



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

ISO 21001 : 2018 CERTIFIED



Name : _____

Class: _____ Div: _____ Roll No.: _____ Mobile No. _____

SECONDARY CALENDAR 2023-2024

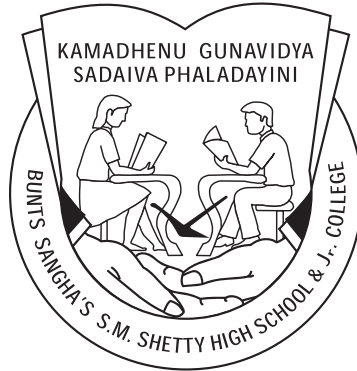
SCHOOL AT A GLANCE

- ★ 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
- ★ School Website www.smshettyinstitute.org
- ★ School's Magazine KALEIDOSCOPE
- ★ Souvenir for Grade X CHERISHABLE MEMORIES

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.smshettyinstitute.org
E-mail : school@smshettyinstitute.org



Affix a recent
stamp
size photo of
student in
school uniform

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. 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. The pupil should get the calendar signed regularly by the parent / guardian and class teacher.
6. **Parents are requested to fill the page numbers from 97 to 107 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 caste, 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 Bunt's 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 centres, which will become the benchmark for academic institutions globally.

INTERACTION SCHEDULE

Name of the person	Days / Time
School Principal - Mrs. Reshma Rao	With prior written appointment only
Pre-Primary Headmistress - Mrs. Neha Bhawe	With prior written appointment only
Primary Headmistress - Mrs. Kumudni Rana	With prior written appointment only
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 6:15p.m.
VI to X	Monday to Friday	6:50 a.m. to 12:30 p.m

SCHOOL OFFICE WORKING HOURS

Days	Timings
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**
Acting Vice Principal - Secondary : **Ms. Rutuja Raut**

SUBJECT HEADS FOR ACADEMIC YEAR 2023-24

Subject	Subject Head
English	Ms. Manjit Kaur Bhoee
Marathi	Ms. Manisha Bhujbal
Hindi & Sanskrit	Mr. Rajendra Gaikwad
Mathematics	Mr. Ashwin Jadhav
Science	Dr. Meena Babujaya
Social Science	Ms. Anupriya Shetty
Physical Education	Mr. Sanjay Nagalkar
Water Security	Ms. Vandana Singh
Defence Studies	Ms. Ankita Singh

MY MENTORS ARE

My class teacher is _____

Subject	Name of the teacher
English	
Marathi	
Hindi	
Sanskrit / Hindi Composite / Sanskrit Composite	
Mathematics	
Science	
Social Science	
Art	
ICT	
Physical Education	
Music (Up to Std VIII)	
Dance (VI & VII)	
Language Lab (VI-VIII)	
Defence Studies (For Std IX & X)	
Water Security (For Std IX & X)	

EC (PTA) Standard representative is _____ and Parent representative of the class is _____

Phone Nos. : i) _____ Contact between _____

Phone Nos : ii) _____

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)

ब्रह्मा मज्ज तू यत्न 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 करित आहे.
त्यांचे कल्याण आणि
त्यांची समृद्धी ह्यांतच माझे
सौख्य सामावले आहे.

संस्कृत प्रतिज्ञा

भारतम् अस्माकन् मातृभूमिः, वयं भारतीयाः सर्वे परस्परं भ्रातरः। अस्माकम् मातृभूमिः प्राणेश्योऽपि 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.

KAMADHENU GUNAVIDYA
SADAIVA PHALADAYINI

NATURE SONG

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 विश्वात्मके देवे। येणे वाग्यज्ञे तोषावे।
तोषोनिं मज ज्ञावे। पसायदान हे।।
जे खेळांची ब्यंकटी सांडो। तया सत्कर्मी-रती वाढो।
भूतां परसरे पडो। मैत्र जीवाचे।।
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 चिंतामर्णांचे गाव।।
बोलते जे अर्णव। पीयूषाचे।।
चंद्रमे जे अलांछन। मार्तंड जे तापहीन।
ते सर्वाही सदा सज्जन। सोयरे होतु।।
किंबहुना सर्व सुखी। पूर्ण होऊनि तिन्ही 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
द्रविड़ 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 students 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 students 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 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 :** 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.org

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

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 parents should accompany the child.
3. Attendance on the opening / re-opening day after vacations is mandatory.
4. Every student must be in school five minutes before the first bell.
5. No student is permitted to leave the school premises during or otherwise, except with the permission of the Head Mistress / Principal.
6. Attendance is compulsory at all school functions including Independence Day and Republic Day Celebration.
7. 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.**
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. Pgs. 92, 93, 94.
6. Leave notes for absence of more than 3 days or medical leave (with 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. 95)
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 student 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. 95)
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 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 parent should come to school to collect their ward or send a responsible person with an authority letter.
5. No medicine will be administered to the student 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** : Blue checks frock with school emblem
Blue cycling shorts (compulsory)

Hairdo : Ribbons white, Clips - white / White elastic cotton hair band.
Long hair is to be worn in two plaits or two pony tails.

Footwear: Black leather buckled shoes and white socks with blue stripes.
Shoes with Velcro will be considered as improper footwear and not be allowed.

Sports : House Uniform. **(Std. I to Std. V - Sports Uniform to be worn on Monday)**
(Std. VI to Std. X - Sports Uniform to be worn on Thursday)
White Canvas Shoes, white socks with blue stripes.
(White Canvas Shoes to be worn from II Term)
*** Wearing of Black Crocs is permitted during monsoon season.**
2. **Boys** : Blue checks shirt with school emblem
Navy Blue pants, tie, belt, white vest (compulsory)

Hairdo : **Boys need to sport short and decent hair cut**
Hair needs to be oiled and combed neatly on a regular basis.

Footwear: Black leather laced shoes and white socks with blue stripes.
Shoes with Velcro will be considered as improper footwear and not be allowed.

Sports : House Uniform.
White Canvas Shoes, white socks with blue stripes.
(White Canvas shoes to be worn from II Term)
***Wearing of Black Crocs is permitted during monsoon season.**
3. **Id. Card** : The Id. Card provided by the school has to be worn every day.
4. **Winters** : Navy Blue 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 the regular school hours.
2. Students who expect 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, 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 will be responsible for their own belongings. They are advised to bring their books etc. in a secure bag, 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 litter.
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 short break etc.
14. Students should carry 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 teacher
- Acting Vice Principal
- HM
- The Principal
- The designated member of the Management.

Process of Handling Complaints

1. Parents Complaints are received through the suggestion box kept in the School, emails, PTM's or Teachers 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 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 Gate no- 4 by either of the parents or their authorized person whom the child can recognize and who holds a copy of the escort card.
2. It is mandatory to carry the hard copy of the escort card whenever the student is picked up from the school. **Soft copy/ image/ screenshot of the escort card will be considered invalid.**
3. Parents are requested not to change the escort often as this will create problem 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.

LIBRARY RULES

1. Students should handle the books carefully. Any damage done will have to be compensated.
2. Before the book is returned to the library, the necessary entry must be made in the handbook on the page reserved for the same.
3. Books lost shall have to be paid for by the student.
4. It is mandatory to maintain silence in the library.
5. **To be a good leader, one needs to be a good reader.** As a visionary school, we aspire to ingrain the good habit of reading in each student. Reading of Times NIE newspaper is one such good habit that will not only provide a great sense of educational value, but also keep young minds abreast with information pertaining to their age. Apart from boosting knowledge and general information, it will improve language skills and vocabulary of students to a great extent. Subscription for the same will be mandatory for grades III to VIII.

EXAMINATIONS

All evaluation and examinations including unit tests, oral and practical test will be conducted as per the directives from the Education Department.

RULES REGARDING EXAMINATIONS & EVALUATIONS

1. A student may not be allowed to appear the evaluation/ examination if he or she does not put in a minimum of 90% of attendance in the academic session.
2. In case of those students who were unable to appear the Annual Examination on genuine medical grounds and produce a medical certificate to that effect, the School will consider the student for promotion on the basis of the year's work and average of other test / exams. Final decision on such matters rests with the School Authorities.
3. The decision of the School Authorities in matters of promotion shall be final.
4. Promotion to next higher class will be based on the average marks obtained from the various evaluation / examinations held throughout the academic year.
5. On the day of the result, in case a parent is not able to attend then they should send a letter of authority with their representative.
6. In case a student misses his / her internal assessment due to reasons other than sickness the evaluation will not be conducted again.

