

SOP-CONFICATION OF MOBILE PHONES

Prefectorial Board members will do random check of mobile phones in classes VI – XII. If confiscated, phones will be wrapped and paper slips with the name of the student and model no. written will be pasted on them.

- Entry will be made in the register available with VP. Following details will be entered -
 - Date of confiscation
 - Student's name
 - Student's class & section
 - Model no.
 - Parent's phone no.
 - Signature of the student
 - Signature of the class teacher

- The phones will be kept safely in lock and key with the concerned authority and will be given back to the parents of the students at the end of the session. The phones belonging to students of classes VI to X will be kept with Mrs. Meera Wadhwa and those belonging to students of classes XI & XII will be kept with Mrs. Bandhana Sharma.

- On returning the phone, following will be entered in the register –
 - Date of return
 - Signature of parent

- In special cases, if the phone belongs to father or mother and important data is stored in phone, SIM will be returned on receipt of application.