

NIRMALJYOTHIPUBLICSCHOOL(CBSE)

(AffiliatedtoCentralBoardofSecondaryEducation,Delhi) (Reg.
No. 930909)

“BLOOM AND AMAZE”



HANDBOOK2024-25

Name:.....

Grade:..... Div:.....

**Palakadu,Meenachil
Pala,Kottayam-
686577,Kerala Ph:
8289803968,9961902180 ,
9495315564**

E-mail: nirmaljyothips@gmail.com Web :

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NIRMALJYOTHIPUBLIC SCHOOL, PALAKADU

www.nirmaljyothips.com

*"For in him are hidden all the treasures of wisdom
& knowledge" (Col.2:3)*

SCHOOL

Morning : 9.00 a.m. to 12.10 p.m.
Lunch break : 12:10 p.m. to 12:40 p.m.
Afternoon :12:40 p.m. to 3:30 p.m.

OFFICE

Morning :8:30 a.m.to1:15p.m.
Afternoon :2:00p.m.to4:00p.m.

CONTACTS

Manager : Sr. Sneha Paul SMC 8547672490
LocalManager : Sr.LeoniSMC 9495315564
Principal : Mr. Bobby Thomas 9961902180
Vice-Principal : Sr.LeoniSMC 949531556

Office

: Sr.Rosmitha SMC

8289803968

Our Heavenly Patroness



St. Martha

OUR FACULTY

NON TEACHING STAFF

SCHOOL TIMING

Monday to Friday (LKG - X)

9:00a.m.	Arrival
9:05a.m.	Firstbell
9:10a.m.to9:20a.m.	MorningAssembly
9:20a.m.to10:00a.m	Iperiod
10:00a.m.to10:40 a.m.	IIperiod
10:40a.m.to10:50a.m.	Shortbreak
10:50a.m.to11:30a.m.	IIIperiod
11:30a.m.to12:10 p.m.	IV period
12:10p.m.to12:40 p.m.	Lunchbreak
12:40p.m.to1:20 p.m.	V period
1:20p.m.to2:00p.m.	VIperiod
2:00p.m.to2:10p.m.	Shortbreak
2:10p.m.to2:50p.m.	VIIperiod
2:50p.m.to3:30p.m.	VIIIperiod
3:30p.m.	Concludingprayerand departure

PARTICULARS OF STUDENT

(To be filled by the Parent)

Student's name:.....

Grade:.....House:.....Adm.No.:.....

Date of birth:.....Blood Group:.....

Father's Name:.....

Tel.No.(Off):.....MobNo:.....

Occupation/Organisation:.....

Mother's Name:.....

Tel.No.(Off):.....MobNo:.....

Occupation/Organisation:.....

Siblings studying in this school, if any:

Name.....Grade.....

Name.....Grade.....

Res.Address:.....

Tel.No.(Res.):.....Emergency Contact No:.....

EmailID:.....

DECLARATION

I declare that I have read the rules and regulations of the school and I fully agree to abide by them.

Signature of Father.....Mother.....

PARTICULARS OF STUDENT

(To be filled by the Parent)

Student's name:.....

Grade:.....House..... Adm.No :.....

Date of birth:.....Blood Group:.. ..

Father's Name:.....

Tel.No.(Off):.....MobNo:.....

Occupation/Organisation:.....

Mother's Name:.....

Tel.No.(Off):.....MobNo:.....

Occupation/Organisation:.....

Siblings studying in this school, if any:

Name Grade.....

Name Grade.....

Res. Address:.....

Tel.No.(Res.):.....Emergency Contact No:.....

EmailID:.....

DECLARATION

I declare that I have read the rules and regulations of the school and I fully agree to abide by them.

Signature of Father.....Mother.....

MYGOAL

.....
.....
.....
.....

THINGSIWILLCONTINUETODO

.....
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.....
.....

THINGSIWILLSTOPTODO

.....
.....
.....
.....

THINGSIWILLSTARTTODO

.....
.....
.....
.....

PLEDGE

**Indiaismycountry/ All
Indians are /**

**Mybrothersandsisters/ I
love my country. /**

**Andlamproudof
Itsrichandvariedheritage. I
shall always strive /**

Tobeworthyofit./

**I shall give my parents, /
Teachers and all elders. /
Respectandtreateveryone With
courtesy. /**

**Tomycountry/andmypeople, I
pledge my devotion. /**

{]Xn✓

C≥UyFs,cmPyamWv.

F√mC≥Uym°mcpw Fs,ktImZco
ktImZcΣmcmWv. Rm≥Fs,

cmPysØ kvtn°pðp. k°q¿Æhpw
sshhn≤y]q¿ÆhpambAXns,

]mc°cyØn-Rm≥A`nam\w
slm≈plbpwsNøpðp.AXn\p≈
A¿IXbv°mbnRm≥Ft[]mgpw

{]bXv\°pðXmWv.

