

# INFANT JESUS CENTRAL SCHOOL

PONGUMMOODU, THIRUVANANTHAPURAM - 11

CBSE Affi. No. 931043

[www.infantjesuscentralschool.com](http://www.infantjesuscentralschool.com)

[www.youtube.com](http://www.youtube.com)

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## HAND BOOK

2018 - 2019

Name.....

Class.....Section.....

Roll No.....Admission No.....

School Hours : 8.45 am to 03.00 pm

Office Hours : 8.45 am to 04.00 pm

Visiting Hours : 10.00 am to 12.30 pm

: 2.00 pm to 04.00 pm

*Bring this Hand Book to school everyday*

## *Our School*

*Infant Jesus School is an institution run by the sisters of the congregation of Daughters of Mary. Education is the basis of all development. To realize this vision of Education, the congregation has taken up the mission of imparting quality education to the common people. This school came into existence on 3rd June 1993. Intense care has been taken to maintain good discipline and academic excellence.*

*The peaceful environment and conducive atmosphere provides ample scope for the all round development of the child. Pupils of this institution are expected to distinguish themselves both inside and outside by their lofty and edifying character.*

## PERSONAL RECORD

(To be filled in by parent / Guardian in block letters)

Full Name : .....

Admission No ..... Class..... Section..... Roll No.....

Aadhaar No : 

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--	--	--	--	--

--	--	--	--	--

House: ..... Date of Birth..... Sex.....

Religion : ..... Caste..... SC/ST/OBC

Mother's Name:.....

Father's Name : .....

Health Status:.....

Height .....cms Weight .....kgs

Blood Group:.....

Name of Parent / Guardian:.....

Occupation of Father : .....

Occupation of Mother : .....

Parents Qualification : Father .....

Mother .....

Address : .....

.....

..... E-mail:.....

Telephone No Res. : .....

Office : ..... Mobile:.....

Bus Boarding Point : .....

Signature of Parent / Guardian



**Specimen Signature**

The Specimen Signature of Parent/ Guardian who signs the progress cards, remarks etc

Signature

Relationship to the Pupil

- 1.
- 2.

Postal Address of the Parent

.....  
.....  
.....

This is to certify that we have gone through the hand book for the year 2018-19. We will abide by all the regulations and do our best to improve the tone, discipline and standard of the school.

Name & Signature of the pupil

Name and Signature of  
the Father/ Mother/ Guardian



# INFANT JESUS CENTRAL SCHOOL PONGUMMOODU

## MOTTO

To illumine in the path of Wisdom, Truth and Service

## WATCH WORD

To the Glory of God



*The book represents the source of knowledge. The oil lamp spreads light. The spikes of wheat depict the fruit of one's labour and highlights that all works are to be respected.*



## **LORD'S PRAYER**

Our Father in heaven / holy be your name/your kingdom come. Your will be done / on earth / as in heaven. Give us today 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 the evil / for yours is the kingdom / power and glory forever and ever. Amen.

## **PRAYER BEFORE CLASS**

O Lord God, loving Father we give praise and thank for all your blessings. O Divine Teacher Jesus Christ, bless our studies enlighten our minds, strengthen our memories and direct our wills towards what is right. Grant us to seek truth always and make us truly wise.

## **PRAYER AFTER CLASS**

We give Thee thanks, Almighty God / for all thy blessings / especially for having, helped us in our studies.

## **PRAYER BEFORE MEALS**

God our father, we praise you and thank you for giving us daily our food. Bless us and bless your gifts.

## **PRAYER AFTER MEALS**

We thank you God, for all the gifts you have given us.

## **PRAYER BEFORE EXAMINATION**

Lord of Wisdom, bless me as I am about to write my examination. Help me to remember all that I have studied and write my examination well. Bless me with the fruits of my hardwork.



