



# Bunts Sangha's S M Shetty High School & Junior College



ISO 21001 : 2018 CERTIFIED



Name : \_\_\_\_\_

Class: \_\_\_\_\_ Div: \_\_\_\_\_ Roll No.: \_\_\_\_\_ Mobile No. \_\_\_\_\_

**PRE-PRIMARY CALENDAR 2023-2024**

## SCHOOL AT A GLANCE

- ★ School's name Bunts Sangha's  
S M Shetty High School & Jr. College
- ★ Managed by Bunts Sangha's Powai Education Committee
- ★ Affiliated to Maharashtra State Board
- ★ Medium of Instruction English
- ★ Classes from Nursery to X
- ★ Postal Address Hiranandani Gardens, Powai, Mumbai- 400076.
- ★ Telephone No. 022-6132 7309 / 7311
- ★ School E-mail [school@smshettyinstitute.org](mailto:school@smshettyinstitute.org)
- ★ School Website [www.smshettyinstitute.org](http://www.smshettyinstitute.org)
- ★ School's Magazine KALEIDOSCOPE
- ★ Souvenir for Grade X CHERISHABLE MEMORIES
- ★ Sports Magazine TESTIMONIALS

# BUNTS SANGHA'S S M SHETTY HIGH SCHOOL & JUNIOR COLLEGE

(REGISTERED UNDER PUBLIC TRUST ACT)  
ISO 21001 : 2018 CERTIFIED

Hiranandani Gardens, Powai, Mumbai - 400 076.

Tel : 022-61327309 / 7311 Website : [www.smsshettyinstitute.org](http://www.smsshettyinstitute.org)

School E-mail : [school@smsshettyinstitute.org](mailto:school@smsshettyinstitute.org)



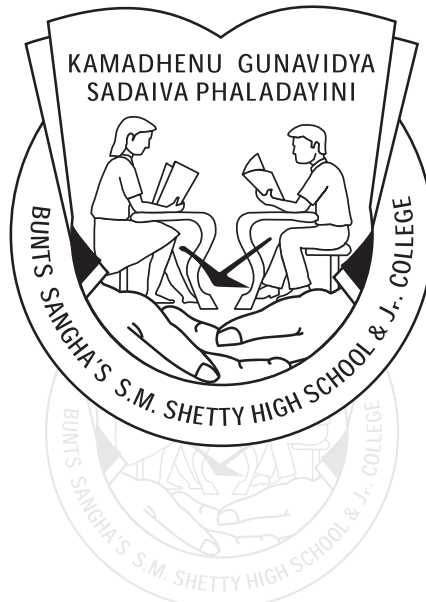
## CALENDAR

_____	_____	_____	_____
Surname	Name	Father's Name	Mother's Name
Std./Div. _____	Roll No. _____	G.R.No. _____	House _____
Father's Ph. no. _____		Mother's Ph. no. _____	
Specimen Signature of			
_____	_____	_____	
Father	Mother	Guardian	

## CALENDAR

1. This calendar is an important document containing records about the student's performance in school and is also a medium through which important information is sent to the parents/guardians.
2. **Parents / guardians are requested to go through it daily. The Students must bring this calendar to school every day.**
3. Loss of this calendar should be communicated to the office immediately and a duplicate should be obtained at an additional cost after filing an application.
4. The calendar should be properly preserved and entries in it should be neat and legible.
5. Student should get the calendar signed regularly by the parent/guardian and class teacher.
6. **Parents are requested to fill the page numbers from 53 to 57 and submit all the filled-in details, within a week.**

## OUR SCHOOL LOGO



### OUR SCHOOL LOGO STANDS FOR AND IMPLIES THAT ...

Learning has qualities of the wish-yielding cow (Kamadhenu), which yields fruits at all times. By utilizing it to one's advantage one can not only satisfy one's survival needs, but also reach great heights of enlightenment.

***This entails that our students become fruitful and worthy citizens thereby achieving our School's Vision of 'PERSONALITY DEVELOPMENT FOR NATION BUILDING.'***

# **BUNTS SANGHA'S**

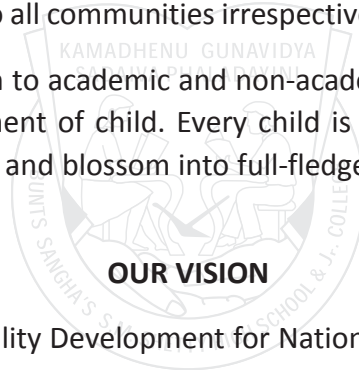
## **S M SHETTY HIGH SCHOOL & JUNIOR COLLEGE**

### **ABOUT US**

Bunts Sangha's S M Shetty High School and Junior College is managed by the Powai Education Committee on behalf of Bunts Sangha, Mumbai. The foundation stone of the school was laid in 1998 on a prime piece of land measuring about 2 acres, allotted by the Government of Maharashtra through MHADA. Today we are growing to become one of the finest schools in Mumbai offering a diverse choice of curriculum

The school is a co-education institution with English as the medium of instruction. It is open to all communities irrespective of cast, creed or colour.

Equal emphasis is given to academic and non-academic subjects in order to bring overall development of child. Every child is given an opportunity to develop his/her talents and blossom into full-fledged citizen of the society.



### **OUR VISION**

Personality Development for Nation Building

### **OUR MISSION**

India is on its growth path of developing through different industries and agriculture. World is becoming smaller and globalization has come to stay. In this process of inevitable changes in the world, there is a need to prepare value driven global citizens and technically competent socially conscious people for building India

In Bunts Sangha's S M Shetty Educational Institutions we will prepare the critical mass of human resources for preparing "New India." We will continually provide the environment and facilitate students to discover and develop their potential. This will be done through unique learning centers, which will become the benchmark for academic institutions globally.

## INTERACTION SCHEDULE

Name of the person	Days / Time
School Principal - <b>Mrs. Reshma Rao</b>	<b>With prior written appointment only</b>
Pre-Primary Headmistress - <b>Mrs. Neha Bhawe</b>	<b>With prior written appointment only</b>
Primary Headmistress - <b>Mrs. Kumudni Rana</b>	<b>With prior written appointment only</b>
Teachers - Pre-Primary	Mondays - 11:15 a.m. to 11:30 a.m.
Teachers - Primary	Mondays - 12:00 Noon to 12:30 p.m.
Teachers - Secondary	Wednesdays - 12:30 p.m. to 1:00 p.m.

### SCHOOL TIMING

Class	Days	Timing
Pre Primary-Morning Shift	Monday to Friday	7:45 a.m. to 10:45 a.m.
Pre Primary-Afternoon Shift	Monday to Friday	11:45 a.m. to 2:45 p.m.
I to V	Monday to Friday	12:50 p.m. to 6:15 p.m.
VI to X	Monday to Friday	6:50 a.m. to 12:30 p.m.

### SCHOOL OFFICE WORKING HOURS

	Days	Timings
School Office	Monday to Saturday	9.30 a.m. to 12.30 p.m.

School Principal : Ms. Reshma Rao

Headmistress - Primary : Ms. Kumudni Rana

Headmistress - Pre-Primary : Ms. Neha Bhawe



**Learning gives creativity,  
Creativity leads to thinking,  
Thinking leads to knowledge,  
Knowledge makes you great.**

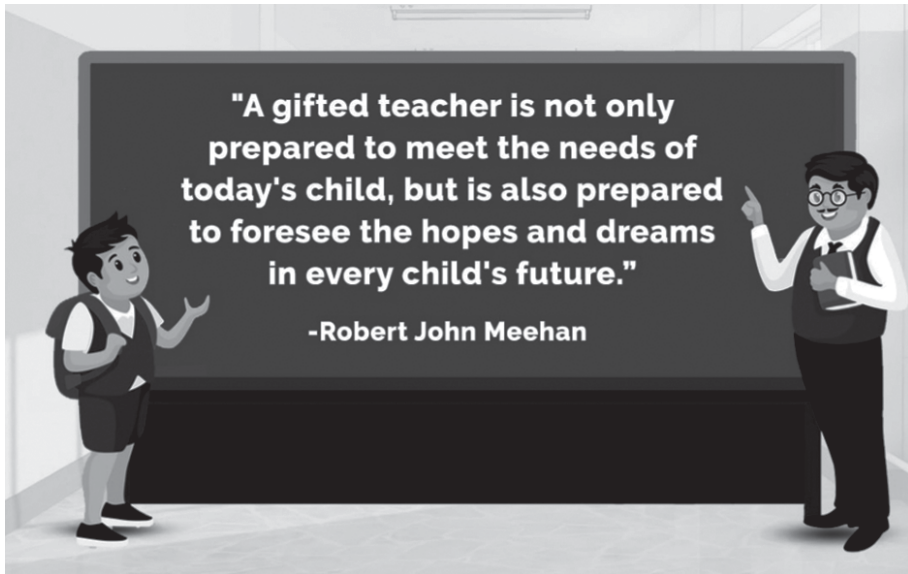
A. P. J. Abdul Kalam



## MY MENTORS ARE

My class teacher is \_\_\_\_\_

Subjects	Name of the teachers
English/Math/Science/Hindi/Art & Craft	
Physical Education	
Dance	



## EDUCATIONAL ORGANIZATION POLICY

Our school is committed to imparting quality education to students, which will ensure their all-round development into responsible and confident individuals. We strive to provide the best possible learning environment and facilities, to enable them to actualize their full potential in academics, scientific & technical fields, sports, and other co-curricular pursuits. As a social responsibility of our organization, we stress on inculcating moral and human values to help them grow as responsible and committed citizens, aware of their individual and social responsibilities.