PROGRESS REPORT

Results and marks obtained by the student in the evaluation/examination 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 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

Note :

- House meeting is held quarterly for Secondary Section.
- Each house has its own flag.
- The house masters and house teachers are responsible for the working of the houses. The students get opportunities to take part in literary, academic and cultural activities.
- The performance of each house is assessed throughout the year. The best house is awarded the **Rotating Trophy** at the annual sports function every year.
- The house allotted to a student at the time of admission will not change under any circumstances.

STUDENTS' COUNCIL

With the intention to equip the student with confidence, problem solving attitude and decision making skills, the Students' Council is constituted every year. The council consists of the House Captains, the Deputy Captains and Sports Captains along with the House Prefects. The Council is headed by the democratically elected Head Boy, Head Girl, Deputy Head Boy, Deputy Head Girl.

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 appointment only during the school hours. Contact no of the centrehead : 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 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.

PARENTS - TEACHERS ASSOCIATION EC (PTA)

The parent teacher association is an advisory, supportive body to help the smooth working of the existing system of the school. The purpose of EC(PTA) is to provide a structure through which parents can come together and work in the best interest of the school and welfare of the children. The sole objective of organizing this association is to bring forward real, practical and viable ideas which will help in achieving our Vision and Mission.

RULES OF THE PARENT TEACHER ASSOCIATION

- (1) Every parent is a member of the EC(PTA)
- (2) EC(PTA) consists of the following members :
 - (i) President (Principal)
 - (ii) One parent member from each standard.
 - (iii) One teacher member from each section.
- (3) The term of the PTA executive body is for one academic year.
- (4) The executive body of the PTA will meet quarterly and the general body will meet once each term.
- (5) A parent holding a post of the executive body member of the PTA for one year will not contest for the post in the next five years.

If interested, kindly fill in the nomination form for the election of the Executive Committee of PTA for the year 2023-2024.

I the undersigned Mr./Mrs. _____ Mother/ Father of
_____ studying in Std. ____ Div ____

would like to submit my nomination form and contest for being a EC(PTA) member for the academic year 2023-2024.

I assure you that I will be in a position to spare time for the activity of the EC (PTA) when required.

Full name of the parent _____

Tel.: _____

Signature : _____ Date : _____

DO'S AND DON'T'S

1. **Gift to Teachers** : Birthday presents, seasonal gifts etc. to the teachers and staff of the school **ARE FORBIDDEN**.
2. **Birthday Celebrations** : Students will wear school uniform on their birthday. They are allowed to distribute any one stationery item (pencil, pen, eraser, sharpener, ruler) to their classmates. Cost of each needs to be under 5 Rs or contribute a story book 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, 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 in 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 ward as we wish to inculcate the habit of thrift among our students.
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 ID card and proper uniform.
11. All payments (fees/ field trip/ class photograph/ etc) needs 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 11 am to 4 pm.
- VI to X** : Monday to Friday from 12.00 noon to 1.00 pm.
1st, 3rd and 5th Saturday from 10.00 a.m. 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 Behaviour : 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 *Principal's decision will be final		
4.	Forgery / Theft	Parents to be called for a meeting with the Headmistress Case referred to the in-house counselor		
5.	Substance abuse	Parents to be called and 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

Date :

Parent / Guardian

Principal / HM

Date :

Parent / Guardian

Principal / HM

Date :

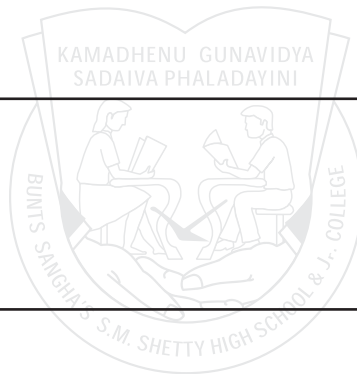
Parent / Guardian

Principal / HM

Date :

Parent / Guardian

Principal / HM



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 Chaturdashi
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*

EXAMINATION SCHEDULE 2023-2024

Sr. No.	Examination	Standard	Schedule (tentative)
1.	First Formative Evaluation First Unit Test	VI - VIII IX - X	2nd August to 4th August 2023 26th July to 1st August 2023
2.	Second Formative Evaluation	VI - VIII	11th September to 13th September 2023
3.	First Summative Evaluation First Semester Examination	VI - VIII IX - X	27th October to 3rd Nov. 2023 25th October to 4th Nov. 2023
4.	First Preliminary Examination	X	2nd week of December
5.	Second Preliminary Examination	X	2nd week of January
6.	Third Formative Evaluation Second Unit Test	VI- VIII IX	29th January to 31st Jan. 2024 29th January to 2nd Feb. 2024
7.	Fourth Formative Evaluation	VI- VIII	27th February to 29th Feb.2024
8.	Second Semester Examination	IX	1st March 2024 onwards
9.	Second Summative Evaluation	VI - VIII	4th April 2024 onwards

EXTERNAL EXAMS 2023-2024

Type	Exam	Std/Date/Month
SOF	IMO	30.11.23
	IEO	12.10.23
	NCO	28.11.23
	NSO	21.11.23
	ISSO	18.01.24
	IGKO	10.10.23
Homi Bhabha (Science) Math Concept Exam		
Unified Council	UIEO	03.11.23
	UCO	04.10.23
	UMO/UIM	03.01.24
	NSTSE	01.12.23
	NELTAS	
	Spell Bee	
Scholarship V & VIII		10.03.24

Continuous & Comprehensive Evaluation

Academic Subjects	Non-Academic Subjects
English	Art
Marathi	Computer/IT
Hindi / Sanskrit	Health & Physical Education
Hindi Composite/ Sanskrit Composite	Defence Studies (Std. IX & X)
Mathematics	Water Security (Std. IX & X)
EVS / Science	
Social Studies	

Grading System	
Range of %	Grade
91-100	A-1
81-90	A-2
71-80	B-1
61-70	B-2
51-60	C-1
41-50	C-2
31-40	D
21-30	E-1
Less than 20	E-2

- Formative assessments will be conducted throughout the academic year.

EVALUATION PATTERN FOR GRADE V, VI, VII & VIII

Std. V : Formative : 50 Summative : 50		TERM I & TERM II			
	A	B	C	D	E
Subject	Formative -1 (Marks)	Formative -2 (Marks)	Internal Assessment (Marks)	Summative Total (Marks-50)	Total (A+B+C+D)
English	15	15	20	50	
Hindi	15	15	20	50	
Marathi	15	15	20	50	
Math	15	15	20	50	
Science	15	15	20	50	
Social Science	15	15	20	50	
Art	--	--	--	100	
Information and Technology	--	--	--	100	
Health and Physical Education	--	--	--	100	

Std. VI : Formative : 60 Summative : 40		TERM I & TERM II			
	A	B	C	D	E
Subject	Formative -1 (Marks)	Formative -2 (Marks)	Internal Assessment (Marks)	Summative Total (Marks-40)	Total (A+B+C+D)
English	20	20	20	40	
Hindi	20	20	20	40	
Marathi	20	20	20	40	
Math	20	20	20	40	
Science	20	20	20	40	
Social Science	20	20	20	40	
Art	--	--	--	100	
Information and Technology	--	--	--	100	
Health and Physical Education	--	--	--	100	

Std. VII : Formative : 50 Summative : 50		TERM I & TERM II			
	A	B	C	D	E
Subject	Formative -1 (Marks)	Formative -2 (Marks)	Internal Assessment (Marks)	Summative Total (Marks-50)	Total (A+B+C+D)
English	20	20	10	50	
Hindi	20	20	10	50	
Marathi	20	20	10	50	
Math	20	20	10	50	
Science	20	20	10	50	
Social Science	20	20	10	50	
Art	--	--	--	100	
Information and Technology	--	--	--	100	
Health and Physical Education	--	--	--	100	

Std. VIII : Formative : 50 Summative : 50		TERM I & TERM II			
	A	B	C	D	E
Subject	Formative -1 (Marks)	Formative -2 (Marks)	Internal Assessment (Marks)	Summative Total (Marks-50)	Total (A+B+C+D)
English	20	20	10	50	
Hindi (Entire)	20	20	10	50	
Sanskrit (Entire)	20	20	10	50	
Composite (Hindi)	10	10	5	25	
Composite (Sanskrit)	10	10	5	25	
Marathi	20	20	10	50	
Math	20	20	10	50	
Science	20	20	10	50	
Social Science	20	20	10	50	
Art	--	--	--	100	
Information & Technology	--	--	--	100	
Health and Physical Education	--	--	--	100	

