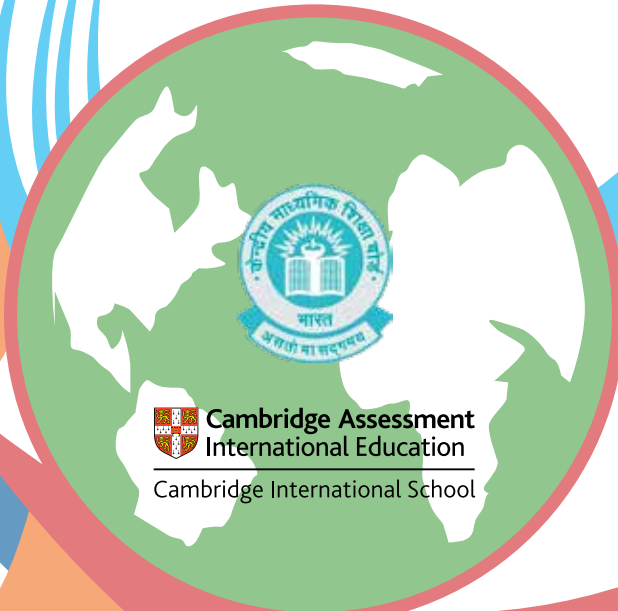


ITM

**GLOBAL
SCHOOL**

**...TRULY GLOBAL ...TRULY INDIAN
GWALIOR • MP • INDIA**

STUDENT HANDBOOK FOR BOARDERS



**Cambridge Assessment
International Education**

Cambridge International School



Culture and Ethos

“We believe in promoting positive relationship within a learning, caring and inclusive community”.

Vision

Our vision is to provide an enriching environment where students develop:

love for learning - which would continue throughout their lives

adaptability - to adjust well in any surroundings

spirit of enquiry and scientific temperament - to enable them to act in an unbiased and fair manner

a deep understanding of our Indian Ethos within the Global Perspective – to acquire values of respect, compassion, sensitivity and tolerance

and

a zeal for excellence – to enable them to be confident and become knowledgeable global citizens of tomorrow

Mission

To enrich, excite and engage each student in meaningful and diverse value based educational pursuits within a safe, vibrant and encouraging environment wherein they imbibe key life skills - independence, sensitivity, awareness, compassion, competence and self-discipline- within the Indian Ethos and Global perspectives so that they make a positive impact in transforming the world of tomorrow.

Aims

Holistic personality development of the students

To inculcate in our students love and respect for their families and friends and specially for the elders of the society

To develop love for their country and Mother Earth

To encourage students to be innovative, enquiring and compassionate young people who can contribute towards the good of the Mother Earth and its inhabitants

To ensure that independent thinking, self-respecting and value based citizens go out of the school



ITM Global School, Gwalior, is established and managed by SLS Trust, a non–profit organization which also runs and manages ITM University Gwalior, ITM Group of Institutions, Gwalior, ITM Universe, Vadodara, Gujarat and is diversifying into various activities for the greater good of the humankind.

The Management Team has over 25 years of experience in setting up Educational Enterprises. They have also been involved in public policies and implementation domain for more than 40 years.

The Trustees have an unblemished and proven track-record for high performance and quality based on integrity, honesty, dedication and commitment.

The Management Team established ITM Global School after a great deal of thought churning, in-depth discussions with stakeholders and future planning. The school is one of their most cherished dreams and with its evolution the link from PG to PG (Play Group to Post Graduation) has been established within the ITM fraternity.

The team is ably supported by a Board of Governors consisting of prominent people from diverse backgrounds - Professionals, Finance Planners, Researchers, Educationists, Public Administrators, Motivators, Social Scientists, Teachers of Eminence, Poets, Artists and Sportspersons.

ITM Global School is committed to provide high quality teaching and learning programmes and to establish itself as a leader in the educational field in Madhya Pradesh. Our continued focus is on the overall development of the children so that they become “Global Responsible Citizens” of tomorrow. It is our endeavour that students learn in real life situations and be able to enhance their thinking skills through the interactive and challenging curriculum of the Cambridge Assessment International Examinations (CAIE) as well as Central Board of Secondary Education (CBSE).

The infrastructure of ITM Global School is one of the best in Gwalior with its unique design and creative work spaces. The school has made a great impact in transforming the young lives positively and this becomes evident in the overall development of the child which is visible to the parents. Recipient of the award for Excellence in Education for 3 years in row by MHRD, Government of India, the School has ranked number 1 in Gwalior by the Digital Learning Magazine and also received DL ELETS Award for Excellence in International Curriculum Practices. Recently we have achieved IEE Awards 2022: Best School for Innovation & Value-based Education.



