



OUR FOUNDER'S MESSAGE

In the quest of knowledge and with a mission to empower the students in becoming excellent human resources and to contribute meaning fully to the nation and the human society, GYAN BHAIKAV GLOBAL SCHOOL has acquired the status of one of the premier institutions of Bihar, offering wide range of educational programmes in the field of education in the line of the nation's pursuit for regaining its position in a greater domain of advancement of the human society.

GYAN BHAIKAV GLOBAL SCHOOL has a rich tradition of pursuing academic excellence, value based education and providing a conducive environment for overall personality development of students. In addition to their excellence teaching, the faculty members are actively involved in research and consultancy. A large number of research projects and consultancy have been undertaken, several of them being of national & global importance. The academic programmes offered by GYAN BHAIKAV GLOBAL SCHOOL are comprehensive and are continuously being updated to keep pace with latest developments and innovations in associated disciplines with necessary blend of IT and management. New contents especially at postgraduate added in accordance with industry needs and academic requirements. It is also undertaking various projects for the upliftment of community, especially the rural community.

We are looking for students from India, who can utilize our high standard of teaching learning services offered by qualified teachers with Educational Technology approach, using state-of-the-art audio visual aids and internet/intranet. Our objective is to create a breed of qualified, innovative and dynamic professionals for corporate sectors, the service industry for the self-employment and for academic & research institutions of socio economic importance.

We strongly believe in human value and our commitment to the nation and human society. Accordingly, our teaching learning process is based on motivating factors, discipline, although in relaxed natural ambience. We have created a secured, congenial and serene environment for both boys and girls students to make it their coveted educational destination. And we are only in the process of further development.

WELCOME TO THE GYAN BHAIKAV GLOBAL SCHOOL FAMILY.

Bhairav Nath Mishra & Gyanti Devi

(Founder)

GYAN BHAIKAV GLOBAL SCHOOL





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AIM OF THE INSTITUTION

1. The aim of the institution is to impart sound education by forming in the student, habits of piety, virtue, discipline and self-reliance, during the years of their studies.
2. As is evident from our motto, we will strive to lay a sound foundation of your child so that he could acquire new heights through knowledge and take the country to its much-deserved position where it could lead the world in 21st Century.
3. The school is run by Gyan Bhairav Fondation registered under Society act 1860 under Government of Bihar .

OBJECTIVE

Classes	Curriculum	Medium of Instruction
Primary	Our emphasis would be on activity oriented learning and project work. The students of the school will enjoy their work of learning through a well planned, graded and innovative curriculum as per the guidelines of EDUCATION DEPARTMENT.	Medium of instructions for all subjects will be English. However, Hindi being our National language will be given due weightage.
Middle, Secondary & Senior Secondary	A well-experienced staff for remarkable teaching is made available. The instructions would aim at work preparation for the board examination and also for professional streams like engineering, medicines, management etc. Emphasis would be on personality development through workshops and inter-school/inter house competitions.	Medium of instructions for all subjects will be English. However, Hindi being our National language will be given due weightage.

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GYAN BHAIRAV GLOBAL SCHOOL, HARPUR, HAS THE FOLLOWING COURSES OF STUDIES:

1. The following subjects: English, Hindi, Physics, Chemistry, Mathematics, Biology/Computer Science, Mathematics, Science, Social Studies and Environmental Education. The Elective Subjects offered are: Economic Application, Robotics , Electronics Commercial Application and Computer Application.
2. Gyan Bhairav Global School, Harpur, being an English-Medium School, makes every effort to teach the students to use English effectively, as a written and spoken language.
3. Sanskrit and Hindi, however, are compulsory subjects as Indian languages, in the three-language scheme of secondary education.
4. All students must attend classes of Moral Science, which deal with moral principles, values and rules of conduct.
5. Discipline: Special attention is given to ensure a high standard of morality and discipline in the school. A student must strive to attain qualities of mind and heart and integrate into his life, virtues such as honesty, sincerity, piety, compassion, generosity, love for nature and self reliance.
6. The student's personality, initiative and originality are given full scope in creative or co-curricular activities and by involvement and participation in youth movements, clubs, sports and games.

ADMISSION AND WITHDRAWAL

ADMISSION

1. Parents are asked to fill in the Admission Form with the utmost accuracy. No subsequent changes will be permitted.
2. A candidate who has attended a recognized school must also produce a Transfer Certificate.
3. New candidates must be introduced personally to the Principal by the one who will be responsible for his conduct and payment of fees.
4. While seeking admission to a class the candidates will be examined on the syllabus of the previous class.
5. The Rector/Principal is the final authority in granting admissions.

