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STUDENT'S HAND BOOK

2022 – 2023

(Classes I to XII)

Name.....

Class Section.....

House

Address.....

.....

.....

Mobile No.

This hand book must be carried to school everyday.

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SCHOOL TIMINGS (CLASSES I-XII)

- ASSEMBLY 7:50am
- CLASS TIMINGS 8:10am - 1:30pm
- SCHOOL GATE CLOSSES AT SHARP 7:45am

SCHEDULE FOR INTERACTION (ON WORKING DAYS ONLY)

MANAGER	Tuesday 9:00am-10:00am	With Prior Appointment only
PRINCIPAL	Monday-Friday 9:00am-10:30am	With Prior Appointment only
TEACHERS	Monday-Friday 1:30pm-2:00pm	Availability of the teacher must be confirmed at the reception by atleast 1:00pm
OFFICE	Monday-Friday 8:30am- 10:30am 11:00am-1:30pm	
FEE COUNTER (PARENTS)	Monday-Friday 8:00am-10:30am 11:00am-1:30pm	Saturdays 8:30am-10:00am
FEE COUNTER (STUDENTS)	DURING RECESS TIME ONLY	

DECLARATION FORM

Name of the Student.....

Class..... Section..... Roll No..... House.....

Admission No.....

Date of Birth.....

Residential Address.....

.....

.....

Blood Group.....

Full Name of Father/Guardian.....

Full Name of Mother.....

Parent's nature of business/service with designation.....

.....

Phone No. Residence.....

Office..... Mobile.....

Email.....

Real Brother/Sister studying in this School (if any)

Name 1..... Class..... Section.....

2..... Class..... Section.....

Certified that I have read all the information given in this hand book carefully and I shall abide by them.

Father's Sign.

Mother's Sign.

Guardian's Sign.

To

**THE PRINCIPAL
St. John's Academy
Jwala Nagar, Delhi-110032**

Please declare to which of the following category you belong by ticking the (✓) appropriate square.

1. General
2. OBC
3. SC
4. ST
5. Handicapped
6. Minorities
 - a) Christian
 - b) Sikh
 - c) Muslim
 - d) Jain
 - e) Buddhists

PRAYER SONGS

1. WALKING WITH THE LORD

Walking with the Lord,
We are walking in the morning
Lift up your hearts
For you're walking with God
Singing to the Lord
We are singing in the sunshine
Lift up your hearts,
For you're singing to God.

Hand in hand with everyone,
We're walking, walking,
Black and white and brown,
Together, walking walking
Singing new songs now,
Living new lives,
Building new bridges
Walking distant miles,
Well we're walking with Lord.

Rain and storm will not prevent us
Walking, walking
Faith and hope and love,
Will send us walking, walking
Crossing all barriers
Climbing all stiles,
Breaking through fences,
Walking distant miles,
Well we're walking with Lord.

2. I CAN FEEL

I can feel your presence in my heart
I know you are always near
You understand me, more than I could ever know
I can feel your presence in my life.

You go before me, yet you always lead me on
You guide me with your gentle hand

15. वन्दनम् प्रभु वन्दनम्

- वन्दनम् प्रभु वन्दनम्4
1. मेरी आशा है4
मेरी आशा है तू वन्दनम्2
वन्दनम् प्रभु वन्दनम्4
 2. मेरी रक्षा है2
मेरी रक्षा है तू वन्दनम्2
वन्दनम् प्रभु वन्दनम्4
 3. मेरी ज्योति है2
मेरी ज्योति है तू वन्दनम्2
वन्दनम् प्रभु वन्दनम्4
 4. मेरी मुक्ति है4
मेरी मुक्ति है तू वन्दनम्2
वन्दनम् प्रभु वन्दनम्4

16. इतनी शक्ति हमें देना दाता

इतनी शक्ति हमें देना दाता.....2
मन का विश्वास कमजोर हो ना.....2
हम चले नैक रस्ते पे हमसे,
भूलकर भी कोई भूल हो ना

1. दूर अज्ञान के हों अधरे,
तू हमें ज्ञान की रोशनी दे
हर बुराई से बचते रहें हम,
जितनी भी दे भली जिन्दगी दे
बैर हों ना किसी का किसी से,
भावना मन में बदले की हो ना
हम चले नैक रस्ते पे हमसे,
भूलकर भी कोई भूल हो ना
2. हम ना सोचें हमें क्या मिला है,
हम यह सोचें किया क्या है अर्पण
फूल सुशिर्यों के बाटे सभी को,
सबको जीवन ही बन जाए मधुवन
अपनी करुणा का जल तू बहाकर,
कर दे पावन हरेक मन को कोना
हम चले नैक रस्ते पे हमसे,
भूलकर भी कोई भूल हो ना
3. हर तरफ दुल्म है, बंबसी है,
सहमा-सहमा सा हर आदमी है
पाप को बोझ बढ़ता ही जाये,
जाने कैसे वह धरती धमी है।
बाँध ममता का तू ये उठा ले,
तेरी रचना का यह अन्त हो ना
हम चले नैक रस्ते पे हमसे,
भूलकर भी कोई भूल हो ना

PREAMBLE

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC and to secure to all its citizens

JUSTICE, social, economic and political;

LIBERTY of thought, expression, belief, faith and worship;

EQUALITY of status and of opportunity; and to promote among them all

FRATERNITY assuring the dignity of the individual and the unity and integrity of the Nation;

IN OUR CONSTITUENT ASSEMBLY this 26th day of November, 1949, do HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.

