

La Martiniere College, Lucknow



NOTICE

In accordance with Government instructions the Entrance examination for applicants for admission as Resident Scholars scheduled for Saturday 28. March 2020 is postponed to Thursday 16. April 2020 commencing at 2:45 p.m. The results shall be displayed on the College Website and Notice Boards on Saturday 18, April 2020.

For any clarification kindly send a email to - principal@lamartiniereLucknow.org

A handwritten signature in blue ink, reading 'C. A. McFarland', is written over a horizontal line.

(C. A. McFarland)
Principal

Thursday, March 19, 2020

La Martiniere College, Lucknow



ADMISSION NOTICE FOR RESIDENT SCHOLARS Academic Session 2020-2021

Applications are invited for admission of **Resident Scholars (BOYS)** in La Martiniere College for the session beginning April, 2020. **No seats are likely to be available in any classes for Day Scholars for the academic session commencing April 2020.**

Limited seats are available for Resident Scholars in **Classes II to IX** ONLY, with the following conditions:

1. **Admission into the boarding house is on a written precondition that a pupil so admitted shall continue to study as a Resident Scholar for his tenure at La Martiniere. A pupil will have to be withdrawn from the College in the event of him not being able to continue as a Resident Scholar. This includes for reasons of illness, chronic or acute.**
2. Ordinarily, the College does not admit residents of Lucknow as boarders at La Martiniere. Transfer Certificates must indicate that the applicant is from another city.
3. **Admission Fees, Caution Money, Imprest and Pocket Money for the full year shall be deposited in advance ADMISSION FEES will not be refunded under any circumstances.**
4. Preference shall be given to **Anglo-Indian & Christian pupils** - With supporting documents.
5. **An Admission Test for all classes shall be conducted on Saturday, 28th March, 2020, commencing at 9:30 a.m.**
6. Candidates shall be tested on the basis of the course of the class they are presently studying. This shall be based on the syllabuses of La Martiniere College, Lucknow. The syllabuses of La Martiniere College, Lucknow may be accessed on the internet at www.lamartiniereLucknow.org

7. The Admission Test shall be conducted in the following manner:

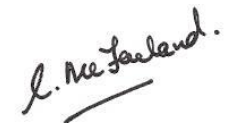
| Class to which Admission is sought | Subject | Duration of Test |
|---|----------------------------------|-----------------------------------|
| 2,3,4&5 | English, Mathematics | 30 min. each – Total 1 hr |
| 6,7,8&9 | English, Mathematics, Science | 30 min. each – Total 1 hr 30 min. |

8. Sale of Application Form commences on Monday 24, February 2020 and will close on Friday 27th March, 2020. The Application Form is available on line as well as in the College Office (On all working days) for Rs. 2000/-.

9. Registration for the Admission Test does not guarantee admission.

10. Results for the Admission Test shall be displayed on the College website and the Notice Board at Gate No – 4 on 01st April, 2020.

11. Kindly read the rules and relevant information carefully before applying for the application form.


(C.A. McFarland)
Principal

No: 125/A

Date: Saturday, 22 February 2020

COLLEGE RULES AND RELEVANT INFORMATION

1. **ACADEMIC SESSION**

The academic session is divided into two terms. The First Term begins on 15 April, 2020 and concludes on 09 May, 2020. The Founder's Term begins on 06 July, 2020 and concludes on 31 March, 2021.

2. **UNIFORM**

It is **COMPULSORY** for all boys to wear the prescribed College Uniform. Students who do not conform to the dress regulations given below will not be permitted to attend classes and may also be sent home.

JUNIOR, MIDDLE & SENIOR

SCHOOL Summer (March to November)

For Daily Classes

- (a) Khaki shirt with single left breast pocket – **S. Kumar's - SH411**
- (b) Khaki shorts for Classes 1 to IV – **S. Kumar's – Ambition DLX 411**
- (c) Khaki trousers for Classes V to XII – **S. Kumar's – Ambition DLX 411**
- (d) Black, knee-length nylon socks.
- (e) Plain black leather shoes with laces (No decoration **at all**).
- (f) College tie and House belt.

For Sunday Church Service and College Functions

- (a) White long-sleeved shirt with single left breast pocket – **Siyaram Silk Mills – Mistair Proton**
- (b) White shorts for Classes Preparatory to IV – **S. Kumar's Ambition DLX - BLD**
- (c) White trousers for Class V to XII – **S. Kumar's Ambition DLX - BLD**
- (d) Black knee-length nylon socks.
- (e) Plain black leather shoes with laces (No decoration **at all**).
- (f) College tie and House belt.

