



ANKUR VIDYAMANDIR

The first ISO 9002 certified Integrated School in India



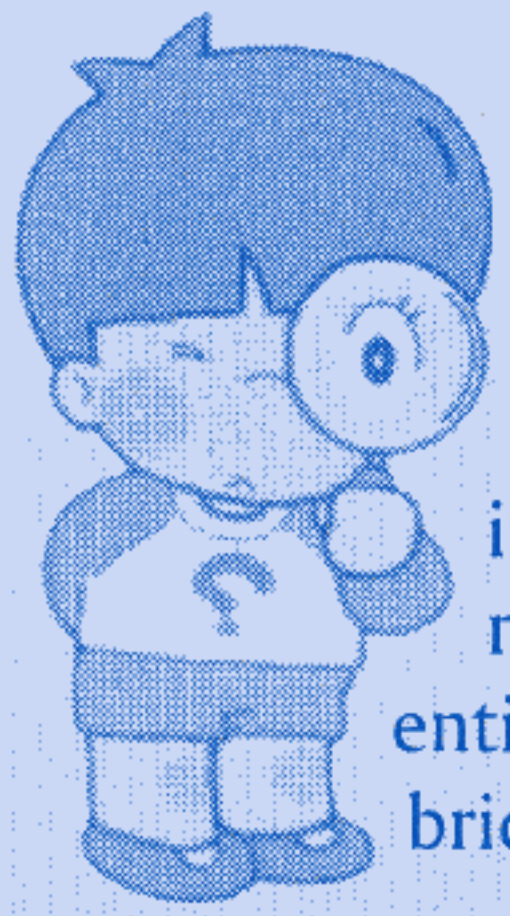
PROSPECTUS WITH RULES AND REGULATIONS

Ankur Vidyamandir is a school, operated independently by the board of trustees of Centre Of Opportunities In Education And Rehabilitation, a charitable trust registered with the charity commissioner, Pune.

MISSION :

Ankur Vidyamandir's mission is to provide its diverse student body the best possible education by focusing on the fundamental academic disciplines in an atmosphere that affirms academic achievement and in so doing, (to offer the community a true choice in education for life.) Ankur Vidyamandir believes that "thorough and efficient" education is best accomplished through a rigorous curriculum that requires mastery of core knowledge and skills.

From kindergarten through to tenth grade, a solid foundation must be built for a lifetime of learning.



By fourth grade, wide gaps in achievement emerge that cannot be explained by variations in ability alone. Disturbingly, but not surprisingly, these gaps often correspond to children's socio-economic differences, varying levels of parental support and family backgrounds. Some are created by inconsistent or even ineffective treatment of core areas such as language, arts and mathematics. Ankur Vidyamandir cannot hope to close these gaps entirely, but believes that a stronger education program will help to bridge them.

These problems are urgent and cannot await gradual reforms. The children in our schools today have only one chance at good education. Ankur Vidyamandir hopes to influence the course of public education by positive example for the benefit of our children and the society they will create.

GOALS AND OBJECTIVES :

- Educate students for future success.
- Promote academic excellence and equity for a diverse population of students within the public education system.
- Provide a choice of educational opportunities within a regular public school system for parents, students and educators.

EDUCATION FOR FUTURE SUCCESS :

The immediate goal of Ankur Vidyamandir is to prepare students for academic success in their further education, to enable students to keep open a broad spectrum of options for their future endeavors and to prepare them to be responsible and productive citizens.

Ankur Vidyamandir will give students an early and thorough grounding in reading, writing, mathematics, history, science, a foreign language, arts, and pre-vocational and vocational activities, so as not to foreclose their future choice of academic specialty or professional career. The school will focus on core knowledge and essential skills so that children may achieve the mastery on which further learning will build. Ankur Vidyamandir's education program also includes comprehensive health and physical education. In order to prepare students for the future and to meet the State Government's Curriculum Standards, Ankur Vidyamandir will foster a range of attitudes and behaviors such as hard work, personal responsibility, constructive engagement in activities, self-discipline to tackle various assignments, a sense of fairness and respect for others.

