

**AN INTERNSHIP PROGRAMME**  
Report on  
**OVERVIEW OF**  
**DAFFODIL RESIDENTIAL MODEL SCHOOL (DRMS)**

*Internship Programmed Report Presented to the Faculty of Post Graduate Studies, Hajee Mohammad Danesh Science and Technology University, Dinajpur for the Fulfillment of the Degree of Masters of Business Administration (MBA-Evening) Program*

**SUBMITTED TO**

**SHAHNAZ PARVIN**

Assistant Professor

Department of Finance and Banking

Faculty of Business Studies

HSTU, Dinajpur

**SUBMITTED BY**

**RAYHANUL ISLAM**

ID No: E-140504063

Major in Finance

MBA (Evening) 4<sup>th</sup> Batch

Faculty of Post Graduate Studies

HSTU, Dinajpur



**Hajee Mohammad Danesh Science and Technology University**

October, 2016

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**FACULTY OF POST GRADUATE STUDIES**



**Hajee Mohammad Danesh Science and Technology University**  
**LETTER OF TRANSMITTAL**

October 24, 2016

To

SHAHNAZ PARVIN

Assistant Professor

Department of Finance and Banking

Faculty of Business Studies

Hajee Mahammad Danesh Science and Technology University, Dinajpur

**Subject:** Submission of Thesis Report.

Dear Sir,

With due respect please note that I submit the internship report on '**Overview of Daffodil Residential Model School (Drms)**' as partial requirement of internship program under your direct supervision.

I have tried my best to follow your guidelines in every aspect of planning and preparing my report. I have collected data that I believe to be most important to make my report as specific as possible. This study has provided me an opportunity to increase my understanding about financial management system of a non-government organization.

So, it will be my honor if you kindly accept my internship report. I shall be pleased to answer any queries relating to this submission.

Sincerely Yours

RAYHANUL ISLAM

ID No: E-140504063

Major in Finance

MBA (Evening) 4<sup>th</sup> Batch

Faculty of Post Graduate Studies

Hajee Mohammad Danesh Science and Technology University, Dinajpur

**STUDENT'S DECLARATION**

I hereby declare that the concerned report on “**Overview of Daffodil Residential Model School (Drms)**” is prepared after successfully completed my study. I also declare that the publication is written on my research working experience and activities. I assure that the publication is not copied from any sources and books and this work will not hamper any rules and regulation.

---

**RAYHANUL ISLAM**

ID No: E-140504063

Major in Finance

MBA (Evening) 4<sup>th</sup> Batch

Faculty of Post Graduate Studies

Hajee Mohammad Danesh Science and Technology University, Dinajpur

### **SUPERVISOR’S DECLARATION**

I hereby declare that the concerned report entitled “**Overview of Daffodil Residential Model School (Drms)**” is submitted by **RAYHANUL ISLAM**. Student ID: E-140504063, MBA (Evening) Major in Finance, Hajee Mohammad Danesh Science and Technology University, Dinajpur- 5200. The said student has completed his research paper under my supervision and submitted this report for the partial fulfillment of the requirement of the degree of Master of Business Administration (Evening) program.

I wish him every success in life.

---

Supervisor

SHAHNAZ PARVIN

Assistant Professor

Department of Finance and Banking

Faculty of Business Studies

HSTU, Dinajpur

## CO-SUPERVISOR'S DECLARATION

I hereby declare that the concerned report entitled “**Overview of Daffodil Residential Model School (Drms)**” is submitted by **RAYHANUL ISLAM**. Student ID: E-140504063, MBA (Evening) Major in Finance, Hajee Mohammad Danesh Science and Technology University, Dinajpur- 5200. The said student has completed his research paper under my supervision and submitted this report for the partial fulfillment of the requirement of the degree of Master of Business Administration (Evening) program.

I wish him every success in life.

---

Co-Supervisor

MD. JAHANGIR ALAM SIDDIKEE

Assistant Professor

Department of Finance and Banking

HSTU, Dinajpur

## PREFACE

*We devoted our best effort and attention to gather academic knowledge from our academic books. Books are the principle source of knowledge rather than practical. But it is true that education cannot be fulfilled without the combination of these two components.*

*It is matter of immense pleasure to us that the Faculty of Post Graduate Studies of Hajee Mohammad Danesh Science & Technology University, Dinajpur has taken massive program entitling "Internship Program" at the end of final examination of MBA with a view to the knowledge of students practically. Undoubtedly, it is a timely endeavor to make our MBA degree holders more dynamic and operational to adept with the ever changing business field.*