SCHEME OF EVALUATION-STD-IX
LANGUAGES (ENGLISH, HINDI, MARATHI AND SANSKRIT)

First Term	Second Term
Written Exam - 80 marks Internal Assessment - 20 marks	Written Exam - 80 marks Internal Assessment - 20 marks
Internal Assessment - 20 marks First Unit Test - 20 marks - converted to 5 Assignments - 20 marks - converted to 10 Orals - 10 marks - converted to 5	Internal Assessment - 20 marks Second Unit Test - 20 marks - converted to 5 Assignments - 20 marks - converted to 10 Orals - 10 marks - converted to 5

HINDI COMPOSITE / SANSKRIT COMPOSITE

First Term	Second Term
Written Exam - 80 marks (40+40) Internal Assessment - 20 marks (10+10)	Written Exam - 80 marks (40+40) Internal Assessment - 20 marks (10+10)
Internal Assessment - 20 marks (10+10) First Unit Test - 20 marks (10+10) - converted to 5 Assignments - 20 marks (10+10) - converted to 10 Orals - 10 marks (5+5) - converted to 5	Internal Assessment - 20 marks (10+10) Second Unit Test - 20 marks (10+10) - converted to 5 Assignments - 20 marks (10+10) - converted to 10 Orals - 10 marks (5+5) - converted to 5

MATHEMATICS

First Term	Second Term
Written Exam - 80 marks Internal Assessment - 20 marks	Written Exam - 80 marks Internal Assessment - 20 marks
Written Exam : (80 marks) Math I (Algebra) - 40 marks Math II (Geometry) - 40 marks	Written Exam : (80 marks) Math I (Algebra) - 40 marks Math II (Geometry) - 40 marks
Internal Assessment : (20 marks) Math I- First Unit Test 20 marks - converted to 5 MCQ - 10 marks converted to 5 Math II- First Unit test 20 marks - converted to 5 MCQ - 10 marks converted to 5	Internal Assessment : (20 marks) Math I- Second Unit Test 20 marks - - converted to 5 Practical - 10 marks converted to 5 Math II- Second Unit test 20 marks -converted to 5 Practical - 10 marks converted to 5

SCIENCE & TECHNOLOGY

First Term	Second Term
Written Exam - 80 marks Internal Assessment - 20 marks	Written Exam - 80 marks Internal Assessment - 20 marks
Written Exam : (80 marks) Science I - 40 marks Science II - 40 marks	Written Exam : (80 marks) Science I - 40 marks Science II - 40 marks
Internal Assessment : (20 marks) Sci I - First Unit Test 20 marks - converted to 5 Assignment - 10 marks converted to 5 Sci II- First Unit test 20 marks - converted to 5 Assignment - 10 marks converted to 5	Internal Assessment : (20 marks) Sci I - Second Unit Test 20 marks - - converted to 5 Assignment - 10 marks converted to 5 Sci II- Second Unit test 20 marks -converted to 5 Assignment - 10 marks converted to 5

SOCIAL SCIENCE I

First Term	Second Term
Written Exam - 40 marks Internal Assessment - 10 marks	Written Exam - 40 marks Internal Assessment - 10 marks
Internal Assessment : (10 marks) First Unit Test- 20 marks (converted to 5) One Assignment / Multiple Choice Questions and Notebook Completion - 20 marks (converted to 5)	Internal Assessment : (10 marks) Second Unit Test- 20 marks (converted to 5) One Assignment / Multiple Choice Questions and Notebook Completion - 20 marks (converted to 5)

SOCIAL SCIENCE II

First Term	Second Term
Written Exam - 40 marks Internal Assessment - 10 marks	Written Exam - 40 marks Internal Assessment - 10 marks
Internal Assessment : (10 marks) First Unit Test - 20 marks - converted to 5 One Assignment/ Multiple Choice Questions and Notebook Completion -20 marks (converted to 5)	Internal Assessment : (10 marks) Second Unit Test - 20 marks - converted to 5 One Assignment/ Multiple Choice Questions and Notebook Completion -20 marks (converted to 5)

WATER SECURITY

First Term	Second Term
Presentation-30 Marks Assignment/Written- 20 Marks	Presentation-30 Marks Assignment/Written- 20 Marks
I Semester Total= 50 marks	II Semester Total= 50 marks
Average Calculation - $50 + 50 = 100$ marks converted into grades	

DEFENCE STUDIES

First Term	Second Term
Internal Assessment - 40 marks	Internal Assessment - 40 marks
Activities - 60 marks Total 40 + 60 = 100 marks (A)	Activities - 60 marks Total 40 + 60 = 100 marks (B)
Average Calculation - $A + B = 200$ marks / $2 = 100$ marks converted into grades	

HEALTH & PHYSICAL EDUCATION

First Term	Second Term
Written Exam- 25 marks Practical Exam - 25 marks	Written Exam- 25 marks Practical Exam - 25 marks
Average Calculation - Term I + Term II = 100 marks converted into grades	

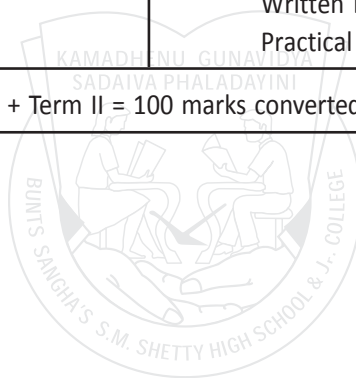
Grading System

60 & Above = A

45-59 = B

35-44 = C

Below 34 = D



EVALUATION PATTERN - Std. X

	A	B	C	D
Subject	First Unit Test Marks	Internal Marks	Total (Marks-80)	I & II Prelim (Marks-80)
English	20	-	80	80
Hindi (Entire)	20	-	80	80
Sanskrit (Entire)	20	-	80	80
Composite (Hindi)	10	-	40	40
Composite (Sanskrit)	10	-	40	40
Marathi	20	-	80	80
Cookery	NA	75	25	25
Math I	40/2	-	40	40
Math II		-	40	40
Arithmetic	20	50	50	50
Best Out of Waste			50	50
Science-I	40/2	-	40	40
Science-II		-	40	40
Health and Hygiene Physiology			50	50
Home Science			50	50
Social Science - I	40/2		40	40
Social Science - II		-	40	40
Water Security			100	100
Health & Physical Education			100	100
Defence Studies			100	100

***I & II Preliminary Examination will be conducted as per the examination schedule given on pg 31**

Grading System

60 & Above = A

45-59 = B

35-44 = C

Below 34 = D

SYLLABUS PLAN (2023-24)

STD. VI

Subjects	June-July	August-September	October-November	December-January	February-March
ENGLISH	BLOCKS 1, 2, 3, 4, 5	BLOCKS 6,7, 8,9, 10	BLOCKS 11, 12	BLOCKS 13, 14, 15, 16,17	BLOCKS 18, 19 ,20, 21,22,23&24
MAPATHI	पूर्वज्ञान, उजळणी, पाठ-२, ४ कविता -१, ३ व्याकरण, पाठावर आधारित	पाठ : ५,७ कविता : ६,९	पाठ : ८, १० उजळणी	पाठ : ११, १३, १४कविता १२,१५	पाठ १६ कविता : १७ उजळणी
		उपयोजित लेखन : कथालेखन, व्याकरण : पाठावर आधारित	उपयोजित लेखन : निबंध, उतारा आकलन	व्याकरण, पाठावर आधारित उपयोजित लेखन : कथालेखन	व्याकरण : पाठावर आधारित
HINDI	BLOCKS 1, 2, 4, 6,11	BLOCKS 3, 5, 8, 7, 9, 10	BLOCKS 12, 13,14, 15 & 17	BLOCKS 18, 19, 16, 24,25,27	BLOCKS 20, 21, 22, 23, 26, 28
MATH	BLOCKS 1, 2, 3, 4	BLOCKS 5, 6, 7, 8, 9	BLOCKS 10, 11,12	BLOCKS 13, 14, 15, 16,17,18	BLOCKS 19, 20, 21, 22, 23, 24
Science	BLOCKS 1, 2, 6, 7, 8	BLOCKS 9, 10, 11, 12	BLOCKS 17,18,13	BLOCKS 14,15,16,19,20,21	BLOCKS 22, 23, 24,25
SS	BLOCKS 1, 2, 11, 17	BLOCKS 3, 4, 18,5,12,19	BLOCKS 6,13,20	BLOCKS 7, 14, 21, 8, 22	BLOCKS 9,15,24, 10,16,23