## PRAYER SONGS

### LEAD KINDLY LIGHT

Lead, kindly light, amid the encircling gloom;  
Lead Thou me on!  
The night is dark, and I am far from home;  
Lead Thou me on!  
Keep Thou my feet; I do not ask to see  
The distant scene; one step enough for me.  
So long Thy power hath blest me, sure it still  
Will lead me on!  
O'er moor and fen, O'er crag and torrent, till  
The night is gone  
And with the morn those angel faces smile,  
Which I have loved long since, and lost a while

### NEARER MY GOD

Nearer my God to Thee  
Nearer to Thee  
Even though it be a cross  
That raiseth me  
Still all my song shall be,  
Nearer, my God to Thee (Nearer my God)  
Though like a wanderer  
Daylight all gone  
Darkness be over me,  
My rest a stone.  
Yet in my dreams I'd be  
Nearer, my God to Thee (Nearer my God)



## SHOWERS OF BLESSING

There shall be showers of blessing:  
This is the promise of love;  
There shall be seasons refreshing,  
Sent from the Saviour above.  
Showers of blessing,  
Showers of blessing we need:  
Mercy-drops round us are falling,  
But for the showers we plead.

## PRAISE HIM

Praise Him Praise Him  
Praise Him in the morning  
Praise Him in the noon time  
Praise Him Praise Him  
Praise Him when the sun goes down  
(Followed by) Love, Serve etc.....

## YOU ARE MY ALL IN ALL

You are my strength when I am weak  
You are the treasure that I seek  
You are my all in all.  
Seeking You as a precious jewel  
Lord, to give up I'd be a fool  
You are my all in all.  
Taking my sin, my cross, my shame  
Rising up again I bless your name  
You are my all in all.  
When I fall down You pick me up.  
When I am dry You fill my cup  
You are my all in all.  
Jesus, Lamb of God  
Worthy is Your name. (2)





## LORD I OFFER

Lord, I Offer my life to You  
Every thing I have been through  
Use it for Your glory  
Lord I offer my days to you  
Lifting my praise to you  
As a pleasing sacrifice  
Lord I offer You my life.  
    Things in the past  
    Things yet unseen  
    Wishes and dreams  
    That are yet to come true  
All of my hopes all of my plans  
My heart and my hands are lifted to You  
Lord, I offer my life to you  
Every thing I have been through  
Use it for Your glory  
Lord I offer You my days to you

## SCHOOL ANTHEM

A happy band  
From far and near  
We must to learn  
The right to dare  
Beloved school Infant Jesus Hai  
Our love for thee  
Shall never fail  
For God is all our strength  
In Him we do and dare  
The hard right against the wrong  
We'll cherish and revere  
Then proudly let us stand  
United heart and hand  
That God may bless and  
Keep Infant Jesus School



## 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 wellbeing / and prosperity alone / lies my happiness.”/ **JAI HIND**

## NATIONAL ANTHEM

Jana-gana-mana-adhinayaka, jaya he  
Bharatha-bhagya-vidhatha  
Punjab-Sindhu-Gujarata-Maratha  
Dravida-Utkala-Banga  
Vindhya-Himachala-Yamuna-Ganga  
Uchchala-Jaladhi-Tharanga  
Thava Subha naame Jage  
Thava Subha ashisha maange  
Gahe thava jaya-gatha  
Jana-gana-mangala-dhayaka jaya he  
Bharatha bhagya vidhatha  
Jaya he, Jaya he, Jaya he,  
Jaya, Jaya, Jaya, Jaya he!



## TEACHER'S PRAYER

O Divine Teacher Jesus Christ /we give you thanks and praises / for all your blessings//. O' Saviour of the world / we offer ourselves to you / as devoted teachers//. Help us acknowledge our responsibilities. As we are builders / help us to build up our students / in to integrated personalities / so that / they can play their part well / on the stage of life. As we are moulders / help us to mould the characters of our students by instilling in them principles of morality, / both by precept / and by example//. As we are leaders / help us to direct / and guide the steps of our pupils / towards the height of truth / goodness / faith and love/. As we are lovers / help us to love our students / whether they are good or bad/ clever or dull / rich or poor / with a love that is noble and inspiring//.

Help us always to remember / that we work with the most precious material in the world / the mind of a child//. Help us to remember that the future of the nation / and of the world is in our hands //. Above all / grant us the grace / to reflect your light / everywhere / and love one another//. Bless our staff and students in a special way//. O' Lord, bless all those who caressed and nourished into growth this institution in the past//. Amen.

## SCHOOL UNIFORM

T Shirt with school emblem black pants, black shoes, white socks and identity card

Girls hair should be either cut short or plaited two and tie them with white bun along with a white bow.

No flowers, coloured ribbons etc. are to be used. No ornaments except plain studs.

On Wednesday both boys and girls should wear house uniform.