*My respected and honorable teacher Prof. Shahnaz Parvin for selected the topic "Overview of Daffodil Residential Model School (Drms)" as my research program. I have tried my best to bring out the fulfillment of the report to highlight the aspect of the subject. My effort will be meaningful if this report serves the purpose effectively.*

*I acknowledge with thanks for all suggestion received from my honorable teacher for finishing the program.*

# OVERVIEW OF DAFFODIL RESIDENTIAL MODEL SCHOOL (DRMS)

## Abstract

An Internship Programme Report on overview of Daffodil Residential Model School (DRMS). It is matter of immense pleasure to us that the Faculty of Post Graduate of Hajee Mohammad Danesh Science & Technology University, Dinajpur has taken massive program entitling “Internship Program” at the end of final examination of MBA with a view to the knowledge of students practically. Undoubtedly, it is a timely endeavor to make our MBA degree holders more dynamic and operational to adept with the ever changing business field.

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### **Chairman's Message**

Daffodil Residential Model School (DRMS) is welcoming, learning, community, committed to creating best possible educational experience for every student. Daffodil Residential Model School, in Chiribondor, Dinajpur . We aim to enable all students to reach their full potential. The best code of conduct in life. We believe that DRMS student can learn from the cradle. We have a talented, educated caring team of staff, each of whom works very hard to ensure that the abilities of the student in our care properly nurtured.

We can every steps of each student who will be the future leader and better representative in human life who will be ensure duty towards Allah, duty towards parents and duty towards man kind. Our teachers and teaching assistants are experienced and work as a team to make our school a very special place, every day, for every students.

We value regular contact with parents, guardians, and regard the home school partner ship as essential part of the education process. We are always looking for new ways to involve parents in the life of the school and to keep them informed of the things we are doing for smoothing lives. The students here are listened to have regular opportunities to express themselves we act on student's views to make our school a place that students value and that they one to come to.

We look forward to working with all parents, guardians as partners in our students education to make a best future.

Engineer Md Johir Uddin Shah  
Chairman,  
Daffodil Residential Model School,  
Chiribondor, Dinajpur.

## Principal's Message

Dear parents/guardians,

Assamualaikum

Welcome to the daffodil residential model school, Chiribondor, Dinajpur. All thanks to subhanallahuta,ala and may he send blessing upon us, peace be upon us.

DRMS joins me in welcoming you all to the families are preparing to start new academic year 2016. We hope that you will go through our prospectus to know more about our school, its mission, vision, rules and activities.

Insha Allah, coming year will be full of our students. Providing quality education, which is full of Bangla, English and Arabic indeed a real challenge. We ask Allah subhanallahuta'ala to help us to accomplish the goals and objectives we have set for the year. We are sure that with the grace of Allah subhanallahuta'ala, parental support, and the help of the community we will insha Allah be able to face the challenges ,and will achieve our goals.

We assure the DRMS administration will make every possible effort to ensure your child's educational needs and well taken care of .Alhamdu Lillah ,our school is blessed with qualified professional educators ready to smoothen educational and moral journey of our child . True success comes if policies and rules properly enforced and the students and the parents whole heartedly adhere to the policies and procedures. For this purpose, we need your co-operation. Through your strong partnership, Insha Allah, we will reach to our common goal.

If you have any question the stuff of DRMS and I personally will be more than happy to assist you. Jazakum Allah khairan for Entrusting your child, looking forward to a successful year at DRMS. Please keep in touch, and drop in and advise us whenever you are in this part of the world.

Ma's Salamah,  
Md Mashiur Rahman  
Principal  
Daffodil Residential Model School  
Chiribondor, Dinajpur.

## Board of Directors

SL.NO	Name	Catagory	Designation
1.	Enge. Md. Johiruddin Shah	Founder	Chairman
2.	Md. Rezaul karim Manik	Donar	Vice-president
3.	Abu Taher Mohammad Tajul Islam	Donar	Secretary
4.	Md. Aminul Islam	Donar	Vice-President
5.	Md. Akram Ali	Donar	Finance Secretary
6.	Md. Ramjan Ali	Donar	Member
7.	Md. Altab Hossin	Donar	Member
8.	Md. Monjor Ali Shah	Donar	Member
9.	Md. Obaidur Rahman	Donar	Member
10.	Md. Abdur Razzak Shah	Donar	Member
11.	Md. Abdul Hamid	Donar	Member
12.	Md. Abdul Owadud	Donar	Member
13.	Md. Emanul Islam	Donar	Member
14.	Mst. Rajiya Sultana	Donar	Member
15.	Mst. Samima Akter	Donar	Member
16.	Md. Mashiur Rahman	Donar	Member Secretary

