



**GUIDELINES
for
SIDDEEQEEN**

Part-1

*Please Pay Heed
to
School Rules*

- Part-1 (pertaining to Academic sphere)
- Part-2 (pertaining to Administrative sphere)

Preamble

The prime purpose of Siddeeq Public School is to impart optimal education to the children from middle social strata by engaging them in adeptly designed learning processes as well as focusing on the development of their personality and character building in accordance with Islamic values, thus enabling them not only to meet challenges of the ever-growing competitive world but also to contribute towards amelioration of the Muslim Ummah. Hence, the management of school earnestly aspires to nurture desirable qualities in its pupils. The foremost rather cardinal responsibility of the school is to make fervent efforts to instill sterling values of Islam in all its students.

School Rules:

All students are advised to comprehend the school rules, most likely to be followed by every individual in letter and spirit, without any exception, through all their schooling years. Parents of the students are also requested to go through the school rules comprehensively and guide their children from time to time in the light of the advice specified here for nurturing enviable personality traits in them.

Part-1

- Pertaining to Academic sphere**

1. Academic Evaluation:

All students are advised to devote maximum time to their studies keeping in mind the School policy concerning academic evaluation and subsequently their promotion to next level:

- 1.1 In order to pass a subject, a student has to secure at least 50% of the total marks allocated to the subject.
- 1.2 In order to compute the grand total of marks obtained in a Semester Exam, the marks of only those subjects in which the student stands pass i.e. gets 50% marks or more, are figured up. (Marks of those subjects in which the student cannot get through i.e. obtains less than 50% marks, are not reckoned in the total sum of Semester Exam).
- 1.3 Grant of promotion to the next class is based on the results of Semester Exams (First and Second Semesters) as well as the performance in the Periodic Assessments.
- 1.4 Marks of the Semester Exams and Periodic Assessments are tabulated in the Accumulative Result for awarding promotion as specified below:
 - (A) Percentage of 6 best Periodic Assessments (out of 9) = 2 time
 - (B) Percentage in First Semester Exam = 3 times
 - (C) Percentage in Second Semester / Annual Exam = 5 times

❖ Promotion Criterion (Weighted Score): $A \times 2 + B \times 3 + C \times 5$

2. Accumulation of Results—Philosophy at Heart:

According to the explicit promotion criteria, the students are promoted to the next Grade on the basis of their accumulative result— progress shown in academics throughout the session.

Advantages of the School's Policy	Prevalent Promotion Policy (merely on the basis of Annual Exam)
It makes the pupils studious; they learn to manage their academic work right from the commencement of the session. They not only learn the textual activities sagaciously but also strengthen their concepts well throughout the academic session.	Students prefer pastimes to their text books, ignore their actual obligation, and pore over the books just in the last fortnight of the academic year.
Managing study schedule with a yearly plan eventually promotes the concept based learning and engages the pupils in thinking processes.	Learning the text material in short span of time, indeed promotes mere cramming.
Learning with steady pace is literally lasting.	Hastily learnt course contents have no worthwhile utility at all in the long run.
Gist of the School Academic Policy — Students are not to be simply prepared for exams rather they are to be prepared for life.	

- ❖ There is a consensus, by and large all over the globe, that for progressive learning, students are to make themselves aligned with their day to day work. Hence, there is an axiom, 'Don't put off till tomorrow what you can do today.'
- ❖ The performance of students is appraised through Periodic Assessments; therefore, every student is advised to get each assessment report signed by the parents to keep them abreast of his/her progress in studies.

3. Rectifications:

All Answer Papers (Response Sheets) attempted by the students in Periodic Assessments and Semester Exams, after thorough checking/marking process, are given back to them for

- overcoming the shortcomings thereafter
- further improvement in studies pattern
- keeping their parents well informed

3.1 In case some omission or lacuna is observed, the respective Class In-charge is to be approached for the required rectification within a week's time period after the receipt of papers/result. Hence, for due correction process, the paper in question, which can validate the claim, is to be furnished as well.

3.2 The school is not liable to entertain any case forwarded for correction purpose (re-marking, recalculation, correction of erroneous entry etc.) after the stipulated time period—five days.

4. Promotion to Next Class:

4.1 The sum of secured marks in accumulative result must be at least 50% for promotion of the students to the next level.

