



# RAJAGIRI AMALA CMI PUBLIC SCHOOL

*AFFILIATED TO CBSE, NEW DELHI NO: 930790/2008*

**Moothedathukavu, TV Puram P.O., Vaikom - 686606**

Email : [amalapublicschool@gmail.com](mailto:amalapublicschool@gmail.com)

Web : [www.amalapublicschool.com](http://www.amalapublicschool.com)

Telephone } Office : 04829 - 211272  
                  }                04829 - 212436  
                  } Principal : 04829 - 212435

## HANDBOOK & CALENDER 2023- 24

Name : .....

Class : ..... Division: ..... Roll No: .....

Tel No: ..... Mob: .....

School bus No: ..... Boarding point .....

Private Vehicle .....

Drivers Mobile No: ..... Vehicle No: .....

Class Teachers Name : .....





**RAJAGIRI**  
**AMALA CMI PUBLIC SCHOOL**  
**VAIKOM**

School Hours :      8.40 am to 12.45 pm  
                                 1.25 pm to 3.30 pm

Office Hours :      8.45 am to 12.45 pm  
                                 1.30 pm to 4.30 pm

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Contact Number  
**Mob : 9645086080**  
Land Number :  
**04829 211272, 04829 212435**

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# Personal Data 2023 - 2024

*(School copy)*

1. Name of Pupil : .....
2. Class : .....Division:.....
3. DOB : .....
4. Blood Group : .....
5. Adhaar No. : .....
6. School Bus Stop : .....
7. Bus No. : .....
8. Home Address : .....  
: .....  
Ph/Mob. : .....
9. Name of Father : .....  
Occupation : .....  
Office Address : .....  
: .....  
Ph/Mob : .....
10. Name of Mother : .....  
Occupation : .....  
Office Address : .....  
: .....  
Ph/Mob : .....
11. Particulars of Sibling studying in Rajagiri Amala CMI Public School  
Name : .....  
Class : .....
12. Class Teacher : .....

Signature of the Parent / Guardian



## Personal Data 2023 - 2024

1. Name of Pupil : .....
2. Class : .....Division:.....
3. DOB : .....
4. Blood Group : .....
5. Adhaar No. : .....
6. School Bus Stop : .....
7. Bus No. : .....
8. Home Address : .....  
: .....  
Ph/Mob. : .....
9. Name of Father : .....  
Occupation : .....  
Office Address : .....  
: .....  
Ph/Mob : .....
10. Name of Mother : .....  
Occupation : .....  
Office Address : .....  
: .....  
Ph./Mob : .....
11. Particulars of Sibling studying in Rajagiri Amala CMI Public School  
Name : .....  
Class : .....
12. Class Teacher : .....

Signature of the Parent / Guardian





# RAJAGIRI AMALA CMI PUBLIC SCHOOL ADMINISTRATION

## PROVINCIAL

**Rev. Fr. BENNY NALKARA CMI**

**CORPORATE MANAGER,  
RAJAGIRI EDUCATIONAL INSTITUTIONS**

**Rev. Fr. AJEESH PUTHUSERY CMI**

## MANAGER

**Rev. Fr. SIBIN PERIYAPADAN CMI** **8907852409**

## PRINCIPAL

**Rev. Fr. SIJO MENACHERY CMI** **8113033617**

## ADMINISTRATOR & BURSAR

**Rev. Fr. TOBIN ELANJITHARA CMI** **9745291543**

## HEADMISTRESS

**Mrs. MITHA RAJU** **8848270805**

## KG IN CHARGE

**Mrs. LIZAMMA THOMAS** **9496311798**

<b>Rajagiri Amala CMI Public School</b>		
<b>STAFF</b>		
		<b>Phone Number</b>
<b>PRINCIPAL</b>		
Rev. Fr. SIJO MENACHERY CMI		8113033617
<b>HEADMISTRESS</b>		
Mrs. MITHA RAJU		8848270805
<b>KG IN- CHARGE</b>		
Mrs. LIZAMMA THOMAS		9496311798
<b>English Dept.</b>		
1	Mrs. Juliet Reejus	9656109854
2	Mrs. Ushus Balaravi	8590622533
3	Mrs. Remya Giridas	9633538611
4.	Ms. Rinju Jolly	7025628705
5.	Mrs. Sreelakshmi K.R	9495663965
<b>Hindi Dept.</b>		
1	Mrs. Sujatha S.	9961710871
2	Mrs. Seema P.B	9496791793
4	Mrs. Leenamol	9747350372
3	Mrs. Soubhagya Muraleedharan	9061977802
<b>Mathematics Dept.</b>		
1	Mrs. Sruthi Aravindhan	8129271760
2	Mrs. Susmy George	8078249774
3	Mrs. Leena P	9846026819
4	Mrs. Smitha M	8547091734
5.	Mr. Shivakrishna	9605517686

<b>Science Dept.</b>		
1	Mrs. Mitha Raju	9947349176
2	Mrs. Sindhu V.	9947866789
3	Mrs. Aswathy K.U.	8848133784
4	Mrs. Jeenamol George	9656689908
5	Mrs. Anumol K.A	7025870948
<b>Social Science Dept.</b>		
1	Mrs. Shanija Thampi	9656957871
2	Mrs. Sheena K.C	9495164811
3	Mrs. Jincy Thomas	9747238185
4	Mrs. Aji Xavier	8281946369
<b>Computer Dept.</b>		
1	Mrs. Beena Varghese	9496322640
2	Ms. Dhanya Ponnappan	9496083357
3	Mrs. Manjula P Chandran	9207883312
<b>Malayalam Dept.</b>		
1	Mrs. Shijimol G Nair	9947574904
2	Mrs. Remya Anoop	9567986660
3	Mrs. Aswathy Mohan	9495542832
4	Mrs. Jyothilakshmi A	7907464413
<b>Health &amp; Physical Education</b>		
1	Mr. Anuraj P R	9961227923
2.	Ms. Anjali Raju	9567312554
<b>Art</b>		
1	Mrs. Laya K K	8136991842

<b>KG Section</b>		
1	Mrs. Lizamma Thomas	9496311798
2	Mrs. Lali Thankachan	9544907637
3	Mrs. Lissy Xavier T	7025381062
4	Mrs. Ashamol Mathew	8590509723
5	Mrs. Susan Shibu	9746757570
6	Mrs. Amitha G Nair	9633723245
7	Mrs. Lincy Joseph	7736780506
8.	Mrs. Sudha S Nair	9567505233
9.	Ms. Rani Mathew	9400174128
10.	Mrs. Soorya Subeesh	9539246095
<b>Librarian</b>		
1	Mrs. Nithya Vijayan	8281681033
<b>Medical Assistant</b>		
1	Mrs. Jomol Jaison	7909134734
<b>School Counsellor</b>		
1	Ms. Rosline Mary Benny	7356849923
<b>Optional Faculty</b>		
1	Mr. Saji Joseph	9447528992
2	Mr. Binoy Kuriakose	9495216047
3	Mr. Prasanth Mampurath	9447369997
4	Mrs. Renjusha	9447812685
5	Mrs. Biji	
6	Mr. Soman Thomas	9747053020
7	Mr. Vijay Kumar	8848579914

