

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 / 311 Website : www.sshettyinstitute.org

E-mail : school@sshettyinstitute.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 _____

Contact Details:

Father: _____ Mother: _____ Guardian: _____

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. Students should get the calendar signed regularly by the parent / guardian and class teacher.
6. **Parents are requested to fill the page numbers from 95 to 101, 103 and submit all the filled in details, within a week.**



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 & 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 the 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 centres, which will become the benchmark for academic institutions globally.

INTERACTION SCHEDULE

Name of the person	Days / Time
School Principal - Ms. Reshma Rao	With prior written appointment only
Vice Principal Ms. Rutuja Raut	With prior written appointment only
Primary Headmistress - Ms. Kumudni Rana	With prior written appointment only
Pre-Primary Headmistress - Ms. Neha Bhave	With prior written appointment only
Secondary Coordinator Mr. Ashwin Jadhav	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 6:15 p.m.
VI to X	Monday to Friday	6:50 a.m. to 12:30 p.m.

SCHOOL OFFICE AND BANK WORKING HOURS

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

- * Attendance at open days will be restricted to parents only, who must carry their Parents' Escort card when visiting the school.
- * Students accompanying parents on open days are required to be dressed in complete school uniform.

School Principal:	:	Ms. Reshma Rao
Vice Principal	:	Ms. Rutuja Raut
Headmistress - Primary	:	Ms. Kumudni Rana
Headmistress - Pre-Primary	:	Ms. Neha Bhave
Coordinator - Secondary	:	Mr. Ashwin Jadhav

SUBJECT HEADS FOR THE ACADEMIC YEAR 2024-25

Subject	Subject Head
English	Ms. Reena Poojari
Hindi & Sanskrit	Mr. Rajendra Gaikwad
Marathi	Ms. Sheetal Deodhar
Mathematics	Mr. Akhilesh Singh
Science	Dr. Meena Babujaya
Social Science	Ms. Anupriya Shetty
Water Security	Ms. Vandana Singh
Defence Studies	Ms. Ankita Singh
Physical Education	Mr. Sanjay Nagalkar

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 & VIII)	
Language Lab (VI-VIII)	
Defence Studies (For Std IX & X)	
Water Security (For Std IX & X)	

EC (PTA) Standard Representative is _____

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)

ब्रह्म मज्ज तू यद्वा 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. 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 अनुयायी 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 अस्माकं मातृभूमिः, वयं भारतीयाः सर्वे परस्परं भ्रातरः । अस्माकं मातृभूमिः प्राणेभ्योऽपिप्रियतरा भवति ।
अस्याः समृद्धौ विविध, संस्कृतैश्च वयं सम्मन्यामहे ।
वयम् अस्याः सुयोग्याः अधिकारिणो भवितुं, सदा प्रयतमानाः भवेम ।
वयम् अस्माकं मातापितरौ गुरुजनांश्च सम्मानयेम । सर्वैः सह शिष्टतया व्यवहरेम । भारतं भारतीयांश्च विश्वासपात्रतां
प्रतिज्ञाकर्म : तेषां एव कल्याणे, समृद्धौश्च, 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.

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 रे (३)

PASAYDAN

आता विश्वात्मकें देवें। येणे वाग्यज्ञें तोषावें।
तोषोनिं मज द्यावे। पसायदान हें।।
जें खळांची व्यंकटी सांडो। तया सत्कर्मी-रती वाढो।
भूतां परस्परे 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 चिंतामणींचे 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 झाला।।

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
द्रविड 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

सरस्वती वंदना

वीणावादिनी वर दे, वर दे।
प्रिय स्वतंत्र-रव अमृत-मंत्र नव
भारत में भर देभर दे!
काट अंध-उर के बंधन -स्तर
बहा जननि, ज्योतिर्मय निर्झर
कलुष-भेद-तम हर प्रकाश भर
जगमग जग कर दे, कर दे!
वर दे, वीणावादिनी वर दे।
नव गति. नव लय, ताल-छंद नव
नवल कंठ, नव जलद-मंद रव ;
नव नभ के नव विहग-वृंद को
नव पर, नव स्वर दे, वर दे!
वीणावादिनी वर दे, वर दे।



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
झण्डा ऊँचा रहे हमारा
विजयी विश्व तिरंगा प्यारा
झण्डा ऊँचा रहे हमारा
विजयी विश्व तिरंगा प्यारा
इसकी शान न 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 ward's 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 the 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 the 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 student's Name, Std & Contact No. in the space provided in all 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 the left-side upper corner.
- Step 5 :** Then Click on “Fees”.
- Step 6 :** Then Click on “Online Payment”.
- Step 7 :** Then Click on checkbox 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 the 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 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 us on
onlinequery@smshettyinstitute.org

