



Lycée Français International de Delhi

Internal rules

This regulation is likely to be modified during the school year. This document is distributed to each student at the beginning of the year or upon arrival during the year. The document is kept by the family. The acknowledgement is signed by the student, by his or her legal guardians, and returned to *La Vie Scolaire* office.

Preamble

The Lycée Français International de Delhi is a private secular institution in which the material and financial management is provided by the Parents' Association (APE). As part of its agreement with the Agence for French Education Abroad (AEFE), its mission is to:

- ensure the continuity of the public education service for children in school.
- promote the French language and culture in India and to the foreign students enrolled;
- participate in the mission of educational cooperation between France and India.

Its vocation is the schooling from Kindergarten to the Baccalauréat. It prepares students for the national diplomas of Brevet des Collèges and Baccalauréat. It is also a place of education that prepares students for their lives as adults and citizens. The purpose of these internal rules is to enable the school to achieve these goals, and each student to flourish and find his or her way with respect for others, the institution and himself / herself.

➤ **Article 1 – Scope** Unless otherwise stated, the internal rules apply to all: pupils, parents, staff, visitors. The fact of joining the school community in one of these qualities implies full acceptance.

➤ **Article 2 – Inscriptions**

The procedure of enrolment is subject to the production of a complete enrolment file and the payment of the first registration fees.

Pupils are admitted within the limits of the available places in the following order of priority:

1-children of French nationality;

2-children from the European Union who are enrolled in an institution with an approved French program;

3-children of other nationalities attending an approved French program;

4-children with a brother or sister attending LFID;

5-children from the European Union not enrolled in an approved French-language school;

6-children of other nationalities not enrolled in an institution with an approved French program.

For categories 5 and 6, admission may be subject to a level test and an interview with the student and his / her family. Even if there are available places, the Principal may refuse the registration for pedagogical reasons. Admission to a given level of education is subject to the production of an advice from an institution with an approved French program. For pupils from foreign or unregistered systems, the decision goes to the Principal

- 2 year old children can be enrolled in the Pre-school section (Toute Petite Section)
- Only children reaching the age of three in the calendar year of the beginning of the school year and who have reached the cleanliness level may be enrolled in the first kindergarten section (Petite Section).
- Only children reaching the age of four in the calendar year of the beginning of the school year may be enrolled in the second kindergarten section (Moyenne Section).
- Only children reaching the age of five in the calendar year of the beginning of the school year may be enrolled in the third kindergarten section (Grande Section).
- Within the limits of the number of available places, the Principal may exceptionally admit younger children after having taken the necessary pedagogical advice.

➤ Article 3 –Tuition fees

Enrolment is subject to the effective payment of tuition fees. The amount, the payment terms and any exemptions are set annually by the Board of Directors and are published on the Lycée's website.

➤ Article 4 – Schedules

	Monday	Tuesday	Wednesday	Thursday	Friday
Kinder and Elementary (PS,MS et GS, CP, CE et CM)	8h15-15h30	8h15-15h30	8h15-12h15	8h15-15h30	8h15-12h15
Secondary (Collège et Lycée, according to time schedules)	8h15-13h15 14h00-18h00	8h15-13h15 14h00-18h00	8h15-13h15 14h00-18h00	8h15-13h15 14h00-18h00	8h15-13h15 14h00-18h00

The doors open 10 minutes before the times indicated.

Only pupils who have optional courses, who are enrolled in the different groups of extra-curricular activities or in the canteen are authorised to stay in the establishment outside the hours defined above.

➤ Article 5 - Access to the school

5-1 - Student access and rules for entry and exit

5-1-1 Kindergarten (PS to GS)

Parents or adults designated in writing by the family are permitted to accompany and pick up the student at the classroom door. Students are given by teachers only to parents or adults designated in writing.

No childcare service is organised by the school after class and the pupils must therefore be taken in charge by the parents as soon as classes are over.

5-1-2 Elementary (CP to CM2)

Parents or adults designated in writing by the family are authorized to drop off their child in the reception area at the main entrance. At the end of classes, families are allowed to enter the school's reception area to pick up their child. Students are given by teachers only to parents or adults designated in writing.