In the course of their studies, students in Ankur Vidyamandir are expected to develop and hone skills to formulate a question or define an issue. They will find relevant information using appropriate tools and evaluate it through critical thinking and quantitative analysis. They will solve problems and make decisions



based on available information as also organize and present their work orally, written, or graphic form.

Ankur Vidyamandir will strive to lead every student to these accomplishments, which are essential to future success in school, at work, to the responsibilities of citizenship and to the satisfaction of a cultivated mind.

To accomplish this mission, Ankur Vidyamandir will have :

- Rigorous curricula, with well defined grade by grade outcomes in line with state, national, and international standards that focus on cumulative acquisition of knowledge and skills in academic areas.
- Teaching methods that provide children the support and challenges they need to master grade-appropriate skills, ideas, and facts in every subject area.
- Integrated formal assessment to confirm student progress, promptly identify situations that require intervention or greater challenge and guarantee accountability of the school.
- An atmosphere that encourages academic achievement, recognizes the importance of hard work and personal responsibility and holds out high expectations for every student and teacher – while fostering fairness, respect for others and for the rights and responsibilities of citizenship in a democratic society.
- Timely and complete communication with parents about their child's progress.

EXCELLENCE AND EQUITY IN EDUCATION :

Interest in rigorous early education crosses all demographic boundaries. Ankur Vidyamandir will seek a diverse student body and offer excellence and equity in education. The school's strong academic program will reduce achievement gaps by eliminating an important cause – the insufficient mastery of basic knowledge skills required for further academic achievement.

Ankur Vidyamandir will use a variety of teaching methods to ensure mastery of appropriate skills, ideas and knowledge for all students, regardless of race, gender, or family's socio-economic and educational background. Since knowledge and skills are acquired cumulatively and systematically, it is essential to detect any learning difficulties early and intervene before proceeding to the next level. Regular assessments integrated with the curriculum will help determine how students are learning i.e, to identify those areas that need more support or greater challenge.

Ankur Vidyamandir will be responsible for meeting the educational needs of



its students without parents resorting to outside tutoring provided parents or guardians support the school's mission by ensuring home study sessions and homework completion. Beyond its core program, Ankur Vidyamandir is dedicated to challenging and stimulating every child. A modified program will be provided for those children with diagnosed disabilities, who require adjusted teaching strategies or definitions of success, all within the general framework of Ankur Vidyamandir's educational goals.

SPECIFIC OBJECTIVES :

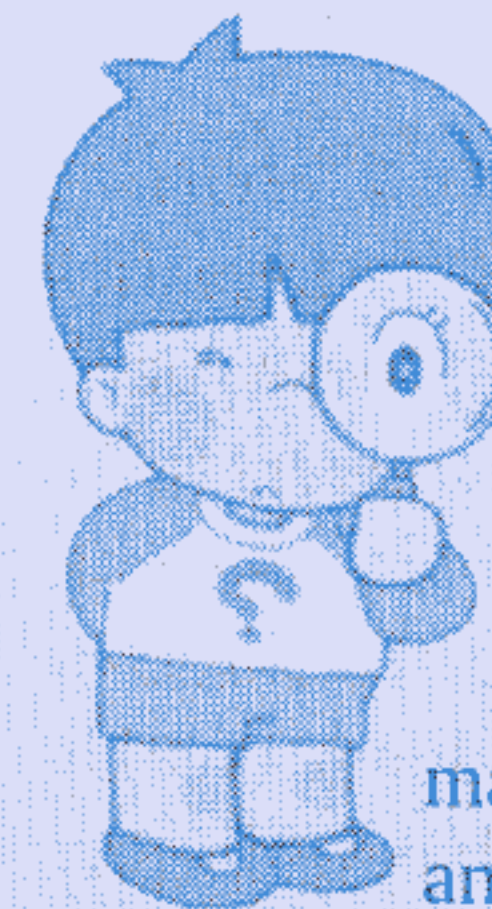
- Students will develop clear and effective written and oral communication skills using English.
- Students will acquire a strong foundation in mathematical reasoning and skills.
- Students will learn about the political, economic, cultural, geographic, and technological forces which have shaped the history of India and the world.
- Students will acquire knowledge and skills in the sciences and will be able to conduct research using the scientific methods.
- Students will develop an informed appreciation of art and participate in its creation.
- Students will be able to speak, read and write in languages other than English, such as Marathi and Hindi.
- Students will learn the essentials necessary for a healthy, safe, and physically fit life.
- Students will recognize the importance of hard work, personal responsibility and respect for others.
- Students from all demographic groups will perform at comparably high achievement levels.

