NISV
Navrachana International School, Vadodara

Profile

Navrachana International School, Vadodara (NISV)

Navrachana International School, Vadodara (NISV), managed by the Navrachana Education Society (NES), marks the coming of age of International School Education in Gujarat. NISV is the first Day-cum-Residential co-educational school in Gujarat, which offers a complete K–12 education through international curricula and progressive pedagogies to students. The School keeps abreast with the latest in holistic education, adopting best practices from around the world.

NISV is affiliated to the International Baccalaureate (IB), Geneva and Cambridge Assessment International Education (CAIE) of the University of Cambridge, UK. NISV is located in quiet and serene surroundings in Vadodara, a city with a rich cultural heritage and a unique cosmopolitan character, the result of the visionary genius and zealous endeavour of its erstwhile ruler, Maharaja Sayajirao III. In this environment, NISV has been embraced as a significant contributor to quality education.

The School's Mission, Vision and Philosophy incorporate the time-honoured principles of fostering the spirit of excellence through educating, empowering and enlightening all its students. With an effective mix of internationally acclaimed curricula and methodologies within an essentially Indian ethos, NISV's objective is to train generations of young students to grow and develop into proud and responsible global citizens.

Infrastructure

NISV's academic curriculum is complemented by its state-of-the-art infrastructure that helps in creating an environment of enquiry and learning. The school is situated at the centre of a verdant green expanse of sports fields fringed with trees. It is a low rise building flooded with natural light and air. The large open-to-air quadrangle and wide corridors flanking the class rooms use these elements to advantage. Air-conditioned classrooms, Science laboratories, IT enabled Resource Centers, Art and Craft rooms, Libraries and technology-aided classrooms help NISV's team of highly qualified and experienced teaching professionals to deliver its curricula effectively. Their skills as facilitators are continually enhanced through frequent faculty enrichment programmes, both external and in-house. Consequently, the culture of “grow as you learn and learn as you grow” underpins the academic environment at NISV.

We have opened our hearts and doors to students from around the world! NISV's student residences are geared for comfortable living, designed aesthetically and practically, and accommodate three children to a room. While the recreation lounges allow for relaxation, the ICT node in the study lounges makes for engaging learning.



Co-curricular Activities

All activities at NISV attempt to develop students into well-rounded individuals. With the objective of providing an appropriate platform for 'hands-on' learning to our students, a wide array of sporting activities, conducted under the supervision of qualified sports coaches, have been provided. From conventional field games, to the more stimulating activities such as aerobics and yoga, NISV offers them all. A dream 400-metre race track, lush green Football Fields, Tennis Courts, Basketball Courts, Table Tennis facilities and an Olympic-sized swimming pool are temptations enough to stimulate even the most athletically uninspired!

No less important at NISV are Aesthetics, Art and Culture. Full-fledged Centers for Visual and Performing Arts are the pride of the school. In this crucible, latent talent is nurtured, enhanced and acknowledged under the tutelage of dedicated and extremely talented teachers, who are often practising artists and performers themselves.

Our Outbound Programme to various parts of the country and abroad complements our curricular endeavours as it provides experiential learning beyond the walls of the classroom and facilitates a deeper contact with nature and the environment. The vibrant Student and Teacher Exchange Programme with schools abroad is aimed at facilitating International-mindedness and creating opportunities to focus on the world as a canvas for learning.

Scheme of Studies

(A) Nursery to Grade 5: IB Primary Years Programme PYP

The PYP follows a trans-disciplinary model that lays a strong foundation of inquiry in the very early years of a child's journey through school. Learning strategies introduced at this stage develop connections between the traditional subjects (such as Language, Math, Science, Social Studies, Performing Arts, Visual Arts) as well as PSPE (Personal Social and Physical Education) and with the real world, laying emphasis on knowledge, concepts, skills and responsible action for the future. The IB-PYP Programme represents a combination of wide-ranging research and experience, an excellent coming together of teaching-learning practices derived from a variety of national curricula systems and from IB world schools offering a coherent programme of international education.

(B) Grades 6 to 8: IB Middle Years Programme

The MYP consolidates the Primary Years Programme, thus maintaining the required continuity, bearing in mind learning standards and requirements for the IGCSE and IB in the future. It is designed to enable students to move seamlessly into board examination patterns.

The MYP design creates an innovative concept-based curriculum and an appropriately assessed programme for 11–16 year old students that reflects the IB principles of teaching and learning. The academic disciplines of Mathematics, Language and Literature, Language Acquisition, Sciences, Individuals and Societies, Design, Arts and Physical and Health Education are taught through an inter-disciplinary approach. Students undergo mandatory training in Visual Arts, Performing Arts and Physical Health Education (Grades 6–8).

The Subject groups are:

Language and Literature	English
Language Acquisition	Hindi/French/German
Third Language	Gujarati (Gujarati is a compulsory language for grades 6 to 8 as per the circular of Gujarat Compulsory Teaching and Learning of Gujarati Language Act, 2023)
Individuals and Societies	History, Geography, Social & Political life (Gr. 6 to 8) Economics, Business Studies (Gr. 9 & 10)
Sciences	Sciences (Gr. 6 to 8) and Combined or Coordinated Sciences (Gr. 9-10)
Mathematics	Standard Mathematics and Extended Mathematics (Gr. 9-10)
Arts	Visual Arts & Performing Arts
Physical & Health Education	Physical & Health Education
Design	Digital Design

The Personal Project which forms the core of the programme, is mandatory for each MYP student of Grade 10 and shall be moderated by the IB. Service as Action is mandatory for Grades 6 to 10.