No childcare service is organised by the school after class and the pupils must therefore be taken in charge by the parents as soon as classes are over.

5-1-3 Collège (6^{ème} à 3^{ème})

The entrance and exit of students at the beginning and end of the day is through the main entrance. Students are not allowed to leave the school between the beginning of the first hour and the end of the last hour of class registered in the timetable.

However, legal guardians may allow their children to leave the institution when classes end unexpectedly before the last class on the half-day (Wednesday or Friday) or full-day (other days) schedule. This authorization is carried on the back of the correspondence booklet, which must also contain the student's identity photograph and timetable.

Students who eat at the school restaurant are not allowed to leave the school during the lunch break.

5-1-4 Lycée (2^{nde} to terminale)

Students must respect their attendance obligations during class hours according to their timetable. One hour of class time recorded in the student's timetable under the name tutoring requires the student to be present in the work or study room.

The entrance and exit of high school students at the beginning and end of the day is only through the main entrance.

Lycée students are allowed to leave the school when they have no classes for an hour or more.

In all circumstances, the arrival of outsiders must be subject to the Headteacher's authorization. Students who are convinced that they have brought a foreigner into the school may be subject to one of the sanctions provided for in the internal regulations. In order to be identified at all times as a member of the school community, each student must always be able to produce his/her student card or liaison booklet.

5-2 - Adult Access

Traffic

Student's drop off in the morning

Vehicles transporting students and staff must display the LFID badge on the windshield (top right). This badge is to be collected from the intendance.

- Observe the G4S guard instructions.
- Observe the rules of "drop off and go" along the barriers.
- Respect the parking areas for drivers only: only before the last turn of Janpath Lane.
- Observe the parking area for both wheels and personnel.
- Do not stop in the middle of the lane to let the children out,
- At the exit of Janpath Lane, turn left onto Aurangzeb Road.
- Do not park on either side of the Janpath Lane-Aurangzeb Road junction.

The pick up

-No parking in Janpath Lane on drop-off areas during the day, except between 3pm and 3:45 pm (Monday, Tuesday, Thursday) and 12: 00-12: 30 (Wednesday, Friday).

- Please respect the opening hours of the portal, and avoid groupings in and around the premises.
- The Lycée does not provide after-school or AES day care. Parents must organize themselves so that children can be recovered without delay.

Adult access is subject to the production of a name badge.

- The badges "maternal parents" give access to the classes at the time of entry and exit;
- "Other level" badges allow access to the reception area.
- Teachers and non-teachers have a "LFID staff" badge that gives them unlimited access.

Persons entering the establishment beyond the reception zones, except parents of kindergarten at the time of the entrances and LFID staff, must declare their identity, the reason for their visit and the person to be met on the registers provided at the reception. A "visitor" badge will be given to them if they do not have a personal badge.

The Principal or his representatives may prohibit the access to any person likely to disturb the serenity.

In the event of a crisis or threat, the Principal shall take all necessary measures to ensure the safety of pupils in connection with the diplomatic section and shall keep the governing and administrative boards informed by appropriate means.

Any member of staff who wishes to be present at the school outside the usual opening days (Monday to Friday) or outside the school period must make a written request to the Principal. The Principal's agreement will condition his presence.

➤ **Article 6 – Vie scolaire (School life)**

Every pupil enrolled in the school has the right to an education that enables him to develop his/her personality, to improve his training and to reach a recognized academic level. He/she has the right to an education that respects the French programs, regular evaluations and individual follow-up, provided in clean and well maintained premises.

6.1 Carnet de correspondance

It serves to establish communication between the school and the family. The pupils must have it permanently with them, along with their school materials. It must be completed carefully by parents from the first day, and must bear the signature of the legal officials, a photo and be covered.