<b>Office Staff</b>		
1	Mrs. Reshmi Sarin	9895386866
2	Mrs. Jisha Mathew	9562496061
3	Mr. Harikrishnan	9961136413
4	Mr. Santhosh T.S	8921787337
<b>Non Teaching Staff</b>		
1	Jancy Xavier	9744744653
2	Omana Babu	9846062922
3	Lissiamma Kuriakose	8943892209
4	Valsamma Joseph	9544862774
5	Rani Biju	9961595678
6	Radhamani	9995046956
7	Jagadamma	7994664667
8	Alice Saimon	9895296400
9	Rani Biju	7510441470
10	Sindhu Vincent	9562912524
11	Tintumol P.J.	9947416170
12	Shibin Das K	9847085759
13	Mini Sreekumar	7510489772
14	Leenamol K.D	8086071485
15.	Asha Baby	9846619450
16.	Jincy Jose	8086180132

**TEACHERS TEACHING IN CLASS.....  
FOR THE ACADEMIC YEAR 2023 - 2024**

CLASS TEACHER : .....

*LANGUAGE TEACHERS* : .....

English : .....

Malayalam : .....

Hindi : .....

*SUBJECT TEACHERS* :

Mathematics : .....

General Science : .....

Physics : .....

Chemistry : .....

Biology : .....

Social Science / EVS : .....

Computer Science : .....

General Knowledge : .....

Moral Science : .....

Co-curricular : .....



*Oh! Immaculate Virgin Mary,  
 pray for us to the Father, whose Son,  
 Jesus Christ conceived of the Holy Spirit,  
 thou didst bring forth.*

## LEAD KINDLY LIGHT



### **CMI Vision of Education is**

*to form leaders who are intellectually competent, spiritually mature, morally upright, psychologically integrated, physically healthy and socially acceptable: who will champion the cause of justice, love, truth and peace and who are ever open to further growth.*

And Jesus increased in wisdom and in years  
and in divine and human favour

(Luke 2:52)



## **VISION**

Integral personality development through expanding the horizons of knowledge

## **MISSION**

Rajagiri Amala strives to be a guiding star to the earnest seekers of the ultimate truth enabling them to use their latent resources effectively in self realization rooted in values to achieve the desired goal.

## **CORE VALUES**

Faith in God  
Integrity of character  
Love of fellow beings  
Commitment to the country  
Pursuit of excellence

## **QUALITY POLICY**

We believe in the innate potentialities of every child and provide excellent opportunities and quality education to mould him/her to be a leader and winner of the world of tomorrow through the harmonious fusion of traditional values and modern educational concepts. We will continuously improve our performance by involving the students, the staff and the parents.

## **SCHOOL HISTORY**

The CMI congregation was started in 1831 by a group of priests of The Syro-Malabar Church, led by Blessed Kuriakose Elias Chavara (1805-1871). The first indigenous religious Congregation of India, did pioneering work in the field of education without discrimination of caste, creed & colour.

Amala English Medium School Moothedathukavu, along with Elamkuttuchira Charitable Trust No. 3523/I/1993 owned by Elamkuttuchira family, was handed over to CMI SH Province, Kochi on 19th June 2006. Since then Amala School moved to CBSE Syllabus.

The School obtained CBSE affiliation on 07.10.2008 and affiliation No. is 930790. With this, Amala School moves forward with the vision and mission of St. Chavara to form the young and the youth for God and Country.

Amala School is the latest educational venture of the CMI Kochi Province. The CMI congregation provides quality education to children and the youth in order to make them good for God and country.

The school was renamed as

**RAJAGIRI AMALA CMI PUBLIC SCHOOL VAIKOM** in 2021

## **OBJECTIVES**

1. Imparting excellent co-education suited to live in the global village.
2. Bringing about an all-round development of the child, giving due weightage to all the inborn potentialities in him/her.
3. Inculcating ideal values and virtues in children and enabling them to have noble social thinking and ways of life.
4. Promoting character formation and humanitarian outlook.
5. Developing awareness of love, co-operation, independence, self reliance and commitment to the poor and the needy.
6. Contributing to educational researches, innovations and reforms in the various fields of education - oriented matters.
7. Utilising the resources of experts in the field of education for the benefit of the generations to come.
8. Equipping the child to be at part with his commitments to the society.
9. Providing quality education also to the poor designed for the allround development of the child, to equip him for the world of tomorrow by careful augmentation of his mind, heart and body.
10. Intellectual, moral, social and professional enlightenment is aimed at by giving special emphasis to virtues of truthfulness, honesty, politeness, industry, simplicity and self-discipline.

## **SALIENT FEATURES**

1. Rajagiri Amala CMI Public School holds that education is intended for the enrichment of the 3H's, Heart, Head, and Hand, and our educational planning and programming have been designed accordingly.

2. Here the teachers are FACILITATORS AND MENTORS.
3. Switching over to novelty which is based on heritage has been our guideline
4. Children are helped to learn through reference and project work, and through the medium of LOVE AND AFFECTION.

## **CURRICULUM**

The Scheme of studies, the scheme of examination and the course of studies prescribed by the Central Board of Secondary Education, Delhi (CBSE) are strictly followed. Text books prepared by the National Council of Educational Research and Training, New Delhi (NCERT) are followed from Class 1 onwards. The medium of instruction is English. The maximum possible importance is given to the mother tongue. All students have to study 3 languages English, Malayalam and Hindi up to class VIII. From class IX onwards, students can opt either Hindi or Malayalam as second language, Assessment in work experience/Art education and physical and Health Education will be done by the school and grades will be awarded to the same.

## **ADMITTANCE**

1. Every candidate for admission must be introduced in person by parent or guardian.
2. Admission is restricted by certain policies of the management and by condition of age, ability and conduct. Special consideration in matters of admission is given to the students of Catholic community.
3. The fees once paid will not be refunded even if the pupil, for any reason, shall leave the school immediately.
4. Those, seeking new admission have to produce their Transfer Certificate from the school last attended. Those seeking admission in Class I have to produce the Birth Certificate.

## **WITHDRAWALS**

In case a child is withdrawn after the commencement of the academic year, he/she will have to pay the fee for the current instalment

before T.C. is issued. Notice of withdrawals must be given in writing at least one week in advance.

## CO-CURRICULAR ACTIVITIES

Co-curricular activities constitute an important part of educational orientation in our school. Moreover, the same is also crucial in the CBSE's CCE Programme. Therefore, students are expected to participate actively in a few items.