4.2 Foreseeing the untoward events, health related reasons or exigencies in the students' families, the School provides sufficient cushion to pupils for their achievements in academics. As per policy, the School reckons the best 6 out of 9 periodic appraisals for their promotion besides the results of semester exams.

4.3 Examination policy does not allow at all the conduction of by test/retest on missing a paper or more than one paper on account of any reason. Average marks, however, are awarded at the end of the academic session if the promotion of a student to the next Grade is affected on account of his/her absence in paper(s) against which a leave application is filed, enclosed with a valid documentary proof, well in time and gets sanctioned accordingly.

4.4 A student, who does not meet with success consecutively in the semester exams of an academic session (whose accumulative result is less than 50%), is neither promoted to the next level nor allowed to repeat the respective class in the following year.

- The student who cannot perform satisfactorily well in the academics, on account of certain reasons, is earnestly advised, taking the age factor into consideration, to join some other system where he/she may find compatible environment, particularly the curriculum, according to his/her capacities instead of repeating the same class. It is quite a natural phenomenon that all plants may not grow necessarily well in a certain habitat; they may flourish better in some other environment conducive to them. Unlike the rest of the world, the prevalent preschool system in our homeland already makes our children one to two year older before stepping into the regular schooling.
- There is a psychological aspect that after getting failed in a class, a student does not usually perform well in the same class/school for another year as he/she is obsessed with the thought that he/she has already studied the same books/syllabi in the previous year, so he/she takes it as an easy job. He/she remains less interested in already studied textbooks and as a result, this routine of the student crops up a day dreaming mindset and fails to make him/her an eager beaver in learning process. On the basis of such observations, generally students are not advised to repeat the class in the same school; rather they are counselled to join some other system where they may find comparatively different textbooks.
- Another psychological aspect also recommends that after getting failed in a class/level, the same is not to be repeated in the following year as the unsuccessful student is to join his/her juniors and obviously he/she feels complex to sit in the class with them and remains less motivated.

5. Recognition of Academic Excellence:

In order to appraise the academic excellence of the students, they are awarded prizes and scholarships by observing the following criterion:

- 5.1 Roll of Honour: Talented students securing first 50 positions in the class are enlisted in the Roll of Honour, provided that the accumulative score is not less than 85%, and they all are awarded prizes in form of books at a ceremony.

SIDDEEQEEN EFFULGENT STARS SCHOLARSHIPS		
100% Fee Scholarship ... Grade 8 to F.Sc		
Entitlement	For the students already enrolled at Siddeeq Public School Accumulative (Periodic Appraisals, First Semester, Second Semester) Results in Grade 7 ... 95%⁺	
Siddeeqeen Effulgent Stars Scholarship, offered in Grade 8, will continue up to Grade 12 with the proviso that the scholarship holder maintains his / her Academic Performance in following years as:		
Stage	Stipulations	
Grade 9	Accumulative (Periodic Appraisals, First Semester, Second Semester) Results in Grade 8 ... 95%⁺	
Grade 10	Accumulative (Periodic Appraisals, Send-up Exam, Selection Test) Results in Grade 9 ... 92%⁺	
F.Sc. (First Year)	Pre-Engg / ICS	Accumulative (Periodic Appraisals, Send-up Exam, Selection Test) Results in Grade 10 ... 92%⁺
F.Sc. (Second Year)	Pre-Medical Pre-Engg / ICS	Result of F.Sc (Part-I) Board Exam: 94%⁺

6. Gratis Additional Classes:

The School earnestly arranges ten-week additional classes, on complimentary basis, during Revision Phase for all its students of the Secondary Level

- for Reinforcement of Concepts
- for their Purposeful Preparation of Board Exams
- Additional Classes are arranged without charging any fee. It is but a natural instinct that the thing which someone gets without paying any charges is not valued. Hence, the students who join this class with casual approach or with an intention to pass time with classmates are advised not to get enrolled in this complimentary programme.
- In order to make the efforts meaningful, it is advised that the scheduled syllabus is to be reread one day prior to the revision class. Such a practice enables the students to take part in question-answer session and make their concepts clear.

6.1 The student who, without any plausible reason, does not get himself enrolled in these classes or leaves the classes after joining will not be enlisted for these additional classes in the following year.

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