SYLLABUS PLAN (2023-24)

STD. VII

Subjects	June-July	August-September	October-November	December-January	February-March
ENGLISH	BLOCKS 1, 2, 3 & 4	BLOCKS 5,6,7, 8,9, 10	BLOCKS 11, 12	BLOCKS 13, 14, 15, 16 & 17	BLOCKS 18, 19, 20, 21, 22, 23 & 24
MARATHI	पूर्वज्ञान, उजळणी, पाठ-२ कविता - १, ३	पाठ : ४, ५, ७ कविता : ६	उजळणी ८	पाठ : ९, १० कविता ८, ११	पाठ १२, १३ कविता : संतवाणी, उजळणी
	व्याकरण : शब्दांच्या जाती, उपयोजित लेखन : निबंध	उपयोजित लेखन : कथालेखन, जाहिरात लेखन व्याकरण : पाठावर आधारित	उपयोजित लेखन : सूचनाफल	व्याकरण, पाठावर आधारित व्याकरण उजळणी	व्याकरण : व्याकरण : उजळणी
HINDI	BLOCKS 1, 2, 4, 5, 9	BLOCKS 3, 7, 10, 6, 8, 11	BLOCKS 12, 13, 14, 15 & 25	BLOCKS 17, 27, 19, 20, 23, 24	BLOCKS 16, 18, 21, 22, 26, 28
MATH	BLOCKS 1, 2, 3, 4	BLOCKS 5, 6, 7, 8, 9	BLOCKS 10, 11, 12	BLOCKS 13, 14, 15, 16, 17, 18	BLOCKS 19, 20, 21, 22, 23, 24
SCIENCE	BLOCKS 1, 2, 3, 8	BLOCKS 9, 10, 11, 12, 15, 16	BLOCKS 17, 18, 4	BLOCKS 5, 6, 7, 13, 14, 19	BLOCKS 19, 20, 21, 22, 23, 24
SS	BLOCKS 1, 11, 2, 12 (Activity) 13, 17	BLOCKS 3, 15, 18, 4, 5, 14 (Activity), 19	BLOCKS 6, 20 Revision & Exam	BLOCKS 7, 21, 8, 22	BLOCKS 9, 16, 24, 10 & 23 (Activity)

SYLLABUS PLAN (2023-24)

STD. VIII

Subjects	June-July	August-September	October-November	December-January	February-March
ENGLISH	Unit 1 - 1.1, 1.2, 1.3 Textual Grammar Letter Writing Literature Reader	Units 1 & 2 - 1.4, 2.1, 2.2, 2.3, 2.4 Speech Writing Literature Reader Textual Grammar Literature Reader	Story Writing & Orals Textual Grammar Literature Reader	Unit 3 - 3.1, 3.2 3.3, 3.4 Unit 4 - 4.1, 4.2 Report Writing Textual Grammar Literature Reader Information Transfer	Unit 4 - 4.3, 4.4, 4.5 Textual Grammar, View & Counter - view Literature Reader
MARATHI	पूर्वज्ञान, उजळणी, कविता -१, ३ पाठ-२	पाठ : ४, ५, ७ कविता : ६	उजळणी	पाठ : ८, १० कविता ९, ११	पाठ १२, कविता : १३
	व्याकरण : पाठावर आधारित	उपयोजित लेखन : निबंध, वातमी लेखन, व्याकरण : पाठावर आधारित	व्याकरण : पाठावर आधारित	व्याकरण : पाठावर आधारित उपयोजित लेखन : जाहिरात लेखन	व्याकरण : उजळणी
HINDI	Unit 1 - Chapter No. 1, 2, 3,4,5	Unit 1 - Chapter No. 6, 7, 8, 9	Revision & orals Unit 2 - Chapter No. 1,2	Unit 2 - Chapter No. 3, 4, 5, 6, 7	Unit 2 - Chapter No. 8, 9 Revision & orals
SANSKRIT	Unit 1. Chitrapadakash. Prose: 1,2, 3, 4, 5 & 6. Bhashasutra -1.	Unit 2 Prose: 7, 8, 10. Poem: 9 Bhashasutra -2. Creative Writing.	Revision & orals "Unit 3. Prose: -11."	Unit 3, Unit 4 Prose: 14 & 16 Poem: 12, 15 & 17 Creative Writing. Bhashasutra-3.	Unit 4. Prose: 18 & 19 Bhashasutra-4. Creative Writing. Revision & orals
HINDI COMPOSITE	Unit 1 - Chapter No. 1, 2, 3, 4	Unit 1 - Chapter No. 5,6, 7, 8	Revision & orals Unit 2 - Chapter No. 1,2	Unit 2 - Chapter No. 3, 8, 4, 5	Unit 2 - Chapter No. 6,7 Revision & orals
SANSKRIT COMPOSITE	Unit 1. Chitrapadakash. Prose: 1,2, 3, 4, 5 & 6. Bhashasutra -1.	Unit 2 Prose: 7 & 8. Poem: 9 Bhashasutra -2. Creative Writing.	Revision & orals "Unit 3. Prose : 10.	Unit 3. Prose: 11, 12 & 13 Bhashasutra -3. Unit 4 Poem: 13 Creative Writing.	Unit 4. Prose: 14 Bhashasutra -4. Creative Writing Revision & orals
MATH	Chap 1, 2, 3	Chap 4, 5, 6, 7	Chap 8, 9	Chap 10, 11, 12, 13	Chap 14, 15, 16, 17
SCIENCE	Chp 1, 2, 3	Chp 4, 5, 6	Chp 7, 8, 9	Chp 10, 11, 12, 13, 14	Chp 15, 16, 17, 18, 19
SS	H- Ch 1, 2, 3 C- Ch1, G- Ch 2	H- Ch 5, 4 & 10 (Activity), C- Ch 2, 4 G- Ch 3, 6	H- Ch 7, C- Ch 3 Revision & Exam	H- Ch 8, 9 C- Ch 5, 6 G- Ch 7	H- Ch 13, 14 G- Ch 8

SYLLABUS PLAN (2023-24)