Rm≥Fs,amXm]nXm°tfbpw
Kpcp°ΣmscbpwFsð°mf{]mbap≈
F√mh scbpw_l pam\°plbpw
GsXmcmTfmSpwacymZtbmSplqSn
s]cpamdplbpw sNøpw.

Rm≥Fs,cmPytØmSpwFs,

\mşplmtcmSpw{]Xn]Ønbp≈h\mbncn

°psaðv{[]Xn/sNøpðp. AhcpsS
tεaØnepwsFizcyØnepwam{XamWv
Fs, B\μw IpSnsIm≈pðXv.



राष्ट्रगीत

जन-गण-मन अधिनायक, जय हे
भारत-भाग्य-विधाता।
पंजाब-सिंधु-गुजरात-मराठा,
द्राविड-उत्कल वंग,
विध्य-हिमाचल-यमुना-गंगा,
उच्छल-जलधि-तरंग,
तव शुभ नामे जागे,
तव शुभ आशिष मांगे,
गाहे तव जय - गाथा।
जन-गण-मंगल - दायक, जय हे,
भारत - भाग्य - विदाता।
जय हे, जय हे, जय हे।
जय जय जय जय हे॥

वन्दे मातरम

वन्दे मातरम्। वन्दे मातरम्।
सुजलाम्, सुफलाम्, मलयज-शीतलम्
सस्यश्यामलाम्, मातरम्।
वन्दे मातरम्।

शुभ्रज्योत्ना, पुलकितयामिनीम्
फुल्लकुसुमित - द्रुमदल - शोभिनीम्
सुहासिनीम्, सुमधुर - भाषिणिम्,

सुखदाम्, वरदाम्, मातरम्।
वन्दे मातरम्। वन्दे मातरम्।



NIRMALJYOTHIANTHEM

Bloomandamaze;
 Bloomandamaze,
 We aim at truth and wisdom,
 WegainitthroughGod'sgrace
 Weupholdhumanvalues
 WesafeguardSanctityoflife.
 Wearehumbleinourwordsanddeeds, We
 need to get rid of ignorance.
 Wepraiseourheavenlyfather;
 For this willful life
 Forthiswillfullife
 Bloomandamaze;
 Bloomandamaze;
 Weaimattruthandwisdom,
 WegainitthroughGod'sgrace(2)

PRAYERS

Lord's Prayer Our
 father in heaven Holy
 be your name, Your
 Kingdomcome, Your
 will be
 done,Onearthasinhea
 ven.
 Give us today
 Ourdailybread,
 Andforgiveoursins, As
 we forgive
 Those who sin against us.
 Do not bring us to the test;
 Butdeliverusfromtheevil.

Amen

MORNINGPRAYER

(Lightacandleinyourprayerroomandprayslowly)

O God, source of all truth and wisdom, bless our work and study which we offer you, enlighten our mind, strengthen our memories and direct our will towards what is rightenable us always seek the truth and make us truly wise.

PRAYERBEFORECLASS

O God, Our father in heaven, we your children are standing before you. Take us all, to the world of wisdom and knowledge, and guide our teachers to teach us well.

PRAYERAFTERCLASS

O God, Our Father in heaven, we thank you for your help and guidance. We are very grateful to you for giving us our teachers. Bless them abundantly. Help us all to remember what we have learned now.

PRAYERBEFOREMEALS

O God, Our Father in heaven, bless all the farmers, working hard to give us food. Remember the hungry. Bless us O Lord and bless these food which we are about to receive from your bounty.

Amen.

We give you thanks Almighty God for all your
benefits which we have received from your bounty. Amen

PRAYERBEFORESLEEP

O God my heavenly Father, I thank you for your help.
Forgive my shortcomings. I shall try to be good to all.
Protect my parents, brothers, sisters, friends, teachers and
all my people through out this night. Give us all good sleep.
Let me rest in your palm.

Amen

EXAMINATIONPRAYER

Oh! Lord, Oue God; Havemercy on us

Today, We have come to write our examinations
Sharpen our memory and enable us

To collect what we have heard in our Classes and
we have studied for this examination.

Keep us away from the temptation of malpractices
and strengthen us internally

To write this examination in a fair manner

Grant us the graces required for writing this examination now.

PRAYERFORASSEMBLY

O God! Who are the truth and origin of knowledge,
bless our studies which we consecrate to you, enlighten our

minds and direct our wills, towards what is right. Grant us the grace to seek truth always and make us truly wise.

O My God! Bless me, bless my parents, my teachers my brothers and sisters, and all those dear and near ones to me.

God! keep us safe and protect us from all accidents and dangers. Lord, protect all men and women who travel and lead

them to their journey's end. Grant us the grace to obey your parents and teachers Mary Matha, pray for us.

TEACHER'S PRAYER

O my God! I am about to begin the day's work in school. Teach me to receive the children entrusted to me in your name. Give to my efforts success sweet Jesus, for the glory of your Holy Name and the good of your children. Strengthen me.

