear the uniform prescribed by the school and must look neat and tidy. Boys in particular, should have proper haircut.
3. Keep constant watch on the academic performance of children and ensure development of positive attitude and undivided attention towards studies. This will be of great help to us in bringing up your child.
4. Refrain from remarks which undermine the position of the school and the teachers in the presence of the child. Parents are most welcome to approach the Principal with their opinions and suggestions during the visiting hours.

5. Establish contact with teachers of their wards to satisfy themselves about the progress and general behavior of their children. However, they are not expected to contact them over phone or enter their classrooms during school hours. If it is urgent, they should contact the concerned Head of the Section.
6. Respond to the reports and information sent to them from the school.
7. Ensure that fees and other school dues are cleared on or before the due dates.
8. Send leave application for their ward's absence duly signed either beforehand or on joining the school. Application for medical leave should be accompanied by a medical certificate.
9. Note that if a student stays away from school without proper leave application or information for more than 15 days continuously, his or her name will be struck off the rolls. Such pupils will be re-admitted only on payment of re-admission charge of Qrs. 150/-. Re-admission is, however, subject to availability of seats.
10. Note that no leave will be granted during Unit Tests / Examinations except on medical grounds.
11. Note that students with irregular attendance, habitual carelessness, disobedience or improper conduct, justify dismissal from School.
12. Note that all the students are responsible for the School property and accountable to the school for their behavior, both, within and outside the School. Any reported misbehavior or misconduct in the School on the part of a student shall make the student liable for disciplinary action leading to removal of name from the School Register.
13. Note that students suffering from infectious or contagious diseases like chicken pox, measles, mumps, conjunctivitis etc. should not be sent to School.
14. Note that the School does not accept any responsibility or liability what so ever for any accident that may happen or any disease that may be transmitted by a student either in the school or while travelling to and from the school or on any other occasion. Parents sending their children to School, do so entirely at their own risk.
15. Kindly co-operate for the smooth running of the School. Your valuable feedback, advice and suggestions are always welcome.
16. Please update your contact numbers and address change, if any, as and when there is a change with the concerned Head of Sections.

SCHOOL'S CODE OF CONDUCT

1. It is compulsory that students come to School in the prescribed uniform, proper haircut and nail cut. Any irregularity should be accompanied by a note from the parent justifying the same. Students who do not come in proper uniform, haircut will not be permitted to attend the class.
2. Every pupil must possess the Student's Diary, which must be brought to School every day. Parents should check the Diary regularly and sign the remarks given by the teachers. Failure to do so will result in the child being sent home.

3. In all events, a student should behave in proper, cordial and acceptable manner. Any objectionable behavior is liable to disciplinary action.
4. Students should reach the School on time and should attend the morning assembly on all working days including examination days.
5. Regular attendance, obedience, cleanliness, politeness, courtesy in speech and conduct are expected from every pupil.
6. Students found possessing tobacco, alcoholic beverages and any other harmful products will be dealt seriously.
7. Students are expected to take care of their bags, books and other belongings.
8. No student shall leave the School premises during school hours without the written permission of the Section in Charge/Principal.
9. Students are forbidden from bringing electronic gadgets such as mobile phones, i-pads, tablets, valuable toys and ornaments, video / audio CDs / DVDs, film magazines, posters etc. to School.
10. Students are responsible for cleanliness of their School campus in general and their classrooms in particular.
11. Strict disciplinary action will be taken against students who resort to unfair means in examinations.
12. A student must put in a minimum of 75% attendance in an academic session to be eligible to write the annual examination.
13. A student is required to maintain silence in the corridors while moving from one class to another.
14. Students are required to adopt an exemplary deportment and behavior outside the School. Their conduct and manner will reflect not only good breeding but also bring a good name to the School.

DISCIPLINARY ACTION

1. Unsatisfactory progress in studies, willful damage to school property, immorality, grave insubordination and contempt of authority are sufficient reasons for student's immediate dismissal from the school.
2. Those who cause any damage to school property will be fined as per the discretion of the school authorities.
3. Students who involve themselves in any misbehavior or misconduct will be served warning letter for doing so, with due information to the parents.
4. Recurrence of the misbehavior or misconduct will lead to the student's immediate suspension from the school.
5. If the misbehavior or misconduct still persists, the student will be expelled from the school without further notice.

6. If a student is absent for two or more consecutive days, without prior permission, the parent should contact VP/HM of that particular section.