WITHDRAWAL

1. Notice of withdrawal should be given in the prescribed form available in the school calendar Page No. 102 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. In the event that the prescribed withdrawal form is not submitted within the designated timeframe, fees for the following quarter will be automatically levied as per school policy.
3. No leaving certificate will be granted unless all dues are paid.
4. Leaving certificate will be issued free of charge, if application is made within a year from the date of leaving the school
5. 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. In both instances, either of the parents should accompany the student.
3. Attendance on the opening / re-opening day after vacation 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 school hours 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 on pg. 91**
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. 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 -- 93)
6. 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.
7. 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 student resumes. (For Format see pg. 93)
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 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 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 having got 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 : White Canvas Shoes, white socks with blue stripes after monsoon season.
(Black shoes to be worn from June to April)
*** 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 haircut.
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 : White Canvas Shoes, white socks with blue stripes after monsoon season.
(Black shoes to be worn from June to April)
***Wearing of Black Crocs is permitted during monsoon season.**
3. **I. Card** : The I. Card provided by the school has to be worn every day.
4. **Winters** : Navy Blue sweaters only.
5. **House uniform** : **Std VI to Std X** - House uniform to be worn as per the schedule given

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 having got 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 surroundings 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 class- room, 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 a 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
- The Coordinator
- Vice Principal
- The Principal
- The designated member of the Management.

Process of Handling Complaints

1. Customer Complaints are received through the suggestion box kept in the School, emails, or PTM's whatsapp group.
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 record of action taken is maintained/filed.

DEPARTURE

1. Students should be brought to school and picked up from school Gate no- 4 by either of the parent or an 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 forward-thinking institution, we prioritize the cultivation of good reading habits among our students. Regular reading not only enhances knowledge but also improves language skills and vocabulary. Students are encouraged to issue books from the library to further promote this habit. There is an E-library available for parents and students. This digital resource can be accessed through our school website, offering a vast collection of books and educational materials to support. Enrich your reading journey and continue fostering love for reading!

EXAMINATIONS

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

RULES REGARDING EXAMINATIONS & ASSESSMENTS

- (a) A student may not be allowed to appear for the assessment/ examination if he or she does not put in a minimum of 90 percent of attendance in the academic session.
- (b) In case of those students who were unable to appear for 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.
- (c) The decision of the School Authorities in matters of promotion shall be final.
- (d) Promotion to the next higher class will be based on the average marks obtained from the various assessments / exams held throughout the academic year.
- (e) 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.
- (f) 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 marks obtained by the student in the assessments/exams are given in the progress report, which will be handed over to each student after each semester.

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. 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 meetings are held quarterly for the 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

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.

COUNSELING CENTRE

The school has a Counseling centre 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 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 as:

1. Children's artwork exhibition
2. Ek coin, Ek value
3. Dandiya Night
4. Joy of Giving
5. Dildari ki Dukan
6. Roti Donation
7. 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

- (a) Every parent is a member of the EC(PTA)
- (b) EC(PTA) consists of the following members :
 - (i) President (Principal)
 - (ii) One parent member from each standard.
 - (iii) One teacher member from each section.
- (c) The term of the PTA executive body is one academic year.
- (d) The executive body of the PTA will meet quarterly and the general body will meet once each term.
- (e) 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 2024-2025.

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 2024-2025.

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, ruler) to their classmates. Cost of each needs to be under Rs 10/- 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 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 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 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 pm.

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

I to V : Monday to Friday 12:00 pm to 1:00 pm.
1st, 3rd and 5th Saturday from 11 am to 4 pm.

VI to X : Monday to Friday from 12.00 pm 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 the 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 Vice Principal/ Coordinator	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 Vice Principal/ Coordinator	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 *Principals decision will be final		
4.	Forgery / Theft	Parents to be called for a meeting with Principal/ Vice Principal/Coordinator 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		

LIST OF HOLIDAYS

Month	DATE	DAY	HOLIDAY
June	17.06.24	Monday	Bakri Eid
July	17.07.24	Wednesday	Moharram
August	15.08.24	Thursday	Independence day*/Parsi New year
	19.08.24	Monday	Raksha Bandhan
	27.08.24	Tuesday	Gopal Kala
September	07.09.24 to 11.09.24	Saturday to Wednesday	Ganesh Festival
	16.09.24	Monday	Eid-e-Milad
	17.09.24	Tuesday	Anant Chaturdasi
October	02.10.24	Wednesday	Gandhi Jayanti
	12.10.24	Saturday	Dussehra
	28.10.24 to 12.11.24	Monday to Tuesday	Diwali Vacation
November	13.11.24	Wednesday	School Reopens
	15.11.24	Friday	Guru Nanak Jayanti
December	25.12.24 to 01.01.25	Wednesday to Wednesday	Christmas Vacation
January	02.01.25	Thursday	School Reopens
	26.01.25	Sunday	Republic day*
February	19.02.25	Wednesday	Shivaji Jayanti
	26.02.25	Wednesday	Mahashivratri
March	14.03.25	Friday	Holi
	31.03.25	Monday	Ramzan Eid
April	10.04.25	Thursday	Mahavir Jayanti
	14.04.25	Monday	Ambedkar Jayanti
	18.04.25	Friday	Good Friday
May	01.05.2025	Thursday	Maharashtra Day*