WITHDRAWAL AND DISMISSAL

1. From the month of July, any boy applying for a TC will have to pay the whole year's fees before the TC can be given.
2. The Transfer Certificate will be given for a fee of? 1000/-
3. No certificate will be issued until all dues to the school have been paid in full and only on receipt of a written application to the Principal, from the parent/guardian.
4. Any student failing two years in succession in the same class or failing twice in three consecutive years, will have his name struck off the rolls and a Transfer Certificate will be granted.
5. Students whose attendance is irregular, who do not pay their fees, who are habitually late or absent, lazy or disobedient, whose conduct is injurious to the moral tone of the school or incompatible with strict discipline, may be dismissed.
6. Any certificate from the school will cost ? 500/-. Student of classes 10 and 12 would have to pay ? 1000/- for their school leaving documents.
7. As a rule, a boy who is dismissed / has taken Transfer Certificate, is not re-admitted.

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8. The Rector's/ Principal's decision is final in all cases of dismissal or withdrawal.

SCHOOL FEES, UNIFORM, TIMING

SCHOOL FEES

FEE STRUCTURE CLASS : I TO VIII

Class	1st	2nd	3rd	4th	5th	6th	7th	8th
Tuition Fee	850	850	850	850	1000	1000	1150	1150
Admission Fee	1500	1500	1500	1500	1500	1500	1500	1500
Annual fee	1850	1850	1850	1850	2300	2300	2300	2300

*Miscellaneous Fee Examination Fee, ID Card, Health Report Card, Diary, Educational Calendar

1. The school fees cover twelve calendar months and may be paid in quarterly installments or in advance. No reduction is made for holidays. Students are liable to be charged full fees as long as their names are officially on the rolls. Fees, once paid, will not be refunded.
2. The fees, if paid quarterly, must be paid on or before the due date, failing which a late fee of ₹50/- will be levied up to the end of the month and thereafter ₹200/- per month cumulatively. Due dates are clearly indicated in the school diary.
3. Fee defaulters may not be allowed to attend classes if fees are not cleared during the same month.
4. Fees for the holiday months must be paid before the school closes. All dues must be paid before the school year ends.
5. The school reserves the right to increase the fees at any time of the year if an increment is considered necessary. Five/Ten percent annual increase in the tuition fee or any other fees is normal.

SCHOOL UNIFORM

1. Every student must wear a clean, complete and correct uniform daily. Uniform is compulsory for school activities, both curricular and co-curricular. Defaulters may be penalized or sent back home. Whenever the complete or correct uniform cannot be worn, permission to attend school must be obtained in the Regularity Record under 'Communication from Parents', in the school diary.
2. The uniform will be as follows:
 - a. For Classes KG to 12
 - White shirt with half sleeves.
 - School monogram stitched on the left side of the shirt as a full pocket.
 - Grey shorts (for classes Nursery. to 5)
 - Grey long pants with pleats (for classes 6 to 12)
 - Grey tie with stripes
 - Plain black leather shoes with laces and plain white socks.
 - White shirt & pants on PT days.
 - For winter: Plain light grey pullover / blazer

b. Sports Day: For All

- Vest to be bought from the school
- White trousers for the March Past
- White shoes and plain white socks
- To ensure uniformity the following items of the uniform must be obtained from the school: the grey pant material, the belt, school monogram, the Grey tie with stripes tie, pullover, and the blazer. NO OTHER SHADES OF MATERIAL WILL BE ALLOWED.

SCHOOL HOURS

1. Class hours are as follows:

Junior Section:

7.40 am : Assembly

Classes give over at 2.45 pm.

Senior Section:

7.40 am : Assembly

Classes give over at 2.45 pm.

2. **School Stationery hours:**

- 10.30 am to 11 am

School stationery is available only on class days.

3. No school business will be transacted on holidays or during vacations.

PRIVATE TUITION

As a policy the school forbids all private tuitions as the pupil should be able to progress in his work as a result of good teaching.

Private tuitions are not to be taken by Gyan Bhairav Global School teachers since that would interfere with the proper execution of their school duties, including the preparation of lessons at home and the correction of exercises.

VACATIONS

The school has three major holidays and these are indicated in the school calendar.