## ATTENDANCE

All students should have a minimum of 95% attendance in each academic year so as to be considered for promotion. Unauthorised absence for a period of 15 consecutive days and above will lead to the removal of the student's name from the rolls.

Pupils will not be allowed to leave the school during the working hours. If the pupil is suffering from serious illness he/she should not be sent to school.

Medical certificate should be produced if a pupil is absent for more than a week due to illness.

## RULES OF PAYMENT OF FEES

1. Twelve months tuition fees is to be remitted as indicated below. The fee shall be paid in lump sum in the first quarter itself or in three quarterly instalments  
1<sup>st</sup> Instalment : June, July, August, September  
2<sup>nd</sup> Instalment : October, November, December, January  
3<sup>rd</sup> Instalment : February, March, April, May  
First instalment of fees shall be remitted before receiving the text book. All other instalments should be remitted on following days through CSB at School.  
Second Instalment - September 12, 13, 14, due date - 17  
Third Instalment - January 14, 15, 16, due date - 18
2. These dates will be strictly observed and if the payment is not made in time, a fine of ₹ 200/- per instalment is charged after the due date.
3. Parents and guardians will kindly preserve the receipts issued to them and produce them as proof of payment of fee, if needed.



## Uniform System of Assessment, Examination & Report Card.

To ensure quality Education, CBSE has introduced uniform system of Assessment, Examination Report card across all the affiliated schools. With restoration of Board Examination for class X from accademic year 2018-19, assessment structure and examination pattern for class IX & X will be similar.

A revised assessment structure have been prepared in view of the provisions of RTE-Act 2009 comprises of two terms : Term I and Term II as explained below:

**Subject Enrichment Activities :** Aimed at enhancing the understanding and skills of the students, these activities are to be carried out throughout the term and evaluated at the term end.

**Language Activities :** Aimed at equipping the learners with effective listening and speaking skills.

**Mathematics** Laboratory has been introduced with the objective of

1. Making teaching - learning of the subject interactive, participatory fun filling and joyful from primary stage of schooling.
2. Strengthening learning of mathematical concepts through concrete materials and hands-on-experiences.
3. Relating classroom learning to real life situations and discourage rote and mechanical learning.

**Science :** Practical work and activities in Science may be undertaken with the objective of 1) learning science by doing 2) connecting knowledge to life outside school. Wide variety of activities including observation, exploration, analysis, games, riddles, crossword puzzles etc. have been included to meet diverse needs of learners.

**Social Science :** Map or the project work may be undertaken.





**Co-Scholastic Activities (Classes I-X) :** For the holistic development of the student, co-curricular activities in the following areas be carried out and will be graded scale (A=Outstanding, B=Very Good and C=Fair). The aspect of regularity, sincere participating, output and teamwork be the generic criteria for grading in the following co-scholastic activities.

a) Work Education - Work Education refers to skill-based activities resulting in goods or services useful to the community.

b) Art Education (Visual & Performing Art)

c) Health and Physical Education : Sports/Martial Arts/Yoga/NCC.

**Discipline (Classes I-X) :** The students will also assessed for the discipline which will be based on the factors like attendance, sincerity, behaviour, values, tidiness, respectfulness for rules and regulations, life skills, attitude towards society, nation and other. Grading on Discipline will be done term-wise on a 3-point grading scale (**A=Outstanding, B=Very Good and C=Fair**).

### Subjects for Study

#### Secondary level

English, Malayalam, Hindi, Science, Social Science, Mathematics, Art Education, Health & Physical Education, Work Experience, Computer Science, Value Education and Discipline.

#### Co-curricular activities

The modern system of education envisages the total development of a student's personality and strength. Besides what they get from books and class-rooms, they have to build up essential qualities of artistic skill, sportsmanship, teamspirit and self-discipline and above all an altruistic sense of duty. The school conduct the following activities and clubs for the fulfilment of the above objectives.

#### Activities

Dance, Music, Drawing, Karatte, Skating.



## CLUB

Various clubs are formed for promoting talents & skills. The following clubs function under their conveners and student representatives.