O Lord! for the great work you have assigned to me. It is your work, without you I cannot succeed. Grant that the children that you have placed in my care may be abundantly blessed and that not one of them may be lost because of anything that is lacking in me. Help me to conquer every temperamental weakness and enable me to bring the sunshine of joy to the young lives that are gathered me day by day. Amen.

SONGS

1. GOD'S LOVE IS SO WONDERFUL

God's Love is so wonderful (3) O
Wonderful love.

So high you can't get over it
So deep you can't get under
it

So wide you can't get around it
O wonderful love.

2. WE SHALL OVERCOME

Weshalovercome
Weshall overcome

Weshalovercome,someday

Oh,deepinmyheart

IknowthatIdobelieve

Weshallovercome,someday

We shall be alright

Weshallbealright

Weshallbealright,someday

Oh, deepin my heart

IknowthatIdobelieve

Weshallovercome,someday

We shall live in peace

Weshallliveinpeace

Weshallliveinpeace,someday

Oh, deepin my heart

IknowthatIdobelieve

Weshallovercome,someday

We are not afraid (oh Lord)

We are not afraid (oh Lord)

We are not afraid, today

Oh,deepinmyheart

IknowthatIdobelieve

Weshalovercome,someday

Weshalovercome(ohLord)

Weshalovercome(ohLord)

Weshalovercome,someday

Oh, deepin my heart

IknowthatIdobelieve

Weshalovercome,someday

3. सुबह सवेरे लेकर तेरा नाम प्रभु,
करते है हम शुरु आज का काम प्रभु,

शुद्ध भाव से तेरा ध्यान लगाये हम,
विद्या का वरधान तुमि से पाए हम,
तुमि से है आगाज तुमि से अंजाम प्रभु,
करते है हम शुरु आज का काम प्रभु....

गुरों का सत्कार कभी न भूले हम,
इतना बने महान गगन को छु ले हम,
तुमि से है हर सुबह तुम्ही से शाम प्रभु.
करते है हम शुरु आज का काम प्रभु.....

4. WEAREGATHERING

1. WearegatheringtogetherintoHim(2)untoHimshallthegathering
ofthepeoplebeWearegatheringtogetheruntoHim.
2. WearepraisingtogetheruntoHim(2)untoHim
3. WearelearningtogetheruntoHim
4. WearethankingtogetheruntoHim
5. WearesingingtogetheruntoHim
6. WeareplayingtogetheruntoHim

5. ThankYouLord

ThankyouthankyouOhLord
Forthe dayyou gave me
Forthethingsyouprovidedme

For the teachers for the school and for
 my dear one
 Let your light shine in my ways
 Lift me from all my falls.
 Make me brave to face the challenges of the world.

6. Showers of Blessing

There shall be showers of blessing
 There is the promise of love
 There shall be seasons refreshing
 Sent from the Saviour above

Chorus:- Showers of blessing
 Showers of blessing we need
 Mercy drop round us are falling But
 for the showers we plead.

2. There shall be showers of blessing
 Send them upon us
 Grant to us now a refreshing,
 Come and now honour Thy word

3. There shall be showers of blessing
 O that today they might fall
 Now to God we're confessing
 Now as on Jesus we call

7. Oh Lord Loving Father

O Lord Loving father
 Be with me on this day (2)
 We need your presence
 We need your blessing
 We need you for all (O Lord)

PROSPECTUS

RULES AND REGULATIONS OF THE SCHOOL

1. AIMS of the School

The School aims at:

- @all round development of the pupil.
- @forming a new generation of people who are committed to task of building a just society.
- @emphasizing corporate activity in character building, making each pupil mentally alert physically alive.
- @fostering in the pupils a high degree of integrity, honesty justice and charity.

Your child is a precious treasure you have graciously received from God. Education of the child is the prime obligation of the Parents. So we believe that every parent must try to find sufficient time, irrespective of every heavy schedule, to take care of the child. Enable your child learn the lessons of love, kindness, faith, truth etc... from the lap of the mother and father. Do not entertain the impression that your child will learn these lessons from others. The school authorities and teachers can only extend a helping hand in order to fulfil your obligation. In order to secure all that is best in the education of children, the maximum co-operation and support of parents is desired.

GENERAL RULES

1. Every pupil must bring the school handbook to the class daily.
2. All shall remain silent and study till the teacher comes to the class.
3. When the teacher enters the classroom, the pupil should stand

up,greethim/herandremaintheretilltheyareaskedtosit.