Teachers are our partners in the pursuit of our above vision. We will provide an enabling work environment for their growth and to contribute effectively towards achievement of our commitment.

We are committed to meeting all regulatory requirements and have established an Educational Organizations Management System in line with ISO 21001:2018 and through its effective implementation we strive to continually improve all our processes to meet the changing needs of both children and parents and also safeguard the organization's intellectual property

Sd/-  
**Chairman**

## SCHOOL PRAYER

ॐ असतो मा सद्गमय  
तमसो मा ज्योतिर्गमय  
मृत्योर्मां अमृतम् गमय

ओम तत्सत् श्री नारायण तू  
पुरुषोत्तम गुरु तू

सिद्ध बुद्ध तू  
स्कंद विनायक  
सविता पावक तू (२)

ब्रह्म मज्ज तू यच्च शक्ति तू  
येशु पिता प्रभु तू

रुद्र विष्णु तू, रामकृष्ण तू  
रहीम ताओ तू (२)

वासुदेव गो-विश्वरूप तू (२)  
चिदानंद हरि तू

अद्वितीय तू अकाल निर्भय  
आत्मलिंग शिव तू (२)

ओम तत्सत् श्री नारायण तू  
पुरुषोत्तम गुरु तू

सिद्ध बुद्ध तू  
स्कंद विनायक  
सविता पावक तू (३)

## PLEDGE IN ENGLISH

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.

## प्रतिज्ञा

भारत मेरा देश है। सभी भारतीय मेरे भाई-बहन हैं।  
मुझे अपने देश से प्यार है। अपने देश ही समृद्ध तथा विविधताओं से विभूषित परंपराओं पर मुझे गर्व है।  
मैं हमेशा प्रयत्न करूँगा/करूँगी कि उन परंपराओं का सफल अनुपायी बनने की क्षमता मुझे प्राप्त हो।  
मैं अपने माता-पिता, गुरुजनों और बड़ों का सम्मान करूँगा/करूँगी और हर एक से सौजन्यपूर्ण व्यवहार  
करूँगा/करूँगी।  
मैं प्रतिज्ञा करता/करती हूँ कि मैं अपने देश और अपने देशवासियों के प्रति निष्ठा रखूँगा/रखूँगी।  
उनकी भलाई और समृद्धि में ही मेरा सुख निहित है।

## प्रतिज्ञा

भारत माझा देश आहे.  
सारे भारतीय माझे बांधव आहेत.  
माझ्या देशावर माझे प्रेम आहे.  
माझ्या देशातल्या समृद्ध आणि  
विविधतेने नटलेल्या परंपरांचा मला अभिमान आहे.  
त्या परंपरांचा पाईक होण्याची पात्रता माझ्या अंगी यावी म्हणून मी सदैव प्रयत्न करीन.  
मी माझ्या पालकांचा, गुरुजनांचा  
आणि वडीलधाऱ्या माणसांचा मान ठेवीन  
आणि प्रत्येकाशी सौजन्याने वागेन.  
माझा देश आणि माझे देशबांधव  
यांच्याशी निष्ठा राखण्याची  
मी प्रतिज्ञा करीत आहे.  
त्यांचे कल्याण आणि  
त्यांची समृद्धी ह्यांतच माझे  
सौख्य सामावले आहे.

## संस्कृत प्रतिज्ञा

भारतम् अस्माकन् मातृभूमिः, वयं भारतीयाः सर्वे परस्परं भ्रातरः। अस्माकम् मातृभूमिः प्राणेभ्योऽपि प्रियतरा  
भवति। अस्याः समृद्धौ विविध, संस्कृतै च वयं सम्मन्यामहे। वयम् अस्याः सुयोग्याः अधिकारिणो भवितुं, सदा  
प्रयतमानाः भवेम।

वयम् अस्माकं मातापितरौ गुरुजनांश्च सम्मानयेम। सर्वे सह शिष्टतया व्यवहरेम। भारतं भारतीयांश्च विश्वासपात्रतां  
प्रतिज्ञाकर्मः तेषां एव कल्याणे, समृद्धौ च, अस्माकं सुखं निहितम् अस्ति।

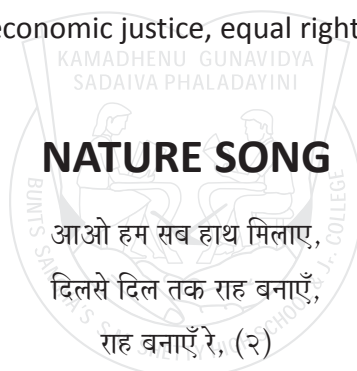
## NATURE PLEDGE

I pledge allegiance to the Earth,  
to its mountains, rivers, soil and sky.

One planet, irreplaceable,  
to be cherished and protected by all..

I pledge Allegiance to the Earth and all the Life which it supports one  
planet, in our care, irreplaceable, with sustenance and respect for all.

I pledge allegiance to the Earth and to the flora, fauna and human life that  
it supports, one planet indivisible, with safe  
air, water & soil, economic justice, equal rights and peace for all.



आओ हम सब हाथ मिलाए,  
दिलसे दिल तक राह बनाएँ,  
राह बनाएँ रे, (२)

अँधियारा छटने को है,  
देखो ना पौ फटने को है (२)  
एक नए सूरज के नीचे आँखे मीचे  
क्यूँ ना जाया जाए  
चलो ना!

आओ हम सब हाथ मिलाए  
दिल से दिल तक राह बनाएँ  
राह बनाएँ (३)

## PASAYADAN

आता विश्वात्मकें देवें। येणे वाग्यज्ञें तोषावें।  
तोषोनिं मज ज्ञावे। पसायदान हें।।  
जें खेळांची व्यंकटी सांडो। तया सत्कर्मी-रती वाढो।  
भूतां परस्पर पडो। मैत्र जीवाचें।।  
दुरितांचे तिमिर जावो। विश्व स्वधर्म सूर्ये पाहो।  
जो जे वांच्छिल तो तें लाहो। प्राणिजात।।  
वर्षत सकळ मंगळी। ईश्वरनिष्ठांची मांदियाळी।  
अनवरत भूमंडळी। भेटतु भूतां।।  
चलां कल्पतरूंचे आरव। चेतना चिंतामणींचें गाव।।  
बोलते जे अर्णव। पीयूषाचे।।  
चंद्रमे जे अलांछन। मार्तंड जे तापहीन।  
ते सर्वाही सदा सज्जन। सोयरे होतु।।  
किंबहुना सर्व सुखी। पूर्ण होऊनि तिन्हीं लोकी।  
भजिजो आदिपुरुखी। अखंडित।।  
आणि ग्रंथोपजीविये। विशेषीं लोकीं इयें।  
दृष्टादृष्ट विजयें। हो आवे जी।  
येथे म्हणे श्री विश्वेश्वराओ। हा होईल दान पसावो।  
येणें वरें ज्ञानदेवो। सुखिया जाला।।

Pasayadan is a book of nine verses written by Sant Dnyaneshwar. "Pasayadan" literally means a request, asking for boons from God. Through the medium of this composition, Dnyaneshwar prayed for the well being of entire mankind.

## NATIONAL ANTHEM

जन गण मन अधिनायक जय हे  
भारत भाग्य विधाता।  
पंजाब सिन्ध गुजरात मराठा  
द्राविड उत्कल बंग।  
विंध्य हिमाचल यमुना गंगा  
उच्छल जलधि तरंग।  
तव शुभ नामे जागे  
तव शुभ आशीष मागे।  
गाहे तव जयगाथा।  
जन गण मंगलदायक,  
जय हे भारत भाग्य विधाता।  
जय हे, जय हे, जय हे  
जय जय जय जय हे।।

## VANDE MATARAM

वन्दे मातरम्, वन्दे मातरम्  
सुजलां सुफलां मलयजशीतलाम्  
शस्य श्यामलां  
मातरम्  
वन्दे मातरम्  
शुभ्र ज्योत्स्ना पुलकित यामिनीम्  
फुल्ल कुसुमित द्रुमदलशोभिनीम्  
सुहासिनीं सुमधुर भाषिणीम्  
सुखदां वरदां मातरम्  
वन्दे मातरम् वन्दे मातरम्  
वन्दे मातरम्

## FLAG SONG

विजयी विश्व तिरंगा प्यारा  
झण्डा ऊँचा रहे हमारा

सदा शक्ति सरसाने वाला  
प्रेम सुधा बरसाने वाला  
वीरों को हर्षाने वाला  
मातृभूमि का तन मन सारा  
झण्डा ऊँचा रहे हमारा

विजयी विश्व तिरंगा प्यारा

आओ प्यारे वीरों आओ  
देश धर्म पर बलि-बलि जाओ  
एक साथ सब मिल कर गाओ  
प्यारा भारत देश हमारा  
प्यारा भारत देश हमारा  
झण्डा ऊँचा रहे हमारा  
विजयी विश्व तिरंगा प्यारा

शान न इसकी जाने पाए  
चाहे जान भले ही जाए  
विश्व विजयी कर के दिखलाएं  
तब होवे प्रण पूर्ण हमारा  
तब होवे प्रण पूर्ण हमारा  
झण्डा ऊँचा रहे हमारा  
विजयी विश्व तिरंगा प्यारा



## **BUNTS SANGHA'S S M SHETTY HIGH SCHOOL & JUNIOR COLLEGE**

### **APPEAL TO THE PARENTS**

*Bunts Sangha's S M Shetty High School & Junior College earnestly feels that a lot can be achieved in our path to mould a student's character and personality with your help and co-operation. We therefore request you to regularly monitor your wards' appearance, behaviour, discipline and progress. You are therefore requested to go through the finer details regarding the same and abide by them.*



## IMPORTANT INSTRUCTIONS

### ADMISSION

1. Application for admission should be in prescribed form of the school (**WHICH IS ONLINE**) and it should be made by the parent or guardian of the student who will be responsible for the student in all respects.
2. A student seeking admission should submit a valid Birth Certificate along with application. A student who has attended any recognized school before seeking admission to this school must produce the School Leaving Certificate from the school last attended.
3. In case of a student coming from a school outside State of Maharashtra, the School Leaving Certificate must be countersigned by the Educational officer-in-charge of the State from which they come.
4. Admission to school is strictly based on school rules. Admission fee, tuition fee and first term fee will be collected from every student newly admitted.