These holidays may not be extended or anticipated. Unauthorized leaves on the last days before vacation, and delays in returning to school, will invite a penalty as decided by the Principal.

ASSESSMENT & PROMOTION

1. Promotion at the end of the year will be based on overall conduct record, attendance, continuous assessment in every subject and on the work done during the year.

2. For students who are absent for any Assessment or Unit Test, no provision can be made for supplementary examination/test.

3. Attendance for internal assessments for all classes are compulsory. No exceptions can be made in this regard.

4. Failure to appear at any assessment can seriously affect a student's academic progress and promotion.

5.

- Breach of any of the regulations of conduct at examinations, or indiscipline in or outside the hall, or the use of unfair means, even if discovered subsequently, will merit the

cancellation of that particular paper and the student concerned will be awarded a zero. He will also be given a General Remark stating the facts of the incident.

- A student who has made arrangements to obtain unfair help in connection with question papers from any person or any agency, is liable to have his result in the examination, cancelled as a whole. Candidates who are detected giving or obtaining, or attempting to give or obtain unfair assistance, or who are otherwise detected in any dishonesty whatsoever, will be debarred from the examination.
- A student guilty of disorderly conduct or responsible for causing any kind of disturbance in or near the examination hall is liable to be refused admission to subsequent papers.
- A student is not expected to have in his possession any book, memorandum, or pocket book, notes, or papers whatsoever during the examination.

6. A student who has missed a unit test / assessment due to sickness and a leave has been sanctioned against a written application on the day of examination with proper medical certificate, will be awarded 75% of the total marks secured in the assessment / unit test of the subject under consideration in the other term.

7. No consideration can be made if the candidate misses the assessments in both the terms.

8. There is no arrangement for "re-examination" or "promotion on trial".

9. A student who fails to secure promotion may be asked to leave the school. In no case, however, will he be allowed to repeat the same class for a second time. A student, who fails twice, in three consecutive years, must be withdrawn.

10. The reports must be collected by the Parents on the stipulated day. A defaulter may be penalized through a fine/and may not be allowed to attend school, until his report is collected.

11. In all questions of promotion or failure, the Principal's decision is final.

CRITERIA FOR PROMOTION

A) Apart from overall conduct, attendance and work done during the year, a student should pass in all subjects. He may be considered for promotion even if he fails in one of the subjects. Pass marks in Moral science, English and SUPW are mandatory for promotion to the higher class.

B) **Evaluation System for the Junior School:** Evaluation for the junior school will be done through the grading system. The work of the Nursery and K.G. Students will be continuously assessed by the teachers. Classes 1 & 2 will be evaluated through continuous class performance, unit test and assessment. Classes 3, 4 & 5 will be evaluated through continuous class performance, unit test, project work and assessment.

Grades : A+ = 96 - 100 (Outstanding); A = 90 - 95 (Excellent); B+ = 85 - 89 (Very Good); B = 80 - 84 (Good); C+ = 75 - 79 (Fair); C = 70 - 74 (Moderate); D = 60 - 69 (Satisfactory); E = 50 - 59 (Not Satisfactory); F = below 50 (Failed).

C) **Evaluation System:** (per term; per subject) 100 marks (80+10+10) from the Assessment, project work and Exercise copy evaluation (twice). 30 marks from the unit test. 20 marks from the class evaluation. Internal Assessment for Moral Science will be based on 'Conduct Record'. The final tabulation of 100 marks will comprise 30% from the 1st Assessment; 30% from the unit test and class evaluation combined; and 40% from the 2nd Assessment. A student must obtain 40% in this calculation

Grades: A+ = 96 - 100 (Outstanding); A = 90 - 95 (Excellent); B+ = 85 - 89 (Very Good); B = 80 - 84 (Good); C+ = 70 - 79 (Fair); C = 60 - 69 (Moderate); D = 50 - 59 (Satisfactory); E = 40 - 49 (Not Satisfactory); F = below 40 (Failed).