EDUCATIONAL PROGRAM :

Ankur Vidyamandir views a young learner's early years as a precious resource not to be squandered. These are the years in which a solid foundation must be built on which to base a lifetime of learning.

We believe that only through meeting challenges arising from a sequential and cumulative curriculum, with a significant focus on skills and knowledge, do learners acquire genuine self-esteem. Students should celebrate concrete accomplishments.

Serious education must begin earlier than is fashionable today –before the learner is faced with the complexities of approaching adulthood. Ankur



Vidyamandir cannot hope to erase achievement differences entirely, but it believes that a strong educational program will significantly ameliorate them. Today, many students never overcome these differences and both - the students and society pay a price.

Ankur Vidyamandir's educational program features a rigorous approach to life's basic academic disciplines : language, arts, mathematics, sciences, history and geography, vocational education and the arts.

The heart of the program is a sequential and cumulative curriculum. In each area, our school emphasizes skills as well as knowledge and ideas. (Our objectives are to avoid repetition and drilling as the only tools to learning. In every field of human endeavor, achieving excellence involves experience of this kind. To write well, one must write frequently and be exposed to the tools with which experienced writers construct polished prose. The same is true in arts, mathematics, etc.

Leadership and service are part of the Ankur Vidyamandir student experience. Within the school, students are encouraged to participate in school improvement projects and may propose projects of their own, such as leading a reading circle or a discussion group. The school will cultivate a limited number of meaningful community service relationships, so that students may experience the satisfaction of contributing beyond the schools walls.

TEACHING METHOD :

The Ankur Vidyamandir faculty has the opportunity to meet creatively the challenge of achieving timely mastery of the knowledge and skills specified in the curriculum. To help meet this challenge, assessment is integrated with the curriculum in order to confirm student progress and ensure accountability of the school. In a sequential and cumulative curriculum such as ours this is particularly important. Partly through assessment, Ankur Vidyamandir teachers identify students for whom additional tutoring or challenges may be appropriate. Assessment is also used to evaluate the effectiveness of different teaching methods and curriculum materials.

Maximum instruction time is spent teaching the entire standard curriculum. However, a feature of the Ankur Vidyamandir program that distinguishes it from most schools, is that early intervention is provided if needed, even in the absence of a diagnosed disability. This happen in several ways:

Tutoring : During reading period (half-hours), students may, from time to time receive tutoring from the faculty. This is perhaps the most important instructional innovation Ankur Vidyamandir. Its use is not limited to remediation. Even students with a strong achievement record sometime need



this kind of one-on-one instruction.

Program adjustment : The school views all subject areas as important, but success in reading, writing and basic mathematics is seen as crucial for primary school students. During these years, special steps are taken to support any student who appears to be at risk in these areas. If the daily tutoring periods prove insufficient, the Ankur Vidyamandir teacher, in consultation with the director and parents, may consider adjusting the student's academic weekly schedule, so that some additional time is made available for faculty tutoring. Other situations may warrant schedule changes as well. An appropriately modified program is provided for any student with an individual educational plan, as required.

Flexible and highly mobile grouping : When appropriate, the teacher may use either achievement-level or special-interest grouping as a tool to ensure that all students receive appropriate and stimulating instruction.

It is Ankur Vidyamandir's policy that homework should complement and supplement, but never replace the teacher's obligation to cover material in the classroom. Class work allows sufficient practice to acquire proficiency, with homework providing reinforcement and enrichment. Through class work and home work, the teacher helps students to develop effective learning and work habits.

As society's expectations are established by the faculty towards student's progress in a highly visible way and to give students and the rest of the Ankur Vidyamandir community an opportunity to celebrate academic achievement. Milestones might, for example, consist of an essay to be published with the student's permission, on the school's web site, or a piece of artwork for display at a school exhibition.

Parents and students will support the teacher's effort towards maintaining an appropriate atmosphere and level of safety and authority in the classroom. The Ankur Vidyamandir faculty and community openly value and recognize academic success.