Padmashri
Dr. (Smt.) Shyama Chona
Educationalist



Padmabhushan
Dr. V.K. Saraswat
Scientist & Former D.G. DRDO
Life Member, NITI Aayog, India



Padmashri Dr. (Smt.)
Uma Tuli, Social Activist
& Chairperson, Amar
Jyoti Trust.

Board of Advisors

Under the able guidance of this eminent group of individuals, the school is constantly endeavoring to maintain high standards in every aspect of school life to ensure excellent overall grooming of the students.



Shri Rama Shankar Singh
Chancellor, ITM University Gwalior



Shri Rajat Sharma
Senior Journalist
India TV



Mr. Rajeev Kumar
Global Head-Campus Hiring
Wipro Technology



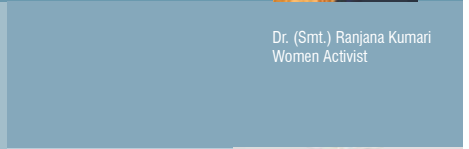
Ashok Vajpeyi
Eminent Poet & Art Critic



Dr. (Smt.) Ranjana Kumari
Women Activist



Shri Rajiv Mishra
Editor in Chief,
Fame India Group of Publication



Dr. (Smt.) S.B.Gita Narhari
Psychologist



Shri Samik Ghosh
Principal,
Scindia Boys School, Gwalior



Shri Robin David
Sculptor

Ms. Kalapini Korkkali
Singer



Shri. Nagji Patel
Sculptor



Shri Shuva Prasanna
Painter



Dr. Dheeraj Mehrotra
VP Academics,
Next Education India Pvt. Ltd.

RESIDENTIAL LIFE AT THE SCHOOL

Student's well-being, development and sense of comfort are given much thought and top priority is accorded to these at ITM Global School. The dormitories are areas for relaxing, socializing and studying - a "home away from home". The design of the residential area is conducive for creating the ideal setting for harmonious living. The dorm parents reside close to the students thus creating a family environment, and provide loving supervision and guidance. The residential area for our boarders is referred to as "The Nest".

DORMITORY RULES AND GUIDELINES

Dormitory rules and regulations are invariably connected with student safety and security, development, achievement and promotion of self- discipline – through well managed routines and planning of the day. These are necessary ingredients for success. The school strives to maintain an environment which will promote healthy interactions, meaningful involvement in activities and mutual respect. We expect all – students and faculty, to live a dignified life respecting the individuality of each person and enjoying each- others' success. It is therefore expected that the following guidelines be followed at all times:

Students must show due respect to the dorm parents and fellow students.

Students would not be permitted to visit their dormitory during the school hours. In case of any urgency, dorm parents may permit students with a permission slip signed by the Principal, Vice Principal or the Coordinator of the respective section.

Students are expected to be in decent dress inside the dormitory at all times.

Cupboards, beds and shoe shelves must always be kept neat and tidy.

Use of foul language, bullying or hurting fellow students is unacceptable. The Management will take such actions seriously and will deal with these issues very firmly. This may result in expulsion or suspension for the student involved in such behaviour.

Playing of any kind of ball games inside the dormitory is not permitted.

No parents are allowed to take the children without an exeat permit issued by the office of the Principal and signed by dorm parent.

Students are to avoid using tacks, staples, nails, or adhesive tape of any kind on the walls, furniture, windows, doors and carpets so that these are not damaged. Proper display (soft) boards, storage space and hangars would be provided to the students for any such requirements.

Students are not permitted to wear bathroom slippers outside the dormitory area at any time.

ITEMS NOT ALLOWED ON CAMPUS

- Chewing gum
- Any food item not permitted by the school
- Mobile phones {using of mobile phones belonging to parents or staff members by students inside the campus is strictly discouraged}
- Electronic items with LCD screen {game boy, PSP, IPod with video features} However, in place of the above electronic items, you are allowed to bring an MP3 player, nano I-Pod or CD player, such as a Sony Walkman or Discman to listen to music, but only on the weekends. These items are to remain in the custody of the dorm parent throughout the week.
- Camcorder or video camera or any instant camera (Please note that digital cameras brought by students are to be kept with the dorm parents and issued out to the students only for the duration of a function or special event. The cameras would be confiscated for good, if found in possession of any student who does not have the required permission for its use) .
- Hot plate, or any other electrical cooking appliances or an Iron for clothes
- Expensive watches, jewellery, clothing
- Makeup kit, perfumes and hair dryers
- Cash
- Any medicines without prescriptions
- Any other illicit items like drugs

Any item listed above, if found on campus, will be confiscated and turned over to the office of the Principal. Confiscated items will not be returned back.

School deliberately puts in such restrictions on items to avoid comparisons, abuse, loss and unhealthy indulgence, which can affect the students' studies and lead to neglect of their creative abilities.

A list of items that can be brought to school and are essential has been prepared so that students are aware that a boarding life is somewhat different from home life and there are limitations on the items which can be brought from home to the "Nest". The items which would be provided with the help of the school are listed too. All students are expected to read the lists carefully and abide by it. Limitations on number of clothings and other articles is essential for maintenance and upkeep, storage issues and uniformity.