(C) Grades 9 and 10: MYP and International General Certificate of Secondary Education (IGCSE)

NISV offers the IGCSE as a qualification at the end of Grade 10 while also following the IB MYP. IGCSE is a popular international qualification for 14–16 year old students. It develops successful students, providing excellent preparation for their next step in education, including progression to Grade 11 of the State and CBSE Boards, Cambridge A and AS Level, the International Baccalaureate Diploma (IB DP) or the International Baccalaureate Career-related programme (IB CP). The IB CP equips students with skills for immediate employment, but also for challenging undergraduate programmes in Universities across the world. Cambridge IGCSE is recognised by universities and employers in India and across the world.

The IGCSE curriculum is a balanced mix of practical experience and theoretical knowledge with a choice of Core to Extended papers in most subjects and therefore suitable for students with varying levels of ability. Students are encouraged to opt for 7 subjects. In addition, students have courses in Physical Education and Life Skills.

IGCSE grading is based on an eight-point scale (A–G). In addition to the IGCSE Certification, the ICE (International Certificate in Education) is also awarded to all students who successfully complete the study of seven subjects, including two languages and minimum one subject from each of the other subject groups. Students who do not meet the requirements for ICE would still be eligible for an IGCSE certificate.

The study programme consists of five groups:

Group 1 First Language - English
Second Language - German/French/Hindi
Group 2 Literature in English, Economics
Group 3 Combined Science or Co-ordinated Sciences
Group 4 Math, Additional Math
Group 5 Art and Design, Business Studies, Information and Communication Technology, Computer Science

The **Personal Project** which forms the core of the MYP programme, is mandatory for each student of Grade 10 and moderated by the IB. Service as Action, another core component of the MYP, is mandatory for Grades 6–10.

(D) (Grades 11 and 12: IB Diploma Programme

Students who enrol for the two-year IB Diploma Programme (Grades 11 and 12) write their final examination at the end of Grade 12. Internal assessment projects/portfolios completed over the two years also form a part of the final assessment.

The IB Diploma (regular) subjects are arranged in six Groups. The students need to choose one subject from each of the first five Groups and may then choose their sixth subject from Group 6 or a second subject from Group 3 or 4. This ensures the delivery of a well-balanced curriculum. However, students may apply for a non-regular IB Diploma with three sciences to meet admission requirements for further studies in Medicine, Pharmacy and science-related fields. Students usually study 3 subjects at the higher level (HL) and 3 at the standard level (SL). Theory of Knowledge (TOK), Creativity-Activity-Service Programme (CAS) and an Extended Essay (EE) on a topic of the student's choice, form the core of the IB Diploma and are mandatory.

The points awarded for each course range from 1(lowest) to 7(highest). TOK and the EE are graded A to E with A being the highest grade. These two grades are combined in the Diploma Point Matrix to contribute between 0 to 3 Points to the total. CAS is not assessed but must be completed in order to be awarded the Diploma. Students must gain at least 24 points in order to be awarded a Diploma, subject to certain minimum levels of performance across the whole programme. The highest total that a Diploma Programme student can be awarded is 45 points.

Group 1: Studies in Language & Literature	Environmental Systems & Societies Higher Level
English A Literature Standard Level	Environmental Systems & Societies Standard Level
English A Language and Literature Higher Level	**Group 4: Sciences**
English A Language and Literature Standard Level	Physics Higher Level
Group 2: Language acquisition	Physics Standard Level
Hindi B Higher Level	Chemistry Higher Level
Hindi B Standard Level	Chemistry Standard Level
French B Higher Level	Biology Higher Level
French B Standard Level	Biology Standard Level
French Ab Initio Standard Level	Environmental Systems and Societies Standard Level + Higher Level
German B Higher Level	Computer Science Higher Level
German B Standard Level	Computer Science Standard Level
German Ab Initio Standard Level	**Group 5: Mathematics**
Group 3: Individuals & Societies	Mathematical: Analysis and Approaches Higher Level and Standard Level
Economics Higher Level	
Economics Standard Level	Mathematics: Application and Interpretation Standard Level
Business Management Higher Level	**Group 6: The Arts**
Business Management Standard Level	Visual Arts Higher Level
Psychology Higher Level	Visual Arts Standard Level
Psychology Standard Level	**Core Requirements**
Digital Society Higher Level	Theory of Knowledge, Extended Essay and Creativity - Activity - Service
Digital Society Standard Level	

(E) Grades 11 and 12 IB Career-related Programme

Students who enroll for the two-year IB Career-related Programme (Grades 11 and 12) write their final examination at the end of Grade 12. Internal assessment projects/portfolios completed over the two years also form a part of the final assessment.

The IB CP students need to choose at least 3 subjects of which one will be at higher level, from the IBDP subjects listed below

IB CP Subjects	
Group 1: Studies in Language and Literature	**IB CP Core:**
English A Language and Literature SL	· Reflective Project (Externally Assessed)
Group 3: Individuals and Societies	· Personal and Professional Skills
Business Management HL Economics HL	· Community Engagement Language and Cultural studies
Group 5: Mathematics	Career Related Studies:
Mathematics: Analysis and Approaches SL	Business Administration in collaboration with and assessed by
Mathematics: Application and Interpretation SL	World Academy of Career Programmes.

The marks awarded for each IB DP course range from 1 (lowest) to 7 (highest). The Reflective Project is graded from A to E with A being the highest grade. Community Engagement, Personal and Professional Skills and Language and Cultural Studies are not assessed but must be completed in order to pass the IB CP.

The IB Career-related Programme is equivalent to a Higher Secondary (10+2) qualification. It is recognised by the Association of Indian Universities for Undergraduate studies, and also by International Universities across the world.

Boarding @ Navrachana International School, Vadodara

The Boarding at NISV is the very heart of the school. For the boarders, NISV is HOME. Each boarder is made welcome and feels a strong sense of belonging. The best infrastructure is meaningless without a staff that is compassionate, caring and involved with the children under their care. The key personnel in this endeavour are the House Parents, who are the 'primary care givers', and the Residential Staff. The personal involvement of each member of staff goes well beyond merely fulfilling one's duty — they are role models, good listeners, and gentle but firm when needed.