## The Teacher Name List

<b>SL.NO</b>	<b>Name Of Teacher</b>	<b>Position</b>
1.	Ferdosy Begum	Assistant Teacher
2.	Jahanara Begum	Assistant Teacher
3.	Tanjurul Islam	Assistant Teacher
4.	Mst. Sabiha Afrin	Assistant Teacher
5.	Md. Sohedul Islam	Assistant Teacher
6.	Kishor Chandra Roy	Assistant Teacher
7.	Hossin Mohammad Shariar	Assistant Teacher
8.	Mostakema Khanom Mony	Assistant Teacher
9.	Mst. Minhaj pervin	Assistant Teacher
10.	Md. Mamunur Rashid	Assistant Teacher
11.	Md. Raihan Sha	Assistant Teacher
12.	Md. Raihanul Islam	Assistant Teacher
13.	Md. Omar Faruk	Assistant Teacher
14.	Md. Abul Kakalam Azad	Assistant Teacher
15.	Md. Kholilur Rahman	Assistant Teacher
16.	Md. Habibur Rahman	Assistant Teacher
17.	Md. Azmal Hossin	Assistant Teacher
18.	Md. Abul Kalam	Assistant Teacher
19.	Md. Shahidullah	Assistant Teacher
20.	Mst. Salina Khaton	Assistant Teacher
21	Md. Sadekul Islam	Assistant Teacher

# CHAPTER 1

## 1.1 Introduction

The Daffodil Residential Model School is established according to the law registration of private school under the 1962 government ordinance. Whereas, is order to supervise and regulation. The working of private schools is Bangladesh. It's in expedient to provide for registration of such schools. Adopting this entire government ordinance the school attains best performance in the past year.

## 1.2 The background of this organization (Institution):

The main goal to establish the institution aim for developing education and society. For this purpose some scholar agrees to set-up the institution under Dinajpur district Chirirbandar upozilla. The institution situated the main road Dinajpur to parbotipur beside the famous school Amena Baki residential model school. According to this purpose the authority set-up a foundation to the academy for social development. After establishing the school 2012 is going on activities. It's my workplace where I get pleasing to do work for the best experience. On the other hand it helps to remove illiteracy and unemployment. It main purpose to arrange well-bred, well-nourishment for educator local and other people helpful by getting. Well bred for their children.

## 1.3 The legal environment of this organization (Institution):

In order to supervise and regulate the working of private schools in Bangladesh, it is expedient to provide for registration of such schools;

In pursuance of the presidential proclamation of the seventh day of October, 1958, and in exercise of all powers enabling him in that behalf, the governor is pleased to make and promulgate the following ordinance, namely;

1. (i) This ordinance may be called the registration of private schools ordinance, 1962.  
(ii) It extends to the whole of Bangladesh.  
(iii) It shall come into force on such date or dates and in such area or areas as the government, by notification in the official gazette, appoint and specify.
2. In this ordinance, unless there is anything republished in definitions the subject or context,

- a. "Appellate authority" means-**
- (i) In respect of an order made by the divisional deputy director, the director general, directorate of primary education.
  - (ii) In respect of an order made by the regional deputy director, the director general, directorate of secondary and Higher education; and
  - (iii) In other cases, the government;
- b. "Children" means** boys and girls above the age of four and below the age of eighteen receiving instructions at any stage of education.
- c. "Higher secondary education" means** education pertaining to classes XI and XII and includes courses equivalent to "A" level of any foreign educational institution;
- d. "junior (Secondary) school education" means** education pertaining to classes VI, VII and VIII and includes a courts of study for junior Cambridge examination:
- e. "primary education" means** education pertaining to classes I, II, III, IV and V and includes all courses of study in the nursery, preparatory and kindergarten schools:
- f. "private school" means** nay (institution including "O" and "A" level, nursery, junior Cambridge, senior Cambridge, international baccalaureate or equivalent institution established) and run by a person or body of persons, not being the government or a local council for the purpose of imparting organized instruction to ten or more children at a time, but shall not include an institution which is recognized by the government or a board of intermediate and secondary education or other prescribed authority.

Throughout this ordinance, the word "Bangladesh" was substituted for the words "East Pakistan" by article 5 of the Bangladesh (Adaptation of existing laws) Order, 1972 (President's Order No. 48 of 1972).

Throughout this ordinance, the word "Government" was substituted for the words "Provincial government" by section 2 of the registration of private schools (Amendment) Act, 1989 (Act No. XVIII of 1989).

