

# THE PUNJAB PUBLIC SCHOOL

## School Rules for the Students

1. More than 50 years have gone into the making of PPS, an educational institution of national as well as international repute. The institution is a legacy of history and glorious traditions. Nonetheless, it is a legacy passed over to the ever changing wheel of time where rules and regulations must keep pace to accommodate the rapidly changing requirements of the community.
2. All successful institutions and organisations function within the framework of a set of rules and regulations, written or conventional, for a balanced growth and enrichment of all concerned.
3. The rules and regulations of PPS, a Residential Public School, have been carefully framed so that there is clear understanding and may benefit all concerned.
4. From time immemorial, next to the family, schools, specially the Residential Schools, play a very important role in moulding young children in the formation of their habits, ideals, attitudes and perceptions. The right attitudes and principles, instilled and nurtured in the formative years can promote students into becoming decent, courteous, confident, independent and successful members of a civilized community.
5. A set of Graded Punishments has been mentioned as part of the rules and regulations lists. It has not been codified here because we do not believe that they are the only way of reforming a child, but its implementation is not precluded.

**Rules are made for students to realize that in following them they learn to respect the freedom of other individuals.**

6. One optimistically hopes that these rules and regulations will help in providing the right direction in self disciplining of the child, to take his place in the changing world of today.
7. We believe in discipline and in firmness. Slackness, disobedience and disregard of rules is not tolerated. Any breach of commonsense or of good manners or any word or action likely to lower the good name of the school is regarded as a breach of the school discipline. The school reserves the right to expel students whose diligence or progress in studies is consistently unsatisfactory or whose conduct is harmful to other students. Immorality, grave insubordination, bragging, stealing or extortion of money or items from junior students, or contempt of authority and breaking bounds are always a sufficient reason for immediate expulsion or rustication.

## **The Morning Assembly**

1. The Morning Assembly is compulsory for all the students.
2. Keeping solemnity of the occasion, proper decorum must be maintained at Assembly.
3. If a student is detained in the hospital or by any teacher during Assembly, he should bring a slip from there to be shown to the Deputy Headmaster.
4. Students must leave their books in their class-rooms before going to the Assembly. They should not be kept outside.
5. All the notices meant to be announced at Assembly should be written legibly on a sheet of paper, signed by the teacher or student incharge of the activity, and handed over to the MOD well in time before Assembly and if possible, a day earlier.

## **Joining School at the Beginning of the Term**

1. All students must join the School on the notified day at the beginning of the term.
2. For joining late, a fine of Rs. 500/- per day of absence is imposed unless the HM is informed before the beginning of the term and the HM is satisfied with the reason for lateness.
3. Equally, a student may not leave before the end of the term which officially ends after the end of Term Assembly on the last day of the term.

## **Open Day and Visit to Home**

1. Students should be escorted by masters or local guardians when they go outside the School Campus. They are not allowed to go out independently.
2. While going out of the school, students must be smartly dressed in School Uniform.
3. They must carry their Identity-Cards with them.
4. No child will be allowed to go home without being escorted by the parent and Class XII boys without the written consent of the parent. (Even on open days including holidays)

## **Special Leave Regulations**

(Check the leave SOP on Website)

Leave of absence may be granted to a student during the term on the following grounds :

1. In case of serious illness or a tragedy of a very near relative.
2. For a condolence visit, if the student is the only male member of his family and his presence is necessary according to custom.
3. To attend the marriage or ring ceremony of his/her real brother/sister.
4. Applications for such leave should be sent in advance by the parents to the Housemaster/Headmaster.
5. The student will be granted leave for two days only to attend the ceremony, besides the time required for travelling.

6. Parents will be responsible for travelling arrangements.
7. While going out of the school, students must be smartly dressed in School Uniform.
8. Any student who is to go home for an orthodontic check up may be allowed to go, provided his parents have taken the Housemaster's permission in advance. Such visits should begin on Fridays and end on Sundays. Travelling arrangements will be made by the parents.
9. A student may be given leave to take an External Examination provided the parents have taken the Headmaster's permission in advance.
10. A student may be given leave to take part in individual games, tournaments like athletics, swimming, squash, tennis etc. provided the parents have taken prior permission of the HM, and the Supervisor of Sports has recommended the same, or the School has allowed a team or an individual to play in a tournament outside the school.
11. Medical leave for illness may be given by the HM on the recommendation of the resident doctor.