It will allow the teacher to notify you of school trips, possible absences but also problems he/she may encounter with your child or ask you for an appointment. Similarly, you can use the notebook

to ask questions to the teacher, to inform of an absence..... We ask the parents to check this booklet on a daily basis. The information in the carnet de correspondance, signed by the parents, is official information to the families. If your contact information changes during the year (phone number, e-mail address, address), you must communicate them as quickly as possible to the head office and modify them in your children's correspondence. This is important because it is the means by which the establishment can contact you

6.2 School attendance

On the other hand, pupils have the duty to follow all the lessons in their schedule, as well as all the activities organized by the administration or the professors with punctuality and diligence. They must have the necessary attire and materials for proper learning. They must respect the work schedule established by the teachers. They must do the prescribed work regularly, do homework on time, take all the tests and examinations. Everyone has the duty to keep the premises and outdoor spaces clean and the equipment in working order.

EPS (Physical Education) courses are compulsory. Only the total inability for the school year or more than two months may exempt EPS presence. A medical certificate is compulsory in the following cases: total or partial incapacity for the school year, total or partial incapacity for a given period. It is presented to the Head of Vie Scolaire and then to the EPS professor. The exemption can be controlled by a physician designated by the institution, who can confirm or cancel it. In case of exceptional dispensation, parents must prevent Vie Scolaire.

6.3 Security

Students and staff have the right to live in a calm, serene and safe environment.

Consequently, no dangerous objects, toxic or flammable products not required for service or maintenance, no weapons of any kind (except service arms of officials sent by the embassy) may get into the institution.

The introduction of valuables not related to schooling or excessive amounts of money is strongly discouraged.

In no case shall the Lycée be held liable for losses and theft.

The locker is a personal space given to each student for one school year. It is up to him to ensure its closure. The establishment reserves the right to open lockers, which remain the property of the establishment. Access to students' lockers is regulated by posted schedules. Binders or bags must never be left on the ground; they will be removed if necessary.

6.4 School behaviour

Everyone has the right to be respected for his him/herself, his/her opinions, his/her image and his/her dignity.

Consequently, everyone has the duty to exclude verbal and physical violence, vulgarity of language or behavior, to have a proper and decent dress code.

We must give the students we train the essential reference points for a good integration in society and prepare them for the codes of professional life. Therefore, we are particularly demanding with regard to our students' interpersonal skills and their dress code.

It is the responsibility of the institution's management to assess the student's behavior and to take the appropriate measures. For example, non-covering outfits (ie, bare shoulders, shorts and skirts that are too short, clothing showing undergarments, clothing with messages supporting the drug, alcohol, violence or vulgarity).

Behavior, such as attitudes that may put pressure on other students, disrupt the course of teaching or education, or disturb the order of the school are prohibited. Any oral or written attitude or statement of a discriminatory nature (sexist, racist, xenophobic, homophobic, etc.) are prohibited.

The words or images published by any means whatsoever by members of the community and concerning other members of the community shall be considered as falling within the scope of these rules of procedure, without prejudice to the prosecution that may be brought to the competent courts.

The use of recording equipment or sound recording must be subject of a request for written authorization to the management specifying the destination of these recordings: personal use or internal or external publication.

No image or registration of any person taken in the institution may be published in any form without written permission from the person concerned or his legal representatives for minors.

6.5 Mobile

The use of mobile phones, whatever their function or use, is strictly forbidden within the school grounds: premises and courtyard included. No mobile phones should be visible within the establishment.

A student who wishes to communicate with his or her family or driver must contact La Vie Scolaire.

Any student using his telephone on school premises will have it confiscated and handed over to the Principal, and only his parents will be allowed to pick it up.

6.6 Sustainable development

Students, their families and all staff are committed to participating in the actions implemented at the college to move towards sustainable development:

- Sort waste for recycling.
- If necessary, print on both sides and 2 pages in 1.
- Favour work on digital documents (digital books to save paper.
- Respect the premises and ensure the cleanliness of living areas.
- Combat waste: sheets of paper (draft, printer, napkin), electricity, water, unmarked clothing, school supplies, food.
- Use a mandatory gourd and mark it. Take care of hygiene regularly.

Sustainable development delegate

The eco-delegate is in charge of environmental and development issues. Voluntary and elected for the year by classmates. The eco delegate participates in debates, conferences, meetings, conducts projects. It must make it possible to find solutions sustainable development issues.

6.7 Birthdays

The celebration of birthdays in school is permitted only for kindergarten students.

6.8 Lost and found

Thank you to mark all the objects and clothes of your child especially the water bottles. The school is not liable for any loss.