REGULARITY RECORD

(Absence, Leave, Delay)

1. Absence from the school without leave is not accepted, except when the cause is sudden illness or unforeseen circumstances, in which case information must be given at the earliest.
2. After an absence from the class/school, the reason for the same must be entered briefly by the parent in the calendar, under 'Absent' of the Regularity Record. Reasons of a personal nature may be submitted through a letter.
3. If an unauthorized absence from school exceeds 15 calendar days, the student's name may be struck off the rolls and he may not be re-admitted to the school.
4. An absence due to illness for two or more days, besides being entered in the Regularity Record under 'Absent', must be accompanied by a doctor's prescription. For an absence of three or more days, a 'Leave' must be taken from school.
5. Leave for religious ceremonies or special occasions must be obtained beforehand. However, no average marks will be given if one avails of this leave.
6. Leave of absence for reasons as birthdays, excursions, festivals, wedding, time to study for an examination, is not considered sufficient.
7. A leave granted, must be recorded under 'Leave', of the Regularity Record in the calendar. This must be signed by the Vice- Principal/Asst. Principal on returning to school, the 'Leave Sanctioned' must be counter signed by the Vice/Asst. Principal.
8. Early Departure: It is availed when there is an emergency at home or when a student gets sick in the school. It is not granted to those who come from home, sick.
9. In case a child falls sick or meets with any accident in the school premises, he can be helped with immediate first aid only. The parents will be informed and are expected to come and attend to their ward immediately. It is important to inform the school in writing, about any change in the phone numbers and residential address of the parents.
10. Late arrival at school is a breach of discipline. A student who comes late to school, must enter the date and time of arrival in the Regularity Record, under 'Late'.
11. Five late arrivals will result in a 'Parents' Call'. Ten late arrivals will invoke suspension from the school.
12. Re-admission to class, for absentees and late-comers, is granted when they show the teacher in charge the Regularity Record, duly counter-signed by the Principal /Vice Principal/Asst. Principal.
13. It is essential for the students of classes to have 95% of attendance to be able to appear for the examination.
14. It is mandatory for a student to attend the school on days marked 'compulsory attendance'. Defaulters will invite a penalty as decided by the Principal. The last class day before any major vacation and the first class day after every major vacation are days of compulsory attendance. In case of sickness/eventualities, the matter must be notified to the Principal/Vice Principal/Asst. Principal with relevant documents on the same day.

OTHER RULES OF CONDUCT AND DISCIPLINE

- School Diary is signed by Vice Principal/Asst. Principal or their delegates.
- School begins with the Morning Assembly and students must be present for it on time.
- Every student must have a copy of the School Calendar and it must be brought to school on every class day.
- No remark, once written in the diary, can be cancelled by anyone other than the Principal/Vice-Principal/Asst. Principal.
- Every student must possess an identity card issued by the school. This card is renewed every year.
- No student will be allowed to leave the school campus during school hours, without proper authorization.

Students are to address their teachers and all members of the school staff with due respect and politeness.

On their way to and from school, students must behave in a gentlemanly manner.

Smoking, chewing pan, chewing gum, betel-nut or tobacco, etc. is strictly forbidden.

Students are not allowed to bring two-wheelers to school. Expensive and fancy electronic gadgets (cell phones, watches, toys, digital diaries, calculators, curios etc.) cannot be brought to school. Stylish haircuts are not permitted.

Any damage to school property is to be made good by the student concerned.

No books, periodicals, comics, newspaper or printed matter of an objectionable nature, CDs, DVDs, pen drives or any other mass storage device can be brought into the school. All printed material (except those mentioned in the school book-list), when brought into the school, must be presented to the Principal /Vice Principal /Asst. Principal for approval and may be retained in the school and read only if it bears the signature of one of these authorities. The school authorities have the right to search the bags of the students at any time, without any prior notice.

Students are responsible for the safe custody of their own books and belongings. Each article should be marked with the student's name.

a) Every student is expected to subscribe towards small school shows and local charities, if authorized by the Principal.

b) No collections or fines or funds are to be made in the school with out the explicit permission of the Principal.

Every student attending school is obliged to take part in the co-curricular activities organized by the school.

For students of classes 9 - 12, active participation in any one of the Youth Groups/Clubs is recommended.

Students must speak only in English in the school campus. Those found speaking in vernacular at any time even on holidays will have marks deducted from the English language paper and will be given a general observation as well.

FOR PARENTS / GUARDIANS

1. **Parents retain their rights and duties in the education of their children, even though they delegate them in part to the school.** The support and collaboration of parents, is in all cases considered indispensable for the success of the work of education carried out by the school.