### SCHOOL FEES

1. The school has to be self-supporting. Hence the fee structure will have to be revised as and when the need arises, to meet the expenditure. If such changes are to be made, parents will be informed by a circular, before the new academic year starts.

**Fees Payment Details :** Fees can be paid by following modes :

Fees can be paid by **online mode** from Institutes "Edusprint +" Application through HDFC bank

OR

Cheque/Pay Order/DD or Cash and the pay in slip will be available at school office.

**Bank Time :** Fees will be accepted by the bank between 10.00 am. to 12:30 pm. on bank working days.

**Cheque Bounced Charges :** In case fees paid through cheque is returned/bounced (Any reason), parent has to pay penalty of Rs. 300/- per transaction to the school.

Note : In cheque bounce cases, payment will be accepted only by DD/Pay Order/Cash.

**Details of Students :** Please fill in all the details of the Student's Name, Std & Contact No. in the space provided in all the three counterfoils of pay in slip to enable the School to maintain proper records in the computerized system as this system is updated from the pay in slip received from the bank.

**Late Fees Payments :** There will be no late fee if the fees are paid on or before the last date of the month in which fees are due to be paid. A late fee of Rs 100/- per week will be charged thereafter.

### Annexure 1

#### Steps for Online Fees Payment (Edusprint+Application)

- Step 1:** Login into "Edusprint+" application into your mobile.
- Step 2:** Enter the School Group Code as "SMS".
- Step 3:** Login with Username & Password as provided by school office.
- Step 4:** Click on the menu option which is at left-side upper corner.
- Step 5:** Click on "Fees".
- Step 6:** Click on "Online Payment".
- Step 7:** Then Click on check box representing the fees head you desire to pay.
- Step 8:** The Site will be redirected to Payment Portal. Select the desired mode of Payment i.e. Debit Card / Credit Card / Internet Banking/UPI.
- Step 9:** Fill in the details as required by payment gateway.
- Step 10 :** On Successful payment of Fees, "Fees Receipt" will be generated. You can download the same in PDF format.

For any query or doubt feel free to write to us on  
[onlinequery@smshettyinstitute.in](mailto:onlinequery@smshettyinstitute.in)

#### Steps for Offline Fees Payment

- Step 1 :** Visit the school office and collect the fees pay-in-slip.
- Step 2 :** Fill in the pay-in-slip with all details i.e. Name of Student, Std, Div, Amount and Payment details.
- Step 3 :** Deposit the fee in Cash/Cheque/DD at the Bank.
- Step 4 :** Computer Generated Receipt will be available for download in "Fees" head, within 3-4 days of fees payment. You can download the same in PDF format.

For any query or doubt feel free to write to us on  
[onlinequery@smshettyinstitute.org](mailto:onlinequery@smshettyinstitute.org)

## **WITHDRAWAL**

1. Notice of withdrawal should be given in the prescribed form available in the school office before the fifteenth of the first month of the respective quarter or else the fees for that following quarter will be charged. The first quarter begins in the month of June. Such notices should be given by the person responsible for the student.
2. No leaving certificate will be granted unless all dues are paid.
3. Leaving certificate will be issued free of charge, if application is made within a year from the date of leaving the school.
4. After this period a stipulated amount of fee will be charged. A fine will be charged for the duplicate copy of a Leaving Certificate or for any extract from the school register.

## **DISMISSAL**

The following reasons justify dismissal :

1. Repeated absence.
2. Irregular attendance, unjustified absence or unexplained absence for more than seven days.
3. Habitual idleness, disobedience and objectionable moral influence.
4. A student resorting to any kind of fraudulent method at the examinations.

## **ATTENDANCE :**

1. Regularity and punctuality in attendance of the student are prerequisites for his / her continued association with the School.
2. Late arrivals in the class and early departures from the class will not be permitted except in emergencies. On both instances, either of the parent should accompany the child.
3. Attendance on the opening / re-opening day after vacations is mandatory.
4. No student is permitted to leave the school premises during school hours or otherwise, except with the permission of the Head Mistress / Principal.
5. Attendance is compulsory at all School functions including Independence Day and Republic Day Celebration.
6. Students who do not have 90% attendance without a valid reason will be liable to lose 20% marks in their annual exam.

## LEAVE

1. **Leave of absence is granted only for genuine reasons. The reason for absence for 1/2/3 days must be clearly mentioned in writing by the parent or guardian in the 'Record of non-attendance' page provided in the Calendar pg. no. 49-51**
2. Unauthorized absence from school for a month or more renders a student's name liable to be struck off from the roll.
3. Except on duly certified grounds, no extension of vacation is allowed.
4. **No half-day leave will be granted.**
5. It is mandatory to send a leave note on '**Record** of non-attendance' page provided in the Calendar on pg. no. 49-51.
6. Leave notes for the absence of more than 3 days or medical leave (with the medical certificate attached) should be submitted to the Principal/school office after duly furnishing the details of name, class, and division of the student in the prescribed format - (refer pg. no. 52)
7. Leave for more than 3 days is to be taken only if permission is sanctioned by the school Principal. In case of emergencies, the intimation of the same has to be sent via an e-mail or a telephone call to the school office.
8. Parents are requested to confirm the dates of the vacations with the school before booking the tickets as all dates mentioned are tentative and there can be last-minute changes.

## SICKNESS

1. Sickness should be intimated by the parent/guardian in writing on the earliest possible date.
2. No sick child should be sent to school. A fitness certificate from a doctor for the period of absence due to sickness must be submitted along with a written application when the child resumes. (For Format see pg. no. 52)
3. Students suffering from contagious diseases like chicken pox and measles will not be permitted to attend the school for 2 weeks. This is a rule as per the norms laid down by the education department. (It is a preventive measure in the interest of the other students) Therefore no such student, despite having a doctor's certificate will be allowed to attend school for 15 days.
4. In case of any sickness during school hours, either of the parents should come to school to collect their ward or send a responsible person with an authority letter.  
No medicine will be administered to the child without the consent of the parents.

## UNIFORM

All students are required to be dressed smartly in school uniform. Students in improper school uniform will be either sent home or the parents will be called to make the ward change the uniform in school in the first half an hour of the day. Any student without uniform or whose appearance is untidy will be liable to be sent home in case of he/ she receives 3 remarks.

1. **Girls** : Yellow T-shirt with school emblem & Red divided skirt  
Hairdo : Ribbons red, Clips - red/red elastic cotton hair band. Long hair is to be worn in two plaits or two ponytails.  
Footwear : Black leather velcro shoes and white socks with red stripes.  
Sports : House Uniform. **(Std. Nursery to Std. Sr.Kg.- Sports Uniform to be worn on Tuesday)**  
(White Canvas Velcro Shoes, white plain socks)  
(Black leather velcro Shoes to be worn from October to April)  
**(Black sandals to be worn from June to September).**
2. **Boys** : Yellow T-shirt with school emblem & Red pants and white vest (compulsory)  
Hairdo : **Boys need to sport short and decent haircut.**  
**Hair needs to be oiled and combed neatly on a regular basis.**  
Footwear : Black leather velcro shoes and white socks with red stripes.  
Sports : House Uniform. **(Std. Nursery to Std. Sr. Kg.- Sports Uniform to be worn on Tuesday)**  
White Canvas Velcro Shoes, plain white socks  
(Black leather velcro shoes to be worn from October to April)  
**(Black sandals to be worn from June to September).**
3. **Id Card** : The Id Card provided by the school has to be worn every day.
4. **Winters** : Red sweaters.

## APPEARANCE

1. A student must come to school and go from school in complete school uniform.
2. Any student without uniform or whose appearance is untidy will be liable to be sent home in case of he/ she receives 3 remarks.
3. Long finger nails/nail polish or ornaments are prohibited.
4. Hair should be oiled regularly and should be maintained neatly.

### **Please note :**

Parents visiting the school for any purpose at any hour need to be dressed formally.