The words "East Pakistan" were omitted by article 6 of the Bangladesh (Adaptation of existing laws) order, 1972 (president's order No. 48 of 1972).

Clause (a) was substituted by section 3 of the registration of private schools (Amendment) Act, 1989 (Act No. XVIII of 1989).



#### **1.4 Impact of this organization (Institution):**

We know that good education and ideality is the back bone at agnation under this academy to learn the nation and developed rule of human life as a social being the academy helps to era dedicate illiteracy unemployment and arrange to well education, well bred, well culture, and arise to the well humanity through the institution. This institution well management and where educated teacher stuff contributed to teach their students. The discipline the accountability the sharing love and sad a how to buildup good citizenship, introduce to own culture and one religion. The students learn for their bright future and well patriot of heir motherland.

## CHAPTER 2

### 2.1 School Rules:

- Arrive at school in time and join the morning assembly.
- Wear clean and proper dress.
- Display your ID card while at school.
- Use English while in school premises.
- Remain quiet and maintain discipline in the classroom.
- Stand up and greet with salam when teachers enter the classroom.
- While in sport class and during the Tiffin time play without hurting anybody And without making much noise.
- Be humble in prayer and keep silent in the prayer room.
- Keep the campus clean and tidy.
- Follow instructions of health and hygiene.
- Remain polite and modest in conduct and behavior.

### 2.2 Not Applicable :

- Don't damage any properties of the school.
- Don't bring any valuables in the classes.
- Don't speak Bangla except in Bangla class.
- Don't use filthy words or indecent language.
- Don't play or run in the corridor during the Tiffin hour.
- Don't litter here and there; use waste paper baskets.
- Don't make noise in the classroom.
- Don't come out of the classroom during class hours.
- Don't be late in the prayer.

The administration and teachers of DRMS believe that students commit themselves to learning, accepting responsibility for their work and their behavior.

Our goal is to instill qualities such as common courtesy, manners, respect for others, self-discipline, responsibility and accountability.

### **2.3 Our Vision:**

To create a generation & leadership enlightened with all pervasive human qualities with a view to building a welfare society.

### **2.4 Our Mission:**

To attain excellence in knowledge, efficiency, morality, intelligent mind-set and creativity. To develop leadership qualities in the students imbued with honesty, patriotism, accountability and selflessness. To contribute in the well-being of the humanity through individual and collective effort.

### **2.5 What DRMS has Got to Offer :**

1. Uphold personal and national identity studying under national curriculum in English version.

2. Develop skills in three different languages in English, Arabic and Bangla.

3. Memorization of at least one tenth of the Holy Quran with meaning.4. Participating in Scouting, Red Crescent and other national activities to increase the ability of organizational management and leadership. Regular parade, indoor games and annual sports competition. Build up good health with physical training.

5. Special coaching in various sport events including Soccer, Cricket, Badminton, Swimming etc., in proper environment.

6. Training in various cultural activities in order to explore latent talents.

7. Appear in different TV channels with a view to exposing ones cultural talents.

8. Attain mastery in debate and lectures participating in practical classes like moot court and moot parliament.

9. Learn proper pronunciation, recitation and presentation.

## CHAPTER 3

### 3.1 Curriculum :

#### ❖ Daffodil Residential Model School follows:

The national curriculum & Islamic education the Integral Parts of Syllabus above all earning knowledge and educations for achieving the success in the world and life hereafter are the parts of the curricula and syllabi.

### 3.2 Extra Curricular Activities:

Courses of Daffodil Residential Model School and Cultural Institute:

- 1. Correct Quran Recitation and Prayer (Salat) training.
- 2. Recitation and Presentation course.
- 3. Training on Art and Calligraphy.
- 4. Music course
- 5. Training on Acting.
- 6. News Casting and Moderation techniques
- 7. Course on Journalism and spot reporting

### 3.3 Salient characteristics:

- 1. Each course is run by celebrated trainers and resources of the country.
- 2. Programs worth airing in media will be prepared with the trained up learners.

DRMS school will have IT and Media Center, Art & Cultural Institute will train potential artists and performers for producing quality programs.

### 3.4 Admission:

Rules for Admission Application should be submitted in prescribed admission form either personally or through website. Students will be selected according to merit due to limited number of seats. Previous results, personal conducts, and discipline will be considered while selecting the right candidates.

The dates for admission will be intimated later. For Play group/nursery, only oral test, for other classes both written and Viva. Students who qualify in the written exams will be called for Viva.