Every boarding student is allocated a study-bedroom in a single-sex house supervised by House Parents; they are supported by the Residential staff. Study-bedrooms are shared between three students and may be personalised with suitable pictures, posters and photographs. Normally children of the same age share a room. Each House has a recreational space with multimedia equipment and a library. A separate study lounge is also available. Computers with Internet connection via the firewall protected school server are available for students' use at designated times.

The school has an Infirmary attached to the Boarding Houses with qualified staff on duty at all times. Treatment for minor illnesses and first-aid is given immediately at the Infirmary. The school has an arrangement with private hospitals, and in case of an emergency, one can reach a good, well-equipped hospital quickly. Regular medical check-ups are undertaken for the students.

The dining facilities at NISV are of the highest standards and well-equipped. We prepare three full meals a day, with mid-morning and afternoon snacks. The menus are varied and offer multi-cuisine choices. On request, boarders may be provided non-vegetarian meals at dinner and eggs for breakfast at an additional cost. All meals are supervised by the staff. Students are expected to partake in all meals.

In school, the Boarders are treated with that 'extra special attention' by every single staff member. The Grade Tutor, in particular, takes a personal interest in the boarders who are in her/his grade, checking on them on a regular basis and keeping in touch with the respective House Parent for routine as well as non-routine procedures.



ADMISSION PROCEDURE

Admission Criteria

1. Availability of seats
2. **Age of the student (according to the matrix below) ***
3. A confidential report from the Head of the student's present school
4. Acceptance of the NISV standard terms and conditions for studies at the school (see 'Agreement' details)
5. Successful completion of the school's structural admission process

***Age Criterion Matrix**

GRADE	AGE CUT-OFF CRITERION (As on 31 May 2027)
Nursery	3+ on 31 May 2027
Prep Junior	4+ on 31 May 2027
Prep Senior	5+ on 31 May 2027
Grade 1	6+ on 31 May 2027

Admission Requirements Checklist

- [ ] Hard copy of the duly filled Application Form
- [ ] Physical fitness report signed by a certified allopathic medical practitioner
- [ ] Bonafide Certificate from the student's previous school (if applicable)
- [ ] Original Transfer Certificate (TC) from the previous school (if applicable)
- [ ] Photocopy of Scholastic Record / Transcript of results for the last three years
- [ ] Photocopy of complete Immunization records
- [ ] Photocopy of Birth Certificate of the student
- [ ] Photocopy of OCI Card (if applicable)
- [ ] Payment of the stipulated registration and administrative fees
- [ ] Photocopy of Student & Parent Aadhaar Card / Passport copy with proof of citizenship (for NRI status)
- [ ] Equivalence Certificate issued by authorized boards for overseas students (if applicable)
- [ ] Caste Certificate issued by competent government authorities (if applicable)
- [ ] Letter of Reference / Recommendation from the Head of the previous school
- [ ] **Permanent Education Number (PEN) & APAAR ID (Mandatory for all Indian students)**

NOTE: If documents are not submitted or cannot be verified within one month of the commencement of the academic year the provisional admission will be cancelled.

The school management's decision is final and binding in all admission matters.

POLICY FOR OVERSEAS CANDIDATES & FOREIGN NATIONALS

Grant of Admission

Admission shall be granted only to students who satisfy all applicable admission criteria and fulfill the prescribed admission requirements. Admission status shall remain provisional until all such requirements have been duly fulfilled and verified.

Procedures for Overseas Candidates

Applicants residing abroad who are unable to physically visit the admission office must courier or email authenticated copies of all the documents to the school office. Additionally, a confidential recommendation letter must be sent directly from the existing school head in a sealed envelope or official institutional email. Evaluative interviews are systematically organized via secure teleconferencing streams.

Immigration Rules and Foreign National Registration

According to the Immigration by-laws in force under the Government of India, any foreign national staying in the country for a period exceeding six months must register their profile at the local Immigration Bureau (FRRO/FRO) within 14 days of arrival to acquire a valid residency permit.

Provisional admission will be declared null and void if a copy of the official residency permit is not submitted to the registry within 15 days of its issuance. The school administration actively assists parents by providing structural Bonafide Certificates for day scholars. For residential boarders, an admission letter is arranged. In the case of unaccompanied expatriates in the school hostel, designated members of the NISV staff are officially appointed as local guardians to oversee statutory compliance.

Required Immigration Documentation Checklist

1. Valid Student Visa (The school will issue a formal bonafide letter to facilitate the consular visa process upon provisional selection).
2. 15 recent passport-size color photographs of the student (Exact size specifications: 3.5cm x 3.5cm).
3. 2 passport-size photographs of both parents (Size: 3.5cm x 3.5cm).
4. 2 high-resolution photocopies of the complete passport details of the student and both parents.
5. Official ID Proof and local Address Proof of the nominated local guardian.
6. Formal Authority Letter executed on Rs. 300/- legal stamp paper signed by both parents nominating the specific local guardian.
7. Identity and home country residential address proof documents of the parents/guardians.
8. Verified FRRO/FRO Resident Permit Transfer tracking file if moving from another residential institution within India.

Authorised Regional Bureau Registration Offices

a) Central Registry: 2nd Floor, Opp. Collector Office, Near Kuber Bhavan, Kothi-Raopura, Vadodara.

b) Rural Division: Rural Police Station / Taluka Police Station, Bhadra Kacheri, Panigate, Vadodara.

c) District Headquarters: DSP Office, Kothi Kacheri, Vadodara.