## **STUDENT'S CODE OF CONDUCT**

**Responsibility, Citizenship, Kindness, Respect, Honesty, Self control, Tolerance and Cooperation are the foundation of Code of student conduct at our institution.**

### **DISCIPLINE**

1. Students are strictly forbidden from leaving the school premises during regular school hours.
2. Students who expects to return home late from school must inform their parents in advance.
3. Students indulging in undesirable activities such as stealing, bullying, eve-teasing passing sarcastic remarks, fighting in the school premises, and indulging in substance abuse will be strictly dealt with.
4. Care should be taken to keep the school surrounding clean.
5. School property willfully/negligently damaged will be replaced by the parents of the concerned student.
6. Students are responsible for his/her own belongings. They are advised to bring their books etc. in a secure bag, and label their water bottles, pencil boxes, etc.
7. Speaking in English is compulsory within the school premises be it the classroom, school corridor, school staircase, or school playground.
8. Students should be particular to use the dust bin and not littering.
9. Students should refrain from running around, shouting, or jumping down the stairs.
10. Students are not allowed to chew gum or consume eatables during class hours.
11. Students should maintain silence and order in the hall during assembly and other activities.
12. Students should be courteous to teachers, staff members, parents, visitors, and fellow students.
13. Students should be punctual -in aspects of arrival to school, getting back to class after a short break, etc.
14. It is advisable to send normal and plain stationery instead of fancy ones.
15. Students should be in proper school uniform whenever in the school premises. (Open day, Saturday, Extra class.)

### **COMPLAINT HANDLING**

In case of complaints and queries, students and parents can approach the

- The Class teachers
- The Acting Vice Principal
- HM
- The Principal
- The designated member of the Management.

## PROCESS OF HANDLING COMPLAINTS

1. Parent's Complaints are received through the suggestion box kept in the School, emails, PTM's, or Teacher's personally.
2. The complaints are identified as Concerns or formal complaints
3. Suggestion box complaints are reviewed by the Hon. Secretary and discussed with the Principal and with the School Managing Committee to determine the root cause.
4. The mails received are acknowledged and sent to the respective person to whomever it is marked. (Principal/HM) and replied accordingly, either in person, telephonically, or via email depending on the nature of the complaint.
5. The identity of the complainant is kept in strict confidence where required.
6. Suitable corrective action is taken on the complaint.
7. The action taken is recorded on the complaint.

## DEPARTURE

1. Students should be brought to school and picked up from school by either of the parent or their authorized person whom the child can recognize and who holds a copy of the escort card. Students shall use Gate No 1. to enter the school and Gate No 4 to leave the school premises.
2. It is mandatory to carry a hard copy of the escort card whenever the student is picked up from the school. **The soft copy/ image/screenshot of the escort card will be considered invalid.**
3. Parents are requested not to change the escorts often as this will create problems in identification by the Teachers / Staff.
4. Parents should strictly adhere to the school timings.
5. Parents are not permitted to go to the classrooms or meet the teachers during regular teaching periods.

## ASSESSMENTS

All assessments will include class observations, student and parent involvement in school activities, oral and written worksheets, and class attendance.

## RULES REGARDING EVALUATION & ASSESSMENTS

1. In case of those students who were unable to appear for the Assessments on genuine medical grounds and produce a medical certificate to that effect, the School will consider the student(s) for promotion on the basis of the year's work and previous assessments. The final decision on such matters rests with the School Authorities.
2. The decision of School Authorities in matters of promotion shall be final.
3. Promotion to the next class will be based on the performance obtained from the various assessments held throughout the academic year.

4. On the day of the result, in case a parent is not able to attend then they should send a letter of authority along with their representative.
5. In case a student misses his / her internal assessment due to reasons other than sickness the assessments will not be conducted again.

### **PROGRESS REPORT**

1. Results and grades obtained by the student in the assessments are given in the progress report, which will be handed over to each student after each term.

### **AWARD SCHEME**

School has instituted an award scheme by which students who have 100% attendance in an academic year receive a 100% Attendance Certificate.

### **HOUSE SYSTEM**

- House system occupies a prominent position in the field of co-curricular activities which are organized in a healthy competitive spirit.
- Each student is allotted a particular house at the time of admission. It helps the students to learn the great ideals of self-discipline, leadership, loyalty, and a sense of belongingness to the institution.

#### **Our school has four houses**

1. Shaheed Bhagat Singh House - Blue House
2. Rabindranath Tagore House - Green House
3. Lokmanya Tilak House - Red House
4. Swami Vivekanand House - Yellow House

### **OPEN DAY**

1. **The parents /guardians are expected to attend the Parent Teacher Meeting to discuss the academic progress and overall performance of their ward, personally with the concerned teacher. It is mandatory to carry the Parents Escort card on every visit.**
2. Only parents will be allowed to attend open days and they will have to compulsorily carry the Parents Escort card whenever they visit the school.
3. Students accompanying parents on open day have to be compulsorily dressed in complete school uniform.

### **COUNSELING CENTRE**

The school has a Counseling center run by a team of well-trained Counselors, Special & Remedial Educators. The centre is on the third floor. The counseling services (free of charge) can be availed by the parents with prior appointments only during school hours. Contact no of the Centre head: 02261327345



## SSR INITIATIVE

The SSR initiative started with the novel concept of 'Care to Share' in the academic year 2015-16. The purpose of this endeavor was to inculcate values among children and mould their personality, standing true to the mission of our school.

Over the years, the school has participated in several initiatives including some recent additions such as

1. Newspaper donation by students on every Thursday
2. Children's artwork exhibition
3. Ek coin, Ek value
4. Dandiya Night
5. Joy of Giving
6. Dildari ki Dukan
7. Roti Donation
8. Grain Donation

The proceeds of the same are diverted for the welfare of the needy and deserving.

## DO'S AND DON'T'S

1. **Gift to Teachers** : Birthday presents, seasonal Gifts etc. to the teachers and staffs of the school **ARE FORBIDDEN.**
2. **Birthday Celebrations** : Students will wear colorful dress on their birthdays. They are allowed to distribute chocolates to their classmates. The cost of chocolate needs to be under 10 Rs or contribute a storybook to the class library. Under no circumstances, gifts in any form will be allowed to be distributed by the students. Parents should also refrain from inviting staff members to parties.
3. Application of mehendi during festivals, marriages, and any other functions must be restricted to the palms (inner side of the hand) only. Prior permission should be taken for the same. If violated, students will not be allowed entry to the school premises.
4. **Change of Address** : Parents are requested to intimate to the school, in writing, regarding any change in the residence address or telephone number without delay.
5. Books, magazines, and newspapers not approved of by the Principal are not allowed to be brought to school. This stands true in case of all kinds of electronic gadgets. If found they are liable to be confiscated.

6. Students must refrain from bringing junk food to their tiffin and cultivate the habit of eating only healthy food.
7. Students of this school are strictly forbidden to buy anything from the street hawkers. Parents are requested to restrain from giving large amounts of cash as pocket money to their children as we wish to inculcate the habit of thrift among our children.
8. No Student is exempted from games and physical training without a medical certificate. The period of exemption should be specified.
9. **A Student must carry his / her tiffin, water bottle, stationery, etc. as it will not be accepted in the middle of a session for security reasons.**
10. Students will not be granted entry to the school premises without an ID card and proper uniform.
11. All payments (fees/ field trip/ class photograph/ etc) need to be done ONLINE ONLY. In case of any difficulty, parents can approach the ICT teachers during school hours /all working Saturdays as per the schedule given below :

#### **Pre-primary Section**

**Morning shift** : Monday to Friday from 11.00 am. to 12.00 noon

**Afternoon shift** : Monday to Friday from 11.00 am. to 12.00 noon  
1st, 3rd, and 5th Saturday from 10.00 am. to 2.00 pm.

**I to V** : Monday to Friday 12.00 noon to 1.00 pm.  
1st, 3rd, and 5th Saturday from 10.00 am. to 3.00 pm.

**VI to X** : Monday to Friday 12.00 noon to 1.00 pm  
1st, 3rd, and 5th Saturday from 10.00 am to 1.00 pm.

#### **SCHOOL BUS**

The school has made arrangements with a contractor for school bus facility. This will be governed by separate rules and regulations.

