



## **Important information for students regarding code of conduct and other rules and regulations**

### **Regarding attendance and scholarship**

03.12.21

95 % attendance is necessary to avail the monthly scholarship. The attendance will be calculated as a composite of all the coaching classes, PD sessions and other meetings called by the prakalp.

If in any case you are unable to attend any class , you will send an application with your father's signature in the whatsapp group. But it doesn't mean that you will be given attendance for that class

It is your responsibility to make sure that your attendance is marked after each class you are present in on same day.

If any student is having attendance below 75 % for three consecutive months, her scholarship will be stopped permanently

Attendance sheet for each month will be prepared and sent to all the students, teachers, parents and mentors in first week of the next month.

For first six months i.e from November 2021 to April 2022 the amount of monthly scholarship will be Rs 1000 and after that it will be increased to Rs 2000 for only those students who have maintained good track record. This decision will remain solely on the discretion of prakalp Administration .

### **Regarding assignments and assessments**

It is mandatory for all the students to complete the given assignment within the given time and send the complete assignment to us (through whatsapp). Also whatever tests are announced, you have to take these tests positively. Both these things will be taken into consideration while preparation of scholarship chart.

### **Student of the month**

For every month, a student of the month will be selected, this selection will be done based on the attendance, assignments and assessments taken by the students and their overall behaviour and performance . Student of the month will get Rupees 500 in addition to her monthly scholarship of that month.

**Students and their parents/guardians are advised to be watchful of their language while talking to anybody at Prakalp**

**Office of convener**

**Mahamana Shikshan Sansthan**

**Balika Prakalp**