GRANT OF ADMISSION

I, the parent of _____ accept admission of my child/ward to

_____ in the International Baccalaureate from the Academic Year _____ .

Conditions at the time of Admission: _____

_____

Signature of the Parent/Guardian: _____

Date: _____

Office Use

Admission Status Granted ☐ Not Granted ☐

GR. No. _____

Date _____

Coordinator's Signature : _____

Document Submitted (all photocopies to be attested by a competent authority)

- ☐ Hard copy of the Application Form
- ☐ Original Bonafide Certificate
- ☐ Original Transfer Certificate
- ☐ Photocopy of Previous School Reports / Transcripts (if applicable)
- ☐ Original Fitness Certificate
- ☐ 2 Letters of Reference / Recommendation from the previous school
- ☐ Photocopy of Immunization Record
- ☐ Photocopy of the Birth Certificate
- ☐ Photocopy of OCI
- ☐ Photocopy of Student & Parent Aadhaar Card / Passport copy along with proof of citizenship (for NRI).
- ☐ Photocopy of Caste Cerficate (if applicable)

Name: _____ Grade: _____

COURSE SELECTION SHEET

IB PYP Language Selection (Grades 2 to 5)

Language A English

Language B _____
(French/German/Hindi)

Language C Gujarati (Gujarati is a compulsory language for grades 1 to 8 as per the Gujarat Compulsory Teaching and Learning of Gujarati Language Act, 2023)

IB MYP language profile of the student at the time of admission

FIRST LANGUAGE (LANGUAGE A)

English ☐

LANGUAGE ACQUISITION

English
(If not opted as first language) ☐

Hindi Mother Tongue ☐ Second language ☐ Other ☐
(If not opted as first language)

German- Mother Tongue ☐ Second language ☐ Other ☐

French- Mother Tongue ☐ Second language ☐ Other ☐

THIRD LANGUAGE (as support to language B/ other)

Hindi ☐

Gujarati ☐

IGCSE Grade 9 and 10 (MYP Framework)

Name _____
Surname First Name Middle Name

For ICE Award: A total of seven subjects — one from each group. In addition, one Language B, and any one subject from group 2 to 5.

Group		Subject	Tick the relevant subject
Group I	Language A	English	✓
	Language B	Hindi	
		French	
		German	
Group II	Humanities and Social Sciences	Economics	
		Literature in English	✓
Group III	Science	Combined Science	
		Co-ordinated Sciences	
Group IV	Mathematics	Additional Mathematics	
		Mathematics	✓
Group V	Creative Technical and Vocational	Art and Design	
		Computer Science (CS)	
		Business Studies	
		Information and Communication Technology (ICT)	

Note: Personal Project as per IB MYP guidelines is compulsory for all.

IB MYP (Grades 6 to 8)

Name _____
Surname First Name Middle Name

	Group	Subject	Tick the relevant subject
1	Language and Literature	English Language and Literature	
2	Language Acquisition	Hindi / French / German	
3	Third Language	Gujarati / Hindi	
4	Mathematics	Mathematics	
5	Individuals and Societies	Integrated Humanities	
6	Sciences	Sciences	
7	Arts	Visual Arts and Performing Arts	
8	Physical and Health Education	Physical and Health Education	
9	Design	Digital Design	

IB Diploma Program (Grades 11 and 12)

Name _____

Surname First Name Middle Name

Group		Subject	HL	SL
Group 1	**Studies in Language and Literature**	English A Literature	X	
		English A Language and Literature		
Group 2	**Language Acquisition**	Hindi B		
		ab initio - French	X	
		French B		
		ab initio - German	X	
		German B		
Group 3	**Individuals and Societies**	Business Management		
		Economics		
		Psychology		
		Environmental Systems and Societies		
		Digital Society		
Group 4	**Science**	Physics		
		Chemistry		
		Biology		
		Computer Science		
		Environmental Systems and Societies		
Group 5	**Mathematics**	Mathematics: Analysis and Approaches		
		Mathematics: Application and Interpretation	X	
Group 6	**The Arts**	Visual Arts		

Notes

1) For IB Diploma Program you must choose three subjects at higher level (HL) and three subjects at standard level (SL).
2) You must choose one subject from each of the groups 1,2,3,4 and 5. You need to choose one more subject from either group 6 or groups 3-4.
3) Only subjects with sufficient demand will be offered.
4) Other subjects may be added to the list depending on the students' requirement.
5) The core elements of IB DP TOK/EE/CAS are not individual recognized stand-alone subject it is compulsory to complete the core elements to be awarded a Diploma.

IB Career- related Programme (Grades 11 and 12)

Group		Subject	HL	SL
Group 1	**Studies in Language and Literature**	English Language and Literature	X	
Group 3	**Individuals and Societies**	Business and Management		
		Economics		
Group 5	**Mathematics**	Mathematics: Application and Interpretation	X	
		Mathematics: Analysis and Approaches		

Notes:

1. You must choose in all **3** subjects of which 1 subject will be at higher level.
2. Mandatory IB CP Core:
   - Reflective Project (Externally Assessed)
   - Personal and Professional Skills
   - Community Engagement
   - Language and Cultural studies

Career- related Studies: Business Administration (BA) in collaboration with **World Academy of Career Programmes.** (Teaching Hours: 720).

Examination Fees

IGCSE (Grades 9 to 10)

Examination fees for IGCSE

Fees Toward	GBP
IGCSE Exam Fee Per Subject as published in India March 2027 Document by Cambridge	79.65
Coordinated Sciences Double Award Fee	159.3
ICE Award Certificate Fee	61.05
Admin Fee (Courier Charges and Personal Project Report Turnitin) For 1 student	2x79.65

Examination fees for IB DP and IB CP (Registered for Examination Session May 2027)

Fees Toward	IB DP (Amt. in SGD)	IB CP (Amt. in SGD)
Fees for each subject that the student is registered for	152.5 SGD x 6 = 915	152.5 SGD x 3 = 457.5
• Fee for amendments to registration • For changes after deadline	49 SGD 195 SGD	49 SGD 195 SGD
CRS Business Administration with WACP		USD 1800.00 (900 USD Per year at the beginning of each academic year)
Administrative and Handling Charges	375 SGD	280 SGD

Note: The conversion rate into INR will be calculated based on the exchange rate prevailing on the relevant date

School Timings

1. IB/IGCSE (Monday to Friday)

Grades 1 to 10 : 8.25 am - 3.10 pm
Grades 11 and 12 : 8.25 am - 3.10 pm
Extra classes : 3.10 pm - 3.50 pm (For IB DP/IB CP)

2. Nursery to Prep Sr. (Early Years Programme)

Monday to Friday
9.15 am - 1.10 pm: School Timings

Saturdays: Non-working for all students

Vacations:
Vacations (approx.): Summer (~35 days), Autumn/Diwali (~12 days)
Winter / Christmas: (~12 days), Spring (~4 days); during this period boarding will remain closed.