4. Homework shall be done regularly.
5. The school premises should be kept neat and tidy.
6. It is compulsory to speak English in the school premises,
7. No mobile and electronic gadgets are permitted in the school campus.
8. Playing in classrooms and corridors is strictly prohibited.
9. When passing along corridors during class hours pupils shall keep silence.
10. No pupil shall enter any classroom than his/her own without the permission of the concerned teacher.
11. Never put waste things anywhere other than in the dustbin.
12. Pupils are not allowed to bring any other books or periodicals other than school books.
13. No post-ponement & pre-ponement of term examinations.
14. Running, playing or shouting inside the school building is never allowed.
15. Nails must be kept short and clean. Nail polish, varnish or hardener is not allowed.
16. Girls are not allowed to put on facial makeup.
17. Girls are not allowed to put on lipstick, lip gloss, or any other cosmetics.
18. Tattoos are strictly not allowed on any part of the body. Students found with tattoos may be suspended until efforts are made to remove them permanently.
19. Hair must be kept neat and tidy at all times. Fancy hairstyling, tinting, dyeing, highlighting and bleaching of hair are strictly not allowed for all students.
20. Boys must be neat in appearance and clean-shaven at all times. No facial hair is allowed.

21. School property is your own. Defacement of School property will be penalized
22. They are also not permitted to come to school by driving / riding vehicles except bicycles.

TO THE PARENTS

1. Parents are expected to co-operative with the school by enforcing regularity, punctuality and discipline in the children and by taking sincere interest in their progress.
2. To see that their children prepare their lessons at home and devote at least one hour in the morning and two in the evening to study. Only if parents give their full co-operation, the school can help in the all round development of the child.
3. Parents should check the diary every day and take note of the homework is done before the children are sent to school the next day.
4. Any communication (request / complaint) made by the parents should be addressed to the Principal.
5. Parents and Guardians are requested to see that their children come to school with their nails and hair properly cut and combed, trimmed as well as in neat school uniforms.
6. Parents should encourage their children to participate in the school activities.
7. Presence of the parent - Teacher meeting is compulsory. Primary School (JKG-1 Std) students, parents must meet the class teacher, with the permission from the principal, once a month to know the progress of the child. Failure to meet teachers is a serious lapse against the child.

8. Parent should avoid planning social functions, tours and pilgrimages on school days.
9. Parents are welcome to meet the teacher on working days 3.30p.m. to 4.00p.m.
10. Parents should remit the school fees and term fees on the days prescribed, without delay.
11. A progress report showing the academic development of the children, with suggestion for improvement, will be sent after mid-term examination. The report must be signed by the parent/guardian and returned to the school within three days of issue. For the terminal examination, parents are expected to correct the same from the school in person.
12. The parents are always welcome to meet the school authorities and express their views and suggestions in a spirit of co-operation and good will.
13. Change of address of parents/guardians should be notified to the principal.
14. The school diary serves as a means of communication between the school and the parents. Please note and countersign the remarks entered in the diary by the teachers.
15. Parents are requested to retain the fee receipt till the end of the academic year.
16. We are much interested in your child as you are :so take us into confidence about everything relating to your child.
17. Parents / guardians need to seek admission to this school only if they agree to abide by these and other rules and regulations.
18. Parents may use the diary pages for brief communication with the school.

DAMAGE TO THE SCHOOL PROPERTY

- Students are strictly forbidden to write or scribble on walls, desks, benches etc. or through paper or spill around the classrooms or caused damage to the school property such as laboratory articles, library books, furniture etc.
- Damaged done to the school property should be compensated for and such cases will be dealt strictly.
- The school authorities will be constrained to resort to stern actions to curb all kinds of destructive tendencies in the students.

A. COURSE OF STUDIES

I. *Pre-Primary (JKG & SKG)*

Early Elga, Early EVS, Early Mathelagic,
 Creative Art, Physical & Yoga
 Reading, Phonics, Writing and Conversation
 Number work
 Health talk
 Story talk
 Recitation
 Physical Education
 Lingua telling
 Art, Singing and Dancing

II *Primary, Middle & Secondary School*

Moral Science/Religious Instruction
 ELGA : Reading, Writing, Dictation, Prose,
 Poetry, Grammar and Composition,
 Second Language : Malayalam

ThirdLanguage : Hindi

Mathematics : Arithmetic, Basic Elements of
 Geometry and Practical Skills.
 General Science : Introduction to various branches of
 Science and Practical Work
 Social Science : History, Geography and Civics
 Coding & Computational Skills: Shapes and Logos,
 Creating Apps, The Pythagorean Triple, Language of
 Computers.
 General Knowledge
 Physical Education: Theory and practice Art
 Education
 Music and Dance Library
 Karate and Yoga

B. SCHOOL FEES

The rates of tuition fee and special fee will be fixed by the
 management. Parents are advised to remit fees at the beginning of
 each term. The tuition fees for the twelve months are payable in
 four equal instalments on the following dates without fine.

First Instalment	on or before	July 15 th
Second Instalment	on or before	September 15 th
Third Instalment	on or before	November 15 th
Fourth Instalment	on or before	January 15 th

All fees are to be paid on the prescribed dates. Pupils shall not
 be allowed to write the examination unless all the dues are paid up-to
 date. Fees once paid are not refunded. Parents are requested to send the
 exact amount of fees with their children and to
 keep the fee receipts and to produce it as a proof of payment if needed.