PLEDGE

India is my country / and all Indians are my brothers and sisters.
I love my country / and I am proud of its / rich and varied heritage /
I shall always / strive to be worthy of it /
I shall give my parents, teachers and all elders respect and treat everyone with courtesy.

To my country and my people, I pledge my devotion.
In their well-being and prosperity alone, lies my happiness.

OUR FATHER IN HEAVEN

Our Father, Who art in heaven
Hallowed be Thy Name;
Thy kingdom come,
Thy will be done,
On earth as it is in heaven,
Give us this day our daily bread,
Forgive us our trespasses,
As we forgive those who trespass against us;
And lead us not into temptation,
But deliver us from evil.

Amen

LORD, MAKE ME AN INSTRUMENT OF YOUR PEACE

Where there is hatred, let me sow love;

Where there is injury, pardon;

Where there is doubt, faith;

Where there is despair, hope;

Where there is darkness, light;

Where there is sadness, joy;

O Divine Master, grant that I may seek not so much to be consoled as to console; to be understood as to understand; to be loved as to love; for it is in giving that we receive; it is in pardoning that we are pardoned, and it is in dying that we are born to Eternal Life.

-PRAYER OF ST. FRANCIS.

PRAYER BEFORE THE CLASS

O God

Who are truth!

And the origin of all knowledge /

Bless our studies /

Which we surrender to you.

Enlighten our minds /

Strengthen our memories /

And direct our wills /

Towards what is right /

And save us /

From all dangers /

Grant us to seek / truth always /

And make us / truly wise.

PRAYER AFTER THE CLASS

O my God / I thank you,
for all the help / you have given to me today;
I ask you / to forgive my faults,
I promise / never to offend you again,

Amen

NATIONAL ANTHEM

जन-गण-मन अधिनायक जय हे
भारत भाग्य विधाता ।
पंजाब, सिन्धु, गुजरात-मराठा,
द्राविड़ उत्कल बंग ।
विन्ध्य-हिमाचल यमुना-गंगा,
उच्छल जलधि तरंग ।
तव शुभ नामे जागे, तव शुभ आशिष मोंगे,
गाहे तव जय गाथा ।
जन-गण मंगलदायक जय हे,
भारत-भाग्य विधाता ।
जय हे, जय हे, जय हे,
जय, जय, जय, जय हे ।

GENERAL INFORMATION

St. John's Academy, is a Christian minority institution run by the Capuchin Fathers of Prem Jyoti Capuchin Region, India. The Capuchins residing at St. JOSEPH'S ASHRAM, JWALA NAGAR are responsible for its functioning.

OUR VISION OF EDUCATION

The Capuchins consider it as part of their Sacred duty to impart knowledge and mould the character of those entrusted to their care. With this objective, they aim at an integral education of students: intellectual, social, moral, psychological and physical.

The intellectual education is sought to be given by way of a course of studies that is suited to the mental development of the students. The choice of the course of studies is governed by the consideration that it serves as a solid foundation for higher studies.

The social education is imparted by way of making the student realise that he/she is a member of a society. A student, therefore, is taught to cultivate a spirit of teamwork, and a healthy competition. A spirit of service and dedication to duty is also aimed at. Above all, the student is gradually trained in social skills and appropriate behaviour patterns in order to be a responsible citizen.

Solid moral foundation is laid from the very outset by way of instilling in the students a passion for whatever is true, good, honest and honourable. To achieve this, high ideals are placed before them for emulation. The moral education is imparted in such a way that the principles of moral living exert a lasting influence through out their life.

Due attention is also paid to the psychological needs and capacities of the students. Emotional balancing is no less important than any other formation in the upbringing of a human person. We, therefore try to create a family atmosphere

of love, care, concern and affection so that the students may know their self worth and grow in self esteem.

"A healthy mind in a healthy body". The physical well being is provided for with ample opportunities in sports and games. Capable instructors and coaches are readily made available. Individual performances of the students are given all attention along with the instilling of a spirit of co-operation and sportsmanship.