2. Parent's POSITIVE COOPERATION with the school is absolutely essential for the constructive upbringing of their son/ward. They are strongly exhorted to do the same:

- By urging their wards to be regular and punctual in attendance.
- By checking the School Diary on a regular basis.
- By seeing that their wards are diligent at their homework and lessons.
- By not engaging private tutors
- By insisting on neatness and cleanliness in their text books, exercise-books and personal appearance.
- By regularly meeting the Principal / Vice Principal / Asst. Principal and Teachers to discuss the progress of their wards.

3. Parents/guardians, threatening the school through various methods, levelling malicious or false allegations or spreading rumours or giving false information which tends to bring into

disrepute the school or its employees, or spreading panic among them, might result in the issue of a Transfer Certificate to their son ward.

4. Negative/wrong/non-constructive publicity caused by any student/parent can lead to a dismissal of the student.

5. Periodical reports, and the Report Card, will keep parents guardians informed of the progress of their wards.

6. Ordinarily communication with parents / guardians is made through the School Diary. Prior to the days marked as "Inspection of School Diaries", the School Diary must be checked by the parents and duly signed.

7. Parents / Guardians need to get permission from the Principal/Vice Principal/Asst. Principal to see their wards or to meet teachers during class hours.

8. Parents can meet Junior School teachers ordinarily on Mondays and Fridays, immediately after the class hours. The teachers of the Senior Section are available for interaction on all working days between 2.30 and 3.00pm.

9. Admittance into the school premises is at the sole discretion of the school authorities, who reserve to themselves the right to refuse admission to anyone without assigning any reason whatsoever.

10. School campus is a tobacco free and a non - smoking zone at all times. It is also cell phone and plastic free.

11. Exemplary behaviour is expected from all persons in the school campus.

12. Though the school takes good care of all the students while in school, the school cannot be held responsible for any self inflicted or accidental mishap/injury, physical or otherwise, that may befall them.

13. All communication to the school should be addressed to the Principal.

OFFICE HOURS

Visiting hours for Parents to meet the Principal/ Vice Principal/Asst. Principal is 9:00 am - 10:00 am

(any other time by prior appointment)

RULES FOR LIBRARY & LABS

RULES FOR THE LIBRARY

1. Reading is an important means of gaining knowledge, building language skills, and of enjoyment. Students must inculcate in themselves the habit and love for reading.

2. Strict silence and order is observed by all in the library.

3. A student must be in the school uniform and in possession of the school identity card to enter the library. However, for borrowing, one needs to have the library card. These cards are not exchangeable.

4. All articles and personal belongings must be left outside when entering the library. Only an exercise book and library book, if to be returned, may be taken into the library.

5. Only one book will be issued per card and no student can take a book on another's card. A book can be kept for two weeks and may be renewed for a maximum of one more time.

6. Books exclusively for consultation are not to be taken out of the library. They remain available to all students all time.

7. Before leaving the library every student must submit himself and the books borrowed for scrutiny.

8. All magazines, reference book or books used while in the library must be put back into its proper place after reading.
9. Books borrowed from the library must be returned directly to the librarian. They must not be circulated. A student who circulates books borrowed from the library may have his library card withdrawn and may be fined as well.
10. If any defect is noticed in a book that is being borrowed, the librarian should be notified. Failure to do this checking renders one liable to be considered responsible for the defect noticed on the return of the book. A penalty may be imposed for damages done to books and articles in the library.
11. Books lost must be replaced by the borrower. 12. A remark will be entered in the library page of the School Diary for every book returned late. Three such remarks will result in the withdrawal of the lending card and a fine of Rs 50/- may be imposed.
13. Library card is distributed once a year, in April. Books can be borrowed only with a library card. A lost card may be replaced by a new one by paying a fine of ` 50/- .
14. No books may be retained during the summer, autumn and winter vacations.
15. **Library hours (High School)** : Class days: 8.30 pm - 12 Noon 1.00 pm - 3.30 pm Saturday: 8.00 am - 12.00 Noon
16. Students are encouraged to make use of the facilities in the school library during recess, for personal growth and to enhance knowledge.
17. During class hours (8.00 am - 2.45 pm), students will be allowed into the library according to the time-table published by the Vice Principal. Special permission must be obtained from the Vice Principal for a student to enter the library during these class hours outside their time table.