### Chess

Chess is a mental training programme which enhances mathematical and scientific skills as well as problem-solving skills of students. Besides building their self-confidence, it also teaches the values of hard work and commitment.

### Fine Arts

Students are given exposure to a series of fine arts activities which include the following:

**Arts** – The painting and sculpture courses awaken the students' awareness of their own potential as artists throughout life.

**Music** – Trusting the magical power of music in the overall development of an individual, we give training to those who are interested.

**Dance** – The dance course provided in the school is unique and exciting. Students develop strength, flexibility, rhythm and co-ordination along with discipline, focus and drive.

**Spanish Language** - To make our students globally relevant

**Roller Skating** - An aerobic fitness sport to build core strength

**Theatre Drama** - A collaborative form of fine art that uses live performers to present the experience of a real or imagined event before a live audience in a specific place.

### Martial Arts

**Karate** – Karate is not merely a play of attack and defense. It instills in the students a sense of self control. One becomes very focused and disciplined and this, perhaps is its best advance.

## **Yoga**

In the yoga class, children learn the basic technique for self-health relaxation and inner fulfillment. Yoga also helps build students' self-esteem and enhance their flexibility, strength, co-ordination and body awareness

## **SUPPLEMENTARY SUBJECTS**

In addition to the core subjects in the curriculum, the school offers three additional subjects that will help in the holistic development of students. They are as follows:

### **Computer Science (CS)**

Computer classes are important for a well-rounded education. Students are taught the basics of computer use as early as in Class 1. Higher level students receive more advanced computer training.

### **General Knowledge (GK)**

The school gives attention to the subject of general knowledge as it develops in students the habit of reading newspapers, magazines, journals and non-fiction books.

### **Value Education (VE)**

Value Education is a supplementary subject which uses the method of self-reflection to help bring out the latent potential and inherent qualities in students and to develop in them a well-integrated personality.

### **Physical Education (PE)**

Activities included in the PE program are designed to promote physical fitness and more importantly, to teach students adherence to the rules of sports. Students learn to excel both in individual performances as well as while working as a team.

## **HOUSE SYSTEM**

Healthy competition is the keyword to success. Therefore, students are grouped in different houses. Each house has a captain, Vice captain and

a few supervising teachers. House-wise competitions are conducted to create a sense of belonging and foster team spirit. Results of all such competitions are graded and recorded.

House – Red, Green, Blue, Yellow

### **SPIRITUAL ENRICHMENT**

1. All students are sincerely exhorted to cultivate the habit of morning and evening prayer. Catholic students are specially advised to attend the Holy Mass regularly and receive Holy Sacraments quite frequently and thus bear witness to Christ in their daily lives. The catholic parents should encourage their children for the same.
2. Every month on first Friday, we conduct Holy Mass for the Christian students and spiritual classes for the non Christian students.
3. Religion and Moral instruction is imparted as part of the curriculum

### **COUNSELLING**

We have counselling sessions for those requiring it, be they students, parents or teachers

### **LIBRARY**

1. The library is named after ONGC Amala Library. ONGC, a public sector company, funded for the renovation of library and the renovated library came to functioning on August 2013.
2. The school has a well-stacked library consisting of Books, CDs and Periodicals in all subjects.
3. All members of the staff and the students of the school are the members of the school library. Every student shall produce his/her school identity card for entering the library.
4. Personal belongings like books, periodicals, bags, umbrellas etc; should not be taken to the library or reading table. Paper and pen may be taken inside the library for the purpose of taking down notes from the reference books.

5. Strict SILENCE should be observed within the library, at the reading table and the premises.
6. Books are arranged from left to right and from top to bottom. Books, periodicals etc; shall not be misplaced from their position on the shelf or table or shall not be removed from the room.
7. Books, periodicals, manuscripts, maps etc shall not be spoiled and no marks shall be made upon them. Those involved in such activities will be dealt with seriously.
8. Books will be issued only to those who produce their Library Membership Cards. The cards will be issued on producing school identity cards and registering their names as members of the library.
9. The period of loan of books is 14 days. Failing to return a book on or before the due date a student has to pay an overdue charge of Rs.1/- (one rupee) per day.
10. Each student can borrow one book at a time. So long as the membership card remains in the library the student is responsible for the book and when the book is returned the student should get back his/her card.
11. Books on loan may be called back at any time if any special need arises.
12. Sub lending of books / cards is not allowed.
13. When a book is issued to a reader he/she must point out to the librarian any defect/damage noticed concerning the book; otherwise the presumption will be that the book was quite intact when issued.
14. If a book is damaged or lost by a member he/she will have to replace it or pay the present cost, postage, packing and forwarding charges, fine etc. within the time fixed by the librarian.
15. The dues of out-of-print books shall be determined by the Principal.
16. Outgoing students should return their membership cards at the end of the academic year

17. Members of the staff may keep with them textbooks for the whole academic year and other books for thirty days. They should return all books at the end of the academic year.
18. Students are expected to spend at least fifteen minutes every day in the library / reading room, reading papers / magazines etc.
19. Those who fail to abide by the rules will be deprived of the privilege of using the library.

### **HOME LIBRARY**

1. Students are advised to set up their own 'Home Library'.
2. Newspaper is a parallel textbook for the students in our school

### **INTERNET**

Internet facility offered in our school, which will boost up the teaching-learning process to a substantial level

### **MULTI MEDIA CLASS ROOMS**

The school has 15 multi media classrooms to take the learning process more effective and interesting.

### **TEACHING AIDS AND PLAY MATERIALS**

Assorted and attractive teaching aids and play materials suited to different age groups are provided in the school to make the learning of core subject and languages a joyful experience.

### **UNIFORM**

All pupils should wear the prescribed uniform, and should take special care to keep their uniform neat and tidy at all times.

### **SCHOOL BUS SERVICE**

1. The school provides bus service for the convenience of the students. The parents should make the necessary arrangements to hand over and collect their children at scheduled bus stops.



2. If school authorities are unable to run the bus or any student misses the bus, parents will have to make the necessary arrangements.
3. The bus fees is to be paid on or before 10<sup>th</sup> of every month. A fine of Rs.2 will be collected on school bus fees till the end of the month. Thereafter the defaulters will not be allowed to board the school bus.

### **FEES**

1. All the School fees, are due in advance, and should be paid in four instalments as shown below:
  - a) I – Instalment  
- On or before June 30<sup>th</sup>
  - b) II – Instalment  
- On or before Sept. 30<sup>th</sup>
  - c) III – Instalment  
- On or before – Nov. 30<sup>th</sup>
  - d) IV – Instalment  
- On or before Feb. 28<sup>th</sup>
2. The fees, both tuition and bus, once paid will not be refunded on any account

### **PARENT - TEACHER ASSOCIATION**

All parents are the members of the Parent - Teacher Association of the school. The annual subscription of Rs. 100/- shall be collected along with the first term fee. The aims and objectives of the association are:

- a) To understand the problems of the pupils, parents and teachers and help them find solution.
- b) To be constant touch with the pupil's progress, discipline, health, respect for elders, regularity in doing assignments, etc.
- c) To arrange meetings, seminars and cultural programmes to enrich the relationship among parents, pupils and teachers. The Parent Teacher Association expected to meet periodically.