STD. IX

Subjects	June-July	August-September	October-November	December-January	February-March
ENGLISH	Unit 1 - 1.1, 1.2, 1.3, 1.4, 1.5 Grammar - Parts of Speech, Tenses, Homographs, Determiners, Verbs (Infinitive, Gerund, Participle) C.W. - Letter Writing (Informal), Letter Writing (Formal) & Report Wr.	Unit 2 - 2.1, 2.2, 2.3, 2.4, 2.5, 2.6 Grammar - Active/passive voice, Kinds of sentences, Degree of comparison C.W. - Story Writing, Information Transfer	Revision and Oral Exam	Unit 3 - 3.1, 3.2, 3.3, 3.4, Unit 4 - 4.1, 4.2 Grammar - Kinds of Sentences, Degree of Comparison Reported Speech, Simple, Compound & Complex, C.W. - Expansion of Idea, Speech Wr. View - Counterview	Unit 4 - 4.3, 4.4, 4.5, Grammar - Clauses, C.W. - Revision of all topics, Revision and Oral Exam
MARATHI	पूर्वज्ञान, उजळणी, पाठ-३, ४ कविता - संतवाणी १, २	पाठ : ६, ७, ८ कविता : ५ स्थूलवाचन : १, २	Revision & Orals	पाठ : १०, ११, १४ कविता : ३, १२, १३, स्थूलवाचन : ३	पाठ १५, १६ स्थूलवाचन : ४ Revision & Orals
	व्याकरण : पाठावर आधारित	उपयोजित लेखन : निबंध, पत्रलेखन, कथालेखन, जाहिरात लेखन		व्याकरण, पाठावर आधारित	उपयोजित लेखन : उजळणी
HINDI	Unit 1 - Chapter No.1,2, 4,5,6 Grammar based on chapters, Creative Writing	Unit 1- Chapter No. 7,8,9, 3,10,11 Creative Writing Grammar	Revision & Orals Unit II - Ch 1, 2, Grammar	Unit 2 - Chapter No. 3,4,5, 6,7, 8 Grammar based on chapters, Creative Writing	Unit 2- Chapter No. 9,10,11 Creative Writing Revision & Orals
SANSKRIT	Chitrapadakash, Prose:1&3 Poetry: 2,4 Ramya Sanskritam:1,2 & 3 Creative Writing Bhashasutram - 1	Prose: 5, 6 & 8 Poem: 7 Ramya Sanskritam: 4, 5 & 6 Creative Writing Bhashasutram - 2	Revision & orals , Poem: 9 Ramya Sanskritam: 7, 8 & 9	Prose: 10, 11 12 Poem: 13 Ramya Sanskritam: 10,11,12 Creative Writing Bhashasutram - 3	Prose : 15 & 16 Poetry: 14 Creative Writing Bhashasutram - 4 Revision & Orals
HINDI COMPOSITE	Unit 1 - Chapter No. 1, 2, 4,5 Grammar based on chapters, Creative Writing	Unit 1 - Chapter No. 7,8,3,6 Creative Writing, Grammar	Revision & Orals, Unit 2 - Chapter No. 1,2 Grammar based on chapters	Unit 2 - Chapter No. 4,5, 6,8 Grammar based on chapters Creative Writing	Unit 2 - Chapter No. 3,7 Creative Writing, Revision & Orals
SANSKRIT COMPOSITE	Chitrapadakash. Prose: 1,3 Poetry: 2 Bhashasutram-1 Ramya Sanskritam: 1,2 & 3	Poetry: 4 Prose: 5 & 6 Ramya Sanskritam: 4, 5 & 6 Bhashasutram-2 Creative Writing	Revision & orals Poem: 7 Ramya Sanskritam: 7, 8 & 9	Prose: 8 & 9 Bhashasutram - 3 Poem: 10 Ramya Sanskritam: 10, 11 & 12 Creative Writing	Prose: 11 Bhashasutram - 4 Creative Writing, Revision & Orals
MATH I	Chp 1, 2	Chp 3, 4	Chp 4	Chp 7, 6	Chp 1 (Std X) Revision
MATH II	Chp 1, 2	Chp 3, 7	Chp 5	Chp 6, 8, 4	Chp 7 (Std X) , Revision
SCIENCE I	Chp 1, 2	Chp 3, 4	Chp 5	Chp 11, 12, 13, 14	Std 10 CHP 6, 7, Revision
SCIENCE II	Chp. 6, 7	Chp. 8, 9	Chp. 15	Chp. 16, 17	Std X- Chp. 7, Revision
SS I	H- Ch 1, -2, PS- Ch 2	H- Ch 3 PS Ch 3, 4	H- Ch 5 Revision & Exam	H- Ch 6, 8, 9 PS Ch 5 & 6	H- Ch 10; PS Ch 6, Revision
SS II	Ch 2, Ch 1 (Activity), Ch 7, Ch 8	Ch 1 (Contd), Ch 9, 3, 10	Ch 4, 11 Revision & Exam	Ch 5, 12	Std X India Map Activity Phy & Poi, Revision

SYLLABUS PLAN (2023-24)

STD X

Subjects	April	June-July	August-September	October-November	December-January	February-March
ENGLISH	Unit 3 - 3.1, 3.2 & 3.3	Unit 3 - 3.4, 3.5, 3.6, Unit 4 Information Transfer Textual Grammar Letter Wr	Unit 1, 2 Speech Wr. Report Wr. Textual grammar कविता : 99, 92, 98, 94, कविता : 93, स्थूलावचन : 3	Story Wr. Expansion of Idea Textual Grammar, Revision & Mentoring कविता : 95, स्थूलावचन 4, Revision & Mentoring	Revision & Mentoring	Revision & Mentoring & Orals
MARATHI	कविता : २, अ, आ, ५ स्थूलावचन : १	पाठ : ३, ४, ५, ७, १० स्थूलावचन : २	पाठ : ११, १२, १४, १५, कविता : १३, स्थूलावचन : ३ व्याकरण : पाठावर आधारित उपयोजित लेखन	Unit 2 - Chapter No. 10, 11 Creative Writing, Revision & Mentoring Grammar	Revision & Mentoring	Revision & Mentoring orals
HINDI	Unit 1 - Chapter No. 1, 2	Unit 1 - Chapter No. 3, 4, 5, 6, 7, 8, 9, 10, 11 Grammar based on Chapters Creative Writing	Unit 2 - Chapter No. 1, 2, 3, 4, 5, 6, 7, 8, 9 Grammar based on chapters, Creative Writing	Unit 2 - Chapter No. 10, 11 Creative Writing, Revision & Mentoring Grammar	Revision & Mentoring	Revision, Mentoring & Orals
SANSKRIT	Chitrapadakhosh. Prose: 4 Poetry: 5	Prose: 7, 9 Poetry: 6, 8 Abhyaspatram - 2 Grammar based on lesson Creative Writing	Prose: 11, 12 Poetry: 10, 13 Abhyaspatram - 3 Grammar based on lesson Creative Writing	Prose: 14 Poetry: 15 Abhyaspatram - 4 Grammar based on lesson Creative Writing Revision & Mentoring	Revision & Mentoring	Revision, Mentoring & Orals
HINDI COMPOSITE	Unit 1 - Chapter No. 1, 2, 7	Unit 1 - Chapter No. 3, 4, 5, & 8 Grammar based on chapters Creative Writing	Unit 2 - Chapter No. 1, 2, 3, 4, 5, 6, 7, 8 Creative Writing Grammar	Unit 1 - Chap No. 6 Unit 2 - Chap No. 5 Revision & Mentoring	Revision & Mentoring	Revision, Mentoring & Orals
SANSKRIT COMPOSITE	Chitrapadakhosh Poetry: 3	Prose: 4, 6 Poetry: 5, 7 Abhyaspatram - 2, Grammar based on lesson Creative Writing	Prose: 8, 11 Poetry: 9, 10 Abhyaspatram - 3 Grammar based on lesson Creative Writing	Abhyaspatram - 4 Grammar based on lesson Creative Writing Revision & Mentoring	Revision & Mentoring	Revision, Mentoring & Orals
MATH	Chp 5, 1	Chp 1, 2	Chp 3, 4	Chp 6 Revision & Mentoring	Revision & Mentoring	Revision and mentoring
MATH II	Chp 4, 7	Chp 7, 1	Chp 2, 6, 5	Chp 3 Revision & Mentoring	Revision & Mentoring	Revision and mentoring
SCIENCE I	Chp. 2	Chp. 3, 1, 4	Chp. 5, 9, 8	Chpt 10, Revision	Revision	Revision
SCIENCE II	Chp. 8	Chp. 1, 2, 3	Chp. 4, 5, 6, 9	Chp. 10, Revision	Revision	Revision
SSI	H- Ch 7, PS Ch 1	H- Ch 1, 2 PS Ch 2, 3	H- Ch 3, 4, 5, 6 PS Ch 4	H- Ch 8, 9 PS- Ch 5 Revision & Mentoring	Revision & Mentoring	Revision and mentoring
SS II	Ch 2	Ch 1, Ch 2 (Map), 3, 4	Ch 5, 6, 7, 8 & Graph	Ch 9 Revision & Mentoring	Revision & Mentoring	Revision and mentoring

CO-CURRICULAR & LITERARY ACTIVITIES : 2023-24

Cultural				
Sr. No.	Events	Std.	No. of Participants	Date
1	Quiz - Math, Science, SS, GK & Current Affairs	VI-IX	4	18/07/2023
2	Music Vocal & Instrumental Group	VI-IX	4	08/08/2023
3	Mono Act	VI-IX	4	22/08/2023
4	Elocution	VI-IX	4	26/09/2023
5	Group Dance	VI-IX	12	03/10/2023
6	Story telling - English/ Hindi/Marathi/Sanskrit	VI	2	10/10/2023
	Book Review - English	VII	2	
	Book Review - Marathi	VIII	2	
	Book Review - Hindi/Sanskrit	IX	2	
7	IT - Sports Day Invite Designing	VI	2	28/11/2023
	IT - Annual Day Invite Designing	VII	2	
	IT - Kaleidoscope Cover Page Designing	VIII	2	
	IT - Testimonials Cover Page Designing	IX	2	
8	Art - Ornament Making	VI	2	13/02/2024
	Art - Rope Craft	VII	2	
	Art - Stained Glass Painting	VIII	2	
	Art - Bottle Art	IX	2	