The objects found in the premises of the establishment are locked in the cupboard at the entrance of the kindergarden section. You can ask the school life to open it. Be careful, at the end of each school period, those not recovered will be donated to an NGO.

6.9 Absences and delays

- Primary

Any absence or delay must be reported by e-mail to the address provided for this purpose or by telephone.

- Secondary

Any student who is late must go to Vie Scolaire office to have his or her communication diary signed in order to attend the classes. Any absence must be justified by the legal guardians on the return of the pupil on the communication diary of correspondence so that he/she is admitted in class. Legal officials will be notified of unjustified absences. In accordance with the regulations, absences and delays will be recorded on the report cards.

6.10 Assiduity check

Regular attendance at all courses, in all subjects, is compulsory for all students and throughout the year. Cumulative absences and delays reduce the number of teaching hours set by the programmes and can therefore lead to the non-validation of the school year. A student's absences and delays affect his or her progress and the atmosphere in the classroom.

Parents are required to inform the school by e-mail or telephone as soon as their child is unable to attend class.

A medical certificate is compulsory when the sick leave exceeds three days or takes place just before or after a holiday, or during table work and mock exams.

When a student or family member has a contagious disease, parents must immediately notify the institution and comply with the quarantine periods recommended by their doctor.

Parents must, as soon as their child returns to school, college or high school, after an absence, complete an absence ticket from the transfer book. This "excuse word" is used to validate their email or phone call referred to in the previous article and allows their child to obtain a ticket back to class.

The validity and seriousness of the proof of absence are assessed by the school administration. In the case of inadmissible documents or unjustified absences, students may be punished.

When the child has missed class without a legitimate reason or a valid excuse after 4 half days, the family receives a first warning (Decree of 18.02.66 extract from article 7).

The absent student must recover the lessons and work done during his absence.

Repeated and unjustified absences will be punished.

With aggravated absenteeism, a disciplinary board can be organized with the possibility of permanent expulsion.

6.11 Temporary absence of parents

Inform the C.P.E. by indicating, in writing, the name and telephone number of the person temporarily responsible and to whom he could address himself in case of need (accident...)

6.12 Absence of a teacher

If a teacher is absent the last hour of the afternoon class, if the teacher is not replaced, the students authorized by their parents have the right to leave only after having had permission from the direction. In case of absence of a teacher, the first hour of the morning, the entry can be delayed under the same conditions

6.13 Punctuality check

The students, with the help of their parents, have the obligation to respect the schedules. Repeated delays at class entry indicate a manifest lack of interest that may result in a sanction. They disrupt the classroom and must be outlawed.

Late students must present themselves at the school life office in order to register their late arrival. Depending on the reasons for the delay, he will be authorized to go to class or sent to the study room by the educational framework. He will then have to make up for the missed class. Beyond 15 minutes delay no student will be allowed to enter the course. Delays between two courses are sanctioned.

Exceptional delays will be considered on a case-by-case basis. Delays are counted by the institution; when they are repeated and unjustified, they are notified to the family and punished.

In accordance with regulations, absences and delays will be reported on the quarterly bulletins.

In primary school, no students will be accepted at LFID after 9am. The elementary principal will receive parents of late students for a point of order.

➤ Article 7. BCDI

7.1 Library

Primary children from MS to CM2 go to the BCDI every week. Please ensure that borrowed books are given back in the library bag without delay. High school students can borrow up to 4 books for two weeks.

7.2 School manuals

The LFD lends the manuals to LFID students for the year. The distribution is made on the first day. Manuals should be given special attention. They are imported from France and have to serve several years.

Families are responsible for covering the handbooks distributed in the first week. This loan is made against a deposit check (100 euros for college student and 150 euros for high school student, a check for each child) which you will make to the order of "Lycée Français de Delhi" and give to the accountant department. For families with no euro check book; Make a check to the order of "Lycée Français de Delhi" no date: 8000 INR for college students and 12000 INR for high school students.