EXAMINATION SCHEDULE 2024-2025

Sr. No.	Examination	Standard	Schedule (Tentative)
1.	First Formative Assessment First Unit Test	VI – VIII IX – X	29/07/2024 to 31/07/2024 29/07/2024 to 03/08/2024
2.	Second Formative Assessment	VI – VIII	02/09/2024 to 04/09/2024
3.	First Summative Assessment First Semester Examination	VI – VIII IX - X	19/10/2024 to 25/10/2024 14/10/2024 to 25/10/2024
4.	First Preliminary Examination	X	02/12/2024 to 12/12/2024
5.	Second Preliminary Examination	X	06/01/2025 to 18/01/2025
6.	Third Formative Assessment Second Unit Test	VI- VIII IX	08/01/2025 to 10/01/2025 07/01/2025 to 10/01/2025
7.	Fourth Formative Assessment	VI- VIII	10/02/2025 to 12/02/2025
8.	Second Semester Examination	IX	1st March 2025 onwards
9.	Second Summative Assessment	VI - VIII	4th April 2025 onwards

EXTERNAL EXAMS 2024-2025

Type	Exam	Date
SOF	IMO	19/11/2024
	IEO	26/09/2024
	IHO	28/11/2024
	ICSO	21/01/2025
	NSO	03/12/2024
	ISSO	10/12/2024
	IGKO	19/09/2024
Homi Bhabha (Science) Math Concept Exam		
Unified Council	UIEO	22/11/2024
	UCO	20/09/2024
	UMO/UIM	30/01/2025
	NSTSE	04/12/2024
	NELTAS	
	Spell Bee	
Scholarship (V & VIII)		
Elementary Art Exam	VII - IX	
Intermediate Art Exam	VIII - X	

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)
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 STD V, VI, VII & VIII

Std. V : 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. 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 and Technology	--	--	--	100	
Health and Physical Education	--	--	--	100	

EVALUATION PATTERN – Std. IX

ENGLISH / HINDI / MARATHI / 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 MCQ - 10 marks converted - to 5 Math II- Second Unit test 20 marks -converted to 5 MCQ - 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
Activity - 40 Marks Project - 50 Marks Workbook - 10 Marks	Activity - 40 Marks Project - 50 Marks Workbook - 10 Marks
I Semester Total= 100 marks	I Semester Total= 100 marks
Average Calculation $200 \text{ marks} / 2 = 100 \text{ marks}$ converted into grades	

DEFENCE STUDIES

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

HEALTH & PHYSICAL EDUCATION

First Term	Second Term
Written Exam- 25 marks	Written Exam- 25 marks
Practical 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

Subject	First Unit Test Marks	Internal Marks	TERM I	PRELIM I & II
English	40	-	80	80
Hindi (Entire)	40	-	80	80
Sanskrit (Entire)	40	-	80	80
Composite (Hindi)	20	-	40	40
Composite (Sanskrit)	20	-	40	40
Marathi	40	-	80	80
Cookery	NA	75	25	25
Math I	20	-	40	40
Math II	20	-	40	40
Arithmetic	NA	-	50	50
Best Out of Waste	NA	50	50	50
Science-I	20	-	40	40
Science-II	20	-	40	40
Health and Hygiene Physiology		15	35	50
Home Science		25	25	50
Social Science - I	20	-	40	40
Social Science - II	20	-	40	40
Water Security			100	100
Health & Physical Education			100	100
Defence Studies			100	100

* Internal Assessments will be conducted in the form of orals / assignments / practicals

* I & II Preliminary Examination will be conducted as per the examination schedule given on pg 30