Classwise Events

9	Environment Day - Bookmark with Recycleable Materials	VI	100% Participation	22/06/2023
	Environment Day - Paper Bag Making & Decoration	VII		
	Environment Day - Collage with Natural Items	VIII		
	Environment Day - Best out of Waste	IX		
10	Innovation - Create a Science based Game	VI		30/06/2023
	Innovation - Write a Science based Story	VII		
	Innovation - Product Invention to benefit Society	VIII		
	Innovation - Project Design to Solve a Real World Problem	IX		
11	Handwriting Competition - Marathi	VI		10/07/2023
	Handwriting Competition - Sanskrit	VII		
	Handwriting Competition - Hindi	VIII		
	Handwriting Competition - English	IX		
12	Patriotic crafts	VI-IX		09/08/2023
13	Mathematical Puzzle Solving	VI-IX		29/09/2023
14	Art - Greeting Card Making	VI		04/10/2023
	Art - Glass Painting	VII		
	Art - Toran Making	VIII		
	Art - Shampoo Bottle Pencil Holder	IX		
15	Article Writing - Hindi	VI	30/11/2023	
	Article Writing - Marathi	VII		
	Article Writing - English	VIII		
	Article Writing - English/ Sanskrit	IX		
16	Internet Safety Day - ESafety Poster Making	VI - VII	05/02/2024	
	Internet Safety Day - Safer Internet Mascot Design	VIII - IX		

Details of Sports Activities/Competitions: 2023-24

Sr. No.	Std.	Month	Event
Individual Event			
1	VI - IX	14-25-July	Chess, Carrom
2	VI - IX	17-25 August	Long Jump, Hurdle Race
3	VI - IX	1-11 September	Badminton
Team Event			
4	VI - IX	1-11 September	Volleyball
5	VI - IX	23-24 November	Cricket
6	VI - IX	23-30 November	Football
7	VI - IX	06-15 December	Kabaddi, Basketball
Sports Day Event			
8	VI - IX	January 2024	Sack Race
9	VI - IX	January 2024	Three Legged Race
10	VI - IX	January 2024	Moon Walk
11	VI - IX	January 2024	Running Race
12	VI - IX	January 2024	Cardboard Race

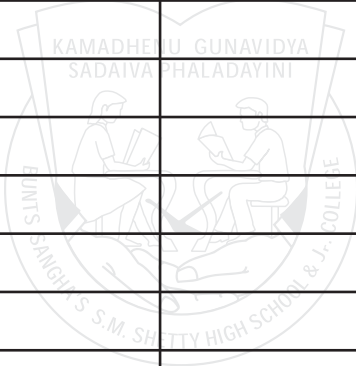


ONLINE PAYMENT DETAIL RECORD (2023-24)

Sr.no.	Date	Payment for	Payment Detail (Transaction ID)	Amount	Parent's Sign	Teacher's Sign
1		First Quarter Fees				
2		Second Quarter Fees				
3		Third Quarter Fees				
4		Fourth Quarter fees				
5		Field Trip				
6		Long Tour				
7		Class Photograph				
8		Annual Day CD/DVD				
9		Other Payment (Please Specify)				

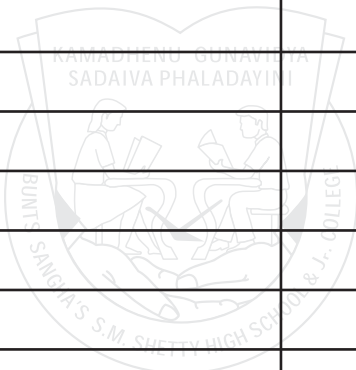
DETAILS OF CIRCULARS SENT

Sr.no.	Date	Circular Number	Teacher's Signature	Parent's Signature



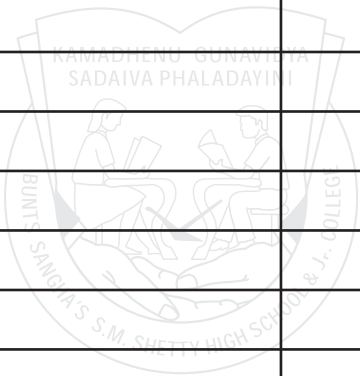
DETAILS OF ASSIGNMENTS / PROJECTS

Date	Subject	Project Details / Requirements	Date of Submission	Parent's signature	Teachers' remark



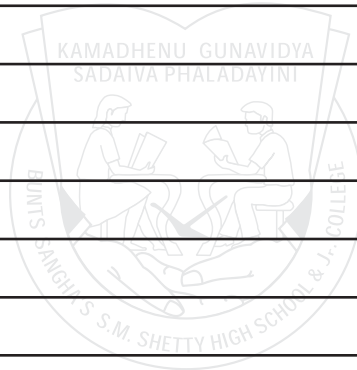
DETAILS OF ASSIGNMENTS / PROJECTS

Date	Subject	Project or Assignment Details / Requirements	Date of Submission	Parent's signature	Teachers' remark



Date

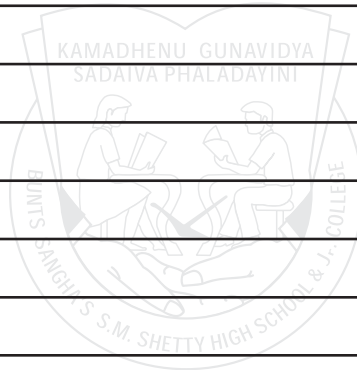
Note / Assignments



Good manners will open doors that the best education cannot.

Date

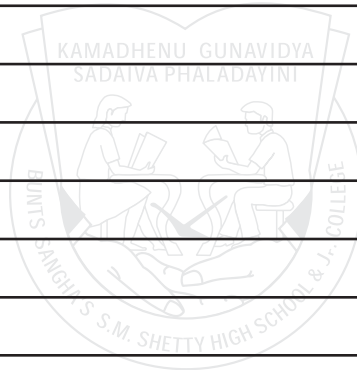
Note / Assignments



मेहनत इतनी खामोशी से करो कि सफलता शोर मचा दे ।

Date

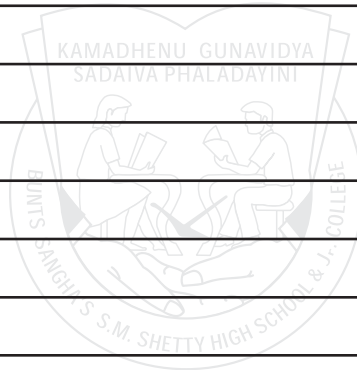
Note / Assignments



Change is hard at first, messy in the middle and gorgeous at the end.
Accept change gracefully.

Date

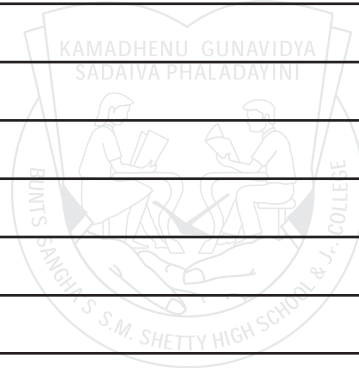
Note / Assignments



Discipline is the bridge between goals and accomplishments.

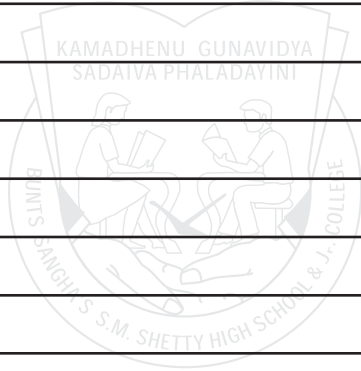
Date

Note / Assignments



जननी जन्मभूमिश्च स्वर्गादपि गरीयसी ।

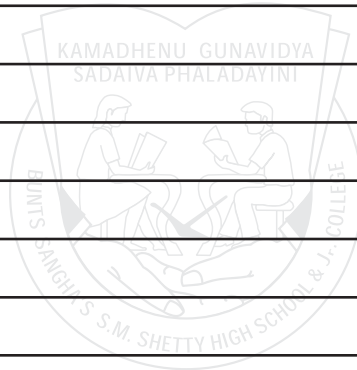
Date	Note / Assignments



We don't have to engage in grand, heroic actions to participate in change. Small acts, when multiplied by millions of people, can transform the world.