VALUE OF STUDY TIME

Dear Students

All of you have to devote a lot of time to your studies, but most of you find it impossible to finish the given tasks or assignments. From where then can you find time to study? For this there is no magic formula. But the formation of habits. This will keep you free from anxiety and create situations to study well

Study Conditions:

1. Avoid all distractions. Do not let your mind wander or be distracted from what you are doing. For this, select a quiet place.
2. Keep all the materials you might require close by your side so that you do not waste time and energy looking for it.
3. Study under proper light, as poor light tires the eyes and you lose concentration.
4. Have proper ventilation, for, fresh air keeps the mind alert.

Time Management

1. Keep in mind what you have to study, how much you have to study and the time you have. Have a balance between leisure and study. Organize your timetable in such a way that you have fun and sufficient time for study.
2. Decide when to study and what to study.
Make a weekly time table. It is better to have short frequent periods for each subject than long hours for one.
3. Pay total attention to what you are studying. Absorb more and understand better
4. Do not study when you are tired
Relax with something light for a short while and come back to studies.
5. Understand the material you have to learn as a whole.
6. Re-learn and revise previous lessons frequently.
7. Do not try to learn notes but get the most important points and put them down in order under headings and sub-headings.
8. Do not try to learn by heart but get the most important point and jot them down in the order under heading and sub heading.

Regularity and concentration are the key words of success

CODE OF CONDUCT FOR PARENTS

To set clear guidelines for parents on expected behaviour with school staff/teachers/administration.

Applicable to:

This policy applies to all the parents.

As a school value, we place great emphasis on respect for students, parents and the teachers/admin./school staff and also expect the same from parents. The school expects high standards of behaviour from parents within the school's premises as they are the role models for their children. But it has been observed that in certain situations, parents do not adhere to the values and start misbehaving, a behaviour that demeans the dignity of individuals or groups, including stalking, harassment, discrimination, taunting, ridiculing, insulting, threatening or other acts of violence.

Policy Guidelines:

- Respect and concern for teachers/admin./school staff and their rights. Parents have to treat all individuals and property of the school with dignity, courtesy and respect at all times.
- Parents have to present themselves in a lawful, ethical, and responsible manner that recognizes and respects the rights of others.
- Parents have to cooperate with the teachers/admin./school staff to achieve the best outcomes for any related issue, and maintain constructive communication and relationship with teachers/admin./school staff regarding issues/concerns related to their child's learning.
- If parents have any concerns about their child in relation to the school, they should contact the reception.

Unacceptable Behaviour:

The school will not accept any unwanted behaviour. In order to promote peaceful school environment. This follows:

- Any kind of disruptive behaviour which interferes with the school operation i.e. classroom, administration area or any other part of the school.
- Using loud and/or offensive/abusive language or displaying temper.
- Threatening, the use of physical aggression towards teachers/ admin./staff, passing derogatory remarks about the school policies in public e.g. to transport staff or other parents regarding transport policy.
- Threatening to make a police complaint, media or using the name of an authority (school related or outsider) to get their work done.
- Abusive or threatening emails or phone calls, whether implicit (indirect) or explicit (direct).
- Damaging or destroying school property, Usage of mobile phones in the restricted areas.
- Dress code while coming to meet school officials should be neat & proper so as to maintain school decorum.
- Arguing with the front desk representative over the phone, insisting to talk to the teacher which is not possible during school time.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences)
- Smoking, taking illegal drugs or the consumption of alcohol on school premises and/or enter in the school premises while consuming alcohol.

Consequences of Unacceptable Behaviour:

- In cases where the code of conduct has been broken but the breach was not, slanderous or criminal matter, then the school will send out a formal letter to the parent/guardian to a meeting.
- If the parent/guardian refuses to attend the meeting, then the school will write to the parent/guardian and ask them to stop the behaviour causing the concern and warn that if they do not they may be banned from the school premises. If this continues, the parent/guardian will again be written to and informed that a ban is now in place.
- Note: A ban from the school can be introduced without having to go through all the steps offered above in more serious cases.
- In cases where evidence suggests that behaviour would be tantamount to libel or slander, then the school will refer to the matter legally.
- In cases where the unacceptable behaviour is considered to be a serious and potentially criminal matter, the concerns will in the first instance be referred to the Police. This will include any or all cases of threats or violence and actual violence to any child, teacher/admin./staff in the school, this will also include anything that could be seen as a sign of harassment of any member of the school community, such as any form of insulting social media post or any form of social media cyber bullying.

The above mentioned behaviour on school premises will be reported to the appropriate authorities, who can take following action(s) based on the severity of the misconduct.

- If the parent is misbehaving or using bad language (Walk-in or Phone call), they will be given a warning and will be asked to leave.

- If they continue misbehaving or using bad language, £500/- fine will be imposed and they will be asked to write an apology letter to the school.
- In extreme cases, school has the right to issue a Leaving Certificate to the student.

In case of any issue/concern related to academic or administration, we strongly suggest to all parents to write in the School Diary or send an email.