CURRICULUM :

Ankur Vidyamandir's curriculum reflects the belief that knowledge and skills are best acquired in an incremental and cumulative manner. Continuity and coherence of the curriculum from grade to grade are emphasized. The curriculum minimizes fragmentation of an academic discipline into independent and unrelated units; the emphasis is on using previously acquired knowledge and skills for further learning.

Ankur Vidyamandir's curriculum is designed to encourage critical thinking and application of acquired knowledge and skills. However, we avoid integration

of different academic disciplines as an end in itself. Integration is used when it promotes understanding and accomplishment.

Instructional materials, including textbooks, reading lists, and enrichment material, are an essential element of Ankur Vidyamandir's curriculum. Ankur Vidyamandir's process of selecting subject matter, textbooks and extra reading material is based on the following criteria :

- Correspondence with the school's achievement target for each class.
- Subject accuracy.
- Clarity of exposition and vocabulary.
- Ideas that build from class to class.

Material used for classwork and homework is selected to provide the practice needed to master a subject. Faculty and members of the extended Ankur Vidyamandir community may contribute supplemental curriculum materials. These are subjected to the same review and approval process used for other instructional materials.

The core Ankur Vidyamandir class by class outcomes meet Curriculum Content Standards (State Govt. prescribed curriculum). The grade – level outcomes are defined in part by referring to existing national and international efforts. In language arts the focus is on reading, comprehension, writing, grammar and speech. A second language is taught beginning in first grade. Mathematics curriculum includes numerical operations, measurement, statistics, algebra, geometry and selected topics in discrete mathematics. Special emphasis is placed on problem solving, including age related challenges. Quantitative reasoning combined with observation and experimentation are stressed in the physical sciences, life sciences, earth sciences and astronomy. The students study political, economic, geographic, cultural and technological forces that have shaped the history of the world and of India. Performing in the visual arts, music, drama, and dance are included. The development of self-discipline along with effective study, organization and work habits is a stated outcome at Ankur Vidyamandir.

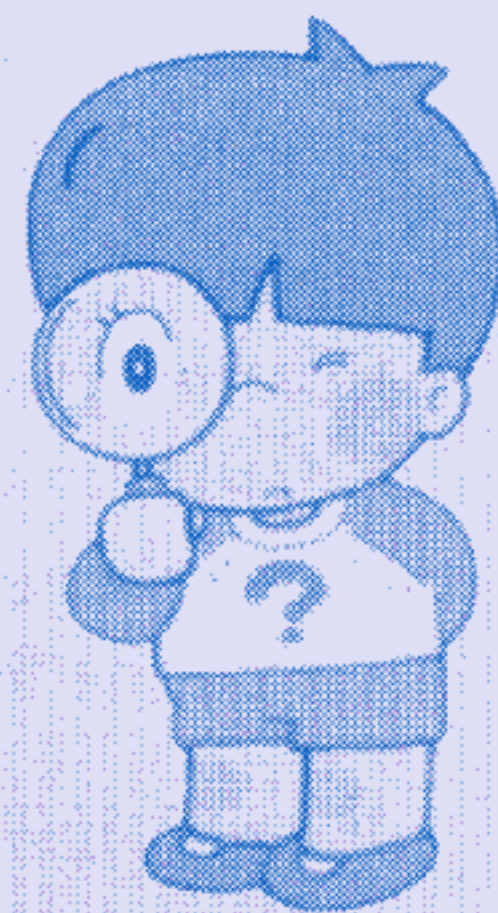
SCHOOL WORKING HOURS :

The school day is expected to run from 8:30 A.M. to 4:00 P.M. Among the special features of the schedule are activity breaks separating major blocks of instructional time to allow children to release energy, socialize and exercise. Tutoring or individual reading time is built into the schedule such that students may be tutored without missing valuable classroom learning. English and mathematics are studied for at least an hour a day. Art and science experiments are accommodated in longer block of time as needed.