Winter (November to March)

For All Occasions

- (a) White long-sleeved shirt with single left breast pocket – **Siyaram Silk Mills – Mistair Proton**
- (b) Worsteds dark grey trousers (Optional for Classes I to IV, who may wear dark grey shorts) – **JCT Worsteds - SPL**
- (c) Navy-blue, single-breasted blazer with the College Crest – **Modella/Raymonds**
- (d) Black knee-length socks or stockings.
- (g) Plain black leather shoes with laces (No decoration **at all**).
- (e) College tie and House belt
- (f) College jersey - sleeveless or long-sleeved (Optional) – **V-neck OSWAL Navy Blue with golden yellow single stripe**

Sports Activities and every Thursday in Winter - College Tracksuit with House Colours

Sports Activities and every Thursday in Summer - House T-Shirt and Track pants.

For P.T. and Sports (Junior School only)

- (a) Short-sleeved V-neck T-Shirt in House colours with college crest - Green (Cornwallis), Red (Hodson), Yellow (Lyons), Blue (Martin)
- (b) School Track Suits in House colours (during winter, no blazers shall be worn on days when P.T. is conducted)
- (c) White shorts (in summer) – **S. Kumar's Ambition DLX - BLD**
- (d) White knee-length socks
- (e) Sports House-colour P.T. shoes – **COLUMBUS-JUNIOR/LIBERTY – SPECTRA** - Green (Cornwallis), Red (Hodson), Yellow (Lyons), Blue (Martin)
- (f) House belt in Summer (no tie)

Students, other than Sikh boys, are not permitted to attend College with long hair, or long side-locks. Hair must be trimmed so as not to touch ears or shirt collar.

Black turbans are to be worn by Sikh boys.

3. DISCIPLINE

- (a) Irregular attendance, unjustified or unexplained absence, habitual late-coming, disobedience or objectionable behaviour of any kind may result in the removal of a boy from the College.
- (b) School property wilfully damaged or destroyed will be required to be made good. In addition a heavy fine may also be imposed.
- (c) Detention Classes will be held daily for an hour after school. Parents/Guardians will be intimated the day before through the boys detained.
- (d) Students of the College are not permitted to drive any vehicle, other than a bicycle, while coming to the institution or while returning home from it. A breach of this rule may result in the student's name being removed from the College rolls.

4. PUNCTUALITY, ABSENCE AND SICKNESS

- (a) School hours are according to the published College Routine for different sections of the College. This is subject to periodical changes which will be advised from time to time. Boys who come late will not be allowed to attend College that day.
- (b) Students must be regular and punctual in attendance.
- (c) No leave of absence will be granted during the term, except under very special circumstances.
- (d) A certificate from the College Doctor or a registered medical practitioner must support requests for leave on medical grounds.
- (e) Absentees on rejoining College must produce a letter from their parents or guardians explaining the cause of absence supported by a medical certificate in case of illness.
- (f) If an appointment is made with a doctor, the boy must not be sent to College on that day.
- (g) **BOYS AFFLICTED BY INFECTIOUS DISEASES OR THOSE WHO HAVE BEEN EXPOSED TO SUCH DISEASES IN THEIR HOMES, MUST COMPLETE THE QUARANTINE PERIOD BEFORE REJOINING COLLEGE. THIS SHOULD BE INDICATED ON THE MEDICAL CERTIFICATE.**
- (h) The Principal's prior permission for leave of absence from College is essential.

5. MISCONDUCT

The following may be interpreted as gross misconduct and may result in a boy's dismissal from the College.

- (a) Truancy either from Assembly or from class.
- (b) Habitual late coming.
- (c) Being incorrectly dressed.
- (d) Shortage of attendance.
- (e) Indifference towards studies.
- (f) Rudeness to ANY member of the College community.
- (g) Insubordination towards the College authorities.
- (h) Failure to participate in the co-curricular programme of the College held during School hours (eg. N.C.C., P.T., debates, elocution, dramatics, essay, competitions, quizzes etc.)
- (i) Driving a motorized vehicle on the College campus.

- (j) The meeting of friends who are outsiders or even ex-students on the College campus.
- (k) Smoking or chewing of addictive substances.
- (l) Drinking.
- (m) Stealing.
- (n) Spitting or writing on the walls.
- (o) Acts of violence or abuse.
- (p) Bullying
- (q) Sexually inappropriate behaviour
- (r) Reading or purveying of obscene material.
- (s) Vandalism or wilful destruction of College property.
- (t) Bringing or using mobile telephones to the College.
- (u) Misuse of the internet/ cyber bullying.