BOYS SHOULD BRING

1. Casual Wear..... 8 Sets
2. Traditional Wear For Functions 3 Sets
3. Handkerchiefs.....12 Nos.
4. Bathroom Slippers 1 Pair
5. Black Shoe Polish..... 2 No.
6. Shoe Brush..... 1 No.
7. Bath Towel 3 Nos.
8. Raincoat With Hood Or Umbrella..... 1 No.
9. Rain Shoes 1 Pair
10. Sandals Or Floaters..... 1 Pair
11. Suitcase 22" X 12" X 7" 2 No.
12. Shoulder Bag For Local/Short Trips 1 No.
13. Under Garments (Underwear & Vests)..... 6 Sets
14. Hat Or Cap 1 No.
15. Table Alarm Clock 1 No.
16. School Bag 1 No.
17. Warm Blanket..... 1 No.
18. Bed Sheet 3 Nos.
19. Pillow Cover 3 Nos.
20. Night Dress 2 Nos.
21. Swimming Trunk..... 1 No.
22. Pillow 1 No
23. White Kurta-Pyjama Set 2 No

All personal items to be labelled for identification purpose by the students

GIRLS SHOULD BRING

- 1 Casual Wear 8 Sets
- 2 Traditional Wear For Functions 3 Sets
- 3 Hand-Kerchiefs 12 Nos.
- 4 Bathroom Slippers 1 Pair
- 5 Black Shoe Polish 2 No.
- 6 Shoe Brush 1 No.
- 7 Bath Towel 3 Nos.
- 8 Raincoat With Hood Or An Umbrella 1 No.
- 9 Rain Shoes 1 Pair
- 10 Sandals Or Floaters 1 Pair
- 11 Suitcase 22" X 12" X 7" 2 No.
- 12 Shoulder Bag For Local/Short Trips 1 No.
- 13 Hat Or Cap 1 No.
- 14 Table Alarm Clock 1 No.
- 15 School Bag 1 No.
- 16 Silk Scarf 1 No.
- 17 Lice Comb 1 No.
- 18 Under Garments 6 Sets
- 19 Warm Blanket 1 No.
- 20 Bed Sheet 3 Nos.
- 21 Pillow Cover 3 Nos.
- 22 Night Dress 2 Nos.
- 23 Swimming Suit {One Piece} 1 Nos.
- 24 Sanitary Napkins {As Required}
- 25 Pillow 1 No.

All personal items to be labelled for identification purpose by the students.

TOILETRIES/OTHER ITEMS TO BE BROUGHT BY STUDENTS

- 1 Tooth Brush 2 Nos.
- 2 Tooth Paste {Large}..... 2 Nos.
- 3 Soap Case 1 No.
- 4 Small Mug 1 No.
- 5 Bathing Soaps..... 3 Nos.
- 6 Shampoo 1 Nos.
- 7 Cold Cream..... 1 Nos.
- 8 Hair Oil 1 Nos.
- 9 Hair Brush / Comb..... 2 No.
- 10 Nail Cutter 1 No.
- 11 Water Flask..... 1 No.
- 12 Torch Light 1 No.
- 13 Hangers 12 Nos.
- 14 Cotton Ear Buds..... 1 Box
- 15 Deodorants (Large)..... 1 Can
- 16 Bucket (15 Ltrs.)..... 1 No.

All personal items to be labelled for identification purpose by the students.

UNIFORM AND OTHER ITEMS THAT ARE TO BE ACQUIRED THROUGH THE SCHOOL FROM THE VENDOR

1. Blazer with Crest.....	1
2. Trousers (Summer/Winter.....	3 each
3. Skirts (Summer	3
4. School T Shirt – Summer	3
5. Shirt Full Sleeve - Winter	3
6.. Pull over – Full sleeve	1
7. Pull over - Sleeveless	1
8. Socks – White	3 pairs
9. School Tie, Blue Belt, Cap, Muffler (For Boys)	1 each
10. School Bow , Blue Belt, Beret, Muffler (For Girls)	1 each
11. White Socks with red and green stripes	3 pairs.
12. House T Shirts.....	2
13. Track Suit	1
14. School Shoes (White and Black both).....	2 pairs
15. Cloth Laundry Bag (collapsible)	1
16. Bed Spread	2

All personal items to be labelled for identification purpose by the students.

COMMUNICATIONS WITH PARENTS

Students are allowed to receive calls from their parents/guardians in the evenings in the dormitories (time slots will be provided by the Dorm Parents). On weekends, students are allowed to use the IT lab during certain hours for e-mail and internet facilities. Students are allowed to receive and send mail and parcels through the School Reception.