TERMS AND CONDITIONS FOR ADMISSION AND STUDY AT SCHOOLS OF THE NAVRACHANA EDUCATION SOCIETY

The School is "Navrachana International School, Vadodara-IB". Hereafter referred to as the School.

1. PREAMBLE

(a) **The School** is acting under the authority of the Executive Committee of the Navrachana Education Society, as now or in the future constituted.

(b) **The Head of School** is the person appointed by the Executive Committee of the Navrachana Education Society who is responsible for the day-to-day running of the School and for the student while in the care of the School and includes those to whom any of the duties of the Head of School have been responsibly delegated by the Executive Committee.

(c) **Teacher/s** is /are those employed by the School to instruct in curricular and co-curricular education at The School.

(d) **Student/s** is/are those registered as student/s at the School.

(e) **Parent/s,** Guardians is/are those whose wards study at the School.

(f) **School Structure:** The School comprises the Primary Years Programme (PYP), Middle Years Programme (MYP), and Diploma and Career Programmes (DP & CP). Promotion from one section to the other is automatic, based on the student's performance. Pedagogy, class strength, study time, infrastructure, technology integration and teacher qualifications vary from one programme to another. The fee structure for each programme is based on these variables.

(g) **School Aims:** The School aims to strike a balance between academic work, moral, spiritual and physical education and the pursuit of leisure activities. The School is committed to high standards of teaching and care. Parents are expected to give their support and encouragement to these aims and to uphold and promote the reputation of the School; to continue the student's education at home and encourage the student to maintain appropriate standards of discipline, diligence, punctuality, conduct, tidiness and cleanliness; and to conduct themselves in relation to the School and its staff in such a manner that a relationship of trust and confidence between the School and the parents is maintained at all times.

(h) **Changes at The School:** A progressive and forward looking school must initiate and respond to change. It is likely that there will be certain changes at the School during the years when the student is enrolled at the school. The grant of admission to the School is made on the basis that, in the interests of the School as a whole, changes may be made from time to time to these terms and conditions, to the size and location of the School, to its premises and facilities, to the academic and games curriculum and to the structure and composition of classes and to the way the School is run, to the length of school terms and the school day and to any other aspect of the School. Fee levels will be reviewed from time to time and there will be such reasonable increases as the Executive Committee of Navrachana Education Society may determine.

(I) **Terms and Conditions:** Decisions taken about all aspects of the School affect the School community as a whole. The School believes that these terms and conditions reflect the traditions and customs which have existed at Independent schools and at this school in particular, over the duration of its existence. The rules given about change, para (h), are provided in good faith. They are intended to encourage stability, forward planning and the proper resourcing and development of the School for the benefit of all. Parents will be given reasonable notice, where practicable, of changes that may significantly affect the School community. Any waiver of the Terms is effective only if stated in writing by the Head of School or by a person to whom the duties of the Head of School have been responsibly delegated by the Executive Committee. The ethos and principles on which the School is run are reflected in the policies concerning admission, equal opportunities, behavior and discipline, drugs and substances, expulsion and review.

(j) **Adherence to the Student Code of Conduct** published in the Parent-Student Hand book and the Boarding Manual and uploaded on the School website, is obligatory.

2. CARE AND GOOD DISCIPLINE

(a) Parents' Authority: Parents authorize the Head of School and staff to whom the supervision of students has been delegated while in loco parentis to take and/or authorize in good faith all decisions that safeguard and promote the welfare and proper education of the student. Parents' consent to such physical contact as may be lawful, appropriate and proper for teaching and appropriate to provide comfort to a student in distress or to maintain safety and good order of their child/ward and other students. (Corporal punishment is not used). As the School provides first aid facilities only, parents consent also to emergency medical treatment (including general anesthetic) at a private hospital where certified by a doctor to be necessary for the safety of the student and if a parent cannot be contacted In time. Every effort would be made to contact a parent in under such circumstances. Parents consent to the conduct of routine medical examination by the School appointed medical authorities.

(b) **Academics:** Teachers are the best judge to assess the student's academic strengths and weaknesses. It is obligatory for the student to obey the advice and instructions and do all that is necessary to improve academic performance. Parents must also adhere to suggestions made by teachers to ensure their ward's academic progress and regular attendance.

(c) **Health:** Parents must inform the Head of School in writing if the student has any known medical condition/disability or health problem or is unable to take part in physical education or sporting activities or has been in contact with infectious diseases. The student must not be sent to school if unfit to attend or is suffering from a serious contagious disease. The School will endeavour to look after the student in the event of any emergency or health problem during school hours; however, the School will not be responsible for any consequences.

(d) **Meals:** Meals are an integral and important part of our school curriculum for inculcating good food habits and etiquette.

(e) **Attendance:** The student is expected to take part in the activities of the School, to attend each school day, to work to the best of his/her ability and to be well-behaved. Parents agree to observe the term/vacation dates which will normally be published at the start of every academic year. Students not meeting the attendance requirements of the Examination Board and the School would not be promoted or registered for the Board Examination.

(f) **The School Link Book:** Each student, on admission to the School or at the start of every academic year, is supplied with a copy of the School Link Book giving information about the staff and the student, student roll, scheduled events, and holidays. All students and parents are required to abide by the Code of Conduct as defined in the Parent-Student Hand Book which is uploaded to the School website.