## **EARLY GOING**

Early going of pupils will be allowed only unavoidable circumstances. The parent/guardian should get permission from the Principal for the early going of his/her child. Any verbal or written request from persons other than parents / guardians will not be entertained. Those who go early must write their names on the register kept in the school office.

## **ATTENDANCE**

A student must have put in a minimum of 85% of attendance for promotion to the higher class. Shortage of 15% can be condoned by the Principal on medical grounds. Shortage beyond this limit will not be condoned.

## **LEAVE OF ABSENCE**

Any absence must be explained in the form of a leave not on the page provided for this purpose in the Diary and it must be signed by the parent. Pupils who absent themselves from the school without permission for more than 15 consecutive working days will be removed from the rolls. The students of class VII-X are advised to bring written leave letters and get it signed from Principal before the class begins.

## **TRANSFER CERTIFICATE**

Transfer Certificate will be issued only on the written request of the parents in the prescribed form.

## **PROGRESS REPORT**

Progress report will be prepared immediately after the TE examinations. Parents can come and sign it on the days intimated by the class teacher.

## **KINDERGARTEN**

“An educated child is the treasure of a home”. To obtain this treasure, our ancient Gurukulam system, the Western Montessori system

and the latest trends in modern education are harmoniously blended, here, in Rajagiri Kindergarten. Holistic Education is imparted to the tiny tots through the training of the senses. The burden of homework is avoided and the kids feel at home. They are not taught, but are trained to be taught. Here teachers take the place of parents and the medium followed is “Tender Love and Care.”

### DEAR PARENT....

1. Our school is for your child. So, your child is a Very Important Person in our school. Our aim is to make him/her fit for life. Your maximum co-operation is essential to bring out the best in the child.
2. Parents are the co-educators of the child, so it is essential for you to mould the character of your ward and instil discipline.
3. In the child’s future interest, it is very essential for him or her to imbibe self discipline, the teacher will take adequate corrective measures to ensure the general discipline. The teachers’ efforts will work only with adequate positive support from the parents.
4. Parents have to meet the class teacher at least once in a month.
5. The participation of the father and the mother/guardian on the occasion of the school anniversary and seminars conducted by the P.T.A. and the School authorities, is compulsory.
6. Students who are weak in the school subjects are given special coaching by the concerned teachers. Parents are requested to see that their wards avail themselves of this opportunity.
7. Parents are requested to pay the fees regularly and to keep the fee receipts till the end of the academic year.
8. To the best interest of their children, parents are requested to respond readily when they are asked to call on the school authorities and teachers.
9. Parents are expected to show due respect to the school authorities and teachers.

10. If a student is found to have done damage to the class or school property, the parent or guardian will have to make good the loss.
11. Please let the class teacher know if any congenital disorder or physical or psychological or emotional problem of your ward to enable the authorities to take care during an emergency.
12. Parents must notify the school in case of change of address or telephone numbers.
13. Ensure that your ward is regular in his work and studies.
14. If the child has an injury or accident in school, first aid is given at the school. If it is serious, the parent is informed. In emergency, the child may be immediately hospitalized. However, in the event of any mishap, the school does not take any legal responsibility.
15. Be a friend, a philosopher and a guide to your child.
16. For any kind of certification from the school, there should be a written application from the parents/students addressed to the Principal.
17. Parents are expected to point out any mistake committed by the school in black and white, to the respective school authorities without any hesitation in order to achieve the full objectives of our school.
18. If you have any complaint about the services rendered, please inform the Manager / Principal in writing or in person.



## RULES OF DISCIPLINE

**Every student must obey the following rules of discipline.**

1. This is a Rajagiri institution. You are therefore expected to speak English in the school premises school bus and in the public places. Bring this handbook to school everyday. Daily lesson reports and homework should be taken down.
2. You must wear neat and clear uniform shoes, socks, sandals, ID cards every day and maintain good hygiene.
3. Students will take part in the solemn morning assembly in an orderly and respectful manner.
4. No student can leave the school premises during the school hours without the Principal's permission.
5. Students are expected to move in an orderly way.
6. Late caner should meet the Principal and their names will be entered in the late comer's record.
7. Students must go straight home after school unless involved in supervised activity. We expect our students to be well mannered at all times.
8. Mobile phones pen drives, i-pods, video games, cameras, smart watches and digital watches are not permitted in the school campus.
9. No obscene literature and abusive language will be allowed within the school premises.
10. Bringing / using of chearing gums panparag, alcohol, tobacco item, drugs, soft drinks to the school and campus is strictly prohibited.
11. Students must wear the school uniform. Be neatly dressed at all times. Monthly haircut has to be done by boys. Hairstyle should be according to the norms of the school. Dyeing of hair or using hair jell is not permitted. Tattooing is strictly prohibited.

12. Daily bath is compulsory for all students. Nails to be trimmed weekly. Boys/Girls are not allowed to grow their nails. Girls with long hair must ensure that it is tied or braided neatly.
13. When a teacher enters the class room, the pupils are expected to stand up greet him/her and remain standing till they ask to sit.
14. Cheating is unacceptable and any student caught using unfair means will be debarred, from the examination and will not be graded.
15. ID card is mandatory and students will not be permitted to board school transport / attend classes without it.
16. Students must not throw any type of litter in and around the vicinity of the school.
17. No student is excused from physical education unless he/she produces a doctors' certificate.
18. Maintain your text books and files neatly. Have your books covered with brown paper.
19. At the warning bell, students should proceed to their respective classes and maintain silence. Students should remain silent and study in the absence of teacher.
20. Pupils who absent themselves from an examination for any reason will not be re-examined.
21. Students are not permitted to enter other class room / staff room / office.
22. Habitual negligence in work, disobedience and acts of misconduct will involve severe disciplinary action. The school reserves the right to dismiss students whose diligence or progress in studies is constantly unsatisfactory or whose conduct is harmful to other students or whose parents show little interest in the progress of their wards.
23. Playing in classrooms and corridors is strictly prohibited.
24. While passing along corridors during class hours students shall be silent. No shouting or whistling is allowed in the school campus.

25. Students shall be responsible for the safe custody of their belongings. All belongings should be labelled.
26. No meetings, parties for school activities should be arranged without the approval of the Principal.
27. Gold ornaments are not allowed. Pupils are advised not to bring big amounts of money to school.
28. Students who need to leave early must have a note from the parents in the handbook.
29. Respect your parents, teachers and elders. Be proud of your parents and school.
30. It is expected that the pupils, will imbibe the message of Rajagiri Amala Public School and that each child will try his/her best to become an exemplary student.