Date

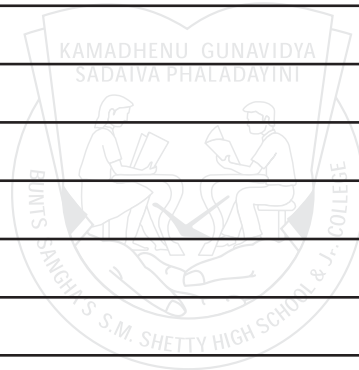
Note / Assignments



Bad habits are our enemies because they hinder us from being the person we want to be.

Date

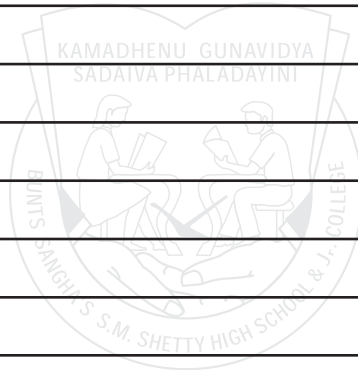
Note / Assignments



A bird sitting on a tree is never afraid of the branch breaking,
because her trust is not on the branch but on her own wings.

Date

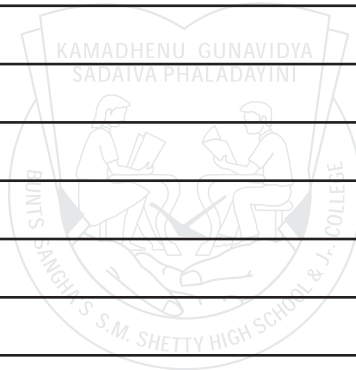
Note / Assignments



Learn to value time as - Lost time is never found again.

Date

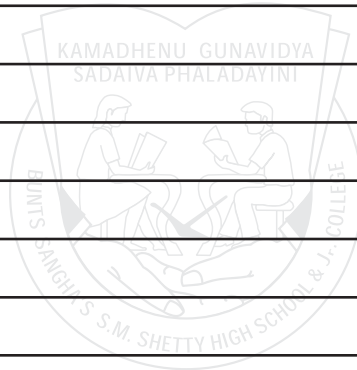
Note / Assignments



आपण जे पेरतो, तेच उगवतं

Date

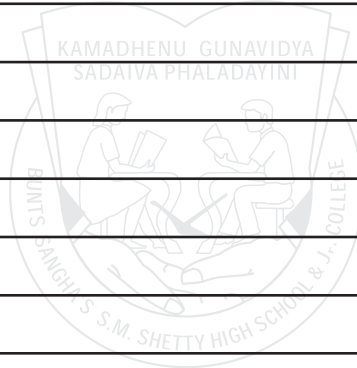
Note / Assignments



Words have incredible power. They can make people's hearts soar, or they can make people's hearts sore.

Date

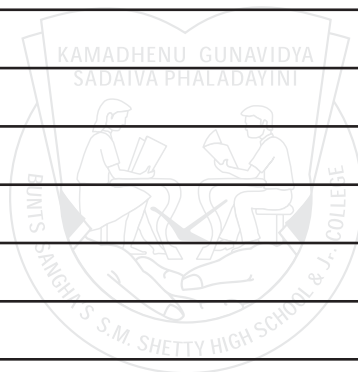
Note / Assignments



स्वाध्यायात् मा प्रमद : ।

Date

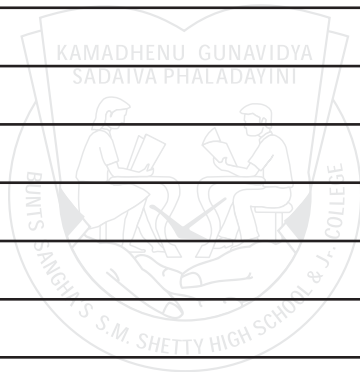
Note / Assignments



Mistakes and failures are some of the most valuable blessings in life.
They put us back on the right course to high achievement.

Date

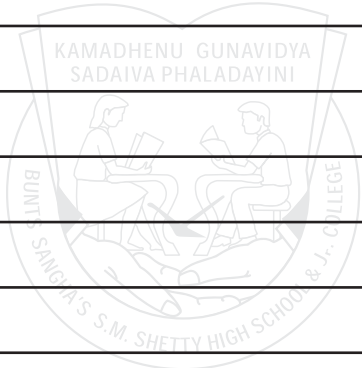
Note / Assignments



आलसी व्यक्ति का न वर्तमान है, और न ही भविष्य ।

MERIT / APPRECIATION RECORD

Date	Details	Teacher's Signature



NOTE
From Teachers to Parents



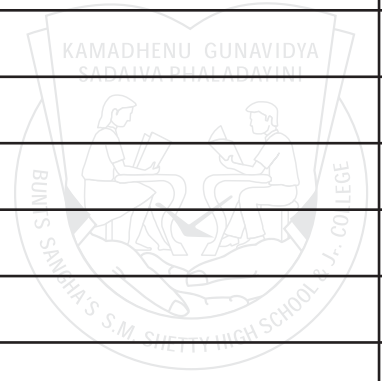
Date	Details	Teacher's Signature	Parent's Signature



NOTE
From Teachers to Parents



Date	Details	Teacher's Signature	Parent's Signature



**NOTE
From Teachers to Parents**

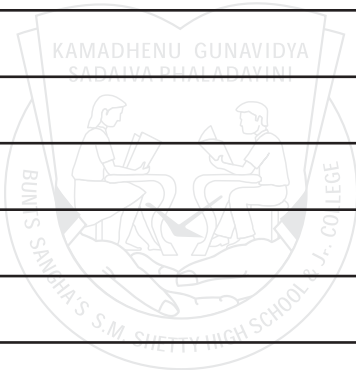


Date	Details	Teacher's Signature	Parent's Signature

NOTE
From Parents to Teachers

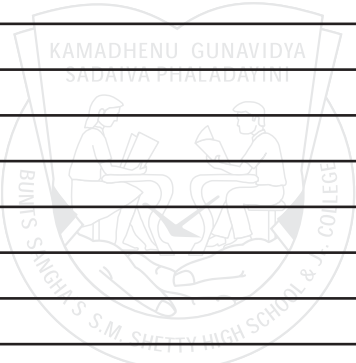


Date	Details	Parent's Signature	Teacher's Signature



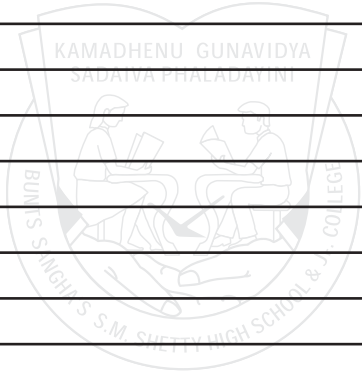
Record of Non-Attendance (Not exceeding 3 days)

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



Format for 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

FORMAT OF CONSENT LETTER

Consent letter

To,

The Principal,

I Mr. / Mrs. _____, give permission to my ward.

Mast / Ms _____, studying in Std. ____ Div. ____ to participate in the _____ Annual day / Sports day.

I am also willing to pay for the costume.

Parent / Guardian's phone number _____

Parent's Signature _____ Date _____

Consent letter

To,

The Principal,

I Mr. / Mrs. _____, give permission to my ward.

Mast/Ms _____, studying in Std. ____ Div. ____ to participate in _____

Student Exchange Programme

Workshop

Interactive Session

Exhibition (Science)

Sports

Competition (Interschool)

Others

Parent/Guardian's phone number _____

Parent's Signature _____ Date _____

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 _____

Mother's Occupation _____ Designation _____

Educational Qualification : _____

Name of the firm/company/organization : _____

Address: _____

Landline number (Office) _____ Mobile No. _____

Area of Interest / Skills _____

Student's Brothers / Sisters studying in this school :

Name : 1. _____ Std. / Div. : _____

Name : 2. _____ Std. / Div. : _____

Student'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

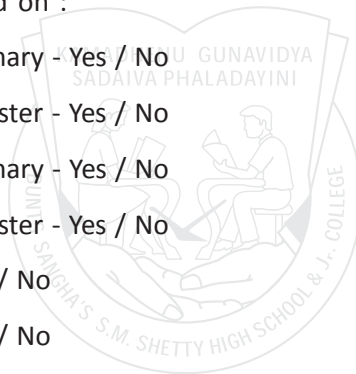
- Booster - Yes / No

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.