(g) **Conduct of the Student:** Students are expected to behave with respect and good manners to those whom they meet both in school and in the community and to show a proper respect for the environment. The Head of School and the school staff are responsible for the care and good conduct of the students while they are in the charge of the School, for the day-to-day running of the School and delivery of the curriculum. Students reprimanded for indiscipline are required to serve the sanctions listed in the Parent-Student Hand book.

(h) **Campus:** The NISV campus is a large space with a number of shade giving trees, and open playing fields. This was once an agricultural land, which is the natural habitat of snakes, bees, monkeys, stray dogs and so on. Despite the School's efforts and vigilance, pests randomly enter the campus, more so during the monsoon season. Generally, these pests do not harm humans unless provoked, molested or attracted by food. In such a situation, while NISV will take every step to get the correct and the best medical attention to the victim/s, NISV cannot be held legally or morally responsible for the incident and the consequences of the same. Parents, students and employees are informed that snakes, monkeys, bees are protected by the Wildlife Protection Act and stray dogs by a Supreme Court order. Both these legal acts forbid anyone from harming them in any way and NISV would be liable for legal action if this can be proven in a court of law. The School is under 24/7 CCTV coverage for the safety of the children and staff.

(i) **Safety Drills:** It is obligatory for all students to participate in Safety Drills which the School considers necessary or as required by law or as expedient to the safety and well being of all students.

(j) **Liability:** The Head of School, Staff, and all engaged by the School to conduct various school activities, during and after school hours, including out of school activities will take all reasonable steps to provide a safe and a secure environment for all students who participate in its activities. However, the School shall not be responsible for loss, damages for personal injury, sickness, death, or property damage which the student may sustain or which may occur accidentally as a result of his/her participation in school activities or as a result of student behaviour towards each other. The School is not responsible in any way for any mishaps or undesirable acts of the student outside of the School campus. Parents acknowledge that the School and the Head of School/Teachers/Staff shall not be held responsible for any event that may occur within the School campus which is beyond the reasonable control of the School.

3. ADMISSION TO THE SCHOOL

(a) **Admissions:** Subject to vacancy, the School will give to a student as per its norms, a time-bound admission to its Pre-primary Section as also following verification of age as per the RTE Act and physical fitness as per the School's standards. In addition, grant of Admission to grades 1-12 will be subject to acceptable previous school reports and other admission procedures. To avail of the admission granted after confirmation from the Head of School, parents must submit the School's Application Form for admission, completed and signed, along with supporting documents and pay the fees/deposits on or before the date declared by the School. If the Application Form is incomplete or without the required documents or if the fees are not paid as per the due date, the admission shall be deemed as withdrawn. Admission is confirmed only when the School receives the duly completed and signed Admission Form, along with the supporting documents and the fees/deposits have been paid.

(b) Registration: A student granted admission will be registered on completion of the Admission Form which entails payment of admission and other fees, verification of submitted documents, submission of photographs, certified physical fitness certificate, certified copy of the student's annual evaluation of the last class attended/ examination passed, submission of the Leaving/Transfer Certificate and acceptance of these Terms.

(c) Fees & Deposit: Admission Fees are not refundable once paid. Refund of Tuition, Allied Activities Fees and Other Fees, as paid, on grant of Admission and/or Registration of the student for study at the School is subject to the Refund of Fees Policy. Deposits, if taken, are refunded without interest less any sundry outstanding charges or balances due to the School after the student has left the School.

(d) Litigation: The personal details and contact information of the student and Parent/Guardian will remain the same as given by the Parent/Guardian at the time of admission to the School till the School is intimated in writing of any change therein after completion of all formalities as per law. The School shall not be made a party to any litigation including any litigation of personal nature pertaining to the family of the child. In the event of the School getting involved in any litigation, the costs of defending the same shall be deducted from the deposits of the student or reimbursed by the Parent/Guardian. In the event of any conflicting and/or contradictory claims made by/or between the parents and/ or guardians of the child, the School shall follow only the instructions given by the Parent/Guardian at the time of admission, unless there is an order from a court of competent jurisdiction.

4. FEES

(a) Fees are charged under the following heads:

(I) Admission (one time for new admissions and Grades 1, 9 and 11)
(ii) Tuition
(iii) Allied Activities: Immersive and experiential learning activities
(iv) PTA (Parent Teacher's Association subscription fees)
(v) Imprest (balance refundable)
(vi) Meals

The above does not include additional academic and co-curricular activities, value added programmes, stationery, text books, e-books, journals, external exam fees, outings, field trips, sports and outbound programmes. Damages or loss of school property shall be paid as extra.

(b) Payment: School Fees for the academic year are payable on or before the dates specified as announced from time to time. A student may be excluded from school or from Board/Public examinations at any time when fees are unpaid/part paid and will be deemed withdrawn without notice of 30 days after exclusion. If a student is excluded, thereafter should the student reapply to join the School, he/she will be considered as a new admission and all formalities of admission will have to be completed. Fees will not be refunded or waived for absence through sickness, nor if a term is shortened or a vacation extended, nor if a student is released home before the normal end of term, nor if food has not been consumed, nor for any other cause.

(c) Responsibility for payment: Fees are the joint and several responsibility of each person who has signed the Admission Form. The School may withhold information; property or examination certificates while fees are unpaid/part paid.

(d) Late fees: Fees paid after the Fee collection period will be considered as late fee payments and a penalty will be charged as per the prevailing rules as mentioned in the Parent Student Handbook uploaded on the website.