Grading System

60 & Above = A

45-59 = B

35-44 = C

Below 34 = D

SYLLABUS PLAN Std VI

SUBJECT	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. Tiger Boy (Block 21 to 24 Formative Activities), Revision
Marathi	पूर्वज्ञान, उजळणी, पाठ : 2, 4, कविता : 1,3	पाठ : 5,7,8 कविता : 6,9	पाठ :10,11	पाठ : 13, 14 कविता : 12, 15	पाठ : 16 कविता : 17 उजळणी
Hindi	Blocks 1, 2, 3, 4, 6,11,	Blocks 5,7, 8,9,10,12	Blocks 13,14, 15,17	Blocks 16,18, 19,24,25,27	Blocks 20,21, 22,23,26,28
Math	Blocks 1, 2, 3, 4,	Blocks 5,6, 7,8,9,	Blocks 10,11, 12,13,14	Blocks 15,16, 17,18,19	Blocks 20,21, 22,23,24
Science	Blocks 1, 2, 3, 4, 5,	Blocks 6, 7, 8, 9,10	Blocks 11,12 13,14	Blocks 15,16, 17,18,19	Blocks 20,21, 22,23,24
SS	Blocks 1, 2, 11,17	Blocks 3,4, 12,18	Blocks 5,19	Blocks 7,8,14, 21,22	Blocks 9,10,15, 16,23,24

SYLLABUS PLAN Std VII

SUBJECT	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. Tall Story (Block 21 to 24 Formative Activities), Revision
Marathi	पूर्वज्ञान, उजळणी, पाठ : 2, कविता : 1,3	पाठ : 4, 5, 7 कविता : 6	पाठ : 9 कविता : 8	पाठ : 10,12 कविता : 11	पाठ : 13 कविता : संतवाणी, उजळणी
Hindi	Blocks 1, 2, 3, 4, 5,9	Blocks 6,7,8, 10,11,12,	Blocks 13,14, 15,25	Blocks 17,19, 20,23,24,27	Blocks 16,18 21,22,26,28
Math	Blocks 1, 2, 3, 4,	Blocks 5,6, 7,8,9,	Blocks 10,11, 12,13,14	Blocks 15,16, 17,18,19	Blocks 20,21, 22,23,24
Science	Blocks 1, 2, 10, 11, 12,	Blocks 3,4,15, 16,17,8	Blocks 9,18, 13,5	Blocks 6,7 13,14,19	Blocks 20,21, 22,23,24
SS	Blocks 1, 2, 11,12, 17	Blocks 3,4,5, 13,18,19	Blocks 6,7, 14,20	Blocks 8,9, 15,21	Blocks 10,16, 22,24

SYLLABUS PLAN Std VIII

SUBJECT	June - July	August - September	October - November	December - January	February - March
English	Unit 1, Textual Grammar Letter Writing	Unit2, Textual Grammar, Information Transfer, Speech Writing	Unit 3 - 3.1, 3.2, Textual Grammar, View & Counter-view	Unit 3 - 3.3, 3.4 Unit 4 - 4.1, 4.2 Report Writing, Textual Grammar	Unit 4 - 4.3, 4.4, Textual Grammar, Expansion of Idea, Story Writing
Marathi	पूक्यान, उजळणी, पाठ : 2 कविता : 1,3	पाठ 4,5,7 कविता : 6	उजळणी पाठ: 8	पाठ : 10, कविता : 9, 11	पाठ : 12 कविता : 13
Hindi	Unit No 1: Chapter No 1 to 5	Unit No 1: Chapter No 6 to 9	Unit No. 2 : Chapter No 1	Unit No 2 Chapter No 2 to 5	Unit No 2 Chapter No 6 to 9
Sanskrit	Unit 1. Chitrapadakhosh. Prose: 1,2, 3, 4, 5 & 6. Bhashasutra -1.	Unit 2 Prose: 7, 8, 10, Poem: 9, Bhashasutra -2. Creative Writing.	Unit 3 : Prose: 11.	Unit 3: Prose: 13, 14 & 16; Poem: 12, 15 & 17 Creative Writing, Bhashasutra -3.	Unit 4-Prose: 18 & 19 Bhashasutra -4, Creative Writing.
Hindi Composite	Unit - I Chp 1,2,3, Textual Grammar	Unit - I Chp 4,5,6,7 Textual Grammar, Writing skills	Unit -I Chp 8 Textual Grammar, Writing skills.	Unit -II Chp 1,2,3,4,5 Textual Grammar, Writing skills	Unit -II Chp 6,7,8,9 Textual Grammar & writing skills.
Sanskrit Composite	Unit 1- Chitrapadakhosh. Prose: 1,2, 3, 4, 5 & 6. Bhashasutra -1.	Unit 2 Prose: 7 & 8, Poem: 9 Bhashasutra -2. Creative Writing.	Unit 3: Prose: 10.	Unit 3-Prose: 11 & 12 Bhashasutra -3: Unit 4 Poem: 13 Creative Writing	Unit 4- Prose: 14 Bhashasutra -4. Creative Writing.
Math	Chp 1, 2, 3, 4	Chp 5, 6, 7, 8	Chp 9, 10	Chp 10, 11, 12, 13	Chp 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-1,2,3-C-1-G-1,2	H-4,5,7-C-2,4-G-3 (Humidity), 6	H-8,9 - C-3 - G-3 (Clouds)	H-10,11,12 - C-5 - G-5,7	H-13,14 - C-6 - G-8,10