SCHOOL TRIPS

A variety of school outings and trips are organized throughout the year. These include weekend trips to Gwalior City, camping trips, subject specific field trips and the Annual Educational Tour. All parents are notified about these trips and consent forms are sent out in advance.

DINING HALL

- Students are expected to show courtesy and consideration for all during meal times.
- Food should not be taken out of the dining hall. Wastage of food is to be avoided.
- Noise level must be kept moderate.
- Students learn to eat at least a little of everything being prepared for them. This way they develop their eating habits along with gaining the necessary nutrients for their body.
- Bathroom slippers are not allowed inside the dining hall.

FINANCE OFFICE

The Finance Office is located in the main building and handles payments of tuition fees, imprest accounts, tuck money and special attention class fees. Account details are provided to parents.

LIBRARY

The school library is open during class hours. Students are expected to study quietly in the library. No food or drinks are allowed. Students should refrain from damaging the library books. Any such damages will be charged to the student. For deliberate damages, students would be fined heavily. The library would be made available in the evenings too on request.

HEALTH CENTRE

The infirmary is located on the school campus. A resident nurse is available 24 hours to attend to students who are in need of medical help. Daily visits of the doctor are scheduled for at least 2 hours a day. The doctor is readily available at any time during emergencies.

DRESS CODE

The purpose of the dress code is to set forth guidelines for permissible clothing to be worn on the school campus. Research shows a consistent positive correlation between schools that have dress codes and improved academic performance. The style of dress should neither interfere with the students work nor be distracting to others.

Students who are in violation of the dress code will be asked to return to the dormitory to change, and will be considered late and/or unexcused from class.

Dorm parents are authorized to check a student's compliance with dress code before the student leaves the dormitory. The dress code is in effect on all school days. Breakfast, lunch and dinner is still part of the school day, hence students are expected, and will be held accountable, to the dress code during these times.

General consideration with regard to civil clothes:

Clothing must be clean, without rips or tears.

Clothing {including accessories and outerwear} must not pose a distraction due to color, design, style, or reference to violence, gangs, drugs, alcohol or tobacco products.

In addition, the garments are to be worn properly {immodestly open shirts or blouses are not permitted.}

The hairstyle should be appropriate and colouring is discouraged.

Clothing must fit properly, being neither too tight nor too loose.

The waist of a garment must be worn at the student's waist.

Appropriate undergarments must be worn.

Students are expected to follow and maintain the school dress code. It is the responsibility of the student to arrive with and maintain the appropriate and adequate number of clothing items to follow the school dress code.

PRINCIPLES OF CONDUCT

A residential school is a community. Contributions made by those who reside and work in such a setting will ultimately benefit everyone through the creation of a climate, which promotes purposeful learning and living. ITM Global School seeks to provide such an opportunity and allows all to contribute to and learn from others. The living and learning environment of the school is based on the following five principles:

1. CARE FOR ONESELF

The school believes that each student should be caring about their physical, social, mental and spiritual well-being. Care for self also includes (1) the development of one's overall personality (2) sharing of thoughts in a constructive and clear way for better understanding of one's self (3) striving to achieve one's own full potential.

2. SENSITIVITY AND CARE TOWARDS OTHERS

The school expects its members to treat one another with sensitivity, consideration and understanding, respecting persons with different cultures, practices, beliefs and needs, and demonstrating an active concern for the welfare of others. Hence, students are expected to show consideration and care for others.

3. OWNERSHIP OF THE SCHOOL

All infra-structure is meant for the benefit of the students and its upkeep and proper utilization is expected from them. These include buildings, library materials, equipment and green spaces. Students are expected to show ownership in keeping their environment safe, secure, neat and clean. Hence, they should feel pride in taking due care of both the personal and institutional property.

4. HONESTY AND INTEGRITY

At ITM Global School, students are expected to demonstrate the personal characteristics of honesty and integrity in all aspects of their campus life, both inside and outside the classroom. Thus, mutual trust and environment of care is established and transparency is maintained in our day to day dealings. This also leads to building of one's character and becoming strong individuals living a dignified life. The school gives lot of freedom to students to express themselves in the right way and to make use of resources appropriately. It is therefore expected that whether it is surfing of the net, use of library books or any work other individualized form of work, the students will avoid any kind of abusive use in these areas.