5. NOTICE OF CANCELLATION OR WITHDRAWAL; REMOVAL; FEES IN LIEU OF NOTICE

(a) Notice means (unless the contrary is stated in these terms and conditions or the Fees Sheet) a month's written notice delivered by hand to the Head of School or sent by recorded delivery to the postal address of the School or through registered email id of the parents and sent to the Head of School at ibhead@navrachana.ac.in. No other notice will suffice. Notice given by one parent will be deemed to be given on behalf of both parents. Provisional Notice for any purpose is valid only for the term in which it is given and only when written and accepted in writing by the Head of School. Term means the period between and including the first and last day of each school term. Fees in lieu means fees in full for the term of notice at the rate that would have applied had the student attended and not limited to any contribution in the case of a scholarship, free-ship.

(b) Withdrawal: In all cases, except at the end of Grades 10 and 12, a month's notice must be given before a student is withdrawn from school. Withdrawal from the boarding requires three months notice. Failure to provide the requisite notice will result in payment (or become adjustable against any balance with the School) of fees for the full succeeding instalment in lieu becoming due and payable as a debt and may be charged at any time afer withdrawal, whether or not the place can be filled.

(c) **Cancellation** If a newly admitted child is withdrawn before the commencement of the academic term, the Admission fees and Rs. 5000 would be deducted as administration fee.

(d) **Removal:** Parents shall be required to remove a student permanently, if the Head of School is of the opinion that the student is not making sufficient progress to warrant his/ her remaining at the School or his/her conduct is unsatisfactory or the conduct of the parents is or has been such that the relationship of trust and confidence which should exist between the School and the parents has broken down. Under these circumstances all outstanding fees and charges must be paid. Refund of fees if any, will be as per the prevailing rules for "Refund of Fees". The School will not be liable to refund any fees to the parents unless all outstanding dues have been paid in full.

(e) **Expulsion:** The student shall be expelled at any time if, because of the conduct of a parent or the student (whether on or off school premises or in or out of term time), the Head of School is reasonably satisfied that such conduct has been prejudicial to good order or school discipline or to the reputation of the School or if for some other reason the continued presence of the student is incompatible with the interests of the School. The Head of School will act fairly in accordance with the procedures of natural justice and would not expel a student other than in grave circumstances. There would be no refund of fees in these circumstances and all outstanding fees and charges for that Instalment must be paid but fees in lieu of notice would not be charged.

(f) **Other Events Requiring Notice:** To discontinue any extra activity, if any, a month's written notice is required, failure to give such advance warning will result in payment of full charges becoming payable in lieu. The School may terminate this agreement on one term's written notice and otherwise under clauses 5 (d) and 5 (e) above.

(g) **Withdrawal** from an educational outstation tour arranged by the School will require a minimum notice period of 7 days and will entail a forfeiture of 75% of the amount payable for the tour or as per the prevailing policy at that time.

6. **GENERAL CONDITIONS**

(a) **Special Precautions:** The Head of School must be notified in writing immediately of any court orders or situations of risk in relation to a student for whom any special safety precautions may be needed. A parent may be excluded from school premises if the Head of School, considers such exclusion to be in the best interests of the students or of The School.

(b) **Absence of Parents:** (Applicable to local students only) When both parents will be temporarily away from their home overnight during term time, half-term or occasional holidays, the Head of School, must be informed in writing of the name, address and telephone number/s for 24-hour contact of a suitable legal guardian or other adult with whom the student will reside when not at school and who is willing and authorized by the parents to accept full responsibility for the student in all circumstances. These matters are the responsibility of the parents.

(c) **Insurances:** The School has insured all students under a 'Students Safety Insurance Policy'. The School's liability is restricted to the limit and the interpretation of coverage by the Insurers. All other insurances are the responsibility of parents. The School is not the agent of the parents for any purpose related to insurance.

(d) **Concerns/Complaints:** Parents who have cause for concern as to any matter including matters of safety, care or quality of education must inform the Head of School in writing without delay. The parents and the School will be expected to resolve any dispute between them in co-operation with each other and in good faith.

(e) **Special Learning Difficulties:** The School shall notify parents if it is felt by the School that a student may need extra support or should be referred to an educational psychologist for a formal diagnosis. The School has counselors and is able to advise parents as to how they may, at their own expense, obtain specialist advice or specialist support; but The School staff are not qualified to make a medical diagnosis of conditions such as those commonly referred to as dyslexia or other learning difficulties. Parents will be asked to withdraw a student if, in the opinion of the Head of School, the School cannot provide adequately for a student's special educational needs. Parents/Guardians are made aware that the School imparts the highest level of education and co-curricular activities to children from diverse backgrounds. Consequently, a Parent/Guardian shall hold the teachers and the School totally harmless for any difference in the method of teaching adopted in the best interest of their child/ward. Parents are also informed that children have different learning abilities, Dyslexia, ADHD and other developmental and behavioral challenges and hence agree to have utmost trust and faith in the methodology adopted by the School to impart education as per the individual needs of the child/ward. This may involve, the child undergoing various levels of counseling, additional coaching, external aids and resources and abide by the provisions and concessions (Accommodations) as per Governmental Guidelines for Inclusive Practices (Persons with Disability Act). Parents further confirm that in the event of the School wanting to teach a child/ward at a different pace and method as mentioned above, the said decision shall be always in the best interest of the child and hence they will have no objection to the same, at any point of time. The parents shall support the School in helping the child/ward attain a level of proficiency that the child/ward should attain, through whatsoever means as suggested by the School.

(f) **Medical Supervision:** Before joining the School the student must be immunized against DPT (Diphtheria, Pertussis (Whooping Cough), Tetanus Poliomyelitis, Hepatitis A & B, TB, Covid 19 and MMR (Mumps, Measles, Rubella), or any other immunization as required at that time. Information about any allergies or ongoing medical treatment details must be provided to the School at the time of admission and updated in the School records on occurrences. The School requires a medical certificate of a certified Allopathic doctor having a recognized degree in Medicine, as to the general health of the student or (where grounds for suspicion exist) make arrangements to test for illegal substances; parents would always be informed. The School Counselor, member of the staff or a medical practitioner acting conscientiously and in accordance with their code of professional ethics, may inform the Head of School or a parent in confidence of any matter which in their opinion is material to the safety and well-being of the student and/or others.