HouseSystem

To make more effective management and a healthy competitive spirit, the school (ItoX) has been divided into four houses. Each house is distinguished from the others by a colour as follows.

1. Red House
2. Blue House
3. Green House
4. Yellow House

Each house has as its head a House Prefect who is assisted by Vice-Prefect. Every house strives towards the same goal, the development of the character together with a determination to keep discipline. Each individual, no matter to which house he/she belongs has an equal responsibility in the discharge of his/her duties. House meetings are held as and when necessary to plan for the Inter-House competitions if any.

Discipline

Strict regularity, obedience, politeness and courtesy in speech and conduct, smartness and cleanliness of dress and person are rigidly insisted upon.

Objectionable conduct, whether in or out of school is punishable with expulsion.

Uniform

Monday, Tuesday, Wednesday, Thursday, Friday - Regular Uniform

School Library

Library books are issued for home reading, to every student Grade V onward once in a fortnight. Damage or loss of these books will have to be made good in full by the pupils. The Librarian may call for the return of any book seven before the expiry of due date. Reference books may not be taken out of the library. Borrowers are required to examine the books at the time of borrowing and report to the librarian any damage, loss of pages, pictures etc, noticed. Borrowers are not permitted to pass on the book to others. Books borrowed shall be kept neatly. Avoid marking, underlining or defacing the books.

HandBook

Handbook must be brought to school daily and should be maintained carefully. Pupils should write down daily assignments in the students page provided and the parents must sign it every weekend.

The parents must check the handbook daily. The remarks given by the principal and the teachers must be signed by the parents.

School Bus

The school runs its own buses for the convenience of pupil. The charges vary according to the distances. Parents have to make necessary arrangements to handover and to collect back their pupils at scheduled bus stop. If school authorities are unable to run the bus, parents have to make their own arrangements to the school. The school will not provide alternative transport facilities to students who miss the bus.

Bus Rules

- * Queue System to be strictly observed.
- * The smaller children should be seated before senior student occupies the sitting space.
- * Students should remove their bag from their shoulders before boarding the bus and keep it on the rack.

Withdrawals

No leaving Transfer Certificate is issued unless the parents make a requesting in writing. One month's notice of the withdrawal is required. No leaving certificate will be issued until all the fees and dues have been paid.

TEACHER'S MANUAL

Every teacher is a blessing to an educational institution. A teacher is a gift from God to the children. A teacher is a beacon, a guide, a philosopher, a friend, a Guru, a councilor, a motivator, an innovator, an optimistic, risk taker, a non-looker, a good formator, a silent listener, and above all a Godly person. In order to be an inspiring person to others he / she should have to be more disciplined, systematic, sincere, energetic, co-operative, faithful and hard working in the profession, duties and responsibilities entrusted to him/ her, The following are some of the guide lines useful to succeed in the blissful career and to reach the target with a right vision by performing the right mission.

1. The time schedule of the school is 9.10 to 3.30 on all the working days. All the teachers are requested to present in the school 9.00 a.m.

2. When you reach the school, kindly sign the register kept in the principal's room before 9.30 for forenoon session and before 1.30 p.m. for the afternoon session.
3. Everyday we have teacher's prayer in the principal's chamber. All the teacher's are requested to participate in the prayer session at 9.00 am.
4. The casual leave permitted for the teachers is one per month.
5. Late coming as well as taking leave has to be informed to principal in advance.
6. The usage of mobile phone in the staff room, corridor and in the classroom is strictly prohibited.
7. If any special classes are arranged, kindly inform the principal in advance.
8. No individual celebration is allowed.
9. Conducting test paper after each chapter is a must.
10. All teachers have to see to the cleanliness and discipline in the school as well as in the class rooms.
11. Teach at least two or three new words during your class time.
12. Kindly present for all the common programmes PTA meeting celebrations of Sports day, Annual day etc.
13. Please keep your table and place neat and clean.
14. No teacher is supposed to disturb the other teacher during the class time talking at the doors.
15. Don't sit and take class.
16. Help and contribute your best in the activities of the school.
17. Always see the positive of the other.
18. Receive the parents and other guests with open arms.
19. Consider the institution as your own.
20. Speak always the positive of the students and the institution of the public.

Class Teachers

1. Making of regular attendance is a must. After the end of each month the books have to be submitted to the Principal.
2. Write the cumulative records from the beginning itself.
3. Conduct at least three personal meetings with the students in a year.
4. Maintain discipline, cleanliness and decorum of the class rooms.
5. Teach the students the basic etiquettes of speaking, eating, chatting and behaving.
6. Motivate the students for all the activities.
7. Keep all the records neat and ready in time.
8. Do all the duties entrusted to you.
9. Arrange the tour programmes of the classes.
10. Complete the record works in time.