➤ Article 8. Extra curriculum activities

Extra-curricular, sporting, artistic and educational activities are offered from the large kindergarten section to the lycée. Activities take place

- for elementary students from 4 pm to 5 pm on Mondays, Tuesdays and Thursdays and on Wednesdays and Fridays from 1 pm to 3 pm
- for high school students, Monday, Tuesday and Thursday from 5 pm to 6 pm

The GS will receive special attention during the half-hour of beating between the end of the class and the progress of the activity.

Elementary students are supervised during this period by supervisors in the playground.

One hour of study, supervised by high school supervisors, is proposed to the college students ending at 16h) in order to wait until the start of the AES at 17h.

The parents are invited to an afternoon of registration which will take place in the sports hall of the school on Wednesday, September 16 from 14:00 to 17:00, where it is recommended to take the children. The ESAs begin the first week of October and end at the end of May, except for outdoor sports activities that end at spring breaks due to heavy heat. If students participate in activities on Wednesdays or Fridays, please register them in the canteen.

➤ **Article 9 - Health**

Students must have up to date compulsory vaccinations in France and India.

Tobacco, alcohol and narcotics are prohibited within the premises of the establishment.

The snacks given to the pupils must be healthy and balanced.

In order to ensure healthy and balanced eating and to avoid risks associated with food allergies, the introduction and consumption of sweets and soft drinks in the LFID is prohibited.

To avoid accidents, students are not allowed to bring medication. Parents should as far as possible ask their doctor to prescribe treatments that can be taken before and after school time. When this is not possible, medicines should be deposited with the nurse along with medical prescription. They will be taken under the nurse's control exclusively.

9.1 – Medical appointment

We organize an optional medical visit for new students and compulsory for GS students from October on. At the end of a doctor's visit, a confidential report will be sent to the family, with recommendations.

9.2 Projet d'Accueil Individualisé

Students who need to take a chronic treatment or require special attention can benefit from a personalized welcome project.

The Individualized Care Project (PAI) is for children and adolescents with health problems such as:

- chronic pathology (asthma, for example),
- allergies,
- food intolerance.

The PAI is a written document which makes it possible to specify the adaptations to be brought to the life of the child or the teenager in community (nursery school, school, high school, leisure centre).

It can concern school time but also extracurricular time, and is sometimes called PAIP (Projet d'accueil individualisé périscolaire).

The PAI is developed :

- at the request of the family,
- or, with his or her agreement and participation, by the school principal or head teacher based on the therapeutic needs of the child or adolescent, in consultation with, as the case may be, the school doctor, the Maternal and Child Protection (PMI), or the doctor and nurse of the host community.

The therapeutic needs of the child or adolescent are specified in the prescription signed by the physician who follows the child or adolescent as part of his or her pathology.

In particular, the PAI must contain information on:

- the diets to apply,
- the conditions of meal intake,
- Scheduling arrangements,
- exemptions from certain activities that are incompatible with the health of the child or adolescent,
- the proposed alternative activities.
- Family

The request for PAI is made to the head of the school.

In the event of an emergency, parents or caregivers will be contacted, depending on the severity of the situation.

In the event of an emergency, parents or caregivers will be contacted, depending on the severity of the situation.

➤ **Article 10 - Right of conscience, display, publication and assembly**

Secularism, neutrality and a spirit of tolerance are at the heart of the values on which French education is based. Everyone has the right to absolute respect for conscience and must be respected in his differences. Any religious or political proselytism is proscribed in any form whatsoever. Wearing of signs or outfits showing ostensibly religious affiliation or political conviction is prohibited. The publications prepared by the students may freely circulate in the school, provided that a major publication director (student or adult of the school) is clearly identified. Editor is responsible for all his personal writings (civil and criminal) regardless of the type of publication adopted, including on the internet. In the event that certain documents are offensive or defamatory, in the event of infringement of the right to the image, the rights of others or public order, the head of the school may suspend or prohibit the publication. The head of the school may authorize the holding in the school premises of meetings which may include the participation of external personalities. The request must be made at least one week in advance. These meetings must respect the principles set out above.

➤ **Article 11 - Use of computer resources**

The computer resources must be used in accordance with the Computer Rules of the Lycée français International de Delhi, annexed to the present regulations. Computers should be used only for school work or construction of the student's orientation project, and in accordance with instructions given by adults.