1. Mathematics Club
2. Science Club
3. Social Science Club
4. Language Club
5. Nature Club / Eco Club
6. Health Club
7. ICT Club
8. Sports Club
9. Social Service Club

## LIBRARY RULES

1. All students are members of library.
2. It is opened from 9 a.m to 3.00 p.m
3. No damage should be caused to the library books.
4. If a book is lost / damaged, the student is responsible for it and shall replace with a fine of Rs. 25/-.
5. Students are not allowed to keep a book for more than as fortnight. If he / she fails to return the book on the prescribed date will be fined.

## PROMOTION

Promotion is based on the day-today work of the students throughout the year, and also the performance in the terminal exam.





## TO THE STUDENTS

*Children are advised to be*

1. Self - disciplined
2. Well - behaved
3. Good - mannered
4. Punctual, prompt, regular, obedient and courteous
5. Neat and tidy
6. Set apart the morning hours, preferably 4.30 a.m to 8 a.m for self study. Do not allow any private tuition to upset your timetable.
7. All students are required to speak only English at School and in School bus. There are two reasons for this insistence: one, the medium of instruction is English and two, proficiency in this language is indispensable for a rewarding career.

## A WORD TO THE PARENTS

1. Good education is the joint effort of the school and parent.
2. Parents are requested to co-operate with the school authorities by enforcing regularity and discipline, helping the children in preparing their lessons and by remitting the fees on scheduled dates.
3. If your child brings home anything from the school without the teacher's knowledge, send it back the next day itself and inform about it, to the persons concerned.
4. The school expects parents to visit the school once in a while to meet the principal and teachers with prior permission.
5. All official matters will be transacted only in the school and during office hours.
6. Students are not permitted to bring mobile phone, camera, computer game, pendrive, CD, DVD, valuable ornaments, cash etc to the school campus.
7. Parents are requested to avoid negative criticism of the school and teachers.



8. Intimation from the school must be signed regularly.
9. Parents are not allowed to go to the classrooms and meet the teachers during the class hours without the permission of the principal.

### GUIDELINES FOR EFFECTIVE STUDY

1. Make a fixed time table for daily study and follow strictly.
2. Attend the classes regularly.
3. Study the daily portions.
4. Do the assignments neatly and properly.
5. Write short notes in the class without disturbing others.
6. Read newspapers everyday which will develop general knowledge.
7. A competitive mind always helps to improve studies.
8. Pray to God daily.

Friendship is a lovely gift  
A special gift from God.  
To bring us happy memories  
As life's long path we trod.

### SCHOOL BUS

1. Pupils should wait for the school bus in their respective collecting centres on the roadside at least 5 minutes early. The bus pass is to be brought to bus daily. No one is allowed to travel in the school bus without the bus pass.
2. Students should avoid singing, shouting or throwing articles out of the bus.
3. Pupils who fail to pay bus fare in due time will not be allowed to travel by bus.
4. One month's bus fee must be paid in advance at the time of issue of bus pass.



## YEAR PLAN 2018-2019

### JUNE 2018

1	Fri	
2	Sat	
3	<b>Sun</b>	
4	Mon	School re-opens for classes - UKG Std. I to X
5	Tue	World Environment Day
6	Wed	School Assembly, LKG Classes begin
7	Thu	
8	Fri	
9	Sat	
10	<b>Sun</b>	
11	Mon	
12	Tue	
13	Wed	School Blessing, Election of School Leaders
14	Thu	World blood donor day
15	Fri	Id - Ul - Fitr
16	Sat	School General body
17	<b>Sun</b>	
18	Mon	Cabinet Installation
19	Tue	Reading Week
20	Wed	School Assembly
21	Thu	International Day of Yoga
22	Fri	
23	Sat	
24	<b>Sun</b>	
25	Mon	Pre-Mid-term for Std. IX & X
26	Tue	Pre-Mid-term for Std. IX & X
27	Wed	Pre-Mid-term for Std. IX & X
28	Thu	Pre-Mid-term for Std. IX & X
29	Fri	Pre-Mid-term for Std. IX & X
30	Sat	



## YEAR PLAN 2018-2019

### JULY 2018

1	<b>Sun</b>	National Doctor's Day
2	Mon	
3	Tue	St. Thomas Day
4	Wed	School Assembly
5	Thu	
6	Fri	
7	Sat	
8	<b>Sun</b>	
9	Mon	
10	Tue	
11	Wed	School Assembly, World Population Day
12	Thu	
13	Fri	
14	Sat	
15	<b>Sun</b>	
16	Mon	First periodic test for Classes I to VIII
17	Tue	First periodic test for Classes I to VIII
18	Wed	First periodic test for Classes I to VIII
19	Thu	First periodic test for Classes I to VIII
20	Fri	First periodic test for Classes I to VIII
21	Sat	First periodic test for Classes I to VIII
22	<b>Sun</b>	
23	Mon	
24	Tue	
25	Wed	
26	Thu	
27	Fri	
28	Sat	
29	<b>Sun</b>	
30	Mon	
31	Tue	



