<center>**REVIEW POLICY**</center>

## **VISION**

Our vision is to be a globally renowned academia fostering excellence in future – ready robust pedagogy and profound learning environment to disseminate values of academics freedom and the spirit of collaboration and innovation. To develop an ethos of entrepreneurship and build ethical future enterprise leaders who add value to society, spearhead in nation building.

## **MISSION**

Our mission is to impart quality value based education of international standard and focus on holistic development of the students imbibing skills for solving real life problems. Along with our clean and green campus – our infrastructure offers homey stay, hygienic food. It's our priority to engage all our staff from ground level to top management as a family to ensure that all students make a smooth transition to our institution and do not feel alone.

## **OBJECTIVES**

1. **Promotion of value education and community service** : to impart values such as resilience, determination, confidence, and creative & critical thinking, to develop good social skills and the ability to form good relationships, to promote participation in community life and fulfilment of civic and social responsibility.

2. **Instilling cultural, linguistic diversity and heritage** : to instil the importance of inclusion within society of different groups and persons with different personal characteristics, the diversity of society, cultural knowledge, various languages, India's cultural values, history and its rich heritage, yoga, Ayurveda and holistic living, to implant cross cultural dexterity.

3. **Cognitive Acceleration Program** : To encourage schema (class preparedness), cognitive conflicts (make the children face challenges and to solve problems in collaboration), social learning, meta cognition (knowing about knowing), bridging (transferability of knowledge), teacher mediation to master learning.

4. **Internationalism and Entrepreneurship:** To promote global citizenship, globalization and sustainable future, physical & psychological health, inter personal skills to enhance employability skills.

5. **Nurturing Leaders:** To instil leadership qualities, to foster the physical, intellectual, technological, social, emotional, and artistic development of the students, develop self-discipline and personal responsibility, to promote creativity, effective communication, and critical thinking skills, to have a strong student leadership program with active involvement of students of all age groups.

6. **Multi literacy:** To develop the ability to interpret, identify, create and communicate meaning across a variety of visual, oral, musical and alphabetical forms of communication.

7. **Curriculum and learning atmosphere :** To build a curriculum leading to experiential learning and to have multiple curricula, to provide clear learning outcome, detailed instructions and assessment for all courses to ensure course mastery, student success, to offer a dynamic, interactive educational environment that engages students in the learning process, to promote inter-disciplinary learning, to review and update curriculum, instruction, and assessment in a regular cycle.

8. **Assessment practices:** To support every child's individual strength, Self-assessment, Peer assessment, learning how to give feedback.

9. **Teach less and learn more strategy:** To reduce lecturing from podium, to increase quality of education not quantity.

10. **Technology and digitalization:** To use technology to create effective modes and means of instruction and expand access to learning, to educate the students in futuristic technologies, to have robust digital infrastructure.

11. **Safe campus:** To be a residential school of international standard providing safety and security, in a healthy and hygienic atmosphere.

12. **Community partnership:** Cultivating the educational partnership among home, school, and community, nurturing a culture of collaboration, collegiality, and mutual respect

13. **Professional Development:** Implementing professional development for the staff that is essential for effective instruction and improved student learning.

14. **CORE VALUES (SPIRIT OF PSSEMRS)**

1. **Metacognition** –
   a) Knowing about knowing
   b) Learn until perfection is achieved.

2. **Growth mindset**
   a) Understand that we are continually learning
   b) Helping each other learn and succeed
   c) Healthy competition.

3. **Pursuit of excellence**
   a) Resilience in every action
   b) Greatest involvement to pioneer
   c) Act with responsibility and compassion

4. **Uncompromising integrity**
   a) Act with fairness
   b) Maintain transparency
   c) Unyielding integrity

**REVIEW POLICY**

| Name of the Policy/SOP | Reviewed once in |
|---|---|
| Academic honesty and integrity policy | One Year |
| Activity and co-curricular program policy | One Year as activities may be added or deleted |
| Admission Policy | Three Years |
| Assessment policy (Grading in-line with NEP) | Three Years |
| Attendance policy | Three Years |
| Boarding Policy | Three Years |
| Child protection, Sexual Harassment and safeguarding policy | Three Years |
| Counselling policy | Three Years |
| Discipline policy and Student code of conduct policy | Three Years |
| Fee, Scholarship and Concession Policy | One Year |
| Field trip policy | Three Years |
| Holistic Grade book | Three Years |
| Home learning policy | One Year |
| HR policy (Reporting formats and operational protocols) | Three Years |
| Inclusion and Special educational needs Policy | One Year |
| Infirmary Policy | One Year |
| Internet usage, email, IT asset usage policy | One Year |
| Language Policy | Three Years |
| Professional development Policy for staff | One Year |
| Review Policy | One Year |
| Safe school policy | Three Years |
| Selection of Student Leaders and Election policy | Three Year |
| Sports policy | Three Years |

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| Student Internship Policy | Three Years |
| Teaching and learning Policy | Three Years |
| Swachh School Policy - Ministry of Urban Development | Three Years |
| Visitors policies | One Year |
| Transportation Policy | One Year |
| Auditorium SOP- SOP for Auditorium light, Sound, AO Control Equipment | Three Years |
| Cafeteria usage SOP | Three Years |
| Campus Entry Rules | One Year |
| COVID-19 Pandemic SOP | Three Years |
| Event conduction SOP | Three Years |
| MESS SOP | One Year |
| SOP GYM | Three Years |
| S S G Auditorium Usage SOP | Three Years |
| SOP for admission | One Year |
| SOP for availing leaves | Three Years |
| SOP for facilities, system admin and house keeping departments | One Year |
| SOP for Hostel | Three Years |
| SOP for loan application | One Year |
| SOP for placing procurement request (indent) | Three Years |
| SOP for reception | Three Years |
| SOP for requesting - NO Due before outpass- students | Three Years |
| SOP for requesting documents – Students | Three Years |
| SOP for requesting documents- staff | Three Years |
| SOP for stock verification | Three Years |
| SOP for store deductions | Three Years |

**Review Committee**

1. Dean
2. Principals
3. Examination Officer
4. Activity Coordinator
5. Sports HOD
6. Warden
7. Nurse
8. Mess Manager
9. System Admin
10. HR
11. Facility Manager
12. Housekeeping manager
13. Safety Officer
14. Counsellor

**Last reviewed on 01Jan 2022**