A Typical Schedule :

8:30 - 8:40	Assembly
8:40 - 9:20	
9:20 - 10:00	
10:00 - 10:20	Short break
10:20 - 11:00	
11:00 - 11:40	
11:40 - 12:20	
12:20 - 1:00	Lunch break
1:00 - 1:40	
1:40 - 2:20	
2:20 - 3:00	
3:00 - 4:00	Vocational/Sports



Although varying according to classes, this typical schedule illustrates the time spent in each subject area. The time blocks are not rigid; especially in the lower classes, teachers modify them as needed.

The expected hours of operation are 8:30 A.M. to 4:00 P.M. (These hours may need to be adjusted based on facilities limitations.)

STUDENT ASSESSMENT :

Assessment Methods

Assessment is an essential component of Ankur Vidyamandir's educational plan. Assessment confirms student progress, identifies areas of low and high achievement and improves accountability of the school. It begins with the teacher's evaluation of student's progress based on written class work, oral contribution and homework. Such evaluation is important, but may be insufficient to assess long-term subject mastery. Formal assessments integrated with the curriculum will indicate overall achievement levels. Assessment results allow teachers to determine which students would benefit from additional help or additional challenge.

The teaching staff establishes a sequence of tests and assignments designed to measure explicit content and skill requirements for each class. Tests include a range of instruments including multiple choice tests, answers in whole sentences, voice recording, time flexibility in answering the question papers, problem solving and essays, which encourages constructive thinking. Project tests in higher classes and final exam questions from previous years are published, so that students

may understand the degree of mastery expected of them. (It is Ankur Vidyamandir's policy that teachers give constructive feedback to parents for improvement and return student tests and work.

Wherever possible, appropriate assignments or projects are used. Expressive and analytical writing, artwork, performances, science projects and other work demonstrate student progress. To facilitate consistent evaluation, a set of uniform general analysis criteria are used, specialized for each class. These include logical reasoning, computational skills and so on. The criteria are made public so that students and parents know what is expected.

ASSESSMENT INDICATORS :

Ankur Vidyamandir students will meet the same testing and academic performance standards as established by law and regulations for primary school students. Ankur Vidyamandir expects high achievement as assessed through these instruments because its standards are high and its programs support student's achievement.

ENSURING HIGH ACADEMIC ACHIEVEMENT :

When assessment results indicate a need for remediation, the standard method will be to diagnose the knowledge and skills that each child lacks according to the detailed grade-by-grade standards adopted by the school. Teachers then use appropriate instruction strategies, as discussed in the previous section. By detecting and addressing learning difficulties immediately, Ankur Vidyamandir hopes to enable virtually every child to learn at grade level. (Note there may be children with individual educational plans, which require a modified definition of grade-level outcomes.) Sufficient communication and record-keeping provides continuity from year to year.

ADDRESSING THE NEEDS OF STUDENTS :

The needs of students who do not perform at acceptable levels on the proficiency tests, despite the ongoing remediation available in the school, will be addressed in a uniform manner as follows:

- Determine whether the student is doing his/her job in terms of attendance, attention in the classroom and completion of class work and home work;
- Determine whether the teacher doing his/her job of teaching and consistently requiring a given level of student performance. If required work is not being done by one or both parties, then appropriate steps are taken to ensure that the work is done.
- If these steps do not solve the problem, or if the required work is being performed by both parties then an effort is made to identify the factors



hindering the student from meeting the necessary proficiency level.

- Isolate those factor which may be ameliorated in the school environment from those which may not.
- Develop, in concert with the teacher and parents, an individual plan to address factor which the school ameliorate.



Problems external to or beyond the control of the school will be discussed with the parents and documented. The school encourages the supportive efforts of parents and work with them to identify options outside the school that might benefit their child.

Assessments constitute the basis for regular and frequent communication with parents. Teachers provide written report cards at regularly scheduled intervals. Parent conferences may be supplemented by informal parent – teacher meetings.

Student's assessments in the aggregate will serve as an indicator of the overall quality of the Ankur Vidyamandir academic program.

ADMISSION POLICY AND CRITERIA :

Ankur Vidyamandir is an educational organization with a preschool and a primary school with classes from I – VIII. It is open to all eligible students on a space available basis and does not discriminate in its admission policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a handicapped person, or proficiency in English.