RULES FOR THE COMPUTER/ROBOTICS LABORATORY

1. The Computer Centre is a place of learning and serious work. For this 'Silence' is very necessary. Therefore **OBSERVE STRICT SILENCE** in the computer centre.
2. The computer is an electronic instrument which is mastered through instruction and operation. Follow the instructions of the teacher carefully.
3. The Computer is a very delicate and expensive machine. Damages must be paid for by the student. Report immediately any kind of defect or damage, so that prompt remedial action can be taken.
4. Students are not permitted to surf the internet without the permission of the teacher.
5. Computer time is precious, DO NOT waste it.

HINTS FOR STUDENT IN GYAN BHAIKAV GLOBAL SCHOOL

ATTITUDE TO GOD

1. The almighty God has created us to serve and love humanity. We should always grateful to God for everything which he has provided to us. His blessing is the origin of each and every good thing in our life.
2. Give yourself to the practice of virtue while you are young. The virtues to be cultivated most are modesty (purity), humility, obedience and kindness.
3. By modesty is meant a proper and decent manner of speaking and acting. This virtue is one of the best ornaments of your age.
4. Avoid any kind of sin; especially three evils should be particularly avoided:
 - The taking of the name of God in vain;
 - b) Impurity in thought, word or deed;
 - c) Stealing.

These evils draw God's anger upon us. But if we keep these evils far away from us, God will never fail us with His blessings.

ATTITUDE TO TEACHERS

1. Student should look upon their school mates as Brothers/Sisters and upon their Teachers and Superiors as Fathers/Mothers.
2. Respect every teacher, whether of your own class or not. Be grateful towards those who taught you in the past. Show your teachers those exterior signs of reverence to which they are entitled, such as, greeting them whenever you meet them.
3. Be convinced that your teachers deeply feel their serious obligation of promoting your welfare in the best way they possibly can, and that in advising, commanding and correcting you, they have nothing else in view but your own good.
4. After piety study is most praiseworthy. Therefore, your first occupation must consist in doing the tasks assigned to you by your teachers.
5. Always rise when your teachers enter the class and again when they leave. If they delay in coming do not make any noise, but wait for them in your places in silence reviewing your lesson or reading some good book.
6. During class, avoid whispering or interrupting.

ATTITUDE TO SCHOOLMATES

1. Strive to edify your school mates, by your good example, at all time. In fact no sermon is more efficacious than good example.
2. Never make fun of those who are backward in their studies or not so quick to grasp their lessons. Let there be no ridiculing of any one on account of his physical defect. What you laugh at or despise in others may someday befall you.
3. Gladly help one another at recreation; make no distinction in the choice of your companions. Let no one be slighted in any game and let there be no selfishness. If there be need to make a sacrifice for the sake of the team, let it be made cheerfully.
4. When you are asked by a superior regarding the conduct of some of your companions, answer to the best of your knowledge especially when it is a matter of preventing or remedying some evil. To be silent would not be beneficial to your companion and would be offensive to God. Always avoid exaggeration and speak truthfully.

BEHAVIOUR AT SCHOOL

1. To write or draw on the chalk board (except when called upon to do so), to write offensive words, to soil walls or maps or anything else, are things absolutely to be avoided.
2. Take great care of your text-books, copy books and other belongings. Beware of appropriating your neighbour's property, even if it be the smallest thing. Should you find a lost article, give it at once to the Vice Principal.
3. Keep the floor clean by allowing no paper or ink to fall on it. Cleanliness and purity of soul are reflected by a clean and neat exterior.
4. Speak well of your mates, or of the discipline or management of the school. Everyone is perfectly free to remain or not to remain in the school.
5. Always speak well of your school and of your teachers.
6. Performances on the stage of the school auditorium are permitted for your instruction and entertainment. They should help to bring out the fine qualities of your heart and mind.
7. Attend all performances cheerfully and be grateful to your superiors for such opportunities.
8. To enter the auditorium in a hurry or even to run the risk of hurting your companions, to try to go ahead of others in order to secure a better seat, to stand when you should be seated, to shout, to whistle, to boo or hiss, or in any other way give evidence of disapproval or dislike, are things absolutely to be avoided.
9. Do not ridicule any one for his mistakes or awkwardness. When the curtain is closed, applaud generously but not boisterously.



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10. Be gentlemanly even when things have not been according to your taste or as perfect as you expected them to be.
- 11 . While leaving the auditorium, do not push or shove one another. Go out in an orderly manner.
12. Speak well of all, think well of all, do good to all.

OFFICE HOURS

Visiting hours for Parents to meet the Principal/ Vice Principal/Asst. Principal is 9:00 am

- 10:00 am

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