## YEAR PLAN 2018-2019

### AUGUST 2018

1	Wed	School Assembly
2	Thu	
3	Fri	
4	Sat	
5	<b>Sun</b>	
6	Mon	Hiroshima Day
7	Tue	
8	Wed	School Assembly
9	Thu	
10	Fri	Arts Fest - School Level
11	Sat	
12	<b>Sun</b>	International Youth day
13	Mon	
14	Tue	
15	Wed	School Assembly, Independence Day
16	Thu	
17	Fri	
18	Sat	
19	<b>Sun</b>	
20	Mon	
21	Tue	
22	Wed	Bakrid
23	Thu	
24	Fri	First Onam
25	Sat	Thiruvonam
26	<b>Sun</b>	Avani Avittam
27	Mon	Sree Narayana Guru Jayanthi
28	Tue	Ayyankali Jayanthi
29	Wed	School Assembly, National Sports Day
30	Thu	
31	Fri	



## YEAR PLAN 2018-2019

### SEPTEMBER 2018

1	Sat	
2	Sun	Sree Krishna Jayanthi
3	Mon	
4	Tue	
5	Wed	School Assembly, Teachers' Day
6	Thu	
7	Fri	
8	Sat	World Literacy Day
9	Sun	
10	Mon	Second Periodic Test for class I to VIII & Mid-term test for classes IX & X
11	Tue	Second Periodic Test for class I to VIII & Mid-term test for classes IX & X
12	Wed	Second Periodic Test for class I to VIII & Mid-term test for classes IX & X
13	Thu	Second Periodic Test for class I to VIII & Mid-term test for classes IX & X
14	Fri	Second Periodic Test for class I to VIII & Mid-term test for classes IX & X
15	Sat	Second Periodic Test for class I to VIII & Mid-term test for classes IX & X
16	Sun	
17	Mon	
18	Tue	
19	Wed	School Assembly
20	Thu	Malankara Re-Union Day, Muharam
21	Fri	Sree Narayana Guru Samadi
22	Sat	Sports Day-School Level
23	Sun	
24	Mon	
25	Tue	Social Justice Day
26	Wed	Day of the Deaf
27	Thu	
28	Fri	
29	Sat	
30	Sun	



## YEAR PLAN 2018-2019

### OCTOBER 2018

1	Mon	
2	Tue	Gandhi Jayanthi - International day of Non-Violence
3	Wed	School Assembly
4	Thu	
5	Fri	
6	Sat	
7	<b>Sun</b>	
8	Mon	First term examination for Classes I to VIII, Indian Air Force Day
9	Tue	First term examination for Classes I to VIII
10	Wed	First term examination for Classes I to VIII
11	Thu	First term examination for Classes I to VIII
12	Fri	First term examination for Classes I to VIII
13	Sat	
14	<b>Sun</b>	
15	Mon	First term examination for Class I to VIII
16	Tue	
17	Wed	Durgashtami
18	Thu	Mahanavami
19	Fri	Vijayadasami
20	Sat	
21	<b>Sun</b>	
22	Mon	
23	Tue	
24	Wed	School Assembly
25	Thu	Sahodaya Art Fest
26	Fri	Sahodaya Art Fest
27	Sat	Sahodaya Art Fest
28	<b>Sun</b>	
29	Mon	
30	Tue	
31	Wed	School Assembly



## YEAR PLAN 2018-2019

### NOVEMBER 2018

1	Thu	Kerala Piravi
2	Fri	
3	Sat	
4	<b>Sun</b>	
5	Mon	
6	Tue	Deepavali
7	Wed	School Assembly
8	Thu	
9	Fri	
10	Sat	
11	<b>Sun</b>	
12	Mon	
13	Tue	
14	Wed	School Assembly, Children's Day
15	Thu	
16	Fri	
17	Sat	
18	<b>Sun</b>	
19	Mon	
20	Tue	Nabi-Dhinam (Id-e-Milad)
21	Wed	School Assembly
22	Thu	
23	Fri	
24	Sat	
25	<b>Sun</b>	
26	Mon	
27	Tue	
28	Wed	School Assembly
29	Thu	
30	Fri	