## **BUS RULES**

1. Students who travel by school bus shall submit an application to the Principal for the same.
2. Every student who gets on the school bus should behave decently.
3. Arrive at the bus stop 5 minutes earlier.
4. Children should be escorted by responsible persons to and from the boarding point.
5. Children shall line up to board the bus.
6. Avoid noisy behavior while waiting for bus.
7. Do not try to get on and off the bus while it is moving.
8. Classroom conduct is to be observed in the bus.
9. Students shall not throw waste paper on the floor of the bus or out of the bus windows.
10. Do not eat in the bus.
11. Do not damage bus equipments. If any damage is caused, it is to be made good.

12. Keep head and hands inside the bus.
13. Do not fight, push or shove.
14. Do not use any profane language.
15. Obey and respect driver and other employees.
16. After getting off the bus, children shall see that they cross the road only after the bus moves.
17. Never walk behind the bus.

English is the campus language and students are expected to use the same inside the school bus.

## **BIRTHDAY CELEBRATIONS**

Pupils of classes from KG to IV may wear colour dress in a modest way on their actual birthdays. Students of class V onwards shall not turn up in colour dress on their birthdays. Students will be greeted on their birthdays. No sweets are to be brought to school on those days. They may donate a library book to the school as their birthday gift.

## **MEDICAL ASSISTANCE / MEDICATION**

1. It is advisable to inform the teacher about any problem, illness or complication your child has.
2. If your child is ill, we urge you to keep him/her at home as rest will help in a quick and complete recovery.
3. In case of any emergency that may occur at school we will inform the parents as most children prefer to have their parents with them. After giving first aid, we will get in touch with the parent and seek their advice on further course of action.
4. But, if the situation merits immediate attention, the child will be taken to hospital and given appropriate first aid and information will be passed on to the parents.



## RAJAGIRI ANTHEM

Rajagiri – Oh the Hill of the King  
Reign you as the caring King  
Reaching out to souls come seeking  
Righteous way of true living

Be you the dream of searching minds  
A beacon of light, with a vision to guide  
Bold in the mission to excel ever  
Bright in our Learning endeavor

Training to transcend the limits of time  
Spreading its wings surpassing the space  
Leading the way to integrity  
From bondage to spirit of freedom

Critical outlook and creative act  
Reflective poise for a committed cause  
Fen by the fire of conviction  
Achievement of glory in service

### **Chorus:**

And for us Rajagirians, Rajagiri is...  
Our way, of life, our task ‘n tradition  
A luminous star on the learning horizon  
We cherish the way you nourish your own  
And pledge ourselves to do you proud

## MORNING PRAYER

### I

God Almighty / Help me,  
To be a Good student / of Rajagiri Amala School,  
To Learn all my lessons / with concentration,  
To do all my works / with diligence / and care,  
To be respectful / and obedient / to my teachers,  
To be fully involved / in the student activities, / and life of my school,  
To take / full advantage / of the opportunities / given to me here,  
To make myself / a good citizen of India, / and  
To be / loyal and faithful to You

### II

Heavenly Father, You are our Life,  
You are our Light; You are our Love  
We offer you this study time,  
As our offering of loving worship,  
Be with us at our lesson and bless our students,  
So that we may grow in wisdom and knowledge.

### III

O God, all knowledge is in you. Bless our studies, enlighten  
our mind, strengthen our memory, and direct our will  
towards what is right. Grant us to seek the truth always and  
make us truly wise. Amen

### IV

ജ്ഞാന ജ്യോതിസ്സേ,  
എന്നിലെ അജ്ഞാനത്തിന്റെ അന്ധകാരം അകറ്റാൻ  
എന്റെ ഉൾക്കാമ്പിൽ തെളിയേണമേ  
സാഗരം പോലെ ശക്തമായ ജ്ഞാനത്തിൽ  
ഞാനെത്തിച്ചേരട്ടെ  
എനിക്ക് സിദ്ധിക്കുന്ന ജ്ഞാനം  
എന്നിൽ പ്രകാശമായ വിടർന്ന്  
സർവ്വതോന്മുഖമായ ശാന്തി എങ്ങും  
പ്രസരിപ്പിക്കാൻ ഇടവരട്ടെ.

V

ഹൃദയരാഗ തന്ത്രി മീട്ടി  
സ്നേഹഗീതമേകിയും  
കർമ്മഭൂമി തളിരിടുന്ന  
വർണ്ണമേകിയും  
നമ്മിൽ വാഴും ആദിനാഥം  
ഇന്നു വാഴ്ത്തിടാം

} 2

ഞങ്ങൾ പാടും ഈ സ്വരങ്ങൾ  
കീർത്തനങ്ങളാകണേ

} 2

ചോടുവെക്കും ഈ പദങ്ങൾ  
നൃത്തലോലമാകണേ

} 2

കുഞ്ഞുവീടിനൂൾത്തളങ്ങൾ  
സ്വർഗ്ഗമാകണേ

} 2

അമ്മ നൽകും ഉമ്മ പോലും  
അമൃതമാകണേ

} 2

പൂർണ്ണമീ ചരാചരങ്ങൾ  
ഗുരുവരങ്ങളാകണേ

} 2

ഹൃദയരാഗ തന്ത്രി മീട്ടി.....

VI

ജഗദ്ഗുരുവേ നിന്നെ നമിച്ചിടുന്നു  
അഖിലാബ്ധേശ്വര കൈതൊഴുന്നേൻ  
സകലവുമങ്ങേക്ക് സമർപ്പിച്ചിതാ  
നിൻകൃപതേടി ഞാൻ കാത്തിരിപ്പൂ

ജഗദ്ഗുരുവേ-

ഗുരുവിൻ കടാക്ഷങ്ങൾ ഏറ്റിടുമ്പോൾ  
എന്റെ അറിവുകൾ ഏറിടുന്നു

} 2

സഹപാഠികളെ സ്നേഹിക്കുമ്പോൾ  
ഐക്യബലം ഞങ്ങൾക്കേറിടുന്നു

} 2

സകലത്തിനും നീ ഉറവിടമേ  
വിദ്യാലയത്തൻ അധിപനല്ലോ

} 2

വിദ്യാധാനമായ് തീർന്നിടുവാനെന്നെ  
ഓർത്തപാത്രമായ് സമർപ്പിക്കുന്നു

} 2

VII

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**NOON PRAYER : LORD’S PRAYER**

Our Father in heaven | holy be Your name |  
 Your kingdom come | Your will be done |  
 on earth as it is in heaven |  
 Give us this day | our daily bread | forgive us our sins | as we  
 forgive | those who sin against us | do not bring  
 us / to the test | but deliver us from evil |

Amen.