#### **MEASURES TO ENSURE DISCIPLINE**

**Our main goal is to ensure**

- ❖ **The safety of our students**
- ❖ **To create an environment conducive to learning**
- ❖ **To boost self esteem, confidence and sense of responsibility.**

Sr. No.	Misdeed	First step	Second step	Third step
1.	Disruptive Behavior : In the class : In the bus : Anywhere in and around the school	Warning by the class teacher and remark in the calendar.	Warning by the Headmistress	Parents to be called for a meeting with the Principal.
2.	Misbehavior : Harassment : Verbal abuse : Physical fights : Bullying : Teasing : Destruction of school property : Not adhering to school rules	Warning by the class teacher and remark in the calendar.	Parents to be called for a meeting with the Headmistress	Refer to the in-house counselor
3.	Personal possessions : Carrying books other than the prescribed timetable : Fancy stationery causing distraction in class. : Cell phone/tablet/ any other gadget	*Item, if confiscated, will not be returned *Parents to be called for a meeting with Principal/ Headmistress *Principal's decision will be final		
4.	Forgery / Theft	Parents to be called for a meeting with the Principal Headmistress Case referred to the in-house counselor		
5.	Substance abuse	Parents to be called and the case referred to the in-house counselor		
6.	Unfair means in examination	Principal's decision will be final		

## PRINCIPAL'S / HEADMISTRESS'S REMARKS

Date :

Parent / Guardian

Principal / HM

---

Date :

Parent / Guardian

Principal / HM

---

Date :

Parent / Guardian

Principal / HM

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Date :

Parent / Guardian

Principal / HM

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Date :

Parent / Guardian

Principal / HM

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Date :

Parent / Guardian

Principal / HM

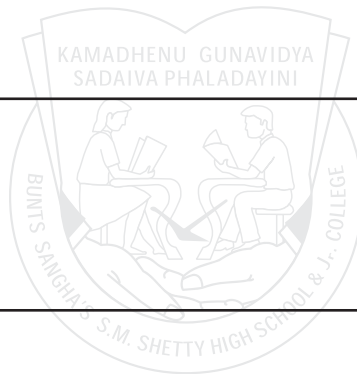
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Date :

Parent / Guardian

Principal / HM

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## LIST OF HOLIDAYS 2023 - 2024

Month	DATE	DAY	HOLIDAY
June	28.06.2023	Wednesday	Bakri Eid
July	29.07.2023	Saturday	Moharram
August	15.08.2023	Tuesday	Independence day*
	16.08.2023	Wednesday	Parsi New Year
	30.08.2023	Wednesday	Raksha Bandhan
September	07.09.2023	Thursday	Gopal Kala
	19.09.2023 to 23.09.2023	Tuesday to Saturday	Ganesh Chaturthi
	28.09.2023	Thursday	Eid-e-Milad/Anant chaturdasi
October	02.10.2023	Monday	Gandhi Jayanti
	24.10.2023	Tuesday	Dussehra
November	06.11.2023 to 20.11.2023	Monday to Monday	Diwali vacation
	21.11. 2023	Tuesday	School Reopens
	27.11.2023	Monday	Guru Nanak Jayanti
December	25.12.2023 to 01.01.2024	Monday to Monday	Christmas Vacation
	02.01.2024	Tuesday	School Reopens
January	26.01.2024	Friday	Republic day*
February	19.02.2024	Monday	Shivaji Jayanti
March	08.03.2024	Friday	Mahashivratri
	25.03.2024	Monday	Holi
	29.03.2024	Friday	Good Friday
April	09.04.2024	Tuesday	Gudi Padwa
	11.04. 2024	Thursday	Ramzan Eid
	17.04.2024	Wednesday	Ram Navami
May	01.05.2024	Wednesday	Maharashtra Day*

## ASSESSMENT SCHEDULE 2023-2024

Sr. No.	Examination	Standard	Schedule (tentative)
1.	First Assessment	Nursery to Sr. Kg.	August
2.	Second Assessment	Nursery to Sr. Kg.	October/November
3.	Third Assessment	Nursery to Sr. Kg.	February
4.	Fourth Assessment	Nursery to Sr. Kg.	April

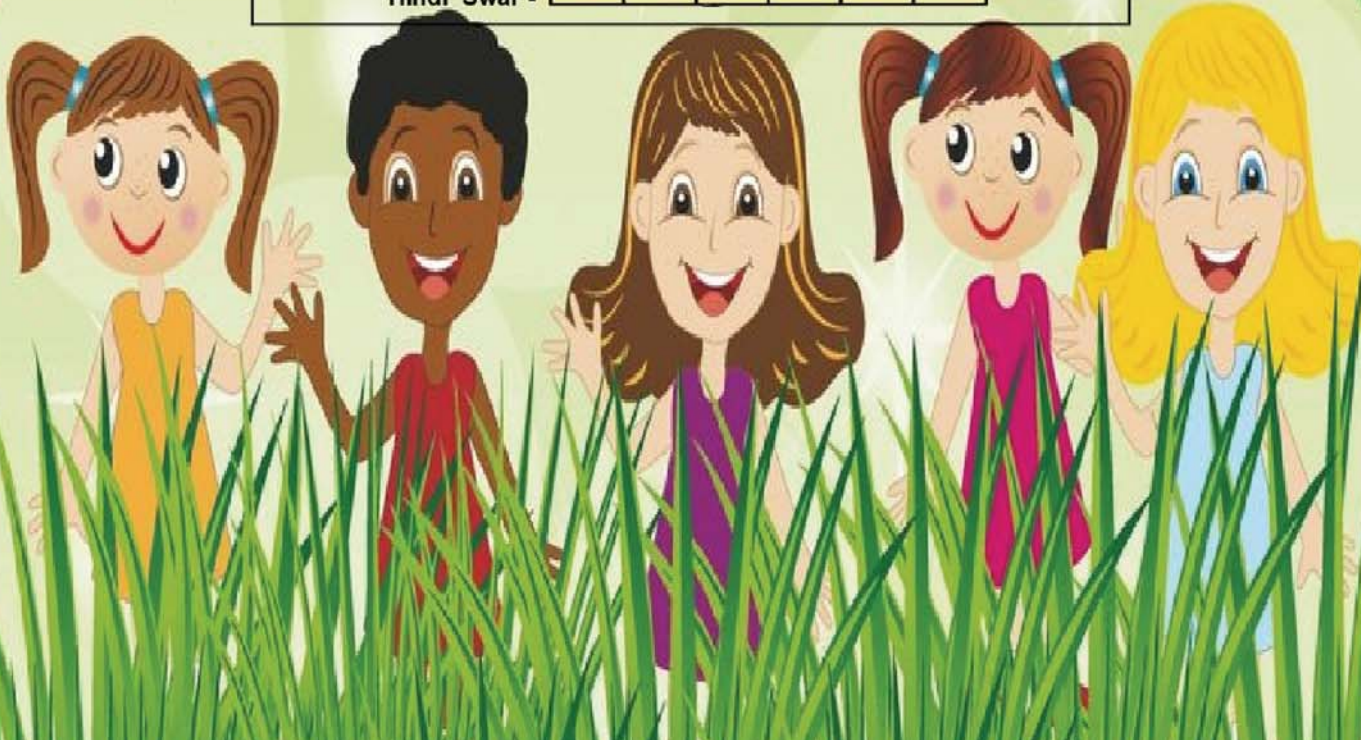
### Continuous & Comprehensive Evaluation

Academic Subjects	Non-Academic Subjects
English	Art
Mathematics	Physical Education
Science	Dance

Descriptions of Grades	
A1	The student has a comprehensive knowledge of the subject and is able to apply it promptly to all situations.
A2	The student has a thorough knowledge of the subject and is able to apply in most of the situations.
B1	The student has a good understanding of the basics and is able to comprehend & act in all situations
B2	The student has a good understanding of the basics and is able to comprehend and act in some of the situations.
C1	The student is able to achieve the competency requirement for the course level.
C2	The student is trying hard to achieve the competency required for the course level
D	The student needs guidance & support to grasp concepts, process but their knowledge and guidance implementation of those concepts is inconsistent..
E1	The student is attempting to connect with basic concepts, procedures, and skills, but he or she requires support.
U	Ungraded

\*Regular informal assessments will be conducted throughout the academic year

I Term		II Term													
Block 1	Here I Come	Block 11	Colours Around Me												
Block 2	All about my body	Block 12	My World in Colours												
Block 3	Keeping Clean	Block 13	My Toys												
Block 4	I am Special	Block 14	My Garden												
Block 5	My Family	Block 15	Amazing Animals												
Block 6	My Friends	Block 16	Water Animals												
Block 7	My School	Block 17	We Need Food												
Block 8	My Clean and Tidy World	Block 18	Fruit and Vegetables												
Block 9	Clothes We Wear	Block 19	Water												
Block 10	Our Helpers	Block 20	Transport												
Review block -1		Review block -2													
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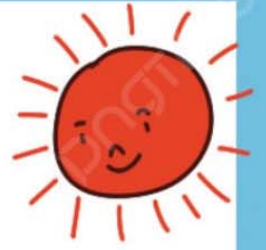
Bunts Sangha's  
S M Shetty High School & Jr. College  
Syllabus of Junior Kg  
2023-24

I Term		II Term	
Block 1	A Special Person Called me	Block 11	Chirpy Birds
Block 2	My Five Senses	Block 12	Animal Homes
Block 3	We need a Family	Block 13	The World of Plants
Block 4	School Is Fun	Block 14	The Food We Eat
Block 5	Fun with Colours	Block 15	Land Transport
Block 6	Sounds	Block 16	Air Transport
Block 7	Shadows	Block 17	Water Transport
Block 8	Butterflies and Caterpillars	Block 18	Seasons
Block 9	Land Animals	Block 19	Water Is Fun
Block 10	Water Animals	Block 20	Sun, Moon and Stars
Review block -1		Review block -2	
<p>Hindi Varnamala(swar &amp; vyanjan)</p> <p>अ आ इ ई उ ऊ ऋ ए ऐ औ औ अं अः क ख ग घ ङ च छ ज झ ञ ट ठ ड ढ ण त थ द ध न</p>			



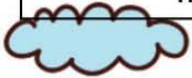


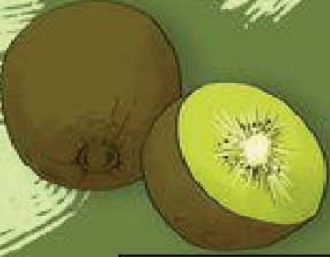
Bunts Sangha's  
S M Shetty High School & Jr. College  
Syllabus of Senior Kg  
2023-24