In particular :

- any voluntary action aimed at undermining the integrity of the system;
- all downloads;
- any software installation by an unauthorized person;
- any copy contrary to intellectual property law;
- any website consultation unrelated to the school work or the orientation project.

➤ **Article 12 - Disciplinary Proceedings**

Violations of these regulations may be subject to academic punishment or disciplinary penalties. Alternative measures should, however, be preferred whenever possible.

12-1 School punishment

They concern breaches of pupils' obligations. They may be given by educational personnel (Vie Scolaire, supervisors), by the teaching staff or, at the request of any other adult working in the institution (outside school supervisor, administrative or service staff, etc.) by Vie Scolaire or the management.

The school punishments are as follows:

- oral remark;
- a written warning, communicated to the family by the notebook;
- additional homework;
- collective interest work; - hours of restraint.

12-2 Disciplinary sanctions

Disciplinary punishments concern violations of persons or property and serious or repeated breaches of pupils' obligations. They shall be pronounced by the Principal or by the Disciplinary Board. They are entered into the student's record, where they remain registered for a period of one year, even in the event of a change of institution.

The disciplinary sanctions are as follows:

- a written warning addressed to the family by the Principal;
- a written blame addressed to the family by the Principal;
- a temporary exclusion from school, canteen or extra-curricular activities of up to eight days by the head of the school;
- definitive exclusion from the institution, canteen or extra-curricular activities.

Only the Disciplinary Board may impose a definitive exclusion. Temporary or definitive exclusions may be suspended. Where such a stay is pronounced by the Disciplinary Board, a further meeting of the Disciplinary Board is necessary to put an end to it.

12-3 The Education Commission

Its mission is to examine the situation of a student whose behavior is inappropriate to the rules of life in the institution and to encourage the search for a personalized educational response. It is also consulted in the event of incidents involving several students. The Education Commission monitors the implementation of preventive and accompaniment measures, measures of accountability and alternative measures to sanctions. This committee, which is chaired by the head of the school or its representative, includes staff from the school, including at least one teacher and at least one student parent.

12-4 The disciplinary board

The disciplinary board is chaired by the Principal. Representatives of staff, parents and pupils shall be elected annually from among their members by the full and alternate members of the Governing Board of their respective categories. For each elected member of the Disciplinary Board, an alternate shall be appointed under the same conditions. The Principal shall refer the matter to the Disciplinary Board. In the event of a tie, the chairman shall have the casting vote. Any decision of the Disciplinary Board of the institution may be referred to the Counselor for Cultural Co-operation and Action within eight days of its notification either by the student's legal representative or by the latter, if he/she is of age, either by the head of the school. The adviser of co-operation and cultural action decides after opinion of a commission constituted under his supervision.

➤ Article 13 - Canteen

The organization

The students pass through the refectory class by class, divided into 4 services: 11:30 for the smallest, 12:00 for the major sections and the CP, 12:15 for the primary, 13:15 for the secondary. All students from the Little Section to the Third are automatically registered in the canteen on Mondays, Tuesdays and Thursdays. Depending on their schedule, pupils (6th to 3rd) are enrolled by the school in the canteen on Friday.

Students taking extracurricular activities on Wednesdays and Fridays must be specifically registered in the canteen by the families themselves.

If the students wish to have lunch at the canteen, they must register at the canteen before each start of the period, specifying the selected days.

Enrollments are annual. Changes are only accepted at the end of each billing period and must be reported in writing prior to the start of the next period.

Period 1: from the beginning of the school year to the 18th December (Christmas holidays)

Period 2: from 4 January to 15 April (spring break)

Period 3: from 2 May to the end of the year.

Invoices will be sent by e-mail in November, February and May.

The price of meals is 205 rupees for the full rate and 175 rupees for the reduced rate reserved for children scholars and families with at least 4 children schooled at the LFD.

➤ Article 13 - Insurance

Students must be insured for the following risks: - public liability - individual accident In addition, in order to participate in the transplanted classes or outings, they must be covered by a medical assistance contract. The Lycée voluntarily offers membership in a collective contract covering these risks. Parents not wishing to subscribe must provide at the beginning of the year a certificate from their insurance company indicating the covered risks.

Contacts

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