**EVENING PRAYER**

I

Accept our thanks, beloved Father in Heaven  
 For all that we have received from you.  
 In our knowledge, You are our teacher,  
 In our wealth, You are our happiness,  
 In our efforts, You are our inspiration  
 Thanks be to you for all your loving gifts

II

We give you thanks Almighty God for all your blessings during our  
 study and for keeping us and our teachers healthy and happy all through the  
 day.

**PRAYER BEFORE EXAMINATION**

O God of wisdom and power,  
 We beseech you,  
 Enlighten our minds,  
 So as to recall to our memory,  
 All that we have learnt,  
 All that we have grasped.  
 We have made every effort,  
 We have used every talent  
 You have given us.  
 We ask You Lord for Your strength,  
 For your guidance,  
 As we face this task  
 As we stand imploring Your help.  
 We humbly ask You to accept  
 The fruit of our hard work.

Amen

**PLEDGE**

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.

**ഭരണഭാവം**

ഭരണഭാവം നമ്മുടെ നാട്, ഭരണഭാവം / ഭരണഭാവം നമ്മുടെ നാട് / ഭരണഭാവം നമ്മുടെ നാട് / ഭരണഭാവം നമ്മുടെ നാട് /  
 ഭരണഭാവം നമ്മുടെ നാട് / ഭരണഭാവം നമ്മുടെ നാട് / ഭരണഭാവം നമ്മുടെ നാട് / ഭരണഭാവം നമ്മുടെ നാട് / ഭരണഭാവം നമ്മുടെ നാട് /  
 ഭരണഭാവം നമ്മുടെ നാട് / ഭരണഭാവം നമ്മുടെ നാട് / ഭരണഭാവം നമ്മുടെ നാട് / ഭരണഭാവം നമ്മുടെ നാട് / ഭരണഭാവം നമ്മുടെ നാട് /  
 ഭരണഭാവം നമ്മുടെ നാട് / ഭരണഭാവം നമ്മുടെ നാട് / ഭരണഭാവം നമ്മുടെ നാട് / ഭരണഭാവം നമ്മുടെ നാട് / ഭരണഭാവം നമ്മുടെ നാട് /

**പ്രതിജ്ഞ**

ഭാരതം എന്റെ നാടാണ്. എല്ലാ ഭാരതീയരും എന്റെ സഹോദരിസഹോ  
 ദരൻമാരാണ്. ഞാൻ എന്റെ നാടിനെ സ്നേഹിക്കുന്നു. അതിന്റെ സമൃദ്ധവും  
 വിവിധവുമായ പരമ്പരാഗത സമ്പത്തിൽ ഞാൻ അഭിമാനം കൊള്ളുന്നു. ആ  
 സമ്പത്തിന് അർഹനാകുവാൻ ഞാൻ എപ്പോഴും ശ്രമിക്കുന്നതാണ്.

എന്റെ മാതാപിതാക്കളേയും ഗുരുജനങ്ങളേയും ഞാൻ ആദരിക്കുകയും ബഹുമാനിക്കുകയും ചെയ്യും. എല്ലാവരോടും ഞാൻ വിനയത്തോടുകൂടിയേ പെരുമാറുകയുള്ളൂ. എല്ലാ ജീവികളോടും ഞാൻ ദയാലുവായിരിക്കും.

എന്റെ നാടിനും നാട്ടുകാർക്കും ഞാൻ എന്റെ സേവനം സമർപ്പിക്കുന്നു. നാട്ടുകാരുടെ യോഗക്ഷേമത്തിലും ഐശ്വര്യത്തിലും മാത്രമാണ് എന്റെ സുഖം.

### NATIONAL ANTHEM

Vēṁmānē' ēvē- + ēvēṁṁēo vṁṁē 1/ṁ; ēṁṁ- ; ṁṁṁē ēvṁṁē \*  
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 Vēṁmānē- ṁṁṁṁṁṁṁ vṁṁē 1/ṁ; ēṁṁ- ; ṁṁṁē ēvṁṁē \*  
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ജനഗണമന അധിനായക ജയഹേ  
 ഭാരത ഭാഗ്യവിധാതാ,  
 പഞ്ചാബസിന്ധു ഗുജറാത്ത മറാഠാ  
 ദ്രാവിഡ ഉത്കല ബംഗാ,  
 വിന്ധ്യഹിമാചല യമുനാഗംഗാ,  
 ഉച്ഛലജലധിതരംഗാ,  
 തവശുഭനാമേ ജാഗേ,  
 തവശുഭ ആശിഷ മാഗേ,  
 ഗാഹേ തവ ജയഗാഥാ  
 ജനഗണമംഗലദായക ജയഹേ  
 ഭാരത ഭാഗ്യവിധാതാ,  
 ജയഹേ, ജയഹേ, ജയഹേ  
 ജയ ജയ ജയ ജയഹേ!

## SCHOOL UNIFORM

- Boys : Class I to IV  
Shorts with side pockets.  
Off white shirt with one pocket, school emblem, belt,  
black shoes and socks.
- Girls : Class I to IV  
Off white shirt Pinafore with school emblem, belt,  
black shoes and socks.
- Boys : Class V to VII  
Pants with side pockets.  
Off white shirt with school emblem, belt,  
black shoes and socks.
- Girls : Class V to VII  
Off white shirt Pinafore with school emblem, belt,  
black shoes and socks.
- Boys : Class VIII to X  
Off white shirt with school emblem  
Pants with both side pockets.  
Belt, black shoes and socks.
- Girls : Class VIII to X  
Off white shirt, Pinafore with school emblem  
Belt, black shoes and socks.
- Wednesdays' uniform:  
T-shirts of respective houses

**NB:**

- It is compulsory that girls of class I to III wear petticoats and bloomers and girls of class VI and above wear petticoats and tights (black)
- The tights should not be seen below the skirt.
- All boys should wear vests and briefs.
- No jewellery is permitted except small ear studs
- Girls must use only black hairbands and clips
- Only students of class V and above are allowed to use watches. Kindly avoid fancy watches as well as smart watches
- Boys of Class I – V can wear black shoes with Velcro.
- Boys of class VI and above should wear black shoes with laces.
- Students are allowed to wear black sandals during the monsoon season

**VISITING HOURS**

Parents / guardians can meet teachers after the normal working hours of the school.