BOARDING SCHEDULE - SUMMER

Monday – Saturday

Time / Duration	Activity
05:15 – 06:00 am	Wake up and freshen up
06:00 – 06:30 am	Morning PT/Yoga
06:30 – 07:15 am	Wash and change – get ready for school
07:15 – 07:40 am	Breakfast
07:40 – 07:50 am	Turn out – Check by Dorm Parent
07:50 am	Proceed to school; reach by 08:00 am
08:05 – 02:00 pm	School timings
09:50 – 10:05 am	Snack Break (in school)
12:25 – 12:45 pm	Lunch Break (in school)
02:00 – 02:40 pm	Compulsory rest in day boarding rest rooms
02:40 – 02:50 pm	Tea and Biscuits
02:50 – 03:50 pm	Remedial and additional academic assistance
03:50 – 04:30 pm	Sports / Creative Activities
04:30 – 05:10 pm	Creative Activities / Sports
05:10 – 05:50 pm	Return to Dormitory. Wash and change – white Kurta & Pyjama - boys; Salwar and Kameez (light coloured) - girls
05:50 – 06:10 pm	Evening Snack and Beverage
06:10 – 06:40 pm	Free time – listening to music, watching TV, reading a book
06:40 – 08:00 pm	Prep (Supervised self- study in a group)
08:00 – 08:30 pm	Dinner
08:30 - 09:00 pm	Change into night dress; pack bags for the next day; milk
09:00 – 09:20 pm	Dorm check by dorm parent – almanacs, bags and uniforms
09:30 pm	Lights off

BOARDING SCHEDULE – WINTER

Monday – Saturday

Time / Duration	Activity
06:15 – 07:00 am	Wake up and freshen up
07:00 – 07:30 am	Morning PT/Yoga
07:30 – 08:15 am	Wash and change – get ready for school
08:15 – 08:40 am	Breakfast
08:40 – 08:50 am	Turn out – Check by Dorm Parent
08:50 am	Proceed to school; reach by 09:00 am
09:00 – 03:00 pm	School timings (inclusive of snack and lunch break)
03:00 – 03:20 pm	Compulsory rest in day boarding rest rooms
03:20 – 03:30 pm	Tea and Biscuits
03:30 – 04:30 pm	Remedial and additional academic assistance
04:30 – 05:00 pm	Sports / Creative Activities
05:00 – 05:30 pm	Creative Activities / Sports
05:30 – 06:30 pm	Return to Dormitory. Wash and change
06:30 – 06:40 pm	Evening Snack and Beverage
06:40 – 07:20 pm	Free time – listening to music, watching TV, reading a book
07:20 – 08:20 pm	Prep (Supervised self- study in a group)
08:20 – 08:40 pm	Dinner
08:40 - 09:00 pm	Change into night dress; pack bags for the next day; milk
09:00 – 09:30 pm	Free time; Dorm check by dorm parent – almanacs, bags and uniforms
09:30 pm	Lights off

BOARDING SCHEDULE - SUMMER AND WINTER

Sundays and Holidays

Time / Duration	Activity
07:30 – 08:00 am	Wake up and freshen up
08:00 – 08:30 am	Breakfast
08:30 – 10:00 am	Settling of personal space in dormitory / Laundry
10:00 – 10:30 am	Free time
10:30 – 10:50 pm	Snacks and Juice
10:50 – 12:50 pm	Letter writing; emailing; telephone parents; self-study; use of computer lab/library
12:50 – 01:20 pm	Lunch
01:20 – 03:00 pm	Rest
03:00 – 05:00 pm	Canteen – free time
05:00 – 06:00 pm	Recreational games; Gym
06:00 – 06:40 pm	Wash and change into night dress
06:40 – 07:40 pm	Prep
07:40 – 08:10 pm	Dinner
08:10 – 09:10 pm	TV / Free time
09:10 – 09:20 pm	Check by the dorm parent – bags and uniforms for the next day; almanac signed.
09:35 pm	Lights off

Regular Routine for winters would change as per the change in school timings. The schedule would change when day city trips are organized for the students. Casual clothes are worn on these days except when going on a school trip. The schedule is liable to be changed as per the need of the school.

UNDERTAKING BY THE PARENT AND STUDENT

All students and their parents are required to sign this document in support of what the school believes in and stands for.

We believe that :

All members of community should help create a caring, supportive and non-threatening environment where each member can develop to their full potential.

All members of the community should avoid wasteful or excessive spending and abuse of resources.

The lifestyle of the school should endeavor to encourage an attitude of service to others in every aspect of school life.

All students should take initiative for their own learning and should make efforts to achieve a good level in their academics.

An environment of trust and dependency is the right way forward and therefore expects that all members make appropriate use of resources, be it net surfing or an individual responsibility with limited or no supervision. Abuse of this freedom is strongly discouraged and may lead to serious consequences.

Based on the above, students are encouraged to develop responsibility for acceptable norms of behaviour and courtesy. The function of the school's disciplinary system is to try and implement consequences which would lead to improvement in behaviour. Any student, therefore, whose behaviour adversely affects the lives of fellow students or violates the principles that are upheld by the School, is liable for consequence which may include expulsion.

I affirm the expectations for student conduct as outlined above and wholeheartedly support their application to my child.