Father's Signature _____ Mother'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 _____

Student's Brothers / Sisters studying in this school :

Name : 1. _____ Std. / Div. : _____

Name : 2. _____ Std. / Div. : _____

Student'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 2023 _____ Height: _____ cm. Weight: _____

Blood group _____ Vision: _____ Dental health: _____

Allergies: Food _____ Drugs : _____

Immunization administered on :

Triple Antigen - Primary - Yes / No

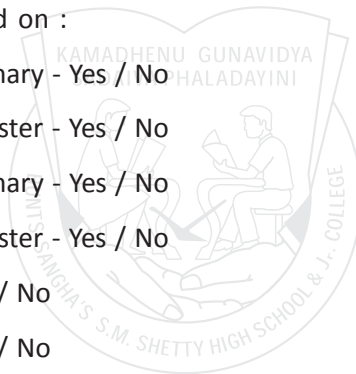
- Booster - Yes / No

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.

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 & Junior 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.

STUDENT'S AND PARENT'S DECLARATION

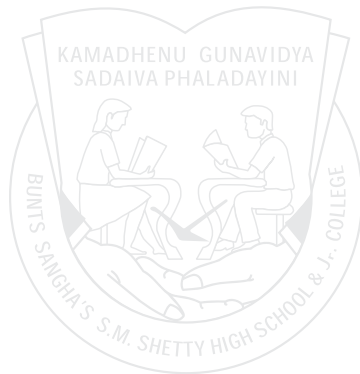
To,
The Principal,

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 : _____

Student's Signature : _____

Date : _____



DISCIPLINARY RULES AND REGULATIONS 2023 - 24

Dear Parents,

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

STUDENT'S AND PARENT'S DECLARATION

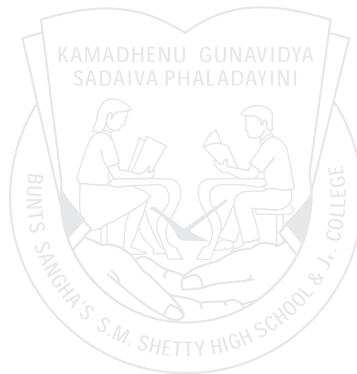
To,
The Principal,

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 : _____

Student'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		
13			13			13			13			13		
14			14			14			14			14		
15			15			15			15			15		
16			16			16			16			16		
17			17			17			17			17		
18			18			18			18			18		
19			19			19			19			19		
20			20			20			20			20		
21			21			21			21			21		
22			22			22			22			22		
23			23			23			23			23		
24			24			24			24			24		
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/carrying 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		
5			5			5			5			5			5		
6			6			6			6			6			6		
7			7			7			7			7			7		
8			8			8			8			8			8		
9			9			9			9			9			9		
10			10			10			10			10			10		
11			11			11			11			11			11		
12			12			12			12			12			12		
13			13			13			13			13			13		
14			14			14			14			14			14		
15			15			15			15			15			15		
16			16			16			16			16			16		
17			17			17			17			17			17		
18			18			18			18			18			18		
19			19			19			19			19			19		
20			20			20			20			20			20		
21			21			21			21			21			21		
22			22			22			22			22			22		
23			23			23			23			23			23		
24			24			24			24			24			24		
25			25			25			25			25			25		
26			26			26			26			26			26		
27			27			27			27			27			27		
28			28			28			28			28			28		
29			29			29			29			29			29		
30			30			30			30			30			30		
			31			31			31			31					

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'MB' for Misbehavior
'NC' Non Compliance of
school rules/carrying of
books/following class time table

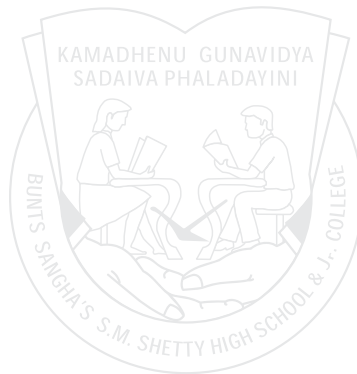
* After the 3rd remark (need not be of the same kind) the student will be sent home without any prior intimation.

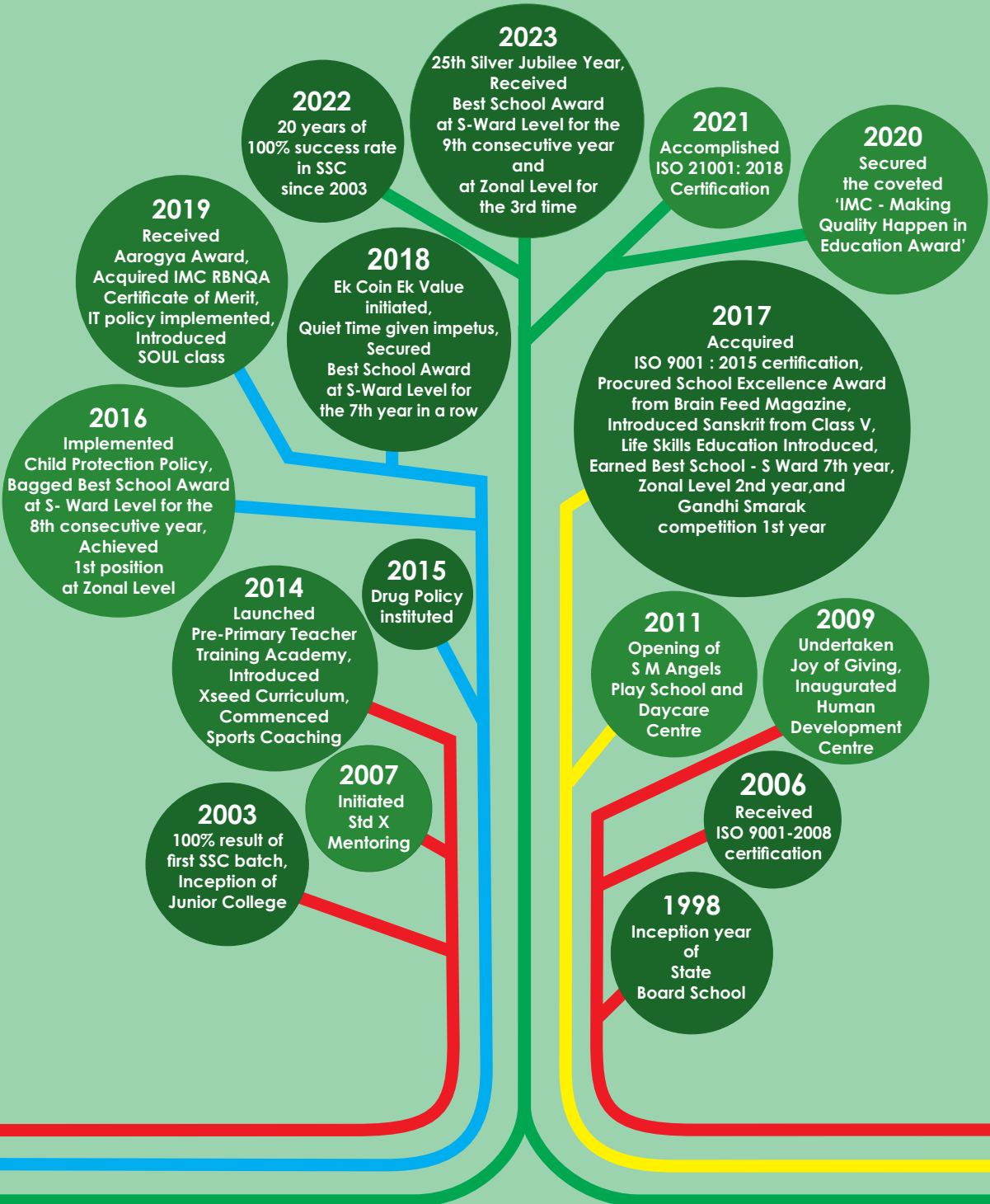
TIME - TABLE 2023 - 2024

CLASS: _____

DIV: _____

	PERIOD I	PERIOD II	PERIOD III	PERIOD IV	PERIOD V	B R E A K					PERIOD VI	PERIOD VII	PERIOD VIII	PERIOD IX	PERIOD X
MONDAY															
TUESDAY															
WEDNESDAY															
THURSDAY															
FRIDAY															





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 | Email : school@smsheettyinstitute.org