	Day	Time
Teachers	Wednesday	3.30 pm - 4.15 pm
	Friday	3.30 pm - 4.15 pm

Previous appointment is required to meet the principal



## JUNE - 2023

Date	Day		Events
1	Thu		
2	Fri		
3	Sat		First Friday : Holy Mass
4	Sun	H	
5	Mon		Re Opening Day UKG - X, Prayer Service. World Environment Day
6	Tue		
7	Wed		World Food Safety Day
8	Thu		
9	Fri		
10	Sat	H	LKG - Opening Day, Prayer Service
11	Sun	H	
12	Mon		World Day Against Child Labour
13	Tue		
14	Wed		World Blood Donor Day
15	Thu		
16	Fri		Preliminary Election to School Perfectoral Body
17	Sat		
18	Sun	H	
19	Mon		Reading Week
20	Tue		
21	Wed		International Yoga Day
22	Thu		
23	Fri		
24	Sat		
25	Sun	H	
26	Mon		
27	Tue		
28	Wed	H	Bakrid
29	Thu		School Perfectoral Body Election
30	Fri		First Instalment Fees on or before June 30 <sup>th</sup>

### Punctuality - Theme of the month

Punctuality is the most effective approach to establish a positive first impression

## JULY - 2023

Date	Day		Events
1	Sat		GST Day, World Doctor's Day, Bus Fee Due
2	Sun	H	
3	Mon	H	St. Thomas Day
4	Tue		
5	Wed		
6	Thu		
7	Fri		First Friday - Holy Mass
8	Sat	H	
9	Sun	H	
10	Mon		
11	Tue		World Population Day
12	Wed		
13	Thu		
14	Fri		
15	Sat		
16	Sun	H	Feast of Our Lady of Mt. Carmel
17	Mon	H	Karkkadakam - 1; Month of Ramayana Begins, Karkkadakavavu
18	Tue		
19	Wed		
20	Thu		
21	Fri		
22	Sat		National Flag Day
23	Sun	H	
24	Mon		
25	Tue		
26	Wed		Kargil Day
27	Thu		
28	Fri	H	Muharram
29	Sat		
30	Sun	H	
31	Mon		

**Self respect** : Self respect is the fruit of discipline

*Abraham J Heschel*

## AUGUST - 2023

Date	Day		Events
1	Tue		
2	Wed		
3	Thu		
4	Fri		First Friday - Holy Mass
5	Sat		
6	Sun	H	Hiroshima Day
7	Mon		
8	Tue		Quit India Day
9	Wed		Nagasaki Day
10	Thu		
11	Fri		
12	Sat	H	
13	Sun	H	
14	Mon		
15	Tue	H	Independence Day
16	Wed		
17	Thu		Chingam 1
18	Fri		
19	Sat		
20	Sun	H	
21	Mon		
22	Tue		
23	Wed		
24	Thu		
25	Fri		Onam Holiday Begins
26	Sat		
27	Sun	H	
28	Mon	H	Shri Ayyankali Jayanthi
29	Tue	H	Thiruvonam
30	Wed	H	
31	Thu	H	

**Self discipline** : Discipline is the bridge between goals and accomplishments.

## SEPTEMBER - 2023

Date	Day	H	Events
1	Fri	H	
2	Sat	H	First Friday : Holy Mass
3	Sun	H	
4	Mon		School Re-opens after Onam Holidays
5	Tue		Teacher's Day
6	Wed	H	Sree Krishna Jayanti
7	Thu		
8	Fri		Feast of Nativity of Our Lady, World Literacy Day
9	Sat	H	
10	Sun	H	
11	Mon		
12	Tue		
13	Wed		
14	Thu		National Hindi Day
15	Fri		
16	Sat		International Ozone Day
17	Sun	H	
18	Mon		
19	Tue		
20	Wed		
21	Thu		
22	Fri	H	Sree Narayana Guru Samadhi
23	Sat		
24	Sun	H	
25	Mon		World Alzheimer's Day
26	Tue		
27	Wed	H	Nabidinam (Prophet's Day)
28	Thu		
29	Fri		
30	Sat		II <sup>nd</sup> Instalment fees on or before 30 <sup>th</sup> Sept.

**Respect others :** Respect others indicate the quality of your personality

*Mohammad Sakhi*

## OCTOBER - 2023

Date	Day		Events
1	Sun	H	Senior Citizen's Day, Grand Parents Day
2	Mon	H	Gandhi Jayanthi
3	Tue		
4	Wed		
5	Thu		
6	Fri		First Friday - Holy Mass
7	Sat		
8	Sun	H	
9	Mon		World Postal Day
10	Tue		
11	Wed		
12	Thu		
13	Fri		World Sight Day
14	Sat	H	Kids Fest
15	Sun	H	World Students Day (Birthday of Dr. APJ Abdul Kalam)
16	Mon		World Food Day
17	Tue		
18	Wed		
19	Thu		
20	Fri		
21	Sat		
22	Sun	H	
23	Mon	H	Mahanavami
24	Tue	H	Vijayadasmī, U N Day
25	Wed		
26	Thu		Sports Day (I - X)
27	Fri		KG Sports Day
28	Sat		
29	Sun	H	
30	Mon		
31	Tue		

**Self challenging :** If you don't challenge yourself, you will never realize what you can become.

## NOVEMBER - 2023

Date	Day		Events
1	Wed		Keralapiravi
2	Thu		
3	Fri		First Friday - Holy Mass
4	Sat		
5	Sun	H	
6	Mon		
7	Tue		
8	Wed		National Cancer Awareness Day
9	Thu		
10	Fri		Kids Fest
11	Sat	H	National Education Day
12	Sun	H	Diwali
13	Mon		
14	Tue		Children's Day & Diabetes Day
15	Wed		
16	Thu		
17	Fri		
18	Sat		Science Exhibition
19	Sun	H	
20	Mon		
21	Tue		
22	Wed		
23	Thu		
24	Fri		
25	Sat		
26	Sun	H	Constitution Day
27	Mon		
28	Tue		
29	Wed		
30	Thu		III <sup>rd</sup> Instalment Fees on or before Nov. 30 <sup>th</sup>

**Self motivated** : Believe in yourself and anything is possible.

## DECEMBER - 2023

Date	Day		Events
1	Fri		Red Ribbon Day, First Friday - Holy Mass
2	Sat		National Pollution Central Day
3	Sun	H	
4	Mon		Indian Navy Day
5	Tue	H	Vaikathashtami
6	Wed		
7	Thu		
8	Fri		Amala Day (Holy Mass) Feast of Our Lady of Immaculate Conception
9	Sat	H	
10	Sun	H	Human Rights Day
11	Mon		
12	Tue		
13	Wed		
14	Thu		World Energy Conservation Day
15	Fri		
16	Sat		
17	Sun	H	
18	Mon		
19	Tue		
20	Wed		
21	Thu		
22	Fri		Annual Day (Tentative)
23	Sat		Christmas Holiday Begins
24	Sun	H	National Consumer's Day
25	Mon	H	Christmas
26	Tue	H	
27	Wed	H	
28	Thu	H	
29	Fri	H	
30	Sat	H	
31	Sun	H	