The College has established mechanisms to deal with reports of bullying and/or sexual harassment on the government/ Court guidelines currently in existence.

6. ATTENDANCE.

The attention of parents/guardians is drawn to the following extracts from the Regulations for the Indian School Certificate Examinations:

Condition of Entry

“Entry to the Indian School Certificate Examination/Indian Certificate of Secondary Education Examination, in the case of candidates who are being entered for the first time, is restricted to candidates with a minimum of 75% attendance of the working days during each year of the two-year course at school(s) affiliated to the Council and registered for the Indian School Certificate Examination/Indian Certificate of Secondary Education Examination. The last date of computing attendance at school is February 15, for each year of the two-year course.”

Minimum Attendance Requirement

“Candidates whose attendance is below 75% of the working days are ordinarily *not* eligible to sit for the examination.”

Parents/Guardians are requested to ensure that their son’s attendance at College is regular. If it is not in conformity with the regulations quoted above, he runs the grave risk of not being permitted to appear for the Final examination at the end of the year.

It is the responsibility of the parents/guardians to ensure that their sons/wards attend classes regularly. **NO BOY, whose attendance IS BELOW 75% OF THE WORKING DAYS in the academic year, may be permitted to appear for EITHER THE HALF-YEARLY OR THE FINAL EXAMINATION.**

7. FEES

1. Fees shall be deposited as per the option chosen by the parent – Monthly or Quarterly or Half yearly or for the Entire Year. **Fees shall not be refunded in any case.**
2. The mode of deposit of fees at the time of admission shall be through Bank Draft/ Pay Order in case of newly admitted pupils.
3. IF FEES ARE IN DEFAULT, THE STUDENT’S NAME SHALL BE STRUCK FROM THE COLLEGE ROLL.
4. If a student is withdrawn from the College, **before** the commencement of the Summer Vacations, fees will be charged for the first quarter of the financial year, i.e. 1 April to 30 June. If a student is withdrawn **during** the Summer Vacations or **after** the commencement of the Founder’s Term, fees for the entire year shall have to be paid.

New Admission Fee Chart Session 2020-2021

| CLASS | ADMISISON FEE CHARGED ONE TIME ONLY | CAUTION MONEY CHARGED ONE TIME ONLY AND REFUNDABLE AS PER PROVISIONS OF THE FEE REGULATION ACT 2018 | ANNUAL EXAMINATION FEE | COMPOSITE ANNUAL FEES PAYABLE IN HALF YEARLY OR QUARTERLY OR MONTHLY INSTALLMENTS FOR DAY SCHOLAR & RESIDENT SCHOLAR | ANNUAL OPTIONAL FEE PAYABLE FOR BOARDING IN HALF YEARLY OR QUARTERLY OR MONTHLY INSTALLMENTS FOR RESIDENT SCHOLARS ONLY | TOTAL ANNUAL FEE FOR BOARDING PAYABLE IN HALF YEARLY OR QUARTERLY OR MONTHLY INSTALLMENTS | IMPREST AMOUNT FOR RESIDENT SCHOLARS ONLY | POCKET MONEY FOR RESIDENT SCHOLARS ONLY |
|---------|-------------------------------------|---|------------------------|--|---|---|---|---|
| | A | B | C | D | E | (D+E) | | |
| CLASS 2 | 50000 | 45000 | 1000 | 96790 | 130704 | 227494 | 10000 | 5700 |
| CLASS 3 | 50000 | 45000 | 1000 | 99790 | 127704 | 227494 | 10000 | 5700 |
| CLASS 4 | 50000 | 45000 | 1000 | 99790 | 127704 | 227494 | 10000 | 5700 |
| CLASS 5 | 50000 | 45000 | 1000 | 96590 | 127704 | 224294 | 10000 | 7600 |
| CLASS 6 | 50000 | 45000 | 1000 | 96590 | 127504 | 224094 | 10000 | 7600 |
| CLASS 7 | 50000 | 45000 | 1000 | 96590 | 127504 | 224094 | 10000 | 7600 |
| CLASS 8 | 50000 | 45000 | 1000 | 96590 | 127504 | 224094 | 10000 | 7600 |
| CLASS 9 | 50000 | 45000 | 1000 | 99700 | 128004 | 227704 | 10000 | 11400 |

*To be approved

GENERAL INSTRUCTIONS FOR SUBMISSION OF FEES

(i) The collection of College fees shall be through the on-line payment portal ONLY. <http://lmclko.edunify.in>

(ii) No fee is to be paid through NEFT/ RTGS / or CASH transaction.