P.T.A

All parents and teachers are members of the Parent - Teachers Association. The aims of the association are:-

1. To co-operate with the management and the for bringing forth a good formation in the students.
2. To participate actively in the co-curricular and the extra curricular activities taking place in the school and its premises.
3. To promote the discipline in the school campus.
4. To foster unity and fraternity among the parents, managements and the staff.
5. To give creative suggestions and necessary corrections when is needed and encourage the management and the staff to have

excellent outlook, perfect teaching, creative learning and above all excellent results.

6. To understand the problem of the pupils and teachers and help to find solutions.
 7. To be in close touch with the programmes, discipline, health, physical education, obedience to teachers, regularity in doing home work etc.
 8. To arrange for meetings, Seminars and cultural programmes, for improving the relationship between parents, pupils and teachers.
- Be sensitive to the needs of others.
 - Use wealth as a means, not an end.
 - Live for values so as to promote a just and true society.

PROFILE OF A STUDENT

Every student of this school during his / her school life should strive to be a person of depth and character by achieving the following qualities.

Personal Qualities

- Respect for self and others.
- Learn to give without counting the cost.
- Strive for academic excellence according to God-given gifts and talents.
- Grow in wisdom and strength.
- Learn to accept love and forgiveness and offer the same to others.
- Take pride in being a student of this school.
- Aim at becoming a fitting member of society, nation and world.
- Be simple, humble and loving.

- Never despise and disown the poor, down trodden and marginalized.
- Practise self-discipline and work wholeheartedly.
- Develop critical thinking.
- Persevere in time of trials and difficulties and never give up.

Spiritual Qualities

- Love and trust God with your whole being, welcome him in your life and thereby enjoy heavenly bliss.
- Discover meaning in life, through prayer, reflection and interiority.
- Encounter God of all goodness and love.
- Know your own faith and live in the light of this faith.
- Seek God in every life situation and make him the goal of your life.
- Practice humility, which is a virtue of the strong.
- Attribute to God all your achievements and constantly seek his help and guidance.

Social Qualities

- Learn to respect life. Be aware of your own dignity and those of others irrespective of caste, creed and social status.
- Work for communal harmony and national integration.
- Respect your own rights as well as those of others.
- Be convinced of the meaning of collaboration and reconciliation to build a happy home and society.
- Say "NO" to antisocial elements and activities.
- Reject violence, exploitation, selfishness and revenge.
- Work for the upliftment of the poor and marginalized.
- Know and appreciate your culture and those of others.

- Develop the sense of civic and social responsibilities.
- Possess political consciousness, leading you to make a free, valid and responsible political option.

SOME GOOD PRACTICES TO OBSERVE

1. Show due respect to prayer and national anthem.
2. Show respect to parents, teachers, elders and even to younger ones
3. Greet others, teachers in particular.
4. Pay attention to the teachers, while they teach.
5. Concentrate fully in your studies and avoid all distractions.
6. Set an achievable long-term goal.
7. Set goals for every day and try to evaluate yourself at the end of the day.
8. Always be ready to work hard.
9. Do everything in time. Procrastination is a sin.
10. Practice values like humility, sincerity, truthfulness and compassion.
11. Help others in whichever way you can.
12. Learn to appreciate, be not eager to find fault with others.
13. Respect yourself, then others, especially the opposite gender.
14. Have a healthy relationship with others.
15. Be courageous enough to say 'NO' to unwanted actions and friendship.
16. Believe in yourself. Avoid overconfidence.
17. Observe the rules, regulations and instructions of the school.
18. Ask the permission when entering the Faculty Room.
19. Expect only guided freedom in the school.
20. Avoid hurting others' feelings through words and actions.
21. Make sure that the words you utter are not offensive to others.
22. Weigh your words before you speak.
23. Remember that you have to pay for your unacceptable behaviour.

CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism
He learns to condemn; If
a child lives with hostility
He learns to fight; If
a child lives with ridicule
He learns to beshy; If
a child lives with tolerance
He learns to be patient; If
a child lives with encouragement
He learns confidence;
If a child lives with praise
He learns to appreciate; If
a child lives with fairness
He learns justice; If
a child lives with security
He learns to have faith; If
a child lives with approval
He learns to like himself
If a child lives with acceptance and friendship
He learns to find love in the world.

Dorothy Nolte

LOOK CLEAN AND TIDY

Habits are generally cultivated, not inborn. Practicing good and acceptable habits from the young age is indeed the best way to cultivate refined habits. Following are a few tips:

- Have the habits of walking up in the early in the morning.
- Practice attending morning needs with regularity.
- Pay particular attention to your personal cleanliness. Dress very

neatly, tidily and modestly. Your dress may well be simple, but it must be clean.