Signature of Parents

Father: - _____

Mother: - _____

Guardian :- _____

GENERAL RULES

1. The School uniform is to be worn on all days. A student who is not neatly dressed may be excluded from the class room or even sent home.
2. Every student should bring his/her hand book daily to school.
3. Students should attend the school regularly. They must reach the school at least five minutes before the first bell.
4. The warning bell before class is a signal for all to go to the assembly, or to their respective classrooms. This should be done silently.
5. Students should show respect to the school authorities and the staff. They should be gentle and polite to their companions.
6. No books (other than text books or library books) should be brought to the school without permission.
7. If any student is found outside the school during class hours, without valid permission, he/she is liable to be dismissed. The school shall only assume responsibility for the students, after they have entered the school premises.
8. All are expected to speak in English within the school premises.
9. The absentees and the late comers must show to their teacher leave application/late coming record for admission to the classroom. Leave application from parents is a must for any student absent on the previous day.
10. The school reserves the right to ask the parents to withdraw their children if their progress in studies still remains unsatisfactory even after taking remedial measures or their attendance is irregular or the conduct is harmful to other children.
11. Regular attendance is compulsory for promotion. Those who fail to get 75% of attendance will be detained.
12. Since it is a co-educational school, it is expected from the students to observe a high standard of decorum as expected by society. Use of vulgar and filthy language are punishable offences. Shouting and whistling is not allowed in the school building and the school premises.
13. Firing crackers/splashing colours in the school on any occasion is forbidden.
14. Students should not bring any sharp instrument to the school.
15. No student should ravish or damage the school property in any way. Damage done/noticed must be reported at once to the class teacher. Any damage done to the school property will have to be compensated.
16. Wearing of gold, artificial ornaments, valuable watches or any other articles and bringing mobile phones or any other electronic gadgets (CD, Pendrive, I-Pad) etc. are strictly forbidden. Once confiscated it will not be returned.
17. Students are not allowed to enter class rooms other than their own.
18. Students should keep the class rooms and school surroundings neat and clean.
19. Homework and class work should be done neatly and regularly and should be submitted to the concerned teacher on time. Defaulters will be liable to punishment.
20. Students are warned against buying any eatable from street vendors.
21. Personal hygiene and cleanliness of every student in the school is essential. The uniform must be clean and neatly pressed, shoes well polished, finger nails pared and hair neatly arranged. Use of cosmetics is not allowed.
22. Any student who is seen outside the school premises, after school hours, wearing the school uniform at any public place or gathering, is liable to be strictly penalised.

23. Smoking, chewing gum, eating pan masala, betel leaf and any kind of intoxicant are strictly prohibited. If any student is found to be using it, he/she is liable to be suspended.
24. Celebration of birthday by students and giving gifts either to their friends or to teachers is not permitted.
25. Money collection by students for any purpose without the permission of school authorities is not allowed.
26. Students should mark his/her name, admission number, class and section on all his/her books.
27. Perfect silence is to be observed in class, laboratory and library.
28. The school or class teacher cannot take responsibility for lost articles, like water bottles, tiffin, pencil box, money, etc. Kindly be responsible for your own things.
29. Parents/Guardians should send their children to School neatly dressed in full School Uniform, well equipped and on time.
30. Parents/Guardians are not allowed to see their children or interview teachers during School hours without the prior permission from the office. They are requested not to call their children or teachers on telephone, during school hours. The meeting time of teachers is between 1:30 pm - 2:00 pm, only on working days, from Monday - Friday. Kindly ensure that you visit the school reception and confirm the availability of the teacher, by atleast 1:00 pm.
31. Parents are particularly expected to sign the Principal's and teacher's remarks. Failure of this may cause great inconvenience to their ward.
32. Parents have to attend every Parents-Teachers' meeting as and when it is arranged.
33. Parents are earnestly requested to enforce regularity and discipline at home and see that their children prepare their lessons and do the assigned homework. Their diary should be

checked daily. Parents should see that their ward brings copies and books according to the Time Table only, to avoid extra bag weight.

34. Withdrawals of your child from classes for mere social functions is not recommended as it retards the child's progress in school and minimises his/her respect for regular hard work. However, **in case of any urgent requirement, you are requested to send a prior notice, addressed to the Principal, with your ward.**
35. As the medium of instruction in this school is English, the children should be helped to follow their classes easily and intelligently by a certain amount of regular English conversation at home.
36. Parents are especially requested to notify the school of any change in their address/Telephone No. etc.
37. Parents/Guardians are not allowed to bring articles like tiffin, water bottles, files, projects etc., forgotten by students. It must be brought by the student him/herself.

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SAFETY INSTRUCTION FOR PARENTS HIRING PRIVATE CABS & VANS FOR THEIR WARDS

For the school management safety and security of students is a priority. Parents must be vigilant about the safety of their wards, while hiring private cabs & vans. Please find mentioned below the guidelines issued by CBSE for the same.