(iii) Fees are payable for each month, quarter, half year between the 1st to the 15th of the respective months.

(iv) An automatically generated fine of Rs 100/- per day shall be imposed on all late payments which are in default. The fine shall be imposed effective from the 16th day of the respective month.

(v) Fees shall not be accepted through any other means.

In case of failed online transactions where a payment has been deducted, a refund can be generated only after two working days. A re-attempt must also be made thereafter.

For technical issues, kindly mail to adrian_0311@yahoo.com.

No fee is to be paid through NEFT/ RTGS / or CASH transaction.

A penalty of Rs 2,000/- shall be imposed for any payment made through NEFT/ RTGS/ or Cash transactions. This shall be used to cover expenses involved in realizing the amount and its sources.

(vi) In the event of reimbursement of Composite Annual Fee, a Certificate to this effect may be obtained, upon request, from the College office at the conclusion of the financial year.

(vii) Enquiries regarding difficulties in on-line transactions shall be addressed (during working hours Monday to Friday 9:00 a.m. to 3:00 p.m.) on Phone No. +917706005942.

8. **WITHDRAWALS / CHANGE OF STATUS/ CHANGE OF PERSONAL DETAILS**

1. School Leaving Certificates/ Transfer Certificates will be issued only after all dues to the College have been paid.

A Withdrawal Form is to be obtained and only after the withdrawal of the pupil is sanctioned by the Principal shall other related formalities be processed.

2. If a student is withdrawn from the College, **before** the commencement of the Summer Vacations, fees will be charged for the first quarter of the financial year, i.e. 1 April to 30 June. If a student is withdrawn **during** the Summer Vacations or **after** the commencement of the Founder's Term, fees for the entire year shall have to be paid.

3. Change of status is permitted from Day Scholar to Resident Scholar ONLY. Difference in Fees for the entire academic session (concluding in March) shall be paid.

4. Under exceptional circumstances, change of certain elements of personal details, including spelling of names may be possible with the express permission of the Principal. A processing fee of Rs 1000/- shall be charged for the change of EACH ENTRY.

NOTE: There shall be no change in the Date of Birth entered in the College records at the time of Admission.

9. TUITIONS

- a. As a rule, tuitions are not encouraged. Under exceptional circumstances, with the written permission of the Principal and for a limited period, private tuition may be arranged. All applications for the same must be addressed to the Principal.
- b. No teacher of the College will provide private tuition to any pupil without following the procedure laid down.
- c. No requests for private tuitions will be entertained in Nursery, Preparatory and Classes 1, 2, 3, 4 and 5.

10. EXAMINATIONS

- a. All students **MUST** appear for all school examinations.
- b. Promotion will be decided on the performance of student over the entire year and not only on the basis of the Final examination.
- c. The Progress Report Card is an official document. No separate transcripts will be issued.
- d. Parents are expected to sign the Progress Report Cards and to make a note of the record of attendance.
- e. No student will be permitted to leave the room while the examination is in progress.
- f. In the event of an examination having to be postponed owing to unavoidable circumstances, it will be conducted on the first working day after the last examination scheduled to be held, unless otherwise intimated.
- g. The use of unfair means in all examinations and/or possession of unauthorized material in a test/examination will entail the annulment of the entire result. If it occurs during a final examination, promotion will be denied. If the offence is repeated in a subsequent examination, parents/guardians will be requested to withdraw their son/ward from the College.
- h. A student who renders unfair assistance to another is equally culpable and will be punished in the same manner.
- i. The Principal might use his discretion to call for re-examinations of those students who have failed an examination or have failed in a particular subject.