(Parents and guardians will appreciate that absence during the term is not in the student's best interest. They are asked not to apply for leave, if it can be avoided.)

### **Day Scholar Girls**

(Those admitted till Academic Session - 2010-11)

1. All day-scholars must come for morning assembly. They should be in the School 20 minutes before the Assembly and report to the Housemistress before the Assembly every day.
2. They will attend all the activities in the School.
3. They are permitted to go home after games.
4. They will take their lunch and evening tea in their respective messes.
5. If due to some unavoidable reasons, any day scholar has to go home earlier, she must take her housemaster's/DyH's permission.
6. If any day-scholar wants to take leave due to illness, the leave application by the parents should be supported by a medical certificate from the Doctor, preferably the school Doctor. (Refer SOP on leave).
7. If any day-scholar wants to take leave due to any other reason, the parents should get the leave granted by the Headmaster in advance. (Refer to SOP on leave).
8. No day-scholar will be admitted to the PPS from 2012 onwards.

## **Boarding House Rules**

1. All boys in a Boarding House are under the over-all charge of the Housemaster. The Housemaster is responsible for their all round development and progress in academics, games, cultural activities, manners, etiquette and discipline.
2. All the activities and movements of the boys in any and every field will be, with the permission, and under the over all guidance of the Housemaster.
3. No boy is permitted to leave the premises of the Boarding House without the permission of his Housemaster to visit any other Boarding House.
4. No boy from a Senior House should visit any Middle or Junior House without the prior permission of his own Housemaster and of the Housemaster of the House to be visited. In fact, the same rule applies to the boys of the Middle and Junior Houses also.
5. The Senior House boys must not call a Middle or a Junior House boy to any Senior House.
6. No visitor is allowed to visit a boy in the Boarding House without the permission of the Housemaster.
7. No visitor is allowed to enter a boy's room or dormitory without the permission of the Housemaster.
8. No visitor, including parent, is allowed to provide tuck, money etc. to any boy.

### **9. Valuables**

- (a) The boys may keep valuables like watches, at their own risk. They must not be very expensive.
  - (b) Record-players, Cassette-players, Walkmans, Heaters etc. are not allowed.
  - (c) Though a Housemaster will try his best to trace any lost valuables, he cannot take any responsibility of the losses of such articles.
10. Smoking and taking or keeping of alcoholic beverages is strictly prohibited, it may lead to rustication.
  11. Boys are not allowed to keep cash with them.
  12. No boy is permitted to buy or sell or exchange goods, or lend and borrow money. Violation of this rule will be dealt with most severely.

### **13. Tuck and Food Parcels**

- (a) Tuck and food parcels are not allowed. Parents/local guardians are warned that a boy is liable to get severe punishment if he is found with unauthorised food item in his possession.
- (b) Parcels of fruits may be sent. But they must be addressed c/o the Housemaster who will distribute the same among the boy and his friends.

### **14. Birthday Parties**

Expensive parties to celebrate birthdays are not allowed. On hearing from the parents, the Housemaster will sanction a sum of Rs. 300/- for a small party with the boy's close friends. The arrangements for this will be made by the Housemaster and no one else.

15. Parents/local guardians must not call their children/wards on telephone at any point other than the School office at a stipulated time. In case of emergency, the DyH/Housemaster may be contacted on the phone.
16. If a boy wants to make a telephone call, local/trunk in an emergency, he must do so only from the House.
17. The Housemaster must ensure that the boys are in games dress after lunch on all working days.
18. Boys are not allowed to keep cash with them. The penalty for the contravention of this could be severe, including expulsion from the school.

### **Visits to the School Canteen**

1. On Sunday
2. All transactions will be in local cheques issued by the House Masters.
3. No borrowing or lending of cheques is allowed.
4. The canteen and the surrounding areas must be kept neat and clean.

### **The School Book Shop**

1. Boys must carry their Identity Cards with them while visiting the Book Shop.
2. The Book Shop slips should be signed with stamp by the Housemaster.
3. Visiting (supply) time is on all working days.
4. Slips with overwriting will not be entertained.

### **Visits to the School Accounts Office**

1. Visiting time is 10.00 a.m. to 1.30 p.m.
2. While visiting the accounts office the boys must have their Identity Cards with them.