(g) **Sexual Abuse, Harassment and Ragging:** The School takes every issue of sexual abuse, harassment and ragging with complete seriousness. Sexual abuse, harassment and ragging are offences under the Indian Penal Code, POCSO Act 2012 and under specific laws passed by the Central and State Governments. The School shall, on being notified of any instance/allegation of such activity, take strict action including but not limited to criminal proceedings and/or cancellation of admission against those found guilty of sexual abuse, harassment and/or ragging. Parents/Guardians are informed that the POCSO Act has been uploaded on the School website and the Anti-Ragging Policy is published in the Parent-Student Handbook and uploaded to the website. It is obligatory for them to ensure compliance of the applicable rules by their wards.

(h) **Confidentiality:** The School will take care to preserve the confidentiality of information concerning the student and parents. The parents, however, consent on behalf of themselves and the student to the School (through the Head of School as the person responsible), obtaining, holding, using and communicating on a "need-to-know" basis, confidential information which, in the opinion of the Head of School is material to the safety and welfare of the student and others. The parents consent to the School's communicating with any other school or college which the student attends or which a parent proposes the student should attend about any matter concerning the student or payment of fees, whether or not the information passing is also held in machine-readable form.

(I) **Examinations, Reports and References:** The School will enter a student for an examination only if the Head of School is satisfied that such is in the best interests of the student. Information supplied to parents and others concerning the progress of a student and the character, examination, further education and career prospects of the student and any references will be given conscientiously and with all due care but otherwise without liability on the part of the School.

(j) **Intellectual Property:** The School reserves all rights and interests in any intellectual property rights arising as a result of the actions of a student in conjunction with any member of staff of the school and/or other students at the school for a purpose associated with the school. Any use of such intellectual property rights by a student is subject to the terms of a license to be agreed prior to the use between the student, the student's parents and the School. The school will allow the student's role in creation/development of intellectual property to be acknowledged.

(k) **Photographs and Video Clips:** Photographs of student/s will be used in maintaining school records, and/or in the promotion of the school programs in newspapers, slide shows, or other media.

(1) **Website:** The school website gives a broad understanding and information of the school, its ethos, programmes, infrastructure and other relevant details. The information on the website although believed to be correct at the time of uploading may be out of date from time to time. Parents wishing to place specific reliance on the information in the website should seek written confirmation before accepting admission to the school.

(m) **Prospectus:** The prospectus describes the broad principles on which the school is currently run and gives some details of its history and ethos. The prospectus is not part of any agreement between the parents and the school and documents supplied in the pocket inside the back cover are not part of the prospectus. Although believed correct at the time of publishing, certain statements may be out of date from time to time. Parents wishing to place specific reliance on a statement in the prospectus should seek written confirmation of that statement before accepting Admission to the school.

(n) **Interpretation:** These terms and conditions supersede those in the prospectus and elsewhere and will be construed as a whole. Headings are for ease of reading only and are not otherwise part of the terms and conditions. Any waiver is effective only if given in writing by the Head of School personally.

(o) **Jurisdiction:** These terms and conditions are executed at the school and is governed exclusively by the laws of India and jurisdiction of Courts in Vadodara, Gujarat, to the exclusion of all others.

(p) **These terms and conditions** are subject to change from time to time. Such changes would be announced on the school website.

I agree:

(a) To having read, understood and to abide by and support the school policies, procedures and code of conduct as stated in the Terms and Conditions for Admission and Study at NISV IB and in the Parent-Student Hand Book uploaded on the school website.

(b) To having understood that students participate in all activities in house and out bound, and field trips for educational purposes, as a part of the regular school program. All activities in-house & out bound (trips etc.) would be supervised by staff or responsible adults who will exercise all reasonable caution. However, parents and guardians agree that the School or School Board cannot accept responsibility for accidents either at the place of activity or en route.

(c) To meeting all financial responsibilities with respect to the education of the child in the school.

(d) To meeting eligibility requirements for admission to the grade applied for, as stated in the application pack of NISV IB.

(e) That I have read the Protection of Children from Sexual Offences (POCSO) Act 2012 (uploaded on the school website) and understand and accept the said Act in totality.

(f) To give my consent to the Head of School or Tutor in charge to act on my behalf, should the need arise for my signature during a medical emergency. That in an emergency, I authorize the school to provide consent for medical attention for my child and agree to my child receiving such medical or surgical treatment as deemed necessary and understand that critical health information which will impact my child's education or well being will be given to the school.

(g) That in all force majeure situations, safety and security protocols and SOPs prescribed by the school and Government of India (GOI)/ Government of Gujarat (GOG) will be strictly adhered to.

(h) That I have read and accepted the fee schedule of the school up to Grade 12 (for the academic year 2027-28).

(I) To accept and agree that the school reserves the right to revoke the admission/strike the name of a student off the register on the grounds of a questionable sense of propriety and decorum on the parent's part or the conduct of the parent is or has been such that the relationship of trust and confidence which should exist between the school and parents has broken down.

(j) That the information given/filled in the application form is true to the best of our knowledge. In case of any change in the information provided, the application will be supported with the required legal document.

(k) That the School reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect Information.

(l) That I have no objection to our child's/parents' photograph being displayed on school hoardings, in school publications, or on the social media accounts of the school.

(m) That the child can visit or be sent to the school counselor as and when required.

(n) To having read the school policy and the circulars as and when given and abide by them and follow the communication channel laid down by the school.

(0) To accepting that the decision of the school management shall be final and irrevocable at all time.

Father's Name	Mother's Name
Signature (for school records)	Signature (for school records)
Date:	Date:
Guardian's Name	Student's Name
Signature (for school records)	Signature (for school records)
Date:	Date: