

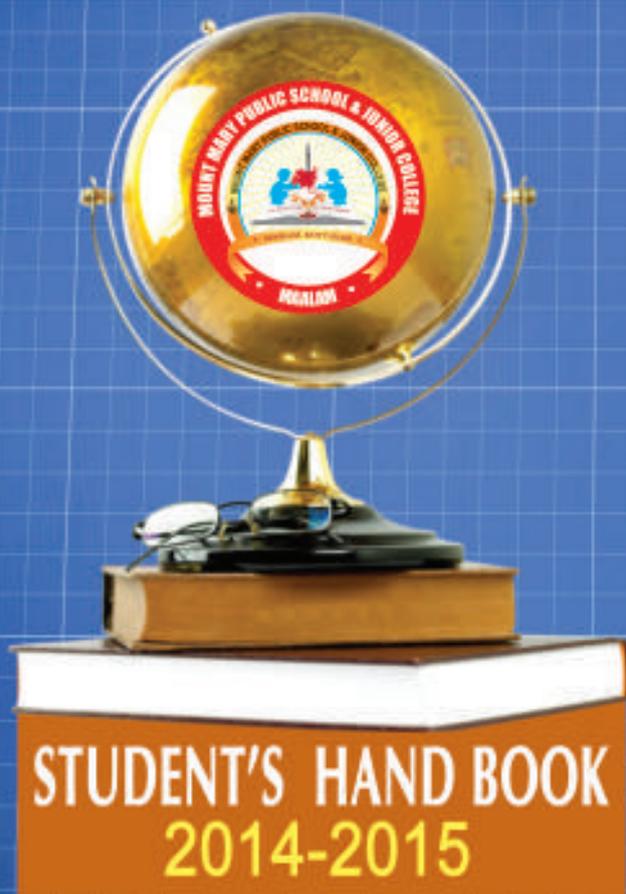
# Mount Mary Public School & Junior College

(Affiliated to C.B.S.E. New Delhi No. 930732)

Maalam, Kottayam, Kerala. Ph: 2379200, 2370985.

E-mail : [mountmaryps@gmail.com](mailto:mountmaryps@gmail.com)

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





# MOUNT MARY PUBLIC SCHOOL & JUNIOR COLLEGE

(Affiliated to CBSE, Delhi - Affiliation No. 930732)

MAALAM, KOTTAYAM  
Phone: 0481-2370985, 2379200

## STUDENTS' HAND BOOK 2014-2015

Name of Pupil : .....

Standard : ..... Division : ..... Roll No. ....

Admission No. ....

House : Blue  Green  Yellow  Red

Name of brothers/Sisters studying in this school, if any

1. .... Std ..... Div.....

1. .... Std ..... Div.....

Telephone No. (Res) .....

Office (Parent's) .....

Father's Name ..... Sig.....

Mother's Name .....  
Sig.....

Class Teacher's Name & Singature.....

.....

This Hand Book should always be with the student.  
Do not make any mark on the cover

## Our Heavenly Patroness



**St. Mary, Pray for Us**

### **Prayer to St. Mary**

Hail Mary / full of grace / the Lord is with you / blessed are you  
among women / and blessed is the fruit of your womb, Jesus /  
Holy Mary / Mother of God / pray for us sinners / now and at the  
hour of our death.

Amen

# **Mount Mary Public School & Junior College**

Maalam, Kottayam

Website: [www.mountmarypublicschool.com](http://www.mountmarypublicschool.com)

E-mail: [mountmaryps@gmail.com](mailto:mountmaryps@gmail.com)

## **Patron**

**HIS EXCELLENCY**

**MOST. REV. DR. THOMAS MAR KOORILOS**

*(Metropolitan Arch Bishop of Tiruvalla)*

## **Principal & Director**

**REV. FR. VARGHESE MATHEW M.A., B.Ed.**

Ph: 0481 - 2379200, 2370985, 9895693777

## **Vice - Principal**

**MRS. SHYLA A. D. M.Sc., B.Ed**

Ph: 0481 - 2544246, Mob: 9446795670

Dear Parents,

Thank you for your interest in Mount Mary Public School & Junior College. We are very proud of our school and encourage you to use this almanac as a medium of communication in order to enhance the horizons of knowledge of our dear ones with each others help. Kindly go through all the entries made in the almanac on all the working days. Please pay special attention to the teachers' remarks and advise your ward accordingly. We believe that all the individuals have the capacity to improve and learn. All people develop at different rates and have expertise in a wide range of subject areas with unique learning styles. Our Programme focuses professional attention on each student and challenges them to achieve their maximum potential. We make learning an enjoyable experience that can never be forgotten but provides points of reference in one's future.

Let us together make an endeavour to develop and groom our children into mature individual of whom we can be proud and who will forge ahead with their heads held high.

Director & Principal

**Rev. Fr. Varghese Mathew M. A., B.Ed.**

**SCHOOL TIME TABLE DETAILS****Morning Session**

- 09.05 a.m : First Bell (Teacher's Prayer)  
09.10 a.m : Second Bell  
09.15 a.m to 09.30 a.m : Third Bell (Assembly / Prayer)  
09.30 a.m to 10.15 a.m : I Period  
10.15 a.m to 11.00 a.m : II Period  
11.00 a.m to 11.10 a.m : Break  
11.10 a.m to 11.50 a.m : III Period  
11.50 a.m to 12.30 p.m : IV Period  
12.30 p.m to 01.15 p.m : Lunch Break

**After Noon Session**

- 01.15 p.m : 1 Bell, Attendance  
01.20 p.m to 02.00 p.m : V Period  
02.00 p.m to 02.40 p.m : VI Period  
02.40 p.m to 02.50 p.m : Break  
02.50 p.m & 03.30 p.m : VII Period

**TIME TO MEET THE TEACHERS**

Parents are requested to meet the teachers 12.30 p.m to 01.00 p.m. and 3.30 p.m to 4.00 p.m. They are not allowed to meet the teachers during the class time.

## GENERAL INTRODUCTION

### THE SCHOOL AND ITS IDEALS

Mount Mary Public School is an Educational Institution for boys and girls under the management of the Malankara Catholic Archdiocese of Thiruvalla. The School is situated in a serene and ideal atmosphere for education.

Mount Mary Public School was started in the year 1992. The main aim of the school is to give basic training to all the children of Maalam and its surroundings irrespective of caste and creed, in their development of their spiritual, moral physical and intellectual abilities. They are inspired to love God and man and are encouraged to imbibe the qualities of politeness, punctuality and cleanliness. Mount Mary Public School has always been trying to bring out the best in all students. We provide all facilities to help the young minds pursue their taste and interests. We also emphasize the importance of inculcating a sense of social awareness and true patriotism in the young minds. The management is the realization of an expansive educational vision of the Malankara Catholic Archdiocese of Thiruvalla.

Mount Mary Public School is a home of love and service, and education in this institution is a happy experience for your children as everyone in this family feels accepted and respected.

### PRIORITIES

Along with academic excellence, school strongly upholds moral and spiritual values. The integral development of each student is the prime goal and it is achieved through effective study, sports & games and other co-curricular activities. Special efforts are made to promote integration among students who belong to different linguistic, religious and social backgrounds so as to shape them to be open minded and respectful citizens of our global family.

## 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 every one / with courtesy / To my country / and my people / I pledge my devotion / In their well being / and prosperity alone / lies my happiness.

## NATIONAL ANTHEM

Jana-gana, mana, adhi nayaka jaya hae,  
Bharatha bhagya - vidhatha.  
Punjab-Sindhu-Gujarath-Maratta,  
Dravida-Utkala-Banga.

Vindhya-Himachala-Yamuna-Ganga,  
Uchala-Jaladhi tharanga.  
Tava subha namae jage,  
Tava subha ashishamage,  
Gahae tava jaya gadha

Jana gana mangala dayaka jayahae,  
Bharatha bhagya vidhatha.  
Jaya hae, Jaya hae, Jaya hae  
Jaya Jaya Jaya Jaya Hae.

## वन्दे मातरम्

वन्दे मातरम् - वन्दे मातरम्  
सुजलाम् सुफलाम् मलयज्-शीतलाम्  
सस्य श्यामलाम् मातरम्-वन्दे मातरम्....  
शुभ्र ज्योत्सना पुलकित यामिनिम्  
फूल्ल-कुसुमित-दुमदल शोभनीम्  
सुहासिनीम् सुमधुर भाषिणीम्  
सुखदां वरदां मातरम्-वन्दे मातरम्

## SCHOOL ANTHEM

Hail Mount Mary's our Alma Mater  
Seat of wisdom, house of knowledge:  
We sing thy praise  
Lead thy children in love and wisdom  
onward on our march,  
From Everest's peak to Cornerin's point  
let Thy anthem swell  
Let us sing with hearts and voices blended  
Thy hymn of unity  
Father Almighty; lead our country  
to peace and prosperity.  
Let different races, tongues and faith be  
One in praising Thee  
Prosper..... Prosper }  
Mount Mary school } 2

## PRAYER (RULES)

1. Attendance at Prayer before the school is obligatory because God's blessing should be invoked before any work: neither should we neglect to offer thanks afterwards.
2. At the sign of the first bell, classes led by their teachers shall assemble without any delay, and in silence.
3. The following prayers & hymns will be recited/sung, Hence the students should bring the handbook along with them daily without fail for the assembly.

## COMMON PRAYER

Father we thank Thee for the night  
And for the pleasant morning light;  
For rest and food and loving care  
And all that makes the world so fair.  
Help us to do things we should,  
To be to others kind and good.  
In all we do, in all we say,  
To grow more loving every day.

## STUDENT'S PRAYER

O/Lord, my father, my creator, my preserver,  
Thank you for this day;  
Thank you for those who love me, care for me  
And for those who work for me.  
Thank you for all the good things I enjoy  
And the trials which make me strong.  
Thank you Lord, for your love, presence and protection  
Thank you for guarding me as the apple of your eye.  
Lord, may I begin and end this day in your presence  
May I seek today what is true, noble and pure  
May no one suffer today because of me  
May no one go hungry because I do not care.  
Help me, O' Lord.  
To make the best of every hour of this day.  
Help me to enjoy the love I receive  
And to love others with a glad and generous heart.

### **Monday & Tuesday**

Come Holy Spirit, fill the hearts of Thy faithful and enkindle in them the fire of Thy Love.

Eternal God, Creator of all, firmly believe that I am now in Thy Presence. I adore Thy Divine Majesty and I ask of Thee to enlighten my mind, that I may know Thee more clearly - and to move heart, that I may love Thee above all things, and my neighbour for Thy sake.

Help me that, I may never in my thoughts, words or deeds offend against Thy Holy law.

### **Wednesday & Thursday**

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 sins against us

Lead us do not bring us to the test

But deliver us from evil

Your's is the Kingdom, power and glory

for ever & ever Amen

O God who are the truth and the origin of all knowledge bless our studies-which we consecrate to you. Enlighten our minds, Strengthen our memories, direct our wills towards what is right. Grant us to seek truth always and make us truly wise.

Angel of God, my guardian dear. To whom His love commits me here, ever this day be at my side, to watch and guard, to rule and guide.

### **Friday & Saturday**

O my God/at the beginning of this day/I turn to my Lord and

father/who looks upon me lovingly as upon Your child. To you I commit myself and all that is mine that you may protect me from all dangers/ strengthen me against temptation/keep me from all evil. Grant me to desire always / what is most acceptable to You what Your will may be mine / that my will be conformed to Yours. You alone can help me, deliver me and save me.

Accept the offering of all my thoughts, words and deeds. Grant that all my activities - may be directed towards You.

### **Prayer after class & for our benefactors**

We give You thanks - Almighty God/ for all the blessings / you have bestowed upon us. We thank you very specially / for all the new things / we have learnt today. Grant that we may use them for you greater glory.

Reward with eternal life, O Lord,

All those who do good to us

For Thy name sake.

Amen.

### **Prayer for the sick**

Lord heavenly Father..... is ailing and suffering from ..... We ask you. Lord, in a very fervent manner to help him/her to bear this suffering patiently and in a spirit of fortitude.

You know best what is good for each one of us. Give the grace to surrender to Your Holy will.

We place our trust in You and pray that with your Divine help and mercy he/she will regain normal health.

### **Prayer for the deceased**

Lord Heavenly Father, we are very sorrowful at the demise of ..... We earnestly implore Your Divine Help for the bereaved members of the family in their hour of trial. Give them the strength to bear their grief at the loss of their dear one. We ask You Merciful Lord, to grant Eternal Rest and Peace to the departed soul. May your Perpetual light shine upon him/her.

### **PRAYER BEFORE MEALS**

O! God, we are going to take our meals. Bless us / and this food / which we have received from Thy bountry.

Amen.

### **PRAYER AFTER MEALS**

Thank you Lord for the meals we have been given / and for all the good things / we have enjoyed today.

Amen.

### **TEACHER'S PRAYER**

O! Lord grant me the grace  
to help my students to be formed  
as thy most beloved children,  
Let them be useful citizens;  
remarkable for their care and  
concern for the poor and oppressed  
We beseach thee O! Lord to  
bless and protect our school  
and all the inmates and all those  
Who are helping us in our mission

Amen

Our Father in heaven...  
Hail Mary full of grace...

### **HYMNS**

#### **LEAD KINDLY LIGHT**

1. 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 donot ask to see  
 The distant scene; one step enough for me.  
 I was not ever thus, nor prayed that Thou  
 Shouldst lead me on;

I loved to choose and see my path, but now  
 Lead Thou me on.

I Loved the garish day, and inspite of fears,  
 Pride ruled my will; remember not past years.

Card : John Henry Newman

**തന്നാലും നാഥാ ആത്മാവിനെ**

- 2. തന്നാലും നാഥാ ആത്മാവിനെ  
 ആശ്വാസ ദായകനേ  
 തന്നാലും നാഥാ നിൻ ജീവനെ  
 നിത്യ സഹായകനെ തന്നാലും നാഥാ
  
- അകതാരിലുണർപ്പിന്റെ പനിനീരുതുകി  
 അവിരാമമൊഴുകി വരു  
 വരദാനവാരിയേ ഫലമേകുവാനായ്  
 അനുസ്യുതമൊഴുകിവരു തന്നാലും നാഥാ
  
- പാപവും പുണ്യവും വേർതിരിച്ചേകുന്ന  
 ജ്ഞാനമായ് ഒഴുകിവരു  
 ആത്മീയസന്തോഷം ദാസരിൽ നൽകുന്ന  
 സ്നേഹമായ് ഒഴുകി വരു തന്നാലും നാഥാ

**ദൈവമേ സച്ചിദാനന്ദാ ദൈവമേ ഭക്തവത്സലാ**

- 3. ദൈവമേ സച്ചിദാനന്ദാ ദൈവമേ ഭക്തവത്സലാ  
 ദൈവമേ നിൻ കൃപാവരം നിത്യം  
 ഞങ്ങളിൽ ചൊരിയേണമേ  
 പുലരുമ്പോൾ മുതൽ ഞങ്ങൾ കാണുന്നു  
 എങ്ങും നിൻ കരവൈഭവം  
 ഇരുളുമ്പോൾ പോലും തേജോഗോളങ്ങൾ  
 നിൻ വിരൽത്തുമ്പിൽ തിരിയുന്നു (2) ദൈവമേ....

**കാണായ ലോകങ്ങൾ കാക്കുന്ന ദേവാ**

4. കാരുണ്യ സിന്ധോ നമിക്കുന്നു ഞങ്ങൾ  
 കരളിന്റെ പൂക്കൾ നിൻ പാദതാരിൽ  
 കാണിക വച്ചു നമിക്കുന്നു ഞങ്ങൾ കാണായ....

**ഇശ്വരാ കൈകുപ്പി നിൽപ്പു നിൻ മുമ്പിൽ ഞാൻ**

5. ഇതനണിഞ്ഞ മിഴികളോടെ  
 കാരുണ്യമെന്നിൽ ചൊരിയണ നിത്യവും  
 കാരണമായുള്ള തന്മൂലാണേ ഇശ്വരാ...
- സത്യവും ധർമ്മവും നീതിയും ജീവിത  
 തത്വങ്ങളായിട്ടനുസരിച്ചും  
 ജീവിക്കുവാനായ് അനുഗ്രഹിച്ചിടേണം  
 ജീവിതനായകാ സർവ്വശക്താ എന്നും (2) ഇശ്വരാ...

6. **हमको मन की शक्ति देना विजय करें  
 दूसरें की जय से पहले, खुद की जय करें**

1. **भेदभाव अपने दिल से, साप्य कर सकें  
 दोस्तों से भूल हो, तो माफ कर सकें  
 झूठ से बजे रहें, सच का दम भरे  
 दूसरों की जय से पहले, खुद की जय करे**

2. **मुशिकलें पडे तो, हम तो इतना करम कर  
 साथ दें धर्म का चले तो धर्म पर  
 खुद पे हौसला रखें, बदि से न डरें  
 दूसरों की जय पहले खूद की जय करें**

## RULES AND REGULATIONS

1. Each and every student must observe all the rules and regulations of the school. Violation of any rule will be treated seriously.
2. Students must strictly follow the directions given by the Principal and the teachers from time to time.
3. Obedience to teachers, respect for others, honesty, punctuality, politeness and good manners are expected from every student.
4. Students must love their teachers and their friends. They must see that they do not hurt anybody by their words or deeds. They should also be loving and respectful towards the non-teaching staff and behave properly to them.
5. “Courtesy begets Courtesy”. Students must make it a habit that they use the words Please and Thank you, in their dealings with others. This will give the Impression that they are refined persons.
6. Students are advised to wish each other and the staff on their arrival at the school.
7. **Students who arrive at the school early are advised to sit in the class rooms and study.**
8. Students must stand in attention when the National Anthem and the School Anthem are sung.
9. No late comer should enter the class without the permission of the Principal or the Vice Principal.
10. **After entering the school campus, no student is allowed to leave the campus without the permission of the Principal. Violation of this rule incur severe punishment like dismissal from the school.**
11. Students must be neatly dressed and should take care to keep their dress neat and tidy.
12. The school uniform and the prescribed footwear are compulsory on all days.

13. The medium of instruction and communication is **ENGLISH STUDENTS MUST SPEAK ONLY ENGLISH IN THE CLASS ROOMS AND IN THE SCHOOL PREMISES.**
14. When classes are going on, students must observe complete silence in the classrooms. The student may speak in the class only with the permission of the teacher. If a teacher is absent the class leader should inform the matter to the Principal immediately. Till a teacher comes to the class, the class leader will take care of the class. Other students must obey him/her.
15. Running, Playing, Shouting etc. inside the school building are not allowed.
16. The class rooms, verandas and the school premises should be kept clean; Bits of paper, waste of food etc. should not be thrown in the class rooms, verandas and the courtyard. Waste paper and such other articles should be put in the waste paper baskets which are placed in the class rooms.
17. Students of one class are not allowed to enter another classroom without the permission of the teachers.
18. When the students move along the corridors or going up and down the stair cases, Keep Left is the accepted rule.
19. Students who go home by the second trip must sit in heir seats after the National Anthem. Students are not allowed to move around in the classroom or go out before the bell goes for them to go.
20. Books, magazines, news papers etc. irrelevant to the study of lessons should not be brought to school.
21. Every student should take special care of the diary and bring it to the class daily
22. **Students must return the progress report to the class teachers in time after getting the signature of the parent/guardian.**
23. Sports and games is compulsory for all students except for those who are declared physically unfit by a doctor or exempted by the principal.

24. Students are prohibited from eating or chewing any eatables during class hours.
25. Every correspondence to students in the school address is subject to inspection by the principal.
26. Any serious breach of discipline including discourtesy and disrespect to the members of the school staff in any way, will be treated seriously.

### **Charity Collections**

1. Collections, for whatever cause, are not to be taken in any class without prior permission of the Principal.
2. Students are advised to contribute generously when collections are taken up for the Poor, Blind, lepers or for any other humanitarian cause.

### **Leave & Absence**

1. Only the prescribed forms in the handbook should be used for granting leave or absence. Prior permission has to be obtained by the parents/guardian to availing leave. The handbook should be shown to the class teacher, the very next day itself after recording the reason for being absent.
2. Application for long leave, is needed must be submitted directly by the parents one day in advance.
3. Application for sick leave will not be granted for more than 2 days. Application for granting sick leave beyond 2 days must be submitted along with the medical certificate in the prescribed format directly by the Parents. Unless specially sanctioned, the school will not grant more than 3 days leave in a month.
4. Absence of students from class for attending family/social functions is entirely discouraged and the school authorities will not be responsible for his/her poor academic performance on account of this.
5. **A student absenting from the school for more than 10**

**consecutive days without satisfactory explanation is liable to have his/her name removed from the rolls.**

6. No leave will be granted on Examination days except for any grave reason, in which case, parents have to come personally and get it sanctioned.
7. Applications for half-day leave are not encouraged. In case of inevitability parents have to come and apply personally.
8. When the school sends a student out for competitions, games etc. the Hand book is to be signed by the teacher-in-charge. In the attendance it will be marked present.
9. When a student has to go out of station for National / State level games or other co-curricular activities, a No-Objection Letter has to be produced by the parents well-in-advance.
10. Attendance is compulsory on Independence Day, Gandhi Jayanti & Republic Day.
11. 80% attendance is compulsory for promotion.

#### **Certification And Attestation**

1. For any kind of certificate from the school, there should be written application from the parents / students addressed to the Principal.
2. For the attestation of various forms, certificates etc. the students shall submit them along with the originals to the office staff who will verify the same and get the needful done.

#### **Revaluation & Recounting**

Parents must submit an application form with the required fees for revaluation and recounting of the Annual Examination paper of their ward for any clarification or doubt arises soon after the result is published.

#### **LIBRARY**

1. It is obligatory that students make the best use of the Library to enhance their world of knowledge. No book is to be kept longer than one week.

2. No student is authorized to pass a book taken from the library to any one else, not even within the one week.
3. Books must be returned in the same condition.
4. Any book lost, must atonce be replaced or paid for.
5. All the borrowed books should be returned before the commencement of Half-yearly & Annual examination.
6. Every student should make an entry on page 58/59 of this Handbook, of every book he/she borrows from the library. At the end of the session, he/she should get the signature of the Teacher-in-charge.

### **LABORATORY**

Students will be bound by the rules which are put up in each laboratory.

### **Promotion**

1. Students have to pass in the Annual Examination shall be entirely at the responsibility of the students & parents/ Guardians. No students should absent himself from any examination without prior permission of the Principal.
2. Grades will be given to those students who pass the examinations of the year with a minimum of 35% in each subject.
3. In Computer and science subject passing in both Theory and Practicals is compulsory (only for std. XI & XII).
4. 80% attendance is compulsory for promotion.
5. All cases of doubt regarding promotions are left to the decision of the Principal.
6. Those who fail twice in the same class shall not be allowed to continue in this school.
7. Promotions are decided by a committee and hence, the decisions will be final and will not be altered.
8. There will be an appropriate percentage of marks allotted for communicative ability in English.

### **Examination**

1. A duly signed Admission card should be obtained by every students well in advance and should be brought along with them every day of the examination.
2. The Admission Card should be signed by all the subject teachers, librarian, treasurer, class teacher and Principal.
3. No student may absent himself/herself from the examinations or tests except when prevented by reason of ill health in which case a medical certificate shall be produced along with a separate application from the parent.
4. In any case, the school guarantees no alternative provisions for a student who absents himself from any test / examination.
5. Any student found cheating or attempting to cheat in an examination will be given a zero in the paper and / or any other punishment, even dismissal, at the discretion of the management. Any kind of talking, making sign, changing seats or use of any chits will be treated as attempting to cheat.
6. Wilful breach of any of the regulations for the conduct of examination is punishable with expulsion from the examination room or, if discovered subsequently, canceling of the papers.
7. Calculators are not allowed in Examination, Students can use Logarithm Table provided by the school.
8. Answer papers of Annual Examination will not be shown. If required an application form along with a fee of Rs.100/- should be submitted for each subject.
9. The examination (except Annual) reports have to be returned to the class teacher duly signed by parent or guardian within two days.

### **Prizes & Scholarship**

The school offers various prizes and scholarships instituted by the Management & Sponsors. Prizes & Scholarships are awarded on merit basis. If the students getting the prize, leaves the school

and joins some other school, the prize will be forfeited and will be awarded to the next deserving student continuing in the school.

### ISSUE OF T.C AND CERTIFICATE

Application for T.C should be submitted to the principal in the prescribed form according to the dates announced by the school.

### PARENTAL CO-OPERATION

The role of the parents in the education of the children is very important. Therefore, they must be in constant contact with the school. For the same reason, the parents are always welcome to the school.

1. Parents and guardians are earnestly requested to enforce punctuality and discipline to see that their children prepare their home lessons regularly and devote atleast two three hours to study at home.
2. Parents, guardians or any visitors are not allowed to see the students or interview their teachers during the school hours without the Permission of the Principal. They should come during the recess or more preferably, after the school. They are strictly prohibited to go to the class room, or the staff rooms during the school hours.
3. Parents are requested to make any complaint directly to the school authorities, NOT to the teachers.
4. All the parents are urged to be active members of the PTA and help in the development of the school.
5. Usually, the children are asked by the teachers to show the answer papers to the parents and get their signature.

**Parents must see the answer papers of their children and send them to the teachers with their signature within three days after the receipt of the answer papers.**

6. Parents are requested to encourage their children to speak English when they are at home. Parents are also requested to encourage the children to join the talent clubs and develop their talents.

7. Parents are urged to instruct their wards about the need and importance of keeping the rules and regulations of the school and developing good character in all the ways they can. They are also requested to find some time to visit the school and discuss about their wards with the teachers and the Principal.
8. Parents are requested to send their children to school regularly. Never encourage the children to take leave and do not take the children home during class hours. However, in case of emergency, children can be taken home with the permission of the Principal.
9. **Students having contagious diseases should not be sent to school.**
10. If a parent wants to meet his/her ward or the teachers, he/she must meet the Principal first and get his permission. The Principal will make arrangement for the same.
11. **During class hours, the parents must not try to go to the class rooms and the verandas. Contact the attenders and they will do the needful for you.**
12. **Parents are requested to send their children to school in full uniform.**
13. Parents must check the school diary every day and see whether any communications is given to them or to the children.
14. To prevent their children from being inconvenienced, parents should see that:
  - i. Children do not come late to the school.
  - ii. Children bring back in time, duly signed Exam Report, Teacher's Remarks etc.
  - iii. Children come in proper hair cut, with proper clean school uniform.
  - iv. Children are not suffering from a disease at contagious or infectious stage.
15. All students must wear the identification card on every day.

## GENERAL PROCEDURE FOR ADMISSION

1. Candidates who seek admission in this school from Std. 1 to VIII must register their names at the school office from January onwards of the current academic year, preferably before 31st March. There will be simple written test for the candidates. Preference will be given to students coming from schools which are affiliated with the C.B.S.E.
2. **Entrance Examination :**
  - a. Entrance Examination will be conducted and admission will be given on merit basis.
  - b. The candidate should get his/her name registered for the entrance examination.
  - c. The Original Mark Sheet of the last examination from the previous school (and other testimonials such as the transfer certificate etc.) should be submitted while registering for the entrance examination.
  - d. There will be a two hours paper consisting of all subjects including General Knowledge.
  - e. The results will be published within two days.
3. **Admission formalities**
  - a. A selected student should come along with the parents to take admission.
  - b. A true copy of the Mark Sheet, Original Transfer Certificate and two photographs should be brought along.
  - c. No provisional Admission will be given.
  - d. Once the result of the entrance examination is announced, the admission formalities should be completed within five days after which seats will not be kept reserved.
  - e. Transfer certificates issued from schools recognized by the government should be submitted by all at the time of admission.

- f. In the case of Inter-state or Inner-nation transfer, the T.C must be countersigned by the District Educational Officer concerned and the Indian Embassy respectively.
- g. If a candidate does not come for interview on the specified day, he/she will forfeit the chance and candidate from the waiting list will be admitted in his/her place.
- h. The fees to be remitted at the time of admission must be paid without fail.

### **Play School**

Kids from the age of two and half years are admitted to play school.

### **ADMISSION TO NURSERY**

Our Nursery Section (LKG & UKG) is mainly a play school which provides the children with various games and playful activities which would develop their intellectual capacities. There is no entrance exam or interview for admission to Nursery.

### **ADMISSION TO STD-I**

Parents, whose children have completed their UKG in this school should submit fresh application for their children to be admitted to Std.I, The application must be submitted strictly within the prescribed date. Attested copy of the Birth Certificate should also be submitted along with the application.

### **UNIFORM**

School uniforms is compulsory on all working days. The particulars of uniform is as given.

#### **Boys LKG to IV**

Olive Green shorts and half sleeved green striped shirts.

Sky Blue shorts, half sleeved check shirt and Blue overcoat with school emblem (Wednesday only)

#### **Boys V to X**

Olive Green pant and half sleeved green striped shirts.

Sky Blue pant, half sleeved check shirt and sky Blue overcoat with school emblem (Wednesday only)

### **Girls LKG & IV**

Olive Green Pina-form and half sleeved green striped shirt.

Sky Blue Pina -form with special collar and school emblem.  
Half sleeved check shirt (Wednesday only)

### **Girls V to X**

Olive green divided skirt and over coat. Half sleeved Green striped shirts.

Sky Blue Pina-form with special collar and school emblem. Half sleeved Check Shirt. (Wednesday only)

### **Belt**

Special belt with school emblem on buckle.

### **Footwear**

Black shoes and sky Blue Socks with special stripes.  
(Wednesday only)

Black shoes and white Socks with special stripes.

### **Tie**

Olive green tie with red stripes on every monday, sky Blue Executive tie with red stripes on every Wednesday Belt, Socks, Tie, and Uniform cloth must be purchased from the school store only.

## **SPECIAL FEATURES OF THE SCHOOL**

### **CONVEYANCE**

School bus facility will be available only in those where there are enough number of students. Students will be provided conveyance to and fro and the charge will be according to the distance covered and the number of students in that route. Those who wish to have the conveyance facilities may enlist their name at the time of admission. Students who use the conveyance may remit the fare along with tuition fee. No one is allowed to travel by the school bus without the Bus Pass.

If the School bus fails to come any day on account some unforeseen difficulty the students should come by other means.

No complaint will be entertained on such issue. The school bus will not wait for late comers.

### **LIBRARY**

The school has a full fledged library and a reading room managed by qualified and experienced full time Librarian.

Library cards are issued to students from standard VI to XII. They are allowed to borrow one book at a time and keep in custody for a week. The date of returning the book can be renewed for a further week. If the student fails to return the book on the date specified, a fine of Rs. 1/- per day will be charged. The student will incur penalty for any damage caused to the book. If a book is not returned or lost by a student, he/she will be fined the double of the price of the book.

### **COMPUTER LAB & LANGUAGE LAB**

The school has a well furnished Computer Lab having 17 systems with Internet Connection. Classes are offered in computer science and operation to students from Std.1-X.

### **PRAYER/MEDITATION ROOM/TOOBONISO**

Prayer room is specially arranged for staff and students for their personal prayer.

### **COMPETITIONS**

In order to foster competition spirit among pupils, they are divided into four Houses - Blue, Green, Yellow and Red. All the competitions in Arts and Sports and other co-curricular activities are conducted on House basis.

### **COMPETITIVE EXAMINATIONS**

The school offers facilities for students to appear for competitive examinations conducted by various organizations, book publishing companies etc.

### **ARTS & SPORTS**

Children are given special training and coaching in Arts and Sports and Competitions are held in the school. They are given opportunities to take part in the CBSE Youth Festival and Sports

Meet and also in competitions conducted by other schools and by other reputed organizations.

### **TALENT CLUBS**

The school provides facilities for the functioning of the following Clubs Arts Club, Debating Club, Nature Club, Quiz Club, Science Club. Students may join the different clubs according to their tastes and talents. The activities of the clubs are held on all Wednesday from 1.00 p.m to 3.15 p.m.

### **ECO-CLUB**

An Eco-Club, started as a unit of the National Green Corps, a combined under-taking of the Environment Ministry of the Central Govt. and the State Govt., function in the school. The chief aim of this club is to develop in the students a sense of love towards nature and to live in solidarity with nature.

### **SOCIAL SERVICE CELL (“SWANTWANAM”)**

Inorder to include the values like love, charity service and social commitment in the students a Social Service Cell with the name Swantwanam functions in the school. They undertake various social service activities under the guidance of their teachers.

### **EXHIBITION**

With the purpose of giving opportunities for children to express their creativity and develop their various skills, an Educational Exhibition is organized in the school every year.

### **STUDY TOUR**

The importance of study tour in any educational system can never be ignored. The school visualizes a programme of study tours that provide the pupils with an opportunity for visiting places of historical and geographical importance.

### **MEDICAL INSPECTION**

Medical inspection of students is conducted annually and records are kept.

### CELEBRATIONS

Onam, Christmas, Independence Day, Teacher’s Day, Children’s Day, Republic Day, Parent’s Day etc. are celebrated with due importance. Besides, day of National and International Importance like Hiroshima Day, Martyrs Day, World Food Day etc. are observed in the school.

### HOW TO STUDY

1. Study Regularly : therefore
  - a) Fix the hours of study
  - b) Give the best hours to the hardest subjects.
  - c) Refresh the mind by variety instead of total rest and inactivity.
2. Study intelligently and not by rote, try to understand the ideas and train on thought and not memorise words.
3. Learn to command your attention, do not let your thought run all over the place.
4. Resolve to win success.
5. Be through in your work. What’s worth doing is worth doing well.
6. Frequently review your work, every evening of the day, every week every month.
7. Use your pen freely in memorizing. Read around, see well and write down so that eyes, ears and lips may help to retain it more firmly. Test your knowledge on paper. Writing makes an exact man.

### Declaration

I / We .....Parents / Guardian of ..... do hereby declare that we have read the rules and regulations of the school and I / We undertake that our / my ward will abide by them .....

Place :  
Date :

Signature of  
Parents / Guardian

## STAFF ON ROLL : 2014-2015

Director & Principal	Rev. Fr. Varghese Mathew M.A., B.Ed.
Vice Principal	Mrs. Shyla A. D., M.Sc., B.Ed

### DEPARTMENT OF ENGLISH

Mr. Devi Prasad	M.A., M.Ed
Miss. Chindu Shaji	M.A., B.Ed
Mrs. Elsamma P. G	B.A., B.Ed
Miss. Anisha. J	M.A., B.Ed

### DEPARTMENT OF MALAYALAM

Mrs. Asha Prasad	M.A., B.Ed
Mrs. Renu P.	M.A., B.Ed
Mrs. Annamma	B.A., B.Ed
Mrs. Radhikha	B.A., TTC

### DEPARTMENT OF HINDI

Mrs. Raimol K. C.	Sahithyacharya
Mrs. Sujakumari P.S	Sahithyacharya

### DEPARTMENT OF SOCIAL SCIENCE

Mrs. Lijo Mathew	M.A., B.Ed
Mrs. Nirmala Thomas	M.A., B.Ed., SET
Mrs. Bindhu P. Chacko	M.A., B.Ed.
Mrs. Mary Varghese	M.A., B.Ed.
Mrs. Deepa C. Nair	M.A., B.Ed.

**DEPARTMENT OF SCIENCE**

Mrs. Rose Mary K.V (Botany)	M.Sc., B.Ed
Mrs. Somi Elizabeth George (Zoology)	B.Sc., B.Ed
Mrs. Anitha Saji (Chemistry)	B.Sc. B.Ed
Mr. Veena M. Nair (Physics)	M.Sc., B.Ed
Mrs. Shiney K. Varughese (Botany)	B.Sc. B.Ed
Mrs. Lissymol Sabu (Chemistry)	M.Sc. B.Ed
Miss. Monisha. M (Chemistry)	M.Sc. B.Ed

**DEPARTMENT OF MATHEMATICS**

Mrs. Shyla A. D	M.Sc., B.Ed
Mrs. Latha S. Nair	M.Sc., B.Ed
Miss. Jilu	M.Sc., B.Ed
Mrs. Rajani. V	B.Sc. B.Ed
Mrs. Gigimol V. M	M.Com., B.Ed

**DEPARTMENT OF COMPUTER SCIENCE**

Miss. Vishnupriya. S	M.Sc., Comp.
Mrs. Gracy K. J	M.Sc., B.Ed., PGDCA
Mrs. Layana K. Saji	B.Sc., Comp.

**Physical Education**

Mrs. Alphonsa Thomas	Phy. Ed.
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**Librarian**

Mrs. Minimol Jacob	M.A., B.Ll.Sc.
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**K. G. SECTION**

Mrs. Minimol Joseph	NTTC
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Mrs. Mariamma K. K	NTTC
Mrs. Mariamma T.V	KGTTTC
Mrs. Sindhu T. R	CTTC
Mrs. Seená Biju	Montessori

### OFFICE STAFF

Mrs. Elsamma P.G.	Accountant
Mrs. Lijo Mathew	Accountant
Mrs. Laisamma Mathew	Office Assistant
Mr. Thampi Mathew	Lab Assistant
Mrs. Molamma K.	Peon
Mrs. Mini M.P.	Peon
Mrs. Kunjumol. C. K.	Aaya
Mrs. Sindhu	Aaya
Mrs. Lissy Thomas	Aaya
Mrs. Bindhu	Sweeper

### EXTRA-CURRICULAR ACTIVITIES

Yoga	Mr. Jomon
Music-Vocal	Miss. Jogi Maria B.P.A
Art & Craft	Mr. Ramachandran

### CLUBS

Nature Club	Social Science Club
Maths Club	I.T. Club
Science Club	English Club
Sports Club	Fitness Club
Arts Club	

## GENERAL RULES FOR STUDENTS AND SOME GUIDE LINES FOR PARENTS

1. The school time is from 9.15 a.m to 3.30 p.m from Monday to Friday and students should be punctual.
2. All students must attend the morning assembly.
3. No student shall absent himself / herself without prior permission.
4. All students should study their lessons daily and do their homework regularly and should come to the class only after revising the lessons taught on the previous day.
5. Promotion is given on the basis of the whole year's work of the student. Monthly tests, terminal examinations, homework records and other evaluation (eg. parent's co-operation, parent's participation in parent's gathering etc) will also be taken in to consideration.
6. The promotion of students from one section of the school to the higher section should not be presumed automatic. eg. from UKG to std-I.
7. A student who fails in several subjects through out the year, or is refused promotion twice in the same standard will not be allowed to continue in the school.
8. No gold or other ornaments of much value should be worn by the students in school.
9. The use of mobile phones by students on the school campus is compulsorily forbidden.
10. Any damage or loss of the school property or that of other students should be made good by the students concerned.
11. Students suffering from contagious or infectious diseases will not be allowed to attend the classes.
12. Students should keep perfect silence during class hours and at the assemblies. They should not be noisy or disorderly at any time.
13. We seek to ensure that all our students always maintain truthfulness and proper discipline. The school authorities

reserve the right to examine the bags and belongings of students whenever necessary.

14. Parents are requested to look into the school Diary every day and note the intimations, if any given therein.
15. Report of the marks and conduct of the student will be sent to the parents and it should be returned to the school duly signed.
16. Parents or others are not allowed to meet the students or teachers during class hours. In case of urgency, Permission for the same should be obtained from the Principal.
17. Parents are requested not to take the children away from the school during class hours except in an emergency.
18. The change of address of students must be intimated to the school authorities in due time.
19. Each student is responsible for the safe keeping of his/her own belongings. The school will not accept responsibility for any loss.
20. The management and staff of the school endeavor to deal with parents with utmost respect and proper courtesy. We expect reciprocity in this regard from them. Any complaint should be addressed to the management, not to the staff.
21. Parents should attend the PTA meeting as expected to be present at the Annual School Day and other common celebrations.
22. Parents / Guardians are always welcome to the school to have information about their children from the teachers. Separate days will be allotted for parent-teacher meetings of the various classes.
23. The management may require a parent/guardian to withdraw his/her child in case he/she does not fit in with the regulations of the school or is found guilty of serious misconduct. In such case, the decision of the manager shall be final.
24. If parents have any complaint, they are requested to meet the Principal or Manager.
25. School Election will be held in Parliamentary Style.

JUNE - 2014		
1	Sun	Holiday
2	Mon	<b>School re-opens for Std - I - VIII</b>
3	Tue	
4	Wed	<b>School re-opens for UKG</b>
5	Thu	
6	Fri	
7	Sat	
8	Sun	Holiday
9	Mon	<b>School re-opens for Play and LKG</b>
10	Tue	
11	Wed	<b>Classes begin for Std - XI</b>
12	Thu	
13	Fri	
14	Sat	Second Saturday
15	Sun	Holiday
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	
22	Sun	Holiday
23	Mon	
24	Tue	
25	Wed	
26	Thu	
27	Fri	
28	Sat	
29	Sun	Holiday
30	Mon	
<p><i>“God is a circle whose circumference is nowhere and whose centre is everywhere” - Swami Vivekananda</i></p>		

JULY - 2014		
1	Tue	
2	Wed	
3	Thu	<b>St. Thomas Day - Holiday</b>
4	Fri	
5	Sat	
6	Sun	Holiday
7	Mon	
8	Tue	
9	Wed	
10	Thu	
11	Fri	
12	Sat	Second Saturday - Holiday
13	Sun	Holiday
14	Mon	
15	Tue	<b>Mar Ivanios Day - Holiday</b>
16	Wed	
17	Thu	
18	Fri	
19	Sat	
20	Sun	Holiday
21	Mon	
22	Tue	
23	Wed	
24	Thu	
25	Fri	
26	Sat	<b>Karkkidaka Vavu - Holiday</b>
27	Sun	Holiday
28	Mon	<b>Ramzan - Holiday</b>
29	Tue	
30	Wed	
31	Thu	
<p><i>“God is a circle who circumference is nowhere and whose centre is everywhere” - Swami Vivekananda</i></p>		

<b>AUGUST - 2014</b>		
1	Fri	
2	Sat	
3	Sun	Holiday
4	Mon	
5	Tue	
6	Wed	
7	Thu	
8	Fri	
9	Sat	Second Saturday
10	Sun	Holiday
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	<b>Independence Day - Holiday</b>
16	Sat	Arts Fest
17	Sun	Holiday
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	
24	Sun	Holiday
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	
31	Sun	Holiday
<i>“The roots of education are bitter, but the fruit is sweet” - Aristotle</i>		

<b>SEPTEMBER - 2014</b>		
1	Mon	Holiday
2	Tue	
3	Wed	
4	Thu	
5	Fri	Teachers Day - Onam Celebration - Onam Holidays
6	Sat	First Onam
7	Sun	<b>Thiruvonam - Holiday</b>
8	Mon	Sreenarayana Guru Jayanthi - Holiday
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	Second Saturday - Holiday
14	Sun	Holiday
15	Mon	<b>Sreekrishna Jayanthi - Holiday</b>
16	Tue	<b>School re-opens after onam holidays</b>
17	Wed	
18	Thu	
19	Fri	
20	Sat	
21	Sun	<b>Sreenarayanaguru Samadhi - Holiday</b>
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	Holiday
29	Mon	
30	Tue	
<i>"Make all you can, save all you can, give all you can" - J. Wesley</i>		

<b>OCTOBER - 2014</b>		
1	Wed	
2	Thu	<b>Mahnavami - Gandhi Jayanthi - Holiday</b>
3	Fri	<b>Vijayadasami - Holiday</b>
4	Sat	
5	Sun	<b>Bakrid - Holiday</b>
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	Second Saturday - Holiday
12	Sun	Holiday
13	Mon	
14	Tue	
15	Wed	
16	Thu	
17	Fri	
18	Sat	
19	Sun	Holiday
20	Mon	
21	Tue	
22	Wed	Deepavali - Holiday
23	Thu	
24	Fri	
25	Sat	
26	Sun	Holiday
27	Mon	
28	Tue	
29	Wed	
30	Thu	
31	Fri	
<p><i>“No army can withstand the strength of an idea whose time has come”</i></p> <p><b>Victor Hugo</b></p>		

<b>NOVEMBER - 2014</b>		
1	Sat	Kerala Piravi
2	Sun	Holiday
3	Mon	<b>Holiday - Muharam</b>
4	Tue	
5	Wed	
6	Thu	
7	Fri	
8	Sat	Second Saturday
9	Sun	Holiday
10	Mon	
11	Tue	
12	Wed	
13	Thu	
14	Fri	Childrens Day
15	Sat	
16	Sun	Holiday
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	Sports Day
22	Sat	
23	Sun	Holiday
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	Holiday
<p><i>“A good life is one inspired by love and guided by knowledge”</i></p> <p><b><i>Bertand Russel</i></b></p>		

DECEMBER - 2014		
1	Mon	World Aids Day
2	Tue	
3	Wed	
4	Thu	
5	Fri	
6	Sat	
7	Sun	Holiday
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	Second Saturday
14	Sun	Holiday
15	Mon	
16	Tue	
17	Wed	
18	Thu	
19	Fri	Christmas Celebration - Christmas Holidays begin
20	Sat	
21	Sun	Holiday
22	Mon	
23	Tue	
24	Wed	
25	Thu	<b>Christmas</b>
26	Fri	
27	Sat	
28	Sun	Holiday
29	Mon	School re-opens after Christmas Holidays
30	Tue	
31	Wed	
<p><i>“All that the school can or need do is to teach the pupil to think”</i>  <b>John Dewey</b></p>		

<b>JANUARY - 2015</b>		
1	Thu	New Year Day
2	Fri	
3	Sat	
4	Sun	Holiday
5	Mon	
6	Tue	
7	Wed	
8	Thu	
9	Fri	
10	Sat	Second Saturday - Holiday
11	Sun	Holiday
12	Mon	
13	Tue	
14	Wed	
15	Thu	
16	Fri	
17	Sat	
18	Sun	Holiday
19	Mon	
20	Tue	
21	Wed	
22	Thu	
23	Fri	
24	Sat	
25	Sun	Holiday
26	Mon	<b>Republic Day - Holiday</b>
27	Tue	
28	Wed	
29	Thu	
30	Fri	Martyr's Day
31	Sat	
<p><i>"Success often comes to those who dare and act"</i></p> <p><b>Jawaharlal Nehru</b></p>		

<b>FEBRUARY-2015</b>		
1	Sun	Holiday
2	Mon	
3	Tue	
4	Wed	
5	Thu	
6	Fri	
7	Sat	
8	Sun	Holiday
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	Second Saturday - Holiday
15	Sun	Holiday
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	
22	Sun	Holiday
23	Mon	
24	Tue	
25	Wed	
26	Thu	
27	Fri	
28	Sat	
<p><i>“Justice without is powerless; force without justice P is tyrannical”</i></p> <p><b><i>Pascal</i></b></p>		

<b>MARCH - 2015</b>		
1	Sun	Holiday
2	Mon	
3	Tue	
4	Wed	
5	Thu	
6	Fri	
7	Sat	
8	Sun	Holiday
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	Second Saturday - Holiday
15	Sun	Holiday
16	Mon	
17	Tue	Summative Assessment II
18	Wed	Summative Assessment II
19	Thu	Summative Assessment II
20	Fri	Summative Assessment II
21	Sat	Holiday
22	Sun	Holiday
23	Mon	Summative Assessment II
24	Tue	Summative Assessment II
25	Wed	Summative Assessment II
26	Thu	Summative Assessment II
27	Fri	Summative Assessment II
28	Sat	
29	Sun	Holiday
30