### **The School Boys' Shop**

1. Visiting time for the students is during their free period. Morning : 9.00 a.m. to 1.30 p.m. or Evening : 3.00 p.m. to 5.00 p.m.
2. Students should go to the stores only on those days which have been allotted to their respective houses.
3. Store chits/slips must be signed by the Housemaster or House Matron (with stamp on it).
4. Store chits will not be entertained without the Identity Cards. Students must come with their Identity Cards.
5. Students should stand in queue silently in front of the counter and should wait for their turn.
6. Before leaving the counter of the stores, students must check all the items they are purchasing.
7. Store chits with overwriting will not be entertained.

## **The School MI**

1. O.P.D. time for boys on working days :
  - (a) Break-time in the morning.
  - (b) 8.00 a.m. to 9.00 a.m.
2. O.P.D. time on Sudays & Holidays :  
10.00 a.m. to 11.00 a.m. & 4.00 p.m. to 6.00 p.m.
3. For emergency cases : Twenty four hours
4. Night suits and toilet articles of the boys who are admitted in the MI, should be arranged to be sent to the MI by the House authorities.
5. Some representative of the House should visit the boy patient at least once a day.
6. No boy is allowed to visit his friends in the MI without the permission of the MI Incharge.
7. All the boys should maintain discipline and decorum while visiting the MI.
8. The boys once admitted in the MI must not leave it without the permission of the MI Incharge.
9. If any boy has had some medical problem during the vacation at home, he should bring a letter from the parents supported with a medical certificate.
10. Horlicks, Bournvita and extra diet will be provided only on the recommendation of the MI Incharge on medical grounds.
11. Consultation of specialists in town will be arranged by the MO at his discretion.

## **The Dining Hall**

1. Every one must be on time for all the meals in the Dining Hall.
2. Entry to the Dining Hall must be done briskly and quietly. Every one should stand at his/her place patiently before breakfast, lunch and dinner for “Grace” to be said. Every boy has a fixed place at his own house table.
3. Any boy who enters the mess after Grace, should get himself permission from the Housemaster or, in his absence, from next member of the House Staff, before taking his seat at the table.
4. Boys are expected to be courteous. They should offer the dish first to members of the staff.
5. They should say “excuse me” if they are going to get up from the table.
6. Boys should not talk loudly or shout across the Dining Table. Decency and decorum must be maintained in the Dining Hall.
7. Boys should not grab things and should not spill food on the table.
8. Breakfast is the most important meal for checking boys’ attendance, punctuality, turn-out and tidiness etc. by the House authorities.

## **Dress**

9. School dress for all the meals on all the working days. However the students will wear white shirt for supper and on Sundays and holidays.
10. Food must not be taken out of the mess by any boy.
11. If any guest comes to a table to have a meal, all boys should show due respect for his/her presence at the table.
12. No punishment is to be given to any boy inside the Dining Hall.
13. Horlicks, Bournvita and extra diet will be provided only on the recommendation of the MI Incharge on medical grounds.

## **The School Library and the Reading Room**

1. The Library is open to all the members of the School during the visiting hours announced by the school authorities from time to time.
2. The boys are allowed to possess two library books at a time.
3. Books borrowed from the library must be returned within 14 days.
4. Any boy who loses, damages or defaces a book or magazine will have to replace the same at his own expense. In addition to this, he will have to pay a fine also. The amount of the fine will be announced from time to time.
5. Books from the reference section must not be borrowed by any student.
6. Complete silence must be maintained in the Library and the Reading room.
7. Any suggestions about the functioning of the Library, should be addressed to the DyH.
8. Normally the boy standing first in the class will be the class representative on the Library Committee.

## **The Swimming Pool**

1. Nobody is allowed to enter the Swimming Pool without the master-in-charge, and possibly a life-saver.
2. Non-swimmers will not enter the pool except at the time of the swimming classes for them.
3. During the House, Class or Group Swimming the boys should be actually swimming and not chasing each other, pushing or throwing each other into the water.
4. No diving is allowed in the Swimming Pool.
5. Boys will use only the prescribed swimming trunks supplied by the School Stores.
6. Boys must have a shower before entering the pool as well as after coming out of the pool.
7. Dipping feet in water solution before entering the pool is essential.
8. Scheduled time should be followed strictly by all the Houses/Groups for swimming.