**Help others** : A helping hand will always be appreciated

*St. Chavara*

## JANUARY - 2024

Date	Day		Events
1	Mon	H	
2	Tue	H	Mannam Jayanthi
3	Wed		Founder's Day - Holy Mass , School reopens after X'mas Holidays
4	Thu		
5	Fri		
6	Sat		
7	Sun	H	
8	Mon		
9	Tue		
10	Wed		
11	Thu		
12	Fri		National Youth Day
13	Sat	H	
14	Sun	H	
15	Mon		
16	Tue		
17	Wed		
18	Thu		
19	Fri		
20	Sat		
21	Sun	H	
22	Mon		
23	Tue		
24	Wed		National Girl Child Day
25	Thu		National Voter's Day
26	Fri	H	Republic Day
27	Sat		
28	Sun	H	
29	Mon		
30	Tue		Gandhiji Martyrdom Day
31	Wed		

Regular reading of good books and meditating on them will illumine the mind

*St. Chavara*



## FEBRUARY - 2024

Date	Day		Events
1	Thu		
2	Fri		World Wet Land Day, First Friday - Holy Mass
3	Sat		
4	Sun	H	World Cancer Day
5	Mon		
6	Tue		
7	Wed		
8	Thu		
9	Fri		
10	Sat	H	
11	Sun	H	
12	Mon		
13	Tue		
14	Wed		
15	Thu		
16	Fri		
17	Sat		
18	Sun	H	
19	Mon		
20	Tue		
21	Wed		
22	Thu		
23	Fri		
24	Sat		
25	Sun	H	
26	Mon		
27	Tue		
28	Wed		
29	Thu		IV <sup>th</sup> Instalment Fees on or before Feb. 28 <sup>th</sup> ( National Science Day)

**Good manners** : Observe good manners and etiquette everywhere

*St. Chavara*

## MARCH - 2024

Date	Day		Events
1	Fri		First Friday - Holy Mass
2	Sat		
3	Sun	H	National Safety Day
4	Mon		
5	Tue		
6	Wed		
7	Thu		
8	Fri		International Women's Day
9	Sat	H	
10	Sun	H	
11	Mon		
12	Tue		Common Wealth Day
13	Wed		
14	Thu		
15	Fri		
16	Sat		World Vaccination Day
17	Sun	H	
18	Mon		
19	Tue		St. Joseph's Day
20	Wed		World Oral Health Day
21	Thu		World Poetry Day
22	Fri		World Water Day
23	Sat		World Weather Day
24	Sun	H	World Tuberculosis Day
25	Mon		
26	Tue		
27	Wed		World Drama Day
28	Thu		Maundy Thursday
29	Fri		Good Friday
30	Sat		
31	Sun	H	Easter

**Love your family** : The Strength of house is not the thickness of its walls, but  
the mutual love of the members staying inside

*St. Chavara*

## APRIL - 2024

Date	Day	Events
1	Sat	
2	Sun	
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	
8	Sat	
9	Sun	Id-ul Fitr
10	Mon	
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	Earth Day
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	

**Self Sacrifice** : You cannot achive anything in life without a small amount of sacrifice

## MAY - 2024

Date	Day	Events
1	Mon	International Labour Day
2	Tue	
3	Wed	
4	Thu	
5	Fri	
6	Sat	
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	
14	Sun	
15	Mon	
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	
21	Sun	
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	
31	Wed	

The highest education is that which does not merely give us information but makes our life in  
harmony with all existence *Tagore*

## SCHEDULE OF EXAMINATION

June	III <sup>rd</sup> Week (19-26)	Monthly Test PA1	Grade I - IX Grade X
July	III <sup>rd</sup> Week	Monthly Test	Grade 1 - X
August	II <sup>nd</sup> Week	PA1 PA2	Grade 1 - IX Grade X
September	III <sup>rd</sup> Week	Monthly Test	Grade 1 - X
October	II <sup>nd</sup> Week (9-21)	Term I	Grade 1 - X
November	III <sup>rd</sup> Week	Monthly Test PA3	Grade I - IX Grade X
December	II <sup>nd</sup> Week	Model 1	Grade X
January	II <sup>nd</sup> Week (8-16)	PA2 Model II	Grade I - IX Grade X
February	III <sup>rd</sup> Week (12-26) I <sup>st</sup> Week (1-13)	Monthly Test Term II Model III	Grade I - VII Grade VIII-IX Grade X
March	II <sup>nd</sup> Week	Term II	Grade I - VII



# Congratulations






## Congratulations




**NOTE! YOU ARE A STEP BEHIND**

Dear Parent, pay more attention

Date	Unity Dressing	Hair/Nail cut not done	Home Work not done	Assignments not submitted	Didn't Bring Text/Note Books	Didn't Sign Diary/Paper/Book	Didn't Study Lessons	Signature	
								Teacher	Parent

## NOTE! YOU ARE A STEP BEHIND

Dear Parent, pay more attention

Date	Unity Dressing	Hair/Nail cut not done	Home Work not done	Assignments not submitted	Didn't Bring Text/Note Books	Didn't Sign Diary/Paper/Book	Didn't Study Lessons	Signature	
								Teacher	Parent

## BUS FEE REMITTANCE

Name..... Std. .... Division ..... No. ....  
 Bus Boarding Point .....

Month	Receipt No.	Amount Paid	Date	Sign of Accountant	Sign of Parent

## SCHOOL FEE REMITTANCE

Name..... Std. .... Division ..... No. ....

Instalments	Receipt No.	Amount Paid	Date	Sign. of Accountant	Sign. of Parent
1st Instalment of fees					
2nd Instalment of fees					
3rd Instalment of fees					
4th Instalment of fees					

**LEAVE RECORD**

Date	Reasons	Sign of Parent	Sign of Teacher

**LEAVE RECORD**

Date	Reasons	Sign of Parent	Sign of Teacher

**Sorry, I'am Late**

Date	Reasons	Sign of Parent	Sign of Teacher





## BOOKS I HAVE READ

Sl. No.	Date	Name of Books

## BOOKS I HAVE READ

Sl. No.	Date	Name of Books



**DAILY STUDY RECORD**

Date	Subject	Work Done	Home Work	Parent Signature

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Date	Subject	Work Done	Home Work	Parent Signature

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**TIME TABLE**

Name of Class Teacher.....	Class.....			Div. ....				
	1	2	3	4	5	6	7	8
<b>PERIODS</b>	9:05 - 9:50	9:50 - 10:35	10:35 - 11:15	11:25 - 12:05	12:05 - 12:45	1:25 - 2:05	2:05 - 2:45	2:55 - 3:30
<b>DAYS</b>								
<b>MON</b>								
<b>TUE</b>								
<b>WED</b>								
<b>THU</b>								
<b>FRI</b>								

RECESS - 2:45 - 2:55

LUNCH INTERVAL - 12:45 - 1:25

RECESS - 11:15 - 11:25