Parent's/Guardian's Signature: _____ Date: _____

Name of the Parent / Guardian: _____

I have carefully read the above and agree to conduct myself according to the standards of behaviour laid down by ITM Global School, Gwalior

Student's Signature : _____ Date: _____

Student's Name: _____ Grade: _____

ITM Global School strives to keep its campus free of tobacco, alcohol and drugs and thus expects students to sign an undertaking which clearly mentions the expectations from them while on city outings, field trips, camping trips, etc. Students are responsible for their own behaviour as well as for their family and school reputation, which rides on their shoulders when away from the school campus.

Every boarding student of ITM Global School is expected to sign the undertaking which reads as below:

ITM GLOBAL SCHOOL

UNDERTAKING FOR ANY OUTINGS ORGANIZED BY THE SCHOOL

I am aware that in order to keep the school campus free of any contraband and disallowed products, ITM Global School needs to inspect items coming into its premises and therefore agree to the following;

- i. I will carry one empty shoulder bag to Gwalior City from the school to keep my purchases, which will be checked on the way out of the campus.
- ii. If I have to, I will purchase my requirements and hand over the same to my teacher(s) in-charge for safe-keeping to be returned to me after reaching school.
- iii. I consent to be physically checked on return or at any time during the trip for any contraband material.
- iv. I will not purchase any foodstuffs/ items other than those permitted by the school. If found, the school may confiscate the same.
- v. If I am found with contraband material, the school management is free to take action as it deems fit, which I understand may even include suspension/expulsion depending upon the severity of the situation.
- vi. During my camping trips, I will not indulge in any disallowed activities and will guard my own safety and the safety of the others with me.
- vii. I promise to abide by the timings and instructions given on the trip and to be on my best behaviour at all times.

This undertaking binds my actions for all my outings from ITM Global School and I promise to uphold the reputation of the school at all times.

Yours truly,

Signature

Name

Grade

Date

Due care is taken to ensure that discipline is preventive rather than consequential. However,

even after such counseling, if any act of indiscipline is carried out by a student, there would be consequences suited to the nature of the incident. Listed below are some acts of indiscipline with their consequences (these are not exhaustive and the routine consequences are mentioned below). More severe action would be applicable for gross indiscipline as per the discipline committee recommendations.

ACT OF INDISCIPLINE	CONSEQUENCES
Loss/damage to library book	Fine (cost of the book with administrative surcharge). Additional fine of 50% of cost if willfully done.
Rude behavior towards peers or faculty	Counseling – verbal apology with written apology to follow for repeat offence. Third time, parents are called in. Student develop “modification of behavior” plan in consultation with the counselor
Damage to school property	Fine (cost of the item with administrative surcharge). Additional fine of 50% of cost if willfully done.
Bullying (in any form)	Immediate suspension or expulsion as the case may be.
Possession of illicit items	Drugs - expulsion Cigarettes - counseling and support; suspension; expulsion Alcohol - counseling and support; suspension; expulsion
Lack of follow up on academic work	Limitation of privileges; non-participation in School / Inter-School activities
Defying dormitory and other school rules	Student to maintain their discipline file and to be involved in community service
Leaving food items in the plate (wasting of food)	Students to monitor other students to ensure there is no wastage happening
Theft of money, personal items	Double the amount/cost of item is recovered from their “running expense” account; parents called to school; student counseled

ANTI-RAGGING POLICY AND PROCEDURES

ITM Global School follows a “No Tolerance” policy towards ragging and therefore have policies and procedures in place to prevent such acts taking place. To this end we have the following procedures for awareness and counseling:

1. The Principal’s talk

The Principal holds regular talks at assemblies and meets the Student Council regularly to reiterate the ‘Anti Ragging Policy’ of the School. The efforts during such meetings are directed towards achieving socio-academic integration of entrants into the new environment with a feeling of trust towards the School. The students are constantly encouraged to build a supportive environment and to live in harmony. The Vice Principal and the In-charges of sections of the school continually emphasize on good behavior and cordial relationships among peers and elders alike.

2. Counseling by House members

House Mentors of each House along with their House teachers, Captains and Vice Captains also counsel the students during House meetings in order to enable them to adjust well to life at school and within their House. They help in familiarizing the students with the campus, rules, regulations and academics.

3. Advisor’s one-on-one counseling

One teacher advisor is assigned to a group of around 10 students. The advisor acts like a personal counselor, guide and friend. The advisor listens to the grievances of the group of students assigned, counsels them and provides the necessary support in terms of academics, personal inconveniences and overall development. The advisor is a constant source of encouragement for the advisees.

4. Declaration by the student and parent/guardian

All students upon admission to the school sign the declaration stating that they are aware of this policy and shall not engage in any acts of ragging. Parents/Guardians of these students also sign the declaration that they have read the policy and are willing to abide by the terms thereof. A copy of this declaration is kept in the student file.

5. Disciplinary actions for ragging

Although steps are taken to prevent any acts of ragging, such acts may happen at times. In these cases, the concerned student is referred to the Disciplinary Committee and action is taken as per the guidelines depending upon the severity of the incident. A student involved in ragging is likely to be expelled.