## YEAR PLAN 2018-2019

### DECEMBER 2018

1	Sat	World Aids Day
2	Sun	
3	Mon	Third Periodic test for Class 1 to VIII, post mid-term for classes IX & X
4	Tue	Third Periodic test for Class 1 to VIII, post mid-term for classes IX & X
5	Wed	Third Periodic test for Class 1 to VIII, post mid-term for classes IX & X
6	Thu	Third Periodic test for Class 1 to VIII, post mid-term for classes IX & X
7	Fri	Third Periodic test for Class 1 to VIII, post mid-term for classes IX & X
8	Sat	
9	Sun	The International day against corruption
10	Mon	Third Periodic test for Class 1 to VIII, post mid-term for classes IX & X
11	Tue	
12	Wed	School Assembly
13	Thu	
14	Fri	
15	Sat	
16	Sun	
17	Mon	
18	Tue	
19	Wed	School Assembly
20	Thu	
21	Fri	
22	Sat	
23	Sun	
24	Mon	
25	Tue	Christmas
26	Wed	School Assembly
27	Thu	
28	Fri	
29	Sat	
30	Sun	
31	Mon	



## YEAR PLAN 2018-2019

### JANUARY 2019

1	Tue	Patron's Day
2	Wed	Mannam Jayanthi
3	Thu	
4	Fri	
5	Sat	
6	<b>Sun</b>	
7	Mon	
8	Tue	
9	Wed	School Assembly
10	Thu	
11	Fri	
12	Sat	
13	<b>Sun</b>	
14	Mon	
15	Tue	
16	Wed	School Assembly
17	Thu	
18	Fri	
19	Sat	
20	<b>Sun</b>	
21	Mon	Fourth Periodic Test for Classes I to VIII
22	Tue	Fourth Periodic Test for Classes I to VIII
23	Wed	Fourth Periodic Test for Classes I to VIII
24	Thu	Fourth Periodic Test for Classes I to VIII
25	Fri	Fourth Periodic Test for Classes I to VIII
26	Sat	Republic Day
27	<b>Sun</b>	
28	Mon	Fourth Periodic Test for Classes I to VIII
29	Tue	
30	Wed	School Assembly
31	Thu	



## YEAR PLAN 2018-2019

## FEBRUARY 2019

1	Fir	
2	Sat	
3	<b>Sun</b>	
4	Mon	Pre-Board Std. X
5	Tue	Pre-Board Std. X
6	Wed	Pre-Board Std. X
7	Thu	Pre-Board Std. X
8	Fri	Pre-Board Std. X
9	Sat	
10	<b>Sun</b>	
11	Mon	Pre-Board Std. X & Annual exam for Std. VIII & IX
12	Tue	Pre-Board Std. X & Annual exam for Std. VIII & IX
13	Wed	Pre-Board Std. X & Annual exam for Std. VIII & IX
14	Thu	Annual exam for Std. VIII & IX
15	Fri	Annual exam for Std. VIII & IX
16	Sat	
17	<b>Sun</b>	
18	Mon	Annual exam for Std. VIII & IX
19	Tue	Annual exam for Std. VIII & IX
20	Wed	Annual exam for Std. VIII & IX
21	Thu	
22	Fri	
23	Sat	
24	<b>Sun</b>	
25	Mon	
26	Tue	
27	Wed	School Assembly
28	Thu	

**YEAR PLAN 2018-2019****MARCH 2019**

1	Fri	Annual Examination K.G. to VII
2	Sat	
3	<b>Sun</b>	
4	Mon	Annual Examination K.G. to VII
5	Tue	
6	Wed	
7	Thu	
8	Fri	
9	Sat	
10	<b>Sun</b>	
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	
16	Sat	
17	<b>Sun</b>	
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	
24	<b>Sun</b>	
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	
31	<b>Sun</b>	