SYLLABUS PLAN Std IX

Subjects	June-July	August-September	October-November	December-January	February-March
English	Unit 1 – 1.1.1, 1.2, 1.3, 1.4, 1.5, Grammar – Parts of Speech, Tenses, Homographs, Determiners, Verbs (In finite, Ground, Participle) C.W – Letter Writing & Information Transfer	Unit 2 – 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, Grammar – Active- passive voice, kinds of comparison C.W – Speech Writing, View counterview, Report Writing, Unseen Comprehension & Summary Writing	Revision and Oral Exam	Unit 3 – 3.1, 3.2, 3.3, 3.4, Unit 4 – 4.1, 1.2 Grammar- Reported Speech, Simple, Compound & Complex, C.W- Expansion of Idea, Story Writing	Unit 4 – 4.3, 4.4, 4.5, Grammar- Clauses, C.W- Revision of all topics, Revision and Oral Exam
Marathi	पुस्तकान, पाठ ३, ४ कविता: संतवाणी – १, २ व्याकरण: वाक्यप्रकार, शुद्धलेखन नियम उपयोगित लेखन : निबंध, फललेखन	पाठ – ६, ७, ८ कविता: ५, स्तूलवाचन: १, २ व्याकरण: विभक्तौ, सामान्यपठयोजित लेखन : कथालेखन , जाहिरात लेखन	Revision & Orals पाठ: १०, कविता: ९	पाठ: ११, १४, कविता: १२, १३, स्तूलवाचन: ३	पाठ: १५, १६ स्तूलवाचन : ४ उपयोजित लेखन
Hindi	Unit 1 : Chapter No:1 to 6 Grammar Based on lesson Creative Writing	Unit 1 : Chapter No: 7 to 11 Grammar Based on lesson Creative Writing	Unit : Chapter No 1 & 2	Unit 2: Chapter No. 3 to 8 Grammar based on lesson Creative Writing	Unit 2: Chapter No 9 to 11 Grammar based on lesson creativeWriting
Sanskrit	Chitrapadukosh- prose:1 Poetry: 2 Ramya Sanskritam 4,5 & 6 Creative Writing	Prose: 5 & 6 Ramya Sanskritam 4,5 & 6 Creative Writing	Poem 9 Ramya Sanskritam 7,8 & 9.	Prose: 10,11,12 Poem 13 Ramya sanskritam 10,11,12 Bhashasutrm – 3	Prose 15 & 16 poetry:14 Bhashasutram- 4 creative Writing,
Hindi Composite	Unit 1 : Chp 1,2,3,4 Textual Grammar	Unit 1 : Chp 5,7,8 Textual Grammar, Writing skills	Unit 1 : Chap 6 Textual Grammar, Writing skills	Unit 2 : Chap 1,2,3,4,5,6 Textual Grammar, Writing skills	Unit 2 : Chap 7,8 Textual Grammar, Writing skills
Sanskrit Composite	Chitrapadakosh Prose : 1,3 Poetry : 2 Bhashasutram – 1 Ramya Sanskritam 1,2 & 3	Poetry : 4 Prose : 5 Ramya Sanskritam 4, 5 & 6 Bhashasutram – 2 Creative Writing	Poem:7 Ramya Sanskritam 7,8 & 9	Prose: 8 & 9 Bhashasutram- 3 Poem: 10,11 & 12, Creative Writing	Prose: 11 Bhashasutram – 4 Creative Writing,
Math	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 5,6	Chp 8,4 (Std X)	Chp 7 (Std X) Revision
Science I	Chp 1,2	Chp 3,4	Chp 5	Chp 11,12,13,14	Chp 6-7 (Std X) Revision
Science II	Chp 6,7	Chp 8,9	Chp 15	Chp 16	Chp 17 (Std-X), Chp-8 (Std X), Revision
SSI	Hist Chp 1,2 Ps Chp2	Hist Chp 3 PS Chp 3,4	Hist Chp 5 PS Chp5	Hist Chp 6,8,9, PS Chp 6	Hist Chp 10, Revision
SS II	Chp 2, Ch 7	Chp 8,9,3	Chp 4,10,11	Chp 5,6,12	Chp 1, Imdia-Mop Activity Pol & Phy, Revision