11. GENERAL

1. **EVERY BOY HAS BEEN ALLOTTED A PERSONAL NUMBER. THIS HAS ALSO BEEN WRITTEN IN HIS FEE CARD. KINDLY QUOTE THIS NUMBER IN ALL CORRESPONDENCE WITH THE COLLEGE.**
2. **Parents/Guardians are requested to notify the College of any change in address or telephone number.**
3. All correspondence to the Principal should be addressed by designation, not by name.
4. When there is heavy rain, please do not telephone the school to ask if there is a holiday. The school will function normally for those boys who are present.
5. The College is not responsible for the loss of personal belongings. It is not advisable for boys to bring valuables to the College.
6. Parents and guardians are **NOT** allowed to see their sons or wards or to interview teachers during College hours.
7. Students should bring the College Almanac to College everyday.
8. All students are expected to attend their classes from the commencement of the term. If a student, who has been accepted for admission, does not report in time, the offer of admission may be cancelled.
9. Every pupil is required to do assignments set in class as well as all homework set for the day. Parents are requested to ensure that homework assigned is completed on time.
10. Written work is inspected at regular intervals.
11. Classroom observation of teachers and pupils is conducted at regular intervals by the Section Heads.
12. Should a boy be injured or take ill during class hours, every effort will be made to inform the parents/guardians. The school authorities will take whatever measures are considered necessary based on the emergency.
13. Enrolment in La Martiniere College, Lucknow implies a willingness to comply with all the requirements and rules of the College on the part of both pupils and parents. The Principal has the right to suspend from attendance at school or require a withdrawal of a pupil or expel, without having to assign any reason, provided that he is satisfied that such a step is necessary in the interest of the College.
14. The Principal reserves the right to waive any of the rules contained herein, without assigning any reason for his action.
15. All disputes are subject to the jurisdiction of the Courts at Lucknow.

12. STANDING COMMITTEES

In keeping with statutory requirements, La Martiniere College, Lucknow has introduced Bodies / Committees for the security of its members and redress of complaints:

1. **Guidelines, Norms and Complaint Mechanism for Sexual Harassment at the Workplace:** In accordance with the directives of the Honourable Supreme Court of India, a complaint mechanism has been established in accordance with *The Vishaka Guidelines and Norms* against sexual harassment at the workplace. At present, the Committee is made up of –

- | | |
|--|---------------|
| (i) Head, Middle School | - Chairperson |
| (ii) Hospital Matron | - Member |
| (iii) College Counsellor | - Member |
| (iv) Mrs S.B. Hasan – Ex Staff Member, La Martiniere College | - Member |
| (v) Mrs S. Aaron - Sr Resident Editor, Hindustan Times | - Member |

2. **Anti-Ragging Committee:** In accordance with *The Uttar Pradesh Prohibition of Ragging in Educational Institutions Act, 2010*, the Committee receives complaints and takes action. Presently, the Committee is made up of –

- | | |
|-----------------------------------|------------|
| (i) Principal | - Chairman |
| (ii) Vice Principal | - Member |
| (iii) Head-Middle School | - Member |
| (iv) Housemaster-Cornwallis House | - Member |
| (v) Housemaster-Hodson House | - Member |
| (vi) Housemaster-Lyons House | - Member |
| (vii) Housemaster-Martin House | - Member |

3. **Committee for Protection of Children from Sexual Offences:** In accordance with *The Protection of Children from Sexual Offences Act, 2012*, the Committee receives complaints and takes action. Presently, the Committee is made up of –

- | | |
|---|------------|
| (i) Principal | - Chairman |
| (ii) Vice Principal | - Member |
| (iii) Head-Middle School | - Member |
| (iv) Hospital Matron | - Member |
| (v) College Counsellor | - Member |
| (vi) Warden | - Member |
| (vii) Dormitory Superintendents / Matrons of Dormitories concerned | - Members |

13. SPECIAL DIRECTIONS CONCERNING RESIDENT SCHOLARS

1. Parents and guardians are permitted to visit their sons/wards only on Sundays and holidays from 9.00 a.m. to 12 noon and from 5.00 to 6.00 p.m. They must not enter the Class Rooms, Dormitories, House Rooms or the Dining Hall.
2. Leave will be given to Resident Scholars only on the days permitted, with parents or authorized guardians as per Exeat Rules.
3. The Boarding House will remain closed during the Summer and Winter vacations. Resident-scholars must be collected by their parents/guardians after classes on the last day of the term.
4. **If the boy returns late after the vacations or from leave, he will forfeit all Exeats for the month.**
5. Pocket money shall be realized at the commencement of the academic year and disbursed as per the rules from time to time.
6. Parents are to ensure that all Resident Scholars have their hair cut before they return to school.
7. Parents are instructed not to provide children with cash in their personal possession. Pocket money provided is considered sufficient for the personal needs of the scholar in residence. The College shall not be responsible for any theft of unauthorised cash from any boy.
8. **The possession of mobile telephones is strictly prohibited.** Parents are expected to cooperate with this instruction. A mobile telephone device, once confiscated shall not be returned.
9. Parents are advised that costly articles are not included in the personal belongings of the boys. The College shall not be held responsible for the theft of unauthorised articles.
10. During the Summer and Winter vacations, all lockers in the House Rooms are to be emptied and left open for maintenance and repair. Parents must **COMPULSORILY** remove luggage trunks from the College premises during the Summer and Winter vacations.