I Term		II Term	
Block 1	This is me	Block 11	Pets
Block 2	Body Parts	Block 12	Wild and Farm Animals
Block 3	My Senses	Block 13	Garden Creatures
Block 4	Clean & Healthy Me	Block 14	Growing Plants
Block 5	My Family, My Role	Block 15	Healthy Food
Block 6	My School	Block 16	Water Wonder
Block 7	Ways to travel	Block 17	Weather
Block 8	Neighbourhood	Block 18	Materials
Block 9	Jobs People Do	Block 19	Telling Time
Block 10	Simple Tools	Block 20	Money Magic
Review block -1		Review block -2	

Hindi Varnamala-





# Snacks Schedule

Days	Food
Monday	Stuffed Parathas / Wheat roti tacos / Roti pizza /Sabzi & Roti Dips -( green chutney or curd)
Tuesday	Dosa/ Idli/ Appams/Medu vada Dips -( coconut chutney )
Wednesday	Sandwiches / Dhoklas Dips (homemade tomato chutney)
Thursday	Fruits / Sprouts/ Vegetable or fruit salad
Friday	Healthy Favorite food ( Maggie or chips are not allowed)

Note: Only Vegetarian food is allowed

**MINDFUL EATING**

- EAT A RAINBOW**: Illustration of a bowl of colorful fruits and vegetables.
- CHW MORE**: Illustration of a clock face.
- EAT SLOWLY**: Illustration of an hourglass.
- EAT LESS PROCESSED SUGAR**: Illustration of a donut and a slice of cake.
- FOCUS ON WHAT YOU ARE EATING**: Illustration of a person eating a sandwich.
- LISTEN TO YOUR BODY**: Illustration of a gingerbread man.
- YUM! EAT MORE WHOLE FOODS**: Illustration of a person eating a watermelon slice.
- APPRECIATE YOUR FOOD**: Illustration of a bowl of food.



# Nursery Fun Session 2023-24



July- Clay Moulding



August – Make a Pyramid



September- Puzzle Time



October- Rhyme Recitation



January- Coloring



February- Origami



March- Fancy Dress Party



# Jr.kg fun session 2023-2024



July - Colouring



August- Fun with  
ice-cream sticks



September - Ad Mad show



October - Diya decoration



January - Non gas cooking



February - Fun with  
Experiments



March - Salad decoration



# Sr.Kg. Fun Session 2023-24



July - Drawing & Colouring



August - Origami



September - Dress up & Role Play



October - Khana Khazana



January - Design Handmade Coaster



February - Fun with Experiments



March - Puppet Show



## Sports Events/Races 2023-24

Months	Nursery	Jr.kg	Sr.kg
June/July	Running Race	Squeezing Sponge	Hop on one leg race
Aug./Sept.	Kangaroo jump race	Grasshopper Jump race	Lacing Board race
Oct./Nov.	Zig zag race	Cardboard balancing on head race	Obstacle race
Dec./Jan	Tunnel race	Balancing on one foot race (30 Secs)	Jump and Cross Hurdles
Feb/March	Beading race	Hurdle race	Sack Race







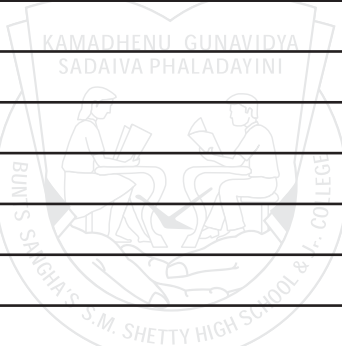


# NOTE

**From Teachers to Parents**



Date	Details	Teacher's Signature	Parent's Signature





**NOTE**  
From Teachers to Parents



Date	Details	Teacher's Signature	Parent's Signature



# NOTE

## From Teachers to Parents



Date	Details	Teacher's Signature	Parent's Signature



# NOTE

## From Parents to Teachers



Date	Details	Parent's Signature	Teacher's Signature







**NOTE**  
From Parents to Teachers



Date	Details	Parent's Signature	Teacher's Signature







# NOTE

## From Parents to Teachers

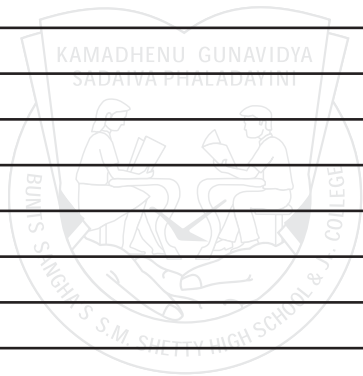


Date	Details	Parent's Signature	Teacher's Signature



## Record of Non-Attendance (Not exceeding 3 days)

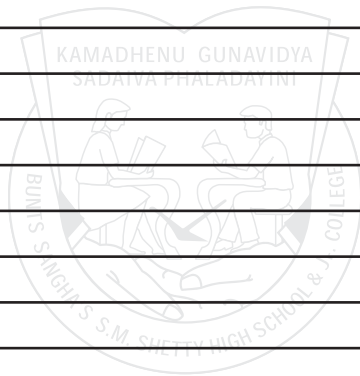
Date/s	No. of Days	REASON OF ABSENCE	Parent's Signature	Teacher's Signature



## Record of Non-Attendance

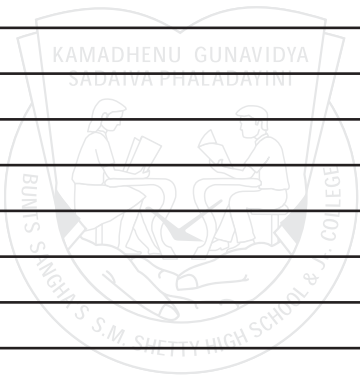
(Not exceeding 3 days)

Date/s	No. of Days	REASON OF ABSENCE	Parent's Signature	Teacher's Signature



# Record of Non-Attendance (Not exceeding 3 days)

Date/s	No. of Days	REASON OF ABSENCE	Parent's Signature	Teacher's Signature



# Format of Application of leave

(In case of leave for more than three days)

Date : \_\_\_\_\_

From,

Ms/Mr. \_\_\_\_\_

Parent of \_\_\_\_\_ Std \_\_\_\_\_ Div \_\_\_\_\_

To,

The Principal

Bunts Sangha's S. M. Shetty High School & Junior College



Days / Dates of Absence :

\_\_\_\_\_

Reason :

\_\_\_\_\_

Reporting Date :

\_\_\_\_\_

Enclosed :

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Principal's Signature

**YEAR 2023-24**

**DECLARATION BY PARENT / GUARDIAN**

\_\_\_\_\_  
Surname Name Father Mother  
GR.No. \_\_\_\_\_ Class \_\_\_\_\_ Roll No. \_\_\_\_\_ Date of Birth \_\_\_\_\_ Blood group \_\_\_\_\_  
House \_\_\_\_\_ Bus User : Yes/No Bus No. \_\_\_\_\_ Bus Stop \_\_\_\_\_  
Residence Address \_\_\_\_\_

\_\_\_\_\_  
Mother tongue \_\_\_\_\_ Caste \_\_\_\_\_  
Aadhar Card no. \_\_\_\_\_ UDISE No. \_\_\_\_\_  
Birth Place \_\_\_\_\_ District \_\_\_\_\_ Taluka \_\_\_\_\_ State \_\_\_\_\_

\_\_\_\_\_  
Areas of interest / hobbies \_\_\_\_\_  
Father's Occupation \_\_\_\_\_ Designation \_\_\_\_\_  
Educational Qualification \_\_\_\_\_  
E-mail \_\_\_\_\_

\_\_\_\_\_  
Name of the Firm / Company / Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Landline number (Office) \_\_\_\_\_ Mobile No. \_\_\_\_\_

\_\_\_\_\_  
Area of Interest / Skills \_\_\_\_\_  
Mother's Occupation \_\_\_\_\_ Designation \_\_\_\_\_  
Educational Qualification \_\_\_\_\_

\_\_\_\_\_  
Name of the Firm / Company / Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Landline number (Office) \_\_\_\_\_ Mobile No. \_\_\_\_\_

\_\_\_\_\_  
Area of Interest / Skills \_\_\_\_\_

Pupil's Brothers / Sisters studying in this school :

Name : 1. \_\_\_\_\_ Std. / Div. : \_\_\_\_\_

Name : 2. \_\_\_\_\_ Std. / Div. : \_\_\_\_\_

Pupil's Cousins studying in this school :

Name : 1. \_\_\_\_\_ Std. / Div. : \_\_\_\_\_

Name : 2. \_\_\_\_\_ Std. / Div. : \_\_\_\_\_

The above information provided by me is correct and to the best of my knowledge.

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Mother's Signature

## Personal Record 2023-24

Surname : \_\_\_\_\_ Name : \_\_\_\_\_

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

GR No: \_\_\_\_\_ Class: \_\_\_\_\_ Div: \_\_\_\_\_ Roll No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Age as on 1st June 2023 \_\_\_\_\_ Height: \_\_\_\_\_ cm. Weight: \_\_\_\_\_

Blood group \_\_\_\_\_ Vision: \_\_\_\_\_ Dental health: \_\_\_\_\_

Allergies: Food \_\_\_\_\_ Drugs : \_\_\_\_\_

Immunization administered on :

Triple Antigen - Primary- Yes / No

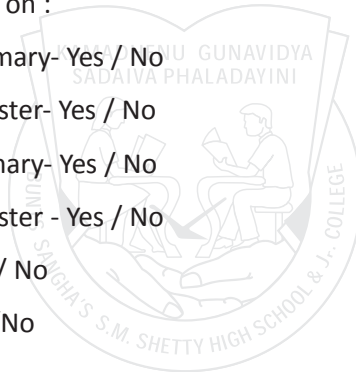
- Booster- Yes / No

OPV - Primary- Yes / No

- Booster - Yes / No

B.C.G - Yes / No

Covid Vaccine - Yes/No



Briefly furnish details, if any, of chronic health problems, prolonged medical treatment or any other health related problem.