## **Vehicles**

1. Boys/Girls are not allowed to keep any vehicles.
2. Day Scholars to park their cycles next to School gate (Near Auditorium).
3. No boy may drive cars, motorcycles, scooters, mopeds etc in the campus.

## **Picnics/Week-End Outings/Mid-Term Tours/Expeditions/Trekking**

1. Boys are allowed to go for day picnics on Sundays and holidays with their Housemaster or House/Tutorial Staff.
2. The Incharge (Leader) of the Group must inform the Mess-Manager, in writing, about the requirement of food etc at least 24 hours in advance.
3. Independent Group must appoint a leader who will be responsible for all the activities of the Group.
4. All groups must follow the plan they submit to the DyH.

## **Mid-Term Expeditions/Educational Tours**

1. The Mid-term Expeditions/Tours are organised in the last week of March for 7-10 days. These parties are escorted by masters.
2. Mid-term Expeditions/Tours are compulsory for all boys/girls. Only on satisfactory medical grounds a boy may be permitted to go home by the Housemaster.
3. Senior boys are permitted to go for Bronze/Silver/Gold Expeditions under the guidance and supervision of the Master-in-charge of the Duke of Edinburgh's Award Scheme.
4. All the groups must submit the detailed plans of theirs.
5. Trekking and Mountaineering expeditions are organised at the beginning of the Summer Vacation some time in May.
6. Boys who want to join these treks/expeditions must get a letter of permission from their parents by a stipulated date.
7. Boys must be physically fit and should have aptitude for mountaineering.
8. A demand draft of the amount estimated to cover the cost of the expedition, drawn in favour of the PPS, must be sent by the parents before the stipulated date.
9. All the members of the groups going for picnic/Educational Tours/Treks/Expeditions must follow the rules and the instructions of their leaders.

## **Dress**

10. (a) School Games dress with the School Jersey, if required.  
(b) School Track-suits/Jeans/Rough material Trousers with the approval of the Master-in-charge/Housemaster.  
(c) P.T./Nike Shoes or any other pair of useful shoes with the approval of the Master-in-charge/Housemaster.

- (d) Boys going to higher altitude may carry windcheaters or any other suitable warm clothing approved by the Master-in-charge/Housemaster.

### **Travelling (School to Home/Home to School)**

All the boys travelling in organised School Parties escorted by Masters, must observe the following rules :

1. They will travel in School Uniform.
2. They will be responsible for their own luggage.
3. Boys must follow the instructions of the Master-in-charge of the Party.
4. No boy should detrain/get down from the bus without the permission of his escort.
5. Boys should not carry heavy luggage. They should travel light.

### **The School Uniform**

1. Brown Shorts/Skirts (Terricot).
2. Brown Trousers (Terricot).
3. Brown Stockings (School Pattern).
4. School Tie
5. Brown Pullover (long sleeves, V-neck; sleeveless, V-neck) School Pattern.
6. Cream Shirts (half-sleeves).
7. Brown Blazer ordinary with two School Crest buttons. Double breasted only for Prefects and Games Captain.
8. Brown Socks
9. Brown Shoes with laces (Not slip on) and Ballerina for girls (Summers), shoes with laces (winters).

### **For Holidays and Sundays :**

1. White Terricot Shirts
2. Brown Terricot Trousers
3. Turban (Brown colour) for Sikh boys.

### **General :**

1. The school dress is simple, comfortable and hygienic.
2. Strict uniformity is to be maintained.
3. Fashionable designs and fancy variations in shades are not permitted.
4. Shorts should be long enough to come down within three inches above the knees.
5. There should be no saddle stitching or any other kind of stitching on the outside.
6. The hemming should be done properly and it should not be opened.
7. Trousers should not be too long. They should not be sweeping the ground.

### **The Dress for Games :**

1. *For all except Cricket :*

House Colour T-shirt, Shorts and Stockings, P.T. Shoes/Foot ball Boots, Brown Pullover (Sleeveless).

2. *Cricket :*

White Pullover, White P.T. Shirt, White Trousers, White Socks, White P.T. Shoes/Cricket Shoes.