SYLLABUS PLAN Std X

Subjects	April	June-July	August-September	October-November	December-January	February-March
English	Unit 3 Textual Grammar	Unit 4, Textual Grammar, Letter Writing & Information Transfer	Unit 1 & 2, Textual grammar, Speech Writing & Report Writing & Unseen Comprehension & Summary Writing	Story Writing & Expansion of Idea, Revision & Mentoring	Revision & Mentoring	Revision & Mentoring & Orals
Marathi	कविता ३ - अ, आ पाठ : ३	पाठ : ३, ४, ६, ७, ८, कविता : १, २ व्याकरण : २ व्याकरण : ५, ९ स्तूलवाचन : ३ व्याकरण : वाक्यप्रकार उपयोजित लेखन : परलेखन, निबंधलेखन	पाठ : १, २, ३, ४, ५, ६, ७, ८, ९ कविता : १, २, ३, ४, ५, ६, ७, ८, ९ व्याकरण : ३ व्याकरण : विरामचिह्ने उपयोजित लेखन : कथालेखन, बातमीलेखन, जाहिरात लेखन	कविता : १, २ स्तूलवाचन : ४, Revision	Revision & Mentoring	Revision & Mentoring & Orals
Hindi	Unit 1: Chapter No 1,2,4	Unit 1 : Chapter No 3,5 to 11 Grammar Based on Writing	Unit 2: Chapter No 1 to 8 Grammar Based on lesson Creative Writing	Unit 2: Chapter No 9 to 11 Grammar Based on Creative Lesson Writing	Revision & Mentoring	Revision & Mentoring & Orals
Sanskrit	Chitrapadakosh Prose: 4 Poetry:6	Prose:5,7,9 Poetry:8 Abhyaspatram-2 Grammar Based on lesson Creative Writing	Prose:11,12 Poetry:10,13 Abhyaspatram-3 Grammar Based in 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: Chp 1,2,4	Unit 1: Chp 3,4,5,8 Textual Grammar, Writing Skills	Unit 2 : Chp, 1,2,3,4,6 Textual Grammar, Writing Skills	Unit 2 : Chp 7,8 Textual Grammar, Writing Skills	Revision & Mentoring	Revision & Mentoring & Orals
Sanskrit Composite	Chitrapadakosh Poetry:3	Prose : 4, 6 Poetry: 5,7 Abhyaspatram – 2 Grammar based on lesson Creative Writing	Prose : 8, 11 Poetry: 9, 10 Abhyaspatram – 2 Grammar based on lesson Creative Writing	Abhyaspatram – 4 Grammar based on lesson Creative Writing	Revision & Mentoring	Revision & Mentoring & Orals
Math I	Chp 1,5	Chp 2,3	Chp 4,6	Chp 3,4	Chp 6 Revision & Mentoring	Revision & Mentoring & Orals
Math II	Chp 4,7	Chp 5, 1	Chp 1,2	Chpt 6, Chpt 3	Revision & Mentoring	Revision & Mentoring & Orals
Science I	Chp 2,7	Chp 3,4,5	Chp 1,8	Chp 9, 10	Revision & Mentoring	Revision & Mentoring & Orals
Science II	Chp 8,9,10	Chp 7,1,2	Chp 3,4	Chp 5, 6	Revision & Mentoring	Revision & Mentoring & Orals
SS I	Hist Chp 7, PS Ch 1	Hist Chp 1,2 PS Ch 2,3	Hist Chp 3,4,5,6,PS Ch 4	Hist Chp 8, 9 PS Ch 5	Revision & Mentoring	Revision & Mentoring & Orals
SS II	Basic Concepts Chp 2 & Chp 1	Chp 1 (Contd), Chp 3, 4, & Map Skills	Chp 5, 6, 7, 8 & Graph Skills	Chp 9, Revision & Mentoring	Revision & Mentoring	Revision & Mentoring & Orals

CO-CURRICULAR & LITERARY ACTIVITIES:

Sr. No	Events	Std.	No of Participants (Each House)	Date
1	Artificial Floral Arrangement	VI & VII	2	25.07.24
	Edible Art Display	VIII & IX	2	
2	Puppetry/ Shadow Art	VI & VII	4	22.08.24
	Fairy tale Remix	VIII & IX	6	
3	Storytelling through Dance Solo	VI & VII	2	26.09.24
	Environmental Issues conveyed through Dance Solo	VIII & IX	2	
4	Vocal and Instrumental Music Competition	VI & VII	6	08.08.24
	Original Music Composition	VIII & IX	2	
5	Storytelling Relay (Combination of languages)	VI & VII	4	26. 11.24
	Book Trailer (Combination of languages)	VIII & IX	4	
6	Tech Invention	VI & VII	4	23.01.25
	Digital Art	VIII & IX	2	