- Take bath daily.
- Regular cleaning of the teeth is essential for health. Have your hair combed and brushed neatly at all time. Keep your feet clean. Do not go about barefoot.
- Make a change in innerwear as often as you think necessary.
- Carry a handkerchief always in your pocket, and use it when needed. Blow your nose quietly. Never handle another's handkerchief.
- Do not spit, indoors or outdoors.
- Avoid poking your fingers into your ears, nose, teeth or hair in public. Such personal cleaning work must be done only in private.

HELPSTOSTUDY

“HOW TO LEARN MORE, IN LESS TIME”

General Hints

- Take up first subject you most dislike, once you have done this, the rest of your work will be easy.
- Do not hesitate to ask your teacher or your cleverer companions, things you do not grasp clearly. Never leave difficulties unanswered, as this will put you into greater difficulties, later.
- To make sure that you have understood something.
- Pretend that you are explaining the lesson to another see if you can do it well.
- Make yourself your own teacher and question yourself and answer honestly (don't cheat!)
- Do not continue working when you are tired, walk round the

garden, or talk to a friend or have some other pleasant interruption, but only long enough to refresh you: to finish your lesson, and not waste time.

- Get enough exercise every day, it keeps the mind fresh.
- Do not cut down necessary sleep in order to study, it will hurt you later on.
- Lastly, pray often to the All-wise and All-knowing God, to help you make progress in your studies.

Particular helps

- Never omit the lesson or home-work assigned. If you do, it is like missing a train you can never catch after-wards.
- If memory work is assigned, learn it overnight and repeat it as the first thing in the morning.
- Always stake down in your diary work that is assigned for the next day.
- All home - work should be done neatly and the day's work always dated. Each new home - work should be done on a fresh page.
- As you grow up, make a daily time - table for yourself for your study, the different subjects in order of difficulty, the most difficult one being first, for your rest and recreation etc. In this way you will learn to be a man of regular habits, a most valuable asset in later life.
- Revise at the end of the week all that learnt during the week.

**“The essence of Education
Lies in
Drawing out the every best**

HOW TO BE AN IDEAL STUDENT

- Always keep your body clothes and language clean, cleanliness is next to Godliness.
- Be punctual, Delay is dangerous.
- Politeness is the polish, which will help you to shine everywhere.
- He who works hard brings honour to himself. A genius is 90% perspiration and 10% inspiration.
- Bring your school diary and stationery to class daily, Borrowing is a bad habit.
- Books are friends that give knowledge. Treat them with care so that others may use them.
- Classwork plus homework complete your education.
- Reading makes a man. Writing makes a full man. Write clearly so that others do not have to use spectacles due to you.
- Be sporting on the playground. Always play a fair game.
- An idle mind is a devil's workshop, So never waste time.
- Be honest so that you will be trusted.
- Avoid gossiping. God is a silent listener to every conversation.
- Be cheerful with a welcome smile. God loves you.

HOMEWORK

Careful consideration has been given to develop our school's Homework Policy, which specifies the type and amount of homework assigned to a student. Homework not only provides an important extension to the pupil's learning processes, but encourages qualities of perseverance, self-discipline and shows that education continues beyond school. It is one of the important areas where both home and school can work together for the benefit of your child. The following advice is an attempt to make this partnership as effective as possible.

- * The homework time-table for each grade is prepared by the Class Teacher as per the Homework Policy.
- * All home works are required to be completed and submitted within the prescribed time.
- * Try to ensure that your child has a quiet working area (maybe a bedroom or dining room) but preferably away from any distractions.
- * Try to show an interest in your child's work both at home and at school. Listen to problems; ask him/her about their day but without making this an ordeal.
- * If your child is having difficulties, you may guide, but don't do the work for them!
- * If a student seems to spend more time on homework than expected, parents may inform the school by making a note on the diary.
- * Pupils who do not complete a homework task will have their diary stamped with a warning and a new date to submit. Parents of pupils who continually encounter difficulties in completion of homework must meet the respective teacher and principal.

A NotetotheParents

The enrolment of the pupil to the School implies that the parents of the ward have agreed to abide by the Rules and Regulations of the school and those framed from time to time, in the best interest of the school and all its students.

Whereas the School Management is committed to provide maximum possible assistance to suit the individual need of every student, at times it may not be practically feasible to make changes in policies, systems and procedures to suit the requirement of a specific student. Please be assured that such matters of concern will be looked into with due importance and a decision will be taken in the best interest of all the students and the school.

The decision of the Principal shall be final in matters related to the school including those related to disciplinary action for violation of school rules. **THE MANAGEMENT RESERVES THE RIGHT TO MODIFY OR CHANGE THE RULES**

to find permanent solution.