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Father's Signature \_\_\_\_\_ Mother's Signature \_\_\_\_\_



**YEAR 2023-24**

**DECLARATION BY PARENT / GUARDIAN**

(In duplicate - Perforated copy to be submitted to school duly signed)

\_\_\_\_\_  
Surname Name Father Mother  
GR.No. \_\_\_\_\_ Class \_\_\_\_\_ Roll No. \_\_\_\_\_ Date of Birth \_\_\_\_\_ Blood group \_\_\_\_\_  
House \_\_\_\_\_ Bus User : Yes/No Bus No. \_\_\_\_\_ Bus Stop \_\_\_\_\_  
Residence Address \_\_\_\_\_

\_\_\_\_\_  
Mother tongue \_\_\_\_\_ Caste \_\_\_\_\_

Aadhar Card no. \_\_\_\_\_ UDISE No. \_\_\_\_\_

Birth Place \_\_\_\_\_ District \_\_\_\_\_ Taluka \_\_\_\_\_ State \_\_\_\_\_

Areas of interest / hobbies \_\_\_\_\_

Father's Occupation \_\_\_\_\_ Designation \_\_\_\_\_

Educational Qualification: \_\_\_\_\_

E-mail \_\_\_\_\_

Name of the firm/company/organization : \_\_\_\_\_

Address: \_\_\_\_\_

Landline number (Office) \_\_\_\_\_ Mobile No. \_\_\_\_\_

Area of Interest / Skills \_\_\_\_\_

Mother's Occupation \_\_\_\_\_ Designation \_\_\_\_\_

Educational Qualification : \_\_\_\_\_

Name of the firm/company/organization : \_\_\_\_\_

Address: \_\_\_\_\_

Landline number (Office) \_\_\_\_\_ Mobile No. \_\_\_\_\_

Area of Interest / Skills \_\_\_\_\_

Pupil's Brothers / Sisters studying in this school :

Name : 1. \_\_\_\_\_ Std. / Div. : \_\_\_\_\_

Name : 2. \_\_\_\_\_ Std. / Div. : \_\_\_\_\_

Pupil's Cousins studying in this school :

Name : 1. \_\_\_\_\_ Std. / Div. : \_\_\_\_\_

Name : 2. \_\_\_\_\_ Std. / Div. : \_\_\_\_\_

The above information provided by me is correct and to the best of my knowledge.

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Mother's Signature

To  
The Principal  
Bunts Sangha's S M Shetty High School & Junior College,  
Hiranandani Gardens,  
Powai, Mumbai - 400 076.

Dear Sir / Madam,

I have read the rules and regulations laid down in the school calendar. I hereby agree to abide by them and co-operate with the school authorities. I will accept the decision of the Principal as regards the interpretation of the rules as final.

Master/Miss \_\_\_\_\_

Studying in Std. \_\_\_\_\_ Div. \_\_\_\_\_

Yours faithfully,

Parent's / Guardian's Signature

Date : \_\_\_\_\_

# Personal Record 2023-24

(Perforated Copy in Duplicate)

Surname : \_\_\_\_\_ Name : \_\_\_\_\_

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

GR No: \_\_\_\_\_ Class: \_\_\_\_\_ Div: \_\_\_\_\_ Roll No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Age as on 1st June 2022 \_\_\_\_\_ Height: \_\_\_\_\_ cm. Weight: \_\_\_\_\_

Blood group \_\_\_\_\_ Vision: \_\_\_\_\_ Dental health: \_\_\_\_\_

Allergies: Food \_\_\_\_\_ Drugs : \_\_\_\_\_

Immunization administered on :

Triple Antigen - Primary - Yes / No

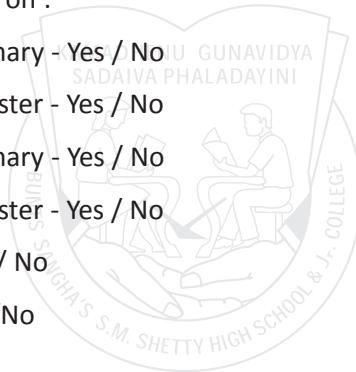
- Booster - Yes / No

OPV - Primary - Yes / No

- Booster - Yes / No

B.C.G - Yes / No

Covid Vaccine - Yes/No



Briefly furnish details, if any, of chronic health problems, prolonged medical treatment or any other health related problem.

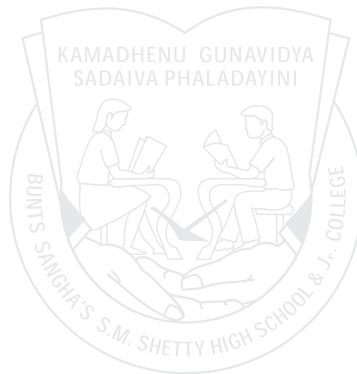
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Father's Signature \_\_\_\_\_ Mother's Signature \_\_\_\_\_



**LETTER OF UNDERTAKING FOR FIELDTRIP/EXCURSION/  
OUTDOOR ACTIVITY/CAMP (2023-2024)**

**(Perforated Copy in Duplicate)**

To,

The Principal

**Bunts Sangha's S M Shetty High School & Junior College**

Dear Sir/Madam,

I Mr./Mrs. \_\_\_\_\_ Father/Mother of \_\_\_\_\_  
studying in Std.: \_\_\_\_\_ Div.: \_\_\_\_\_ highly appreciate the fact that the school  
conducts various field trips, excursions, outdoor activities and camp for students from  
time to time in order to contribute effectively towards their learning process.

I undertake the responsibility of my ward's conduct and disciplined behavior and will  
fully indemnify the school management for any damage, injury or loss of property caused  
due to my ward.

I / We absolve the school of any payment or compensation on the account of any  
damage, injury or loss to life pertaining to my ward or other participants should it befall  
either enroute or at the site.

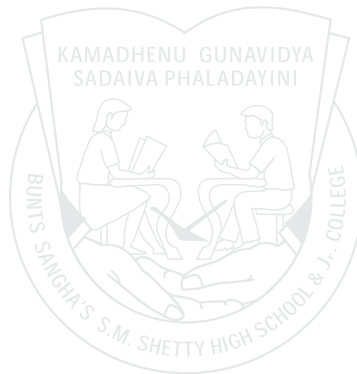
I understand and agree that the school and organizers will do their best for the safe and  
smooth conduct of the field trip, excursion, outdoor activity / camp. Still in case of any  
unnatural happening, I / we will not hold the school responsible.

Yours truly,

(Parent's Signature)

Name \_\_\_\_\_

Mobile No. \_\_\_\_\_



## DISCIPLINARY RULES AND REGULATIONS 2023 - 24

Dear Parents,

Bunts Sangha's S M Shetty High School & Jr. College has always set a benchmark, be it academic achievements or excelling in extracurricular activities. It has always been our endeavour to give the best to our students and reiterate the fact that high standards of behaviour are important in helping our students feel safe so that they learn well and excel. We would highly appreciate if parents motivate their ward to maintain a proper code of conduct while they are in school. Parents are hereby requested to kindly make a note of the points given below that will be strictly dealt with in accordance to the school's behaviour policy for erring students in the classroom and school premises:

- Any kind of indisciplined, rude or inappropriate behaviour.
- Eve teasing and passing of sarcastic remarks.
- Indulging in fights and physical and verbal abuse of any kind.
- Disrespect for school rules.
- Bullying peers or juniors.
- Indulging and instigating other students in inappropriate activities in the classroom.
- Substance abuse.

In addition to the above mentioned points, parents are also requested to note that :- **Mobile usage is strictly prohibited in the school premises.** Carrying of mobile phones and inappropriate use of it within the school premises will be considered as a serious matter and will be dealt with in accordance with the school's behaviour policy.

In compliance with the above mentioned instructions, we request parents to adhere to the school rules in the best interest of their ward and sensitize their ward about the repercussions of the same.

Thank you.

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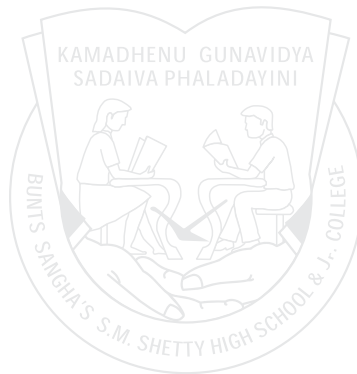
### PARENT'S DECLARATION

To,  
The Principal,

I, Mr./Mrs. \_\_\_\_\_ parent/guardian of  
Mast/Ms. \_\_\_\_\_ studying in Std \_\_\_\_\_ Div \_\_\_\_\_ have  
read all the above mentioned points and am fully aware of the school's behavior policy  
on the website. I and my ward hereby agree to abide by them and co-operate with the  
school authorities. Under any circumstances, I shall not hold the school responsible for  
suitable action taken with respect to the non-adherence of the above mentioned points.