1. Van drivers must carry/wear I-cards everyday to school. Parents must ensure that the mandatory details of identity are reflected on the I-card.
2. Parents must take the responsibility of police verification of the drivers as well as conductors of private vans.
3. Parents must provide a list of students boarding the van with the photograph of their ward to the driver, and he should carry full particular of the passenger students. The driver must recognize the students and vice versa.
4. Change of driver should be avoided.
5. No minor female student should board the van alone with male driver, in such case parents need to realign the van route.
6. Parents must ensure that vans are not overloaded. No. of students travelling in the van should not exceed one and a half times of seats.
7. No child should be allowed to sit on the lap of the other student. It is unsafe to travel sitting on the CNG cylinder. Girl child should not sit on the front seat.
8. Parents should give strict instructions to the van driver not to pick up any unauthorized persons into the vehicle, who are not connected with the school.
9. Van drivers should not allow the child to get down elsewhere other than the place of residence from where the child is picked up.
10. Parents must ensure that van should be fitted with speed governor of specified standard. They must verify the conditions of vehicle and ensure that it fulfills the condition laid down by Transport Authority of India.
11. The van should be preferably GPS enabled.
12. The seat belts, wherever applicable must be fastened properly.
13. Parents must ensure that driver should have at least 05 years of experience in driving.
14. Parents must ensure that a driver who has been challaned (fined) more than twice in a year for offence like red light jumping, violation of lane discipline or allowing unauthorized person to drive, are not employed.
15. Parents must ensure that a driver who has been challaned (fined) even once for the offence of over speeding, drunken driving & dangerous driving etc. are not employed.
16. Parents are equally responsible for the safety of their children during school journeys.
17. Parents must note down the violations committed by the driver and immediately report to the concerned state authorities.
18. Parents must avoid using the transport services from vehicles not having valid license or permit to carry the school children.
19. Parents must play the role of a vigilant observer on this sensitive subject.
20. Parents must make sure that van drivers abstain from the consumption of alcohol, drugs, tobacco, pan etc.

ST. JOHN'S ACADEMY

FOR YOUR WARD'S SAFETY

Student's Photo in school uniform (Attested by the School Principal along with school seal)

Name of Pupil

Standard Division House

Name of Father : Mob. No. :

Name of Mother : Mob. No. :

Home Address :

UNDERTAKING

I _____ father/mother of _____ student of class _____ here by certify that I have thoroughly checked the antecedents of the vehicle's who picks and drops my ward from school daily. Also, the vehicle used for conveyance is found in satisfactory condition.

I also declare that in case of any exigency or in the event of any untoward incident while commuting, to and from school, the school authorities will not be held responsible in any way.

Name of Father _____ Signature _____

Name of Mother _____ Signature _____

Note : Not applicable for school bus.

ST. JOHN'S ACADEMY

Details of Student : Conveyance

	Class & Sec			
	SCHOOL BUS	AUTO	ON FOOT	PRIVATE VAN
Name of the Student				
Mode of Transportation used				
Name of the Auto/Taxi/Driver				
Auto/Taxi No.				
Mobile No. of the Driver				
Address of the Driver				
Name and Signature of Parent				

FEE -RULES

1. **In case of failure in depositing fees by due date, ie, between 1st to 15th of every month, a fine of Rs. 50/- will be charged for every month.**
2. No fee will be refunded if the month for which the fees are deposited has already begun.
3. Payment of fees will be received in cash, cheque and online payment through skoolapp.
4. No reduction in fees is made for holidays; this is applicable for summer vacation as well.
5. Tuition fee for the month of March has to be paid in the month of February.
6. No reminder will be sent to the parents to pay the fees.
7. Small children should not be entrusted with the payment of fees.
8. **The delay of the payment of fees beyond three months renders a student liable to be struck off the rolls without any information.**
9. **Students shall not be allowed for the tests, terminal or final exam, unless all the fee dues are paid to date.**
10. **Timing for remitting fees**
From 08.00am to 10.30am
11.00am to 01.30pm
11. If there is any change for mode of payment will be informed in due time.

HOUSE SYSTEM

The students are divided into four houses namely Tulip, Orchid, Sunflower and Rose in order to inculcate healthy spirit of competition and to get the best out of each individual student. Hence competitions and other activities are conducted house-wise.

LEAVE OF ABSENCE

1. Students should attend school regularly. Those who fail to get 75% of attendance will be detained.
2. No leave of absence is granted except for a serious reason and only on written application of the Parents/Guardians, inserted in the leave record page of the school hand book.
3. Absentees should produce a leave application written and signed by parents to the class teacher upon rejoining.
4. Those who are absent due to illness must present a Medical Certificate.
5. Those who are absent without leave will have to pay a fine of Rs. 10/- per day. Similarly those who fail to be present just after/before holidays will be fined Rs. 20/-per day.
6. If a student remains absent, for more than 15 days, consecutively, without intimation, his/her name may be struck off from the register.
7. A student returning to school after an infectious or contagious disease should produce a doctor's fitness certificate to sit in the class.
8. Students should take prior permission for any exemptions with parents application (uniform, early leaving school etc.)