### **3.5 Arrival:**

Students must be in school 15 minutes Before the Assembly bell. Assembly times at the Upper, Middle And Lower Schools vary Students arriving after the stipulated arrival time for their class will be ‘locked out’. i.e. they will not be allowed to attend Middle and Lower Schools ‘Lock out’ is also enforced however, assembly and arrival times vary, according to class. Your ‘Class Notes’ in the school newsletter will clarify your child’s ‘Lock out’ time.

2. No exceptions for late arrivals, not even during exams. Students arriving after ‘lock out’ will be sent home and will attain a ‘0’ for any missed tests or examinations.

### **3.6 Assembly of School:**

Assembly is held regularly except during Ramadan. A short verse from the Koran as well as school and national anthems are recited. Information pertaining to school life and character building is also given out. The sports teacher conducts. ‘PT’ exercises and students are expected to follow these. Students must to be present assembly.

Student behavior In the school premises, students should:

1. Be punctual for school and for individual classes, In senior classes, where students move between classes every effort should be made to arrive punctually.

2. Greet teachers. Students should greet teachers and other staff members when they see them for the first time n the day.

3. Stand up quickly and quietly when a teacher enters a classroom. Greet the teacher and sit quickly to commence lessons.

4. Come to class prepared with all the materials needed and be ready to begin work on time.

5. Raise their hand politely and wait to be called upon if they wish to speak during a class lesson. If the class is involved in an informal discussion, take turns when speaking.

Students should give full attention to the teacher or student who is speaking, and allow other students to concentrate on their work. They should behave in a manner that does not distupt classroom learning or the operation of the school.

- Keep to the left of the stairs and corridors, Allow staff to go first.
- 2. Please refrain from pushing, running and shouting in school.
- 3. Please share facilities with other students, e.g, table-tennis, computers etc.

- 4. Try to in English at all times except during Bengali classes.
  
- 5. Maintain silence in the library, leaving the tables clear of books and chairs in place when leaving.
- 6. Not remain on school premises after school, unless for extra, ECA or unless asked by a staff member.

## CHAPTER 4

### 4.1 School Timings :

- Daycare service will be provided only on the school opening days.
- In case of full-time schooling, the guardians will drop off their offspring in the morning.
- All students will have dinner with parents in their house.
- Students will by no means be allowed to stay in the campus at night.

### 4.2 Attend and Absence Procedures :

1. Students are required to attend school faithfully.
2. Students should never leave the school premises for any unless accompanied by a parent, guardian or teacher, after being properly “Signed-out” at the School office.
3. Whenever a student is absent from school for any reason, the following procedure should be followed.

Firstly, parents should telephone the school office the first morning of the student’s sickness to notify us of absence. This applies also to cases of bereavement, family illness, sudden emergencies, etc. In addition, upon return to school the student must bring a written explanation for absence on the special school form provided at the office. Requests for holiday or absence for engagements etc. must be made 3 clear days in advance on the form available at the school office.

Approval is not automatic. If we feel that the education of the student may suffer, we may not approve it. We hope that you will appreciate that this is entirely for the benefit of your Child’s education.

4. Failure to follow absence procedures (for example unauthorized absence) will result in suspension.
5. In order to encourage full school attendance, a 100% ‘Attendance Award’ is given to all students who achieve this. Attendance at all school events is mandatory in order to qualify for this award.

5. Parents should try to instill in their children the need to be regular at school.

6. During ECA/ extra class days students having ECA or extra classes must remain in school for lunch may be purchased at the school canteens or brought at the start of the school day.

Parents are not allowed to send food items to school at any time during the school day, except with the student in the morning.

### **4.3 Assessment / Interview:**

About assessment of the children Children possess varied potentials. Allah almighty has created different people with the excellence of different talents. If their talents are not evaluated properly and they are not placed to appropriate classes scrutinizing their genius, they may feel unwilling to study.

That's why our efficient and psychologist examiners select each and every child for admitting into appropriate classes considering the child's interest, talent and creativity. In this case we give priority to child's presentation, ability to keep something in memory, the standard of writing, and his/ her creativity. After the child is admitted into the right class a unique learning process based on the principle of "Learn with fun" is applied to him/her. As a result the child does not think his/her weak points as pressure and he/she can finish the syllabus with fun and pleasure.

### **4.4 In the school premises, students should:**

1. Be punctual for school and for individual classes, In senior classes, where students move between classes every effort should be made to arrive punctually.
2. Greet teachers. Students should greet teachers and other staff members when they see them for the first time in the day.
3. Stand up quickly and quietly when a teacher enters a classroom. Greet the teacher and sit quickly to commence lessons.
4. Come to class prepared with all the materials needed and be ready to begin work on time.
5. Raise their hand politely and wait to be called upon if they wish to speak during a class lesson. If the class is involved in an informal discussion, take turns when speaking. Students should give full attention to the teacher or student who is speaking, and allow other students to concentrate on their work. They should behave in a manner that does not disrupt classroom learning or the operation of the school.