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# DISCIPLINARY RULES AND REGULATIONS 2023 - 24

(Perforated Copy in Duplicate)

Dear Parents,

Bunts Sangha's S M Shetty High School & Jr. College has always set a benchmark, be it academic achievements or excelling in extracurricular activities. It has always been our endeavour to give the best to our students and reiterate the fact that high standards of behaviour are important in helping our students feel safe so that they learn well and excel. We would highly appreciate if parents motivate their ward to maintain a proper code of conduct while they are in school. Parents are hereby requested to kindly make a note of the points given below that will be strictly dealt with in accordance to the school's behaviour policy for erring students in the classroom and school premises:

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In compliance with the above mentioned instructions, we request parents to adhere to the school rules in the best interest of their ward and sensitize their ward about the repercussions of the same.

Thank you.

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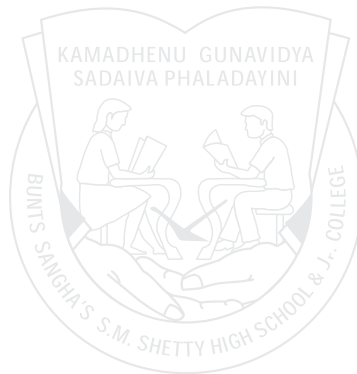
## PARENT'S DECLARATION

To,  
The Principal,

I, Mr./Mrs. \_\_\_\_\_ parent/guardian of  
Mast/Ms. \_\_\_\_\_ studying in Std \_\_\_\_\_ Div \_\_\_\_\_ have  
read all the above mentioned points and am fully aware of the school's behavior policy  
on the website. I and my ward hereby agree to abide by them and co-operate with the  
school authorities. Under any circumstances, I shall not hold the school responsible for  
suitable action taken with respect to the non-adherence of the above mentioned points.

Parent's Signature : \_\_\_\_\_

Date: \_\_\_\_\_



## APPLICATION FOR SCHOOL LEAVING CERTIFICATE

To  
The Principal,  
Bunts Sangha's S M Shetty High School & Junior College

*Dear Sir / Madam,*

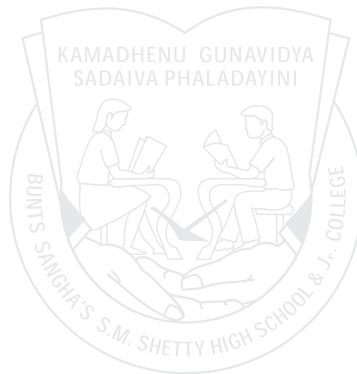
Kindly issue me the Leaving Certificate of my ward as per details given below :

G. R. No. _____	Date _____
Name _____	
Date of Birth _____ Class / Standard _____ Div. _____	
Date of leaving School _____ Reason for leaving _____	
Address _____	Signature of Parent / Guardian _____

### FOR USE BY THE SCHOOL STAFF

All fees (including payment in lieu of proper notice) have been paid	_____	Admn. Officer
Name cancelled from Register		
Conduct _____	_____	
Application _____	_____	Class Teacher
All books returned	_____	Librarian
Leaving Certificate may be issued	_____	H. M.

1. No Leaving Certificate will be issued until all pending dues to the School have been cleared.
2. Complete Processing of issuing school leaving certificate will take at least 5 working days after submitting the applications in the office.



## Student Regulation Check DISCIPLINARY RECORD (2023-24)

June			July			August			September			October		
Remarks	T	P	Remarks	T	P	Remarks	T	P	Remarks	T	P	Remarks	T	P
1			1			1			1			1		
2			2			2			2			2		
3			3			3			3			3		
4			4			4			4			4		
5			5			5			5			5		
6			6			6			6			6		
7			7			7			7			7		
8			8			8			8			8		
9			9			9			9			9		
10			10			10			10			10		
11			11			11			11			11		
12			12			12			12			12		
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25			25			25			25			25		
26			26			26			26			26		
27			27			27			27			27		
28			28			28			28			28		
29			29			29			29			29		
30			30			30			30			30		
			31			31						31		

**N.B. : Write against the date**

'I' for Improper uniform,  
'L' for Late mark.  
'DR' Disruptive behavior

'H' for Hair cut,  
'AL' for Abusive language  
'LB' for Language barrier

'N' for Nails  
'MB' for Misbehavior  
'NC' Non Compliance of School  
rules/carring of books/following  
class time table

\* After the 3rd remark (need not be of the same kind), the student will be sent home without any prior intimation.

## Student Regulation Check DISCIPLINARY RECORD (2023-24)

November			December			January			February			March			April		
Remarks	T	P	Remarks	T	P	Remarks	T	P	Remarks	T	P	Remarks	T	P	Remarks	T	P
1			1			1			1			1			1		
2			2			2			2			2			2		
3			3			3			3			3			3		
4			4			4			4			4			4		
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28			28			28			28			28			28		
29			29			29			29			29			29		
30			30			30						30			30		
			31			31						31					

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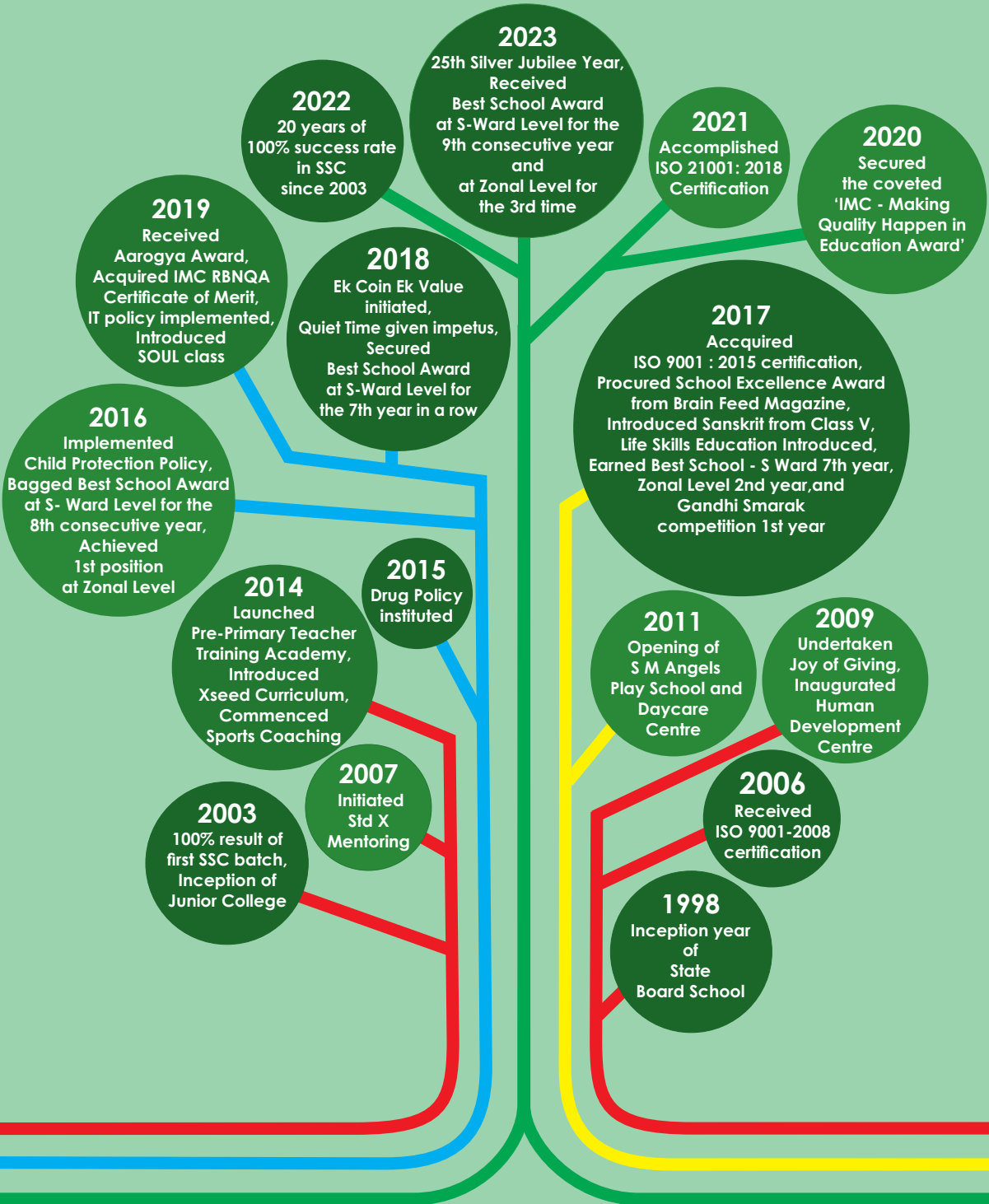
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'MB' for Misbehavior

'NC' Non Compliance of School rules/carring of books/following class time table

\* After the 3rd remark (need not be of the same kind), the student will be sent home without any prior intimation.



# Timeline

1998-2023 & Many more to come...



**Bunts Sangha's**  
**S M Shetty High School & Junior College**

Hiranandani Gardens, Powai, Mumbai - 400 076. Tel. : 022-6132 7309 / 7311

Website : [www.smsheettyinstitute.org](http://www.smsheettyinstitute.org) | Email : [school@smsheettyinstitute.org](mailto:school@smsheettyinstitute.org)