EXAMINATION AND PROMOTION

1. If a child is on leave/absent for any of the assessments, he/she is not eligible for a rank or merit or prize. Students absent from any test, orals, practicals or any examination, are on no condition re-examined.
2. Willful breach of any of the regulations for conduct of the examination is punishable with expulsion from the examination hall; and if the offence is repeated, it will result in the cancellation of the entire examination. The ensuing results of the examination are final and shall not be reconsidered.
3. Evaluation will be done as follows:
Internal Assessment (20 marks)
Annual Examination (80 marks)
- 4.i) For Internal Assessment three periodic tests will be taken
Quarterly: July (1st Week)
Half Yearly: September (2nd Week)
Pre-Annual: January (2nd Week)
Best 2 marks out of 3 periodic tests will be added & converted into 10%.
- 4.ii) Notebook Maintenance (5%)
Before each periodic test notebook of students will be assessed & marks will be allotted on the basis of
 - a) Regularity
 - b) Assignment Completion
 - c) Neatness & Upkeep of Notebook
- 4.iii) Subject Enrichment Activity (5%)
Each subject teacher will assess the child on SEA.
5. Full syllabus will come for the Annual Examination at the end of the session.
6. Students must obtain 33% marks in each subject for

promotion to the next class.

7. 75% attendance is must for the promotion to the next class. It is important for a child to be regular in the class.
8. **Results declared by the principal are final and will not be reconsidered.**
9. Parents should carefully go through the Achievement record issued after the Assessments and return the same to the class teacher with their signature.
10. **Class assessments must also be signed by the parents as and when directed by the teachers.**
11. Examinations shall not be anticipated or postponed for individual students. Examinations missed or failed will not be conducted again on any account.
12. **If a student fails for 2 years consecutively in the same class he/she has to leave the school.**
13. Internal re-checks, totalling of the marks etc. will be completed by a scheme of standardisation before reports are given out. **Hence, as a general rule no answer script will be shown to parents after declaring the final results.**

ADMISSIONS & WITHDRAWALS

1. Students, applying for admissions are, as a rule subjected to a competitive entrance test. They will be tested in standard below the one to which they seek admission.
2. A new student joining from other school should be from a recognised school and he/she cannot be admitted unless and until his/her Transfer Certificate is produced and more over, countersigned by the Education Officer/Inspector of the Schools of the State in which the school is situated.
3. No transfer certificate is issued until all sums due to the school are paid.

4. The management has the right to decide on what condition a pupil is admitted or detained in the school,
5. Admission, if any, to different classes depends upon the vacancy arising out of the withdrawal of the students from the school. Applications in this regard are entertained only in the last week of March.
6. The date of birth once entered in the admission register of the school will not be changed, as it is against the law.
7. The very condition of admission will be that the parents/guardian will comply strictly with the terms and conditions given in the school hand book and the fees and other charges laid down. Any future changes regarding Rules and Fees will also be binding on them.
8. Every application for a Transfer Certificate shall be made in writing, showing the reason, by parent/ guardian.
9. The school office will remain open for 10 days after the summer vacation begins to enable those transferred to apply and collect the transfer and other certificate of their wards. For the late applications TC will be issued only when the office re-opens after summer vacation.

SCHOOL UNIFORM

Uniforms are compulsory. The specifications given below must be complied with:

Class I-XII SUMMER Monday to Friday (except Wednesday & Saturday)

BOYS	GIRLS
Navy blue pants, light blue shirt, Navy blue socks with two light blue stripes, black shoes and school belt.	Navy blue salwar, Light blue kurta with attached navy blue jacket, Navy blue socks with two light blue stripes, Navy blue ribbons.

WINTER (Monday to Saturday)

BOYS	GIRLS
Grey warm pants, Navy Blue blazer with school emblem, white shirt, light blue tie, grey woollen socks with two white stripes, cap and black shoes.	Grey warm skirt, Navy blue blazer with school emblem, white shirt, light blue tie, red ribbon, grey woollen stockings with two white stripes, red woollen scarf and cardigan with two white stripes and blackshoes.

WEDNESDAY and SATURDAY (Except in winter)

BOYS	GIRLS
White pants, house T-shirt, White socks with light blue stripes, white canvas shoes and school belt.	White salwar suit with house colour jacket, white ribbons, white socks with two light blue stripes & white canvas shoes.