ITM Global School considers ragging as completely anti-social and unacceptable. It is the endeavor of the school to ensure that this social menace does not take root in the school campus and therefore policies and guidelines are in place to prevent such incidents. Ragging is any disorderly conduct which causes annoyance, hardship, psychological harm, fear, physical harm, trauma and apprehension. Some examples are listed below:

- a. Exploiting services of junior students for completing academic tasks assigned to an individual or a group of seniors.
- b. Any act of financial extortion or forceful expenditure
- c. Any act of physical abuse, sexual, homo-sexual assault, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to the overall health of a student.

Ragging has a damaging effect on a student's psychological, physical and academic domains. The psychological aspects of ragging have been seen to cause permanent damage to the victim's personality. Young and impressionable minds may get traumatized to such an extent that they tend to carry the hurt throughout their lives. The school lays emphasis on the growth of each and every student to their full potential in an unthreatening and secure environment.

DECLARATION BY STUDENT

I, _____, am aware that ragging is a criminal offence at ITM Global School, Gwalior, and if I am found guilty of ragging, I will be either suspended or expelled from school. I have read the anti-ragging policy and procedures and accept the terms stated therein.

Signature of the student

Date

DECLARATION BY PARENT/GUARDIAN

I, Mr/Ms _____, am aware that ragging is unacceptable at ITM Global School, Gwalior and if my ward _____ of grade _____ is found guilty of ragging, he/she will be liable for appropriate punishment which may include expulsion from the School. I have read the policy and procedures and accept the terms stated therein. I support the school administration wholeheartedly in their endeavor to keep the campus environment free from this kind of anti-social behavior.

Signature of the Parent/Guardian

Date

FORTNIGHTLY FOOD MENU

DAYS	BREAKFAST	JUICE BREAK	LUNCH
DAY - 1 MONDAY	srambled eggs with cheese plain parantha tea or milk	vegetable upma or fried idli fruit juice	daal and rice mix vegetable chapatti vemicelli kheer/fruit
DAY - 2 TUESDAY	pancake with honey tea or mil k	fruits/potato finger chips and lassi sweet	chowmein-veg veg fried rice veg chopsuey gulab jamun
DAY - 3 WEDNESDAY	puri bhaji boiled eggs tea or milk	vegetable sandwiches milk shake	rajma daal and rice dry vegetable chapatti ice-cream / fruit
DAY - 4 THURSDAY	macaroni with chilli & cheese porridge tea or milk	vegetable poha lemonade / tang	cholle plain rice vegetable
DAY - 5 FRIDAY	cutlet/uthapam, chila with chutney tea or milk	suji halwa fruitshake	dal makhani & zeera rice dry vegetable gulab jamun chapatti
DAY - 6 SATURDAY	puri bhaji, fried channa tea or milk	patties fruit juice	veg kofta curry & rice chapatti, ice cream/kheer
DAY - 7 SUNDAY	aloo paratha & curd tea or milk or coffee sprouts		dry chicken veg kadhai paneer rice, chappati fruit



DINING HALL



DAY BOARDING

EVENING TEA	AFTER GAMES	DINNER	BED TIME
tea/biscuits	lemonade bread roll	chicken paneer dish chapatti fruit/halwa	milk
tea/biscuits	fruit shake pao-bhaji	chana, batura jelly with custard	milk
tea/biscuits	tang sandwich	ragda patties mixed vegetables chapatti vermicelli kheer	milk
tea/biscuits tea	milk shake idli sambhar	chicken curry paneer curry chapatti sooji halwa	milk
tea/biscuits	tang sandwich	vegetable kabab nutri-nuggets chapatti jelly with custard	milk
tea/biscuits	wada pao	chinese, hot & sour veg soup szechwan fried rice veg hakka noodles sheera	milk
Tuck Shop cold drinks, samosas, bun-tikki, cake, sandwich, etc available for purchase by students		daal chapatti , rice dry vegetable gulab jamun	milk



ON CAMPUS HOSTEL FACILITY



HEALTH CARE CENTER

FORTNIGHTLY FOOD MENU

DAYS	BREAKFAST	JUICE BREAK	LUNCH
DAY - 8 MONDAY	vegetable cutlet or aloo bonda tea or milk chocos fried gram	fruit juice fried idli	daal, rice mix vegetable chapatti sooji halwa
DAY - 9 TUESDAY	pancakes with honey masala veg omlette chapatti tea or milk	vegetable upma or fried idli lassi	kadi pakoda plain rice, chapatti dry vegetable fruit
DAY - 10 WEDNESDAY	porridge idli chutney sambhar tea or milk	vegetable sandwich milk shake	daal makhani zeera rice, chapatti dry vegetable fruit
DAY - 11 THURSDAY	macaroni milk with cornflakes tea or coffee	vegetable poha lemonade / tang	vegetable pulao fruit
DAY - 12 FRIDAY	porridge chola kulcha tea or milk	suji halwa milkshake	nutri-nuggets rice, chapatti dry vegetable ice-cream/gulab jamun
DAY - 13 SATURDAY	onion masala dosa with chutney sambhar tea or milk	samosa/kachodi fruit juice	paneer masala tikka rice, chapatti fruit
DAY - 14 SUNDAY	plain parathas, curd masala egg omlette tea or milk or coffee		dry chicken / paneer daal makhani zeera rice, naan fruit salad with ice cream