PRINCIPAL'S REMARKS

Date	Remarks	Principal's Sign	Parent's Sign

PRINCIPAL’SREMARKS

Date	Remarks	Principal's Sign	Parent's Sign

TEACHERCOMMUNICATION

Date	Remarks	Teacher's Sign	Parent's Sign

TEACHER COMMUNICATION

Date	Remarks	Teacher's Sign	Parent's Sign

PARENT'S COMMUNICATION

Date	Remarks	Parent's Sign	Teacher's Sign

PARENT'S COMMUNICATION

Date	Remarks	Parent's Sign	Teacher's Sign

LEAVEFORMAT

(Specimen)

Date.....

From:

Student's Name.....

Address.....

.....

To,

The Principal,

Respected Sir/Madam

This is to inform that my ward

Master/Miss.....

studying in Std:..... Div:.....

Roll No..... was absent from.....

..... on account of illness/

urgent work. Kindly excuse his / her absence. (Medical Certificate is to be attached in case of illness.

Your sincerely

Signature & Name of Parent/Guardian

SPECIMEN OF APPLICATION FOR A SCHOOL LEAVING CERTIFICATE

Gen.Reg.No.....

Date.....

To,

The Principal,

.....

Dear Principal,

Please furnish me with Leaving Certificate of my son / daughter. The Treasurer's and other signatures have been obtained and the necessary particulars are given below:

Name.....

Date of birth.....Date of leaving school.....

Std.....Div.....Roll No.....

Reason of leaving.....

Address.....

.....

Yours faithfully
Parent/Guardian

FOR THE USE OF THE SCHOOL STAFF

1. All fees due have been paid
(including month's notice)

Treasurer

2. Name has been cancelled from the register

Conduct.....

Application.....

Sign.ofClassTeacher.....

3. All books returned

Sign of Librarian.....

The Leaving Certificate may be issued

.....

Principal

No Leaving certificate is given until the sum due to the school has been paid in full or satisfactory arranged for.

The L.C. will be posted to the given address if a stamped envelope supplied together with this application form.

MARCH2024

HOMEWORK

Date	

LIBRARYRECORD

No.ofthe book	Nameofthebook&Author	Dateof Issue	Due Date	Sig.& Date

LIBRARYRECORD

No.ofthe book	Nameofthebook&Author	Dateof Issue	Due Date	Sig.& Date

LIBRARYRECORD

No.ofthe book	Nameofthebook&Author	Dateof Issue	Due Date	Sig.& Date

ABSENCERECORD

Name		Class		RollNo	
Date of Application	Date of Absence	Reason of Absence	Parent's Sign	Class Teacher's Sign	Principal's Sign

LATEATTENDANCERECORD

Name	Class	RollNo		
Date& Time	Reasonforbeinglate	Parent's Sign	Class Teacher's Sign	Principal's Sign

SYLLABUSANDTIMETABLEFORTHETEST/EXAM

DAY	DATE	SUBJECT	SYLLABUS

SYLLABUS AND TIME TABLE FOR THE TEST/EXAM

DAY	DATE	SUBJECT	SYLLABUS

SYLLABUS AND TIME TABLE FOR THE TEST/EXAM

DAY	DATE	SUBJECT	SYLLABUS

SYLLABUS AND TIMETABLE FOR THE TEST/EXAM

DAY	DATE	SUBJECT	SYLLABUS

SYLLABUS AND TIMETABLE FOR THE TEST/EXAM

DAY	DATE	SUBJECT	SYLLABUS

RECORDOFCLASSTEST

Dateof Test	Subject	Max. Marks	Marks obtained	Sign.of Teacher	Sign.of Parent

RECORD OF CLASS TEST

Date of Test	Subject	Max. Marks	Marks obtained	Sign. of Teacher	Sign. of Parent

RECORD OF CLASS TEST

Date of Test	Subject	Max. Marks	Marks obtained	Sign. of Teacher	Sign. of Parent

RECORD OF CLASS TEST

Date of Test	Subject	Max. Marks	Marks obtained	Sign. of Teacher	Sign. of Parent

FEE RECEIPT

Name.....Standard.....

Instal-ment	Due Date	Amount Received	Date of payment	Sd/-of cashier
I	July15			
II	Sep.15			
III	Nov.15			
IV	Janu.15			

FEEFOREXTRACURRICULARACTIVITIES

	Date	Bill No.	Sd/- of
Yoga			
Smart Class			
Communicative English			
Cultural			

BUSFARE			
JUNE		JULY	
AUG.		SEPT.	
OCT.		NOV.	
DEC.		JAN.	
FEB &MARCH ADVANCE			

MODEL DAILY SCHEDULE

- 5.00am : Getting up
- 5.30am-7.30am : Prayer, Study
- 7.30 am - 8.30 am : Breakfast, Newspaper Reading & to School
- 9.00am-3.30pm : School
- 4.00pm-6.00pm : Play, bath etc.
- 6.00pm-8.00pm : Study
- 8.00pm-9.30pm : Prayer, Supper, T.V. news & Recreation
- 9.30pm-10.30pm : Study

10.30pm : Toted

Sig.ofStudent

Sig.ofParent

Sig.ofClassTeacher

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