WINTER

The school uniform will be same as summer for both boys and girls.
Navy blue sweater with light blue stripes. Navy blue blazer with school emblem

ACADEMIC CALENDER - 2022 - 23

APRIL 2022

Goals are dreams with deadlines

1	FRI	
2	SAT	
3	SUN	
4	MON	New academic session begins (I-X)
5	TUE	
6	WED	
7	THU	
8	FRI	
9	SAT	Second Saturday
10	SUN	Ram Navami
11	MON	
12	TUE	
13	WED	
14	THU	B.R. Ambedkar Jayanti / Mahatma Jayanti
15	FRI	Good Friday
16	SAT	Holy Saturday
17	SUN	Easter Sunday
18	MON	Calligraphy (I-VIII)
19	TUE	
20	WED	Drawing (I-VIII)
21	THU	
22	FRI	Poster Making (VI-VII & IX, X, XII)
23	SAT	
24	SUN	
25	MON	
26	TUE	
27	WED	
28	THU	
29	FRI	ATHLETICS -100 mtr. (V)
30	SAT	

MAY 2022

Go slow to go fast

1	SUN	
2	MON	Fancy Dress (I-III)
3	TUE	Id-ul-Fitr
4	WED	Spellathon (I-IV)
5	THU	Book Mark Making (V-VI)
6	FRI	Best out of waste (VII-X)
7	SAT	PTM
8	SUN	
9	MON	Hindi Poem Recitation (V-VI)
10	TUE	Hindi Debate (VII-VIII)
11	WED	Athletics - 100 mtr (VII-VIII)
12	THU	
13	FRI	
14	SAT	Second Saturday
15	SUN	
16	MON	Buddha Purnima
17	TUE	UPL (I-XII) PT-1 (1 TO 6)
18	WED	
19	THU	
20	FRI	
21	SAT	
22	SUN	
23	MON	
24	TUE	
25	WED	
26	THU	
27	FRI	Summer Vacations
28	SAT	
29	SUN	
30	MON	
31	TUE	

JUNE 2022

Keep a little fire burning, however small,
however hidden.

1	WED	
2	THU	
3	FRI	
4	SAT	
5	SUN	
6	MON	
7	TUE	
8	WED	
9	THU	
10	FRI	
11	SAT	Second Saturday
12	SUN	
13	MON	
14	TUE	
15	WED	
16	THU	
17	FRI	
18	SAT	
19	SUN	
20	MON	
21	TUE	
22	WED	
23	THU	
24	FRI	
25	SAT	
26	SUN	
27	MON	
28	TUE	
29	WED	
30	THU	

JULY 2022

Your greatest resource is your time

1	FRI	Teachers Seminar
2	SAT	Teachers Seminar
3	SUN	
4	MON	School Re-opens
5	TUE	
6	WED	
7	THU	
8	FRI	Investiture Ceremony
9	SAT	Second Saturday
10	SUN	Id-ul-zuha (Bakr-ud)
11	MON	Declamation (IX-XII)
12	TUE	Story Telling (V-VI)
13	WED	MasterTech (IX-XII)
14	THU	
15	FRI	
16	SAT	Carnel Day
17	SUN	
18	MON	
19	TUE	
20	WED	Solo Acting (VII-VIII)
21	THU	
22	FRI	
23	SAT	
24	SUN	
25	MON	
26	TUE	
27	WED	Readathon (I-IV)
28	THU	English Debate (VI-VIII)
29	FRI	Poem Recitation English (I-VII)
30	SAT	PTM-Staff Meeting
31	SUN	

AUGUST 2022

To know the road ahead ask those coming back

1	MON	UT-1 (XII) UT-2 (X-XIII)
2	TUE	
3	WED	
4	THU	
5	FRI	
6	SAT	
7	SUN	
8	MON	
9	TUE	Muharram
10	WED	Group Dance Patriotic (V-VIII)
11	THU	Raksha Bandhan
12	FRI	Patriotic solo Singing (IX-XII)
13	SAT	Second Saturday
14	SUN	
15	MON	Independence Day
16	TUE	
17	WED	Street Play (VI-VIII)
18	THU	
19	FRI	Jasrathband
20	SAT	
21	SUN	
22	MON	Science Quiz (VII-X)
23	TUE	
24	WED	
25	THU	G.K. Quiz (VII-X)
26	FRI	
27	SAT	Essay Writing (IX-XII)
28	SUN	
29	MON	Semi Classical Dance Solo (I-IV)
30	TUE	
31	WED	Ganesh Chaturthi

SEPTEMBER 2022

Our thoughts make our world

1	THU	
2	FRI	
3	SAT	
4	SUN	
5	MON	Teacher's Day
6	TUE	
7	WED	
8	THU	
9	FRI	
10	SAT	Second Saturday
11	SUN	
12	MON	Term-1 (I-XII)
13	TUE	
14	WED	
15	THU	
16	FRI	
17	SAT	
18	SUN	
19	MON	
20	TUE	
21	WED	
22	THU	
23	FRI	
24	SAT	
25	SUN	
26	MON	
27	TUE	
28	WED	
29	THU	
30	FRI	