CLASS WISE EVENTS

7	Diversity Quilt	VI & VII	100% Participation	27.6.2024
	Language Fusion	VIII & IX		
8	Science Lab in a Box	VI		11.07.2024
	Unique Machines	VII		
	Entrepreneurship Challenge	VIII		
	Innovation Challenge	IX		
9	Sculpture Art	VI & VII		16.07.24
	Miniature Art	VIII & IX		
10	Math Art	VI & VII		30.09.24
	Math Game/Puzzle Design	VIII & IX		
11	Hindi Translation Challenge	VI		04.10.24
	Sanskrit Spell Bee	VII		
	English Comic Book Design	VIII		
	Marathi Language Film Critique	IX		
12	Warli Art showing different Musical Instruments & Dance Forms	VI & VII	16.01.25	
	Sheet Music Silhouette Art showing different Musical Instruments and Dance Forms	VIII & IX		

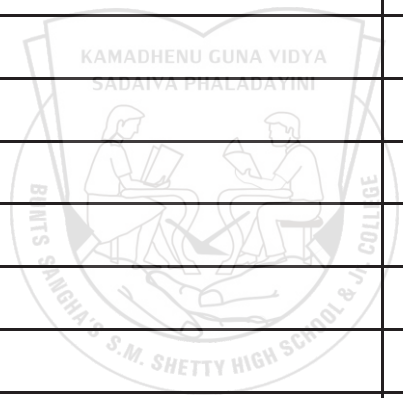
Details of Sports Activities/Competitions

Sr. No.	STD.	Month	Event
Individual Events			
1	VI - IX	July	Chess, Carrom, Table Tennis
2	VI - IX	August	Long Jump, Tennikoit
3	VI - IX	September	Badminton, Hurdle Race
Team Event			
4	VI - IX	September	Volleyball, Handball
5	VI - IX	November	Cricket, Dodgeball
6	VI - IX	November	Football
7	VI - IX	December	Kabaddi, Basketball
Sports Day Events			
8	VI - IX	January 2025	Skipping Race, Sack Race
9	VI - IX	January 2025	Three Legged Race
10	VI - IX	January 2025	Moon Walk, Slow Cycling
11	VI - IX	January 2025	Running Race
12	VI - IX	January 2025	Cardboard Race



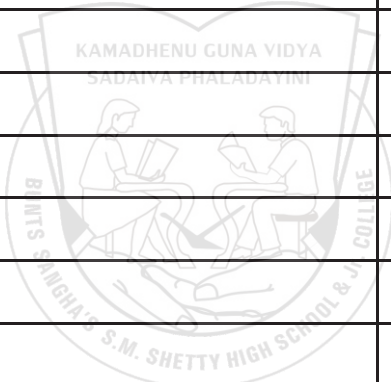
NOTE
From Teachers to Parents

Date	Details	Teacher's Signature	Parent's Signature



NOTE
From Parents to Teachers

Date	Details	Teacher's Signature	Parent's Signature



Format For Application of leave

(In case of leave for more than three days)

Note: Kindly ensure that the application is handwritten on an A4 size paper.

From, _____ Date : _____

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 :

Signature of Parent

Signature of Principal

FORMAT OF CONSENT LETTER

CONSENT LETTER

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 _____

Sign _____ Date _____

CONSENT LETTER

The Principal,

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

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

Student Exchange Programme

Workshop

Interactive Sessions

Exhibition (Science)

Sports Competitions (Interschool)

Others _____

Parent/Guardian's phone number _____

Sign _____ Date _____

YEAR 2024-25
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: _____
Email _____

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 Guardian's Signature

Personal Health Record 2024 - 25

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

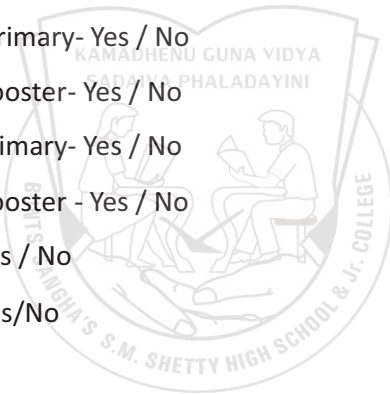
- Booster- Yes / No

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.

Signature: Father _____ Mother _____

YEAR 2024-25

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: _____
Email _____
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	Guardian'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,

Date : _____

Signature of Parent / Guardian

Personal Health Record 2024 - 25

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

Surname : _____ Name : _____

Father's Name _____ Mother's Name _____

GR No: _____ Class: _____ Div: _____ Roll No.: _____ Date of Birth: _____

Age as on 1st June 2024 _____ 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.