### **Punishments**

1. House-Prefects and School Prefects may put other boys on punishment for untidiness, unpunctuality, wrong dress, bad behaviour or the breach of any other House/School rules in presence of the HM.
2. House-Prefects may give the boys of his own House rounds, writing lines or House changes. All punishments should be registered in the House Punishment Register (writing lines not more than 500).
3. School Prefects may put boys on Extra P.D. also (but not more than 5 minutes). The Extra P.D. must be entered in the School Punishment Register which remains in the custody of the DYH in presence of MOD.
4. Any master may recommend the name of any boy to his Housemaster for punishment.
5. No Prefect is suppose to punish any child. He can warn a child and produce his no to the HM for correction.
6. Any correction drill will be done in presence of the master.

### **PPS Safety Rules**

#### **Picnics :**

1. When boys go out on picnics, they should either carry boiled water or potassium permanganate with them.
2. No eatables to be purchased from the open and exposed stalls.
3. While camping, boys must make sure that there are no snakes near camping site. Dig a snake-pit around the site, if possible.
4. Two boys to be on night duty at a time.
5. A stick is to be carried, besides other equipment.
6. A First Aid kit should be carried.

**(There should be half a dozen kits kept ready in the MI)**

7. Swimming in lakes is prohibited unless there is a master and two qualified life savers are present.
8. Camps should be arranged away from bee-hives. No stones are to be thrown at the bee-hives, nor should any smoke be produced near them. In case bees are disturbed, do not run away, lie down flat on the ground with face downward.

9. While cycling outside the School, cycle on the left side of the road, do not try to over take, and avoid heavy traffic.
10. Not more than two boys may cycle abreast on the road.
11. Do not entrain upon or detrain from a moving train.
12. Do not stand by open doors or sit or hang onto the foot boards of a moving train.
13. Avoid looking out of the window, facing the engine.

**General :**

14. No electric heaters or stoves to be kept in boys' rooms.
15. No interference with electric installations is permitted.
16. No boy may keep matches, lighters etc.
17. Use of Agarbatti is not allowed.
18. No water to be splashed on the bath-room walls where there is electric wiring.
19. All lights and fans should be put off when there is nobody in the room/dormitory.
20. Diwali crackers should not be fired in the School.
21. In certain cases, where there is no staircase and walled roof, roofs are out of bounds.
22. Leaning on railings is not allowed.
23. Sliding on stair case banisters is not allowed.
24. Climbing trees is not allowed.
25. No stones to be thrown on beehives.
26. The use of catapults is not allowed.
27. Air guns are not permitted.
28. No boy is allowed to drive a car, motorcycle, scooter or moped inside or outside the campus.
29. Boys should not go about bare foot at night, nor walk on thick grass during the rainy season.
30. While going for meetings or any other work at night, two boys should go together and have a torch with them.
31. Minor open wounds due to fall or by a rusted article must be shown to the Doctor.

**Going up the Terraces :**

32. Going up to Terraces without permission of the HM/DyH/Housemaster is strictly forbidden.

**Identity Card :**

33. Boys must keep their Identity Cards with them while dealing with the Accounts-Office, Boys' Shop, Book Shop and the Library. Besides, they should keep it while going to the town, on picnic and other expeditions.

## **IMPORTANT :**

*These rules are to be strictly adhered to. Common sense and caution will ensure safety to one's self and others. Remember, violation of the above rules may cause injury to yourself and to others.*

### **“Correction Drill Register”**

**Objective :-** The main objective for starting of this register is to make students more disciplined for their betterment.

#### **Rules :-**

**Incase any students has been issued the indiscipline letter, he/she will not be eligible for the following during that academic year :-**

- a) On first indiscipline case, the student will be sent home on “Home Stay” for seven days. He will be counselled by the parents for better conduct & discipline during “Home Stay”. He will report back to the school on the 8th day before the morning assembly.
- b) On second indiscipline case, the student will again be sent home on “Home Stay” for 10 days. He will be counselled by the parents for better conduct & discipline during “Home Stay”. He will report back to the school on the 11th day before the morning assembly.
- c) Third “Home Stay” would lead to the child being asked to leave the School and joining the School elsewhere of his and his parents' choice.
- d) The student concerned will not be allowed to participate / represent in any activity related to sports, cultural etc. during the academic year as per the details given below:-
  - i) For 1st Home Stay – One term
  - ii) For 2nd Home Stay – One academic year.
  - iii) For 3rd Home Stay – would lead to the child being asked to leave the school.