OCTOBER 2022

Learning is the natural food for the mind

1	SAT	
2	SUN	Gandhi Jayanti
3	MON	
4	TUE	St. Francis Day
5	WED	Dussehra
6	THU	
7	FRI	
8	SAT	Second Saturday
9	SUN	Id-E-Milad
10	MON	
11	TUE	
12	WED	Basketball (VI-VIII)
13	THU	Race 100 mtr. (III-IV)
14	FRI	Solo Dance (IX-X)
15	SAT	PTM
16	SUN	
17	MON	Culture week
18	TUE	
19	WED	
20	THU	
21	FRI	Rangoli Making (VI-VIII)
22	SAT	Paper Craft (Class V)
23	SUN	
24	MON	Onam
25	TUE	
26	WED	
27	THU	
28	FRI	
29	SAT	Solo Song (I-IV)
30	SUN	Chhath Puja
31	MON	

NOVEMBER 2022

Winners Never Quit, Quitters never win.

1	TUE	Sports Week
2	WED	
3	THU	
4	FRI	
5	SAT	Parent's Day (I-IV)
6	SUN	
7	MON	UT II (XII)
8	TUE	Guru Nanak's Birthday
9	WED	
10	THU	English Declaration (VII-VIII)
11	FRI	Parent's Day (V-VII)
12	SAT	Second Saturday
13	SUN	
14	MON	Children's Day/Sports Day
15	TUE	
16	WED	
17	THU	
18	FRI	Debate (IX-XII)
19	SAT	Parent's Day (VI-XII)
20	SUN	
21	MON	
22	TUE	Folk Group Dance (V-VIII)
23	WED	
24	THU	
25	FRI	Snack A Shot (VI-VIII)
26	SAT	PTM
27	SUN	
28	MON	
29	TUE	
30	WED	

DECEMBER 2022

Great hopes, Great men

1	THU	PT II (I TO IX)
2	FRI	UT-3 (XI)
3	SAT	Preboard X-XI
4	SUN	
5	MON	Post-mid Term Exam
6	TUE	
7	WED	
8	THU	
9	FRI	
10	SAT	Second Saturday
11	SUN	
12	MON	Manager's Day
13	TUE	
14	WED	
15	THU	
16	FRI	
17	SAT	Thanks giving (X, B)
18	SUN	
19	MON	Carol singing (7 to 12)
20	TUE	Crib Making (IX-XI)
21	WED	PTM
22	THU	
23	FRI	Christmas celebration
24	SAT	
25	SUN	Christmas
26	MON	
27	TUE	St. John's Day
28	WED	
29	THU	
30	FRI	
31	SAT	

JANUARY 2023

Nature does nothing uselessly

1	SUN	
2	MON	
3	TUE	
4	WED	
5	THU	
6	FRI	
7	SAT	
8	SUN	
9	MON	
10	TUE	
11	WED	
12	THU	
13	FRI	
14	SAT	Second Saturday
15	SUN	
16	MON	Chess (VI-VIII)
17	TUE	Group singing patriotic (IX-XI)
18	WED	Group singing patriotic (IX-XI)
19	THU	
20	FRI	Heritage Quiz (AVIII)
21	SAT	
22	SUN	
23	MON	
24	TUE	
25	WED	Republic Day Celebration
26	THU	Republic Day
27	FRI	
28	SAT	PTM
29	SUN	
30	MON	
31	TUE	

FEBRUARY 2023

Things don't change, we change

1	WED	
2	THU	Farewell Class XII
3	FRI	
4	SAT	PTM
5	SUN	
6	MON	
7	TUE	
8	WED	
9	THU	
10	FRI	
11	SAT	Second Saturday
12	SUN	
13	MON	(I Pre Board X-XI)
14	TUE	
15	WED	
16	THU	Ravidas Jayanti
17	FRI	Annual Exam (IX-XI)
18	SAT	
19	SUN	
20	MON	
21	TUE	
22	WED	
23	THU	Annual Exam (I to VIII)
24	FRI	
25	SAT	
26	SUN	
27	MON	
28	TUE	

MARCH 2023

He who would leap high must take a long run.

1	WED	Maha Shiv Ratri
2	THU	
3	FRI	
4	SAT	
5	SUN	
6	MON	
7	TUE	
8	WED	Holi
9	THU	
10	FRI	
11	SAT	Second Saturday
12	SUN	
13	MON	
14	TUE	Result (IX-XI)
15	WED	
16	THU	
17	FRI	
18	SAT	
19	SUN	
20	MON	New Session (IX-XI)
21	TUE	
22	WED	
23	THU	
24	FRI	
25	SAT	
26	SUN	
27	MON	
28	TUE	
29	WED	
30	THU	
31	FRI	