EVENING TEA	AFTER GAMES	DINNER	BED TIME
tea/biscuits	bread roll milkshake	fish or chicken curry paneer chapatti, rice fruit	milk
tea/biscuits	fruit juice chowmein	soya cutlet with tomato sauce dal, rice, chapatti jelly with custard	milk
tea/biscuits	tang sandwich	poori and chana masala gulab jamun	milk
tea/biscuits	milk shake idli sambhar	paneer chicken rice, chapatti kheer	milk
tea/biscuits	tang kachori daal	daal mushroom rice, chapatti jelly & custard	milk
tea/biscuits	kathi roll milkshake	sweet corn soup veg american choupsey szechwan fried rice caramel custard	milk
Tuck Shop cold drinks, samosas, bun-tikki, cake, sandwich, etc available for purchase by students		potato curry puri rice gulab jamun	milk



NOTE:

1. Bread, butter, jam is always available for students at breakfast as an alternative
2. Salad, raita, pickle, sauce, chutney and paapad is made available at lunch or dinner as applicable with the main meal
3. Seasonal vegetable preparations are made for vegetable menu
4. Mutton or fish provided as alternatives for non-veg menu
5. Menu items may change depending on the market situation
6. Special menu for festivities
7. Diet menu is available for sick children

CONSENT FORM FOR FOOD

I, _____, father / mother /

guardian of _____

of Grade _____ Section _____

write to confirm that my ward is a non-vegetarian / vegetarian (cross out the one which is not applicable) and can be served the following (please circle the items for which consent is provided. Add the name of any other item not included in non-vegetarian/vegetarian as the case may be):

Non-Vegetarian group - mutton, chicken, fish, egg, _____, _____,

Any comment on the non-vegetarian meal:

Vegetarian group – all vegetables, egg, paneer, nutri-nugget, _____, _____,

Any comment on the vegetarian meal:

Kindly specify any special diet which your ward may require under medical prescription:

Name of the Father/Mother/Guardian

Signature

Date

MEDICAL FORM

(to be completed and submitted with the application for admission)

Name of the child _____
Surname First name Middle name

Date of Birth _____ Gender M / F Veg / Non Veg
D D M M Y Y Y Y

Height : _____ cms Weight _____ Kgs Blood Group _____ B P _____

1. Did your child have any of the given? Please circle to indicate.
Chicken Pox | Measles | Mumps | Diphtheria | Whooping cough | Polio | others
2. Has he / she suffered from any of the following? Please circle to indicate
Tuberculosis | Typhoid fever | Dysentery | Malaria | Dengue Fever | Jaundice | Rheumatic fever | Mononucleosis | any other disease (please specify _____, _____).
3. Does he / she suffer from any ENT problems? Give details _____

4. Does he / she suffer from any chest or respiratory problems? Give details

5. Does / Did he or she suffer from any GI or GU conditions eg: kidney infection, abdominal pain, etc. Give details _____

6. Does he or she suffer from any skin infection? Give details _____

7. Does / Did he or she suffer from any neurological problems? Give details

8. Does he / she suffer from any eye disorders? Give details _____

9. Has he or she undergone any kind of surgery? Give details _____

Immunization Record (circle as applicable):

BCG POLIO DPT MEASLES MMR TETANUS TOXOID TABC TYPHOID

HEPATITIS 'A' HEPATITIS 'B' OTHERS

This is to certify that I have conducted a thorough medical examination of
Master/Miss _____

of grade _____ and that he / she is in a fit state of physical and
mental health to join a day / day-boarding / boarding school and does not suffer from
any infectious disease. He/ she is not permitted / permitted to participate in rigorous
physical activities.

Remarks /Restrictions _____

Date: _____

Signature & stamp of Medical Practitioner

Regd No. _____

Name of Medical Practitioner : _____

Address _____

Contact No. _____

The above stated information is true and correct.

Name and signature of Parent / Guardian _____

Contact Number : _____



ITM Global School endeavours to make the boarding experience for boys and girls very meaningful, exciting and worthwhile so that they can cherish these memories throughout their lives ahead.

“NEST” – the name for the hostel has been deliberately chosen as it exemplifies security, homely feeling, comfort and a place from where one could learn to fly.



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