Signature: Father _____ Mother _____



Disciplinary Rules and Regulations 2024-25

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 the fact 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 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 Sign: _____ **Student's Sign:** _____

Date: _____

APPLICATION FOR SCHOOL LEAVING CERTIFICATE

The Headmaster / Headmistress

Dear Sir/ Madam,

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

G. R. No. _____ Date: _____

Name: _____ Date of Birth: _____ Standard: ____ Div. ____

Date of leaving School: _____ Reason for leaving: _____

Residence Address: _____

Any feedback /Suggestion for School: _____

Information of the School in which admission taken:

School Name: _____ School Contact no. _____

Principal's Name: _____ School Udise No. _____ Place: _____

Signature of Parent/ Guardian _____

1. No Leaving Certificate is issued until all pending dues to the school have been cleared.
2. Intimation before 15th of the first month of the quarter is required to be given for withdrawal of the pupil.
3. Complete Processing of issuing school leaving certificate will take at least 5 working days after submitting the application in the school office.

FOR USE BY THE SCHOOL STAFF

All fees (including payment in lieu
Of proper notice) have been paid
Name cancelled from Register
Sign. _____
Accounts Dept.

Conduct _____ Last date (attendance) _____
Application _____
Sign. _____
Class Teacher

All books returned
Sign. _____
Librarian (Std V to X)

Entries Updated in software
Sign. _____/_____
Admin Clerk Software

Leaving Certificate may be issued
Sign. _____
Vice Principal/ H .M.

Disciplinary Rules and Regulations 2024-25

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

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 the fact 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 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 Sign: _____ **Student's Sign:** _____

Date: _____



Pupil Regulation Check DISCIPLINARY RECORD

JUNE			JULY			AUGUST		
Remarks	Tr's. Sign	P. Sign	Remarks	Tr's. Sign	P. Sign	Remarks	Tr's. Sign	P. Sign
1			1			1		
2			2			2		
3			3			3		
4			4			4		
5			5			5		
6			6			6		
7			7			7		
8			8			8		
9			9			9		
10			10			10		
11			11			11		
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19			19			19		
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22			22			22		
23			23			23		
24			24			24		
25			25			25		
26			26			26		
27			27			27		
28			28			28		
29			29			29		
30			30			30		
			31			31		

N.B. : Write against the date		
'I' for Improper uniform,	'H' for Hair cut,	'N' for Nails
'L' for Late mark.	'AL' for Abusive language	'MB' for Misbehavior
'DR' Disruptive behavior	'LB' for Language barrier	'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 pupil will be sent home without any prior intimation.

Pupil Regulation Check DISCIPLINARY RECORD

SEPTEMBER			OCTOBER			NOVEMBER			DECEMBER		
Remarks	Tr's. Sign	P. Sign	Remarks	Tr's. Sign	P. Sign	Remarks	Tr's. Sign	P. Sign	Remarks	Tr's. Sign	P. Sign
1			1			1			1		
2			2			2			2		
3			3			3			3		
4			4			4			4		
5			5			5			5		
6			6			6			6		
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27			27			27			27		
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30			30			30			30		
			31						31		

N.B. : Write against the date		
'I' for Improper uniform,	'H' for Hair cut,	'N' for Nails
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Pupil Regulation Check DISCIPLINARY RECORD

JANUARY			FEBRUARY			MARCH			APRIL		
Remarks	Tr's. Sign	P. Sign	Remarks	Tr's. Sign	P. Sign	Remarks	Tr's. Sign	P. Sign	Remarks	Tr's. Sign	P. Sign
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2			2			2			2		
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29						29			29		
30						30			30		
31						31					

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

TIME - TABLE 2024 - 2025

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														

INSTITUTIONAL SONG

हम पंख लगाकर ज्ञान के,
उड़ चले खुले अंबर में!
विद्या का सुनहरा सूर्योदय,
अब हो हर दिल हर घर में!

नई उमंगें नयी तरंगें,
नया जोश है मन में!
शिक्षा की ये विजय पताका,
लहरायेंगे गगन में!

बढ़े चलो बढ़े चलो
रोक सके न कोई तुमको बढ़े चलो
बढ़े चलो बढ़े चलो
जग ये जीत लो ज्ञान से अपने, बढ़े चलो

हर आने वाले कल को,
हम कला से सींच रहे हैं!
उम्मीद के रंगों वाली,
तस्वीरें खींच रहे हैं!

खेलकूद, विज्ञान सभी,
खिलते हैं इक उपवन में!
देशप्रेम की खुशबू ही,
बहती है सबके मन में !

बढ़े चलो बढ़े चलो
रोक सके न कोई तुमको
बढ़े चलो बढ़े चलो बढ़े चलो
जग ये जीत लो ज्ञान से अपने, बढ़े चलो