Name : _____ Class : _____ Div . _____		
<b>Personal Point System 2018 - 19</b>		
Code each	Particulars	Max. Point to be deducted in time
N1	Breaking rule of language	10
N2	Talking in the class	10
N3	Breaking of Rule of touch	5
N4	Late entry to class	5-10
N5	Home work not done	10
N6	Study materials not brought	10
N7	Untidy uniform, bag, books etc.	10
N8	Un polished language	10 - 50
N9	Wasting of food, pencils, eraser etc.	10
N10	Misbehavior in the exam hall	10 - 50
N11	Misbehave with teachers, friends etc.	10- 50
N12	Running / Playing in corridors	10
N13	Class room neatness	10
N14	Damaging school property	30
N15	Not bringing diary to school	20

### INSTRUCTION

1. All the students will be given 300 points at the beginning of the semester.
2. Those who retain the entire 300 points will be awarded with merit card.
3. Those who get 100 minus points need to call parents.
4. Those who get 200 minus points will have to call the parents at second time.
5. If one gets above 300 minus points, it will affect the final grading point.\*







































### RECORD OF LEAVE FOR ABSENCE

Date	No. of Days	Remarks	Parent's Signature	Class Teacher Signature

**RECORD OF LEAVE FOR ABSENCE**

Date	No. of Days	Remarks	Parent's Signature	Class Teacher Signature



### SCHOOL LIBRARY RECORDS

No.	Date	Author & Title of the Book	Book No.	Initial	Return
1.	.....	.....	.....	.....	.....
2.	.....	.....	.....	.....	.....
3.	.....	.....	.....	.....	.....
4.	.....	.....	.....	.....	.....
5.	.....	.....	.....	.....	.....
6.	.....	.....	.....	.....	.....
7.	.....	.....	.....	.....	.....
8.	.....	.....	.....	.....	.....
9.	.....	.....	.....	.....	.....
10.	.....	.....	.....	.....	.....
11.	.....	.....	.....	.....	.....
12.	.....	.....	.....	.....	.....
13.	.....	.....	.....	.....	.....
14.	.....	.....	.....	.....	.....
15.	.....	.....	.....	.....	.....





### SCHOOL LIBRARY RECORDS

No.	Date	Author & Title of the Book	Book No.	Initial	Return
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					



**SCHOOL FEE**

Name of the pupil.....

Standard.....Division.....

June	July	August	September
October	November	December	January
February	March	April	May



**BUS FEE**

Name of the pupil.....

Bus boarding point .....

June	July	August	September
October	November	December	January
February	March		



**EXAM TIME TABLE**

<b>Date</b>	<b>Subject</b>	<b>Time</b>

**PORTIONS**

<b>Subject</b>	<b>Units</b>	<b>Teacher's Sign</b>
M.S		
IT		
G.K.		
MAL.		
ENG.		
HINDI		
S.S.		
B.S.		
MATHS		



**RECORD OF INCOMPLETE UNIFORM**

	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										

**SCHOOL TIME**

	<b>8.45 a.m - 3.00 p.m</b>	
8.45 a.m	First Bell	
8.55 a.m	Second Bell	
8.55 - 9.00	Prayer	5mts
9.00 - 9.40	I <sup>st</sup> Period	40 mts
9.40 - 10.20	II <sup>nd</sup> Period	40 mts
10.20 - 10.30	Break	10 mts
10.30 - 11.10	3 <sup>rd</sup> Period	40 mts
11.10 - 11.50	4 <sup>th</sup> Period	40 mts
11.50 - 12.30	5 <sup>th</sup> Period	40 mts
12.30 - 12.55	Lunch Break	25 mts
12.55 - 1.35	6 <sup>th</sup> Period	40 mts
1.35 - 2.15	7 <sup>th</sup> Period	40 mts
2.15 - 2.20	Break	5 mts
2.20 - 2.55	8 <sup>th</sup> Period	35 mts
3.00 p.m	National Anthem	



# TIME TABLE

Time : 8.45 am. to 4.30 pm.

Period	I	II	III	IV	V	VI	VII	VIII
<b>Days</b>	9.00 to 9.40	9.40 to 10.20	10.30 to 11.10	11.10 to 11.50	11.50 to 12.30	12.55 to 1.35	1.35 to 2.15	2.20 to 2.55
<b>MON</b>								
<b>TUE</b>								
<b>WED</b>								
<b>THU</b>								
<b>FRI</b>								
			I N T E R V A L					
			L U N C H B R E A K					
			I N T E R V A L					