ADMISSION POLICY :

All children residing in Pune are eligible for admission to Ankur Vidyamandir. Siblings of students already enrolled in the school are granted preference. Enrolled students are guaranteed admission the following year provided the appropriate grade is available. As part of the application process Ankur Vidyamandir requests that parents/guardians of new students participate in a half-hour information session with the director or designated delegate to discuss the philosophy and the educational goals of the school. The purpose of the session is to help parents make an informed choice for their child. A translator, or other services will be provided to parents who make such requests in order to participate in an information session. Attendance at an information session is highly recommended, though not mandatory. Admissions will seek to enroll, to the greatest degree possible, a cross-section of the local school – age population by promoting the school heavily in the entire community.

To be eligible for admission, the student must provide :

- * Birth Certificate, * Report card of the previous school, * Photograph, * Completed application form.

If the report card of the previous school is unavailable the student will have to appear for an entry-level test designed by the school. Students showing 50% achievement of competencies shall be considered eligible for the class applied for. Application forms must be submitted to the school by the annual deadline determined by the board of trustees. An Admissions Committee, initially consisting of the Ankur Vidyamandir deputed staff, will make all decisions concerning the status of student eligibility.



SELECTION PROCESS :

If the number of applicants exceeds the school's enrollment capacity random lottery process will be instituted for selecting applicants. To avoid splitting up families in this initial year, the oldest child will be entered in the lottery, and if that child is selected for admission, any younger siblings who may be applying will be automatically admitted to their respective classes on a first priority basis. If the oldest child is not selected, the next younger sibling may be still being entered in the lottery for his/her class. If the second sibling is selected, he/she and all subsequent younger siblings are accepted to the school on priority basis. If the second child is not selected, each subsequent younger child may still enter the lottery independently. When the lottery process is completed, wait-listed younger sibling applicants of admitted students will be placed in category on the waiting list. Twins and members of other multiple births applying together will be entered separately in the lottery. If one twin or multiple-birth sibling is admitted, the other sibling(s) will also be admitted provided there is still space available. If no space is available, they will be on the waiting list. Should attrition reduce the number of enrolled students after completion of the admissions process, Ankur Vidyamandir will fill openings from the waiting list, in order by category, or if no names remain on the list, it will hold a secondary admission process to fill available spaces after a suitable period of public notice.

Admission decisions will be made by the process described above on the date set by the Board of Trustees. Parents/guardians will be notified by mail of each child's admission status and will have fourteen calendar days after the postmarked date on the notification to return a signed enrollment registration card for each child offered enrollment, or signed waiting-list applicant card for wait-listed children. If no form is returned within ten days, Ankur Vidyamandir will make three attempts to contact the family before the fourteen-day deadline. If no form has been returned by the two-week deadline, the child's admission space or waiting-list order will be given to the next eligible candidate. Parents who will not be available at the home address listed on the application form during the notification period should contact Ankur Vidyamandir to make alternate arrangements.

CONTRACT REVIEW :

FEE STRUCTURE (Per Annum)

Deposit	:	Rs.	5,000/-
Fees	:	Rs.	12,000/-
Fees for children with Special needs	:	Rs.	3,000/-

Regulations :

1. Fees :

- * Fees shall be paid in three equal installments of Rs. 4000/- and Rs. 5000/- each as the case may be.
- * A deposit of Rs. 5000/- per child shall be required to be paid for new admissions only.
- * In case a child is withdrawn from the school or the admission cancelled even before the child attends school, only the deposit shall be refunded. Fees shall not be refunded under any circumstances.
- * The children will be issued their fee-receipts as and when the installments are paid. The parents should ensure that they receive the receipts in time.

2. Lunch :

- * The children can bring their own tiffins or can have their lunch in the school. In that case they will have to pay Rs. 250/- per month for lunch.
- * The school provides snacks to the children in their short - breaks.

3. Communication Books :

- * The children shall maintain a communication book, in which parents and the teacher shall write all the correspondence including special notices, complaints, and other remarks, portion for exams, time tables, holidays, etc. The parents and teachers shall check the communication book daily and endorse it.

4. School Uniform :

- * Children should be in full uniform bought at the authorized vendor of the school. They should wear white socks and white canvas shoes everyday.

By order

Mrs. Madhuri Despande
Managing Trustee - COER

*For more details, contact -
The Co-ordinator*



COER

ANKUR VIDYAMANDIR

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