- i. Keep to the left of the stairs and corridors, Allow staff to go first.
- ii. Please refrain from pushing, running and shouting in school
- iii. Please share facilities with other students, e.g, table-tennis, computers etc.
- iv. Try to speak in English at all times except during Bengali classes.
- v. Maintain silence in the library, leaving the tables clear of books and chairs in place when leaving.
- vi. Not remain on school premises after school, unless for extra, ECA or unless asked by a staff member.
- vii. Refrain from inappropriate physical intimacy with other students. Students found in compromising positions will be immediately expelled.

#### **4.5 Services to be Provided:**

- 1. Own transport services will be available for the students of other schools as well.
- 2. Day rest/nap facilities
- 3. Providing coaching by the teachers timely.
- 4. Ensuring timely participation in prayer.
- 5. Sports and amusement/ entertainment facilities in the afternoon.
- 6. Afternoon snacks/ refreshment
- 7. Certainty of returning students to their residence with parents in the evening.

#### **4.6 Special Courses :**

# Education is the harmonious development of body, mind and soul.

# Keeping this in mind, a three-way academic activity of Peace School and College will be performed as under:

#### **Academic Curriculum Activities:**

ii. Intensive study of text and reference books.

# Co-Curricular Activities: DRMS school will have cultural institute.

# Courses of Peace Cultural Institute: Correct Quran Recitation and Prayer (Salat) training.

# Recitation and Presentation course.

# Training on Art and Calligraphy.

# Music Course Training on Acting.

# News Casting and Moderation techniques Course on Journalism and spot reporting

Salient characteristics:

# DRMS course is run by celebrated trainers and resources of the country.

# Programs worth airing in media will be prepared with the trained up learners.

#### **4.7 Only the Coaching Service:**

- 1. Bringing the students of other schools with their own arrangement or by our transport.
- 2. Providing lunch
- 3. Arranging coaching (homework)
- 4. Sending the students back to their home either by their own transport or by ours.

## CHAPTER 5

### 5.1 Homework, Class work and tests:

1. Homework is set regularly and students are encouraged to work without the help of tutors.
2. Parents are requested to sign their child's diary daily in order to keep abreast of homework assignments.
3. They are expected to complete homework and class work assignments neatly. Carefully and on time.
4. Students should work to their full potential.
5. If a student experiences difficulty in completing an assignment with "good cause". The student's parent should explain the situation to the teacher with a short note in his or her diary.
6. There are no make-up tests in DRMS All absences during tests are marked with a '0'. However, each teacher is advised to take extra tests each assessment period and base the final marks on a percentage of these.
7. When students have been absent for more than 20% of the term time they are not given an assessment report. In this case, the school will not be held responsible for the child's progress and there is a good chance that he/she will lose ground in class and have to repeat the year.
8. Students who are ill will not be allowed to come to school just to sit for tests or examinations.
9. Test and examination grades will be kept confidential and only disclosed to the concerned student's parents.
10. Generally there are very limited tests or examinations for students in the Lower School.

### 5.2 Full Day Schooling:

In order to help the students prepare their daily assignments, a team of teachers, comprised of all subjects, will regularly run fulltime schooling program during their stay at school.

### **5.3 Private Tuition:**

1. Private tuition is not encouraged unless written permission is given by the School.
2. Students taking private tuition from a DRMS teacher without permission will be expelled immediately.
3. The school regularly arranges mediate classes for weak students.
4. Parents, guardians or students are advised not to present any gifts to teachers. Any gift-giving could in the suspension or expulsion of your child.

### **5.4 School Uniform :**

- Boys (all Classes) Girls (Play –Standard 3) Girls (Standard 4-7) Cap : white (netted).

Frock: (Two inches beneath the knee- cap).

Kamiz: Sky- blue, full sleeve (Two inches beneath the knee-cap).

Shirt : Sky-blue, half/full sleeve.

Belt: 1.5 inches wide made of white cloth.

Belt: 1.5 inches wide made of white cloth and 5 inches wide cross chest scarf.

Trousers: Black colored full length White Salwar White Salwar

Shoe : Black leather

Shoe : Black leather

Shoe : Black leather

Socks : White, thin

Socks : White, thin

Socks : White, thin 3 feet x 3 feet x 4 feet white triangular head scarf 7 feet x 3 feet white head scarf.

Loose white : apron as per specification In winter : Half sleeved Navy- Blue sweater In winter : Full sleeved navy-blue sweater (Cardigan) In winter : Full sleeved navy-blue sweater (Cardigan) Color, size, and cutting of everything should be selected by the School.

## 5.5 Ages category :

S.L.NO	Class	Age limit
01	Play	3+ years
02	Nursery	4+ years
03	KG	5+ years
04	One	6+ years
05	Two	7+ years
06	Three	8+ years
07	Four	9+ years
08	Five	10+ years
09	Six	11+ years
10	Seven	12+ years
11	Eight	13+ years
12	Nine/Ten	14/15+ years

## 5.6 Security & Health :

# In case of any accident or emergency during school hours, students are taken to the nearest Hospital.

# Parents having telephone will be informed immediately.

# The School arranges a Medical Examination of all students during the course of each academic year.

# Medical certificate is necessary in case of absence for more than three days due to sickness.

# Students afflicted by infectious diseases or exposed to such diseases in their homes must complete the quarantine period before rejoining school.

## CHAPTER 6

### 6.1 How the dream will come true :

- ❖ DRMS will gradually launch such schools in all Divisional Headquarters of the country. The schools will run following identical administrative system and academic curriculum.
- ❖ Computer based online arrangement The school will have a computer based online system.
- ❖ The guardian can monitor and keep themselves abreast with the activities round the clock through internet connection.
- ❖ Each student will get an auto generated e-mail ID. Appropriate control on the use of computer will be administered by the institution.
- ❖ Spirituality By the time a student completes SSC, he/she will have memorized at least one tenth of the Holy Quran with meaning.
- ❖ He/ she will be a practicing Muslim youth regular in prayers and Telawat.
- ❖ Scholarship for brilliant students Students at different echelon of studies will enjoy local and national scholarship on the ground of their academic standing that is expected to be sufficient for their food, lodge and tuition fees.
- ❖ Supply of Educational Aids and Uniform All students will get their every required educational tools and aids, uniforms and other common needs from school management.
- ❖ Transport Services School transport facility will be provided to the students as per the Transport Rule of the Institution.
- ❖ Teachers Training In order to enhance the capacity of the teachers, training module and orientation program will be organized every year.
- ❖ Besides, Continuous Improvement Programs will remain afoot in the mode of in house training as well as out sourcing.
- ❖ Academic Year and Calendar Academic year will be from January to December.
- ❖ Academic Calendar and Diary containing classes and examination schedules, vacations, national holidays, etc., will be supplied to the students and guardians at the beginning of the academic year.
- ❖ Participation in the International Conferences The developed world has started Quality Control Circle in education.

❖ Every year world's best schools gather in International convention for Students Quality Control Circle.

## **6.2 Others facilities:**

- ✓ Modern library facilities.
- ✓ Computer and English language are mandatory from Standard One.
- ✓ Regular health checkup.
- ✓ Weekly and monthly class-test.
- ✓ Quarterly teacher- guardian meeting.
- ✓ Academic Council comprised of national and international academics.
- ✓ Not more than 30 students in each class in compliance to International Standard.
- ✓ Activities to explore the latent talent of the students beside general education.
- ✓ Program for bring up students responsible to family, society and nation by moral training.
- ✓ Special class for scholarship candidates. Total Education for Children Education is the harmonious development of body, mind and soul. Keeping this in mind, a two-way academic activity of DRMS School will be performed as under:
  - Academic Curriculum Activities.
  - Intensive study of text and reference books.
  - Co-Curricular Activities DRMS school will have cultural institute. Courses of Peace and Cultural Institute.

## **6.3 Outside school, students should:**

1. Spend time completing homework and studying for tests outside school hours
2. Do extra English reading each day.

## **6.4 Academic Year and Calendar :**

Academic year will be from January to December. Academic Calendar and Diary containing classes and examination schedules, vacations, national holidays, etc., will be supplied to the students and guardians at the beginning of the academic year.

Participation in the national Conferences The developed has started Quality Control Circle in education. Every year world's best schools gather in International Convention for Students Quality Control Circle.

## **6.5 Diaries:**

1. The CGS is the easiest and most Accessible method of communication between the school and parents. Messages for individual teachers and comments or queries about homework should be noted in the diary.
2. School diaries should be checked and signed by parents daily.
3. In addition to homework assignments, it often contains important notices and information.
4. You can address relatively minor issues directly with your child's teacher. Your child's teacher checks all diaries on a weekly basis.

## **6.6 Computer & IT Lab:**

- Daffodil Residential Model School Provides IT best campus. The school IT labs has 15 computers with internet connection.
- Students can browse the internet here during breaks and after academic ours.
- Laptop for Students can use There Class (Viii) will have a laptop for computer training and preparation of assignments.

We expect students to behave responsibly, recognizing the rights of others to be physically safe, emotionally secure and to pursue their own learning without interference. The PS administration, teachers and parents need to work together to help children to respect rules. Teachers and parents have a tremendous positive influence when setting clearly defined limits, providing appropriate consequences for behavior. The following school rules and regulation apply to student actions at all times. Please read these policies over very carefully, and discuss them with your children.



## CHAPTER 7

### 7.1 Picking up/dropping off students:

1. Drivers picking up and dropping off students must queue in a single line at the gates.
2. Drivers should not double park or use the horn (unless to avoid an accident.)
3. Drivers must not make 'U-turns' in the school designated no 'U-turn' zone.
4. Students whose drivers do not adhere to traffic rules will be issued a warning letter. Should this happen again a final warning will be issued and on the third occasion the students will be suspended or expelled.
5. Anybody, including parents coming to pick up a student, in classes play group to class 7, must present the student's I.D card. Under no circumstances shall the student be handed over to anyone without the student's I.D card. Parents are requested to remain in their cars during drop-off and pick-up.

### 7.2 Games and Sports:

DRMS has outdoor and indoor games facilities the school has a lot of playing instrument for pre-school students, located on the ground floor of the academic building.

### 7.3 Wall Magazine:

Wall Magazine (English and Bengali)

### 7.4 Seminar:

Seminar (English and Bengali)

### 7.5 Extempore speech:

Extempore speech (English-Arabic-Bengali)

### 7.6 General Knowledge :

General Knowledge (English-Arabic-Bengali)

### **7.7 Set speech:**

Set speech (English-Arabic-Bengali)

### **7.8 Quiz competition:**

Quiz competition (English-Arabic-Bengali)

### **7.9 Science festival, debate:**

Science festival, debate (English-Arabic-Bengali)

## CHAPTER 8

### 8.1 Recommendations:

- **The focus on improvement**

The Principal and management team worked closely together and the school had made progress in addressing all the previous report's recommendations. The school leaders made raising students' attainment a focus for improvement and student involvement and improving teachers' skills a priority for development. All teachers had received training from external consultants. This included guidance on teaching methods and curriculum changes so that students were now learning skills as well as gaining knowledge. Teachers planned many activities to encourage active learning and students were motivated to learn. The leadership team and subject coordinators gave support to teachers based on their individual needs. This additional training and professional development had an impact on improved classroom practice.

- **The improved learning environment**

The leadership team had acted on recommendations from the last evaluation report and had improved the arrangements for safety. All areas of the school were now safe and cleaned to a high standard. Standards of teaching had improved. Students and teachers made good use of the greater range of resources now available. Teachers had more IT equipment and used it well in lessons. Students were enjoying lessons because they were actively involved and teachers planned more interesting lessons. Students' work was displayed in classrooms and corridors. This made the school an attractive learning environment and students used the displays in lessons to remind them of key vocabulary and concepts.

- **Collaboration with parents**

The school had an initiative to increase its links with parents. When students had difficulties the school promptly contacted parents to discuss support. Parents stated they were more involved with the school, although they felt they needed still more information about the development of the curriculum.

- **Increasing resources**

Teachers had more resources in all subjects and these were increasing as they gradually introduced the new curriculum. However there were still shortages in some subjects. The kindergarten did not have enough resources for children to regularly learn through play. Teachers did not have enough practical resources to develop all areas of young children's learning. The school had developed the library to make it a comfortable working environment and an additional area with computers. However, there were insufficient books for students to use for independent research. Most of the available books were suitable for Cycle 2 students only.

- **Planning for improvement and monitoring new initiatives**

The leadership team had identified areas where changes needed to be made and had been successful in making some improvement to teaching and learning. However, improvement plans were still unclear and not detailed enough to guide teachers to ensure that good teaching was consistent across the school. Planning documents were not monitored to find out how successful they were and what further improvements could be made.

## **8.2 Conclusion:**

In Retrospect of the Marvelous growth of the Organization (DRMS) . The DRMS has more goodwill's . It's in expedient to provide for registration of such school .Adapting all this government ordinance the school attains best performance in the past year.

At the last speech I can say that Daffodil residential model school, Following all ordinance of government of contributed in learning , teaching and for building up the best nation of Bangladesh. It is influence in our society as great philanthropically activities.

## References

1. Daffodil Residential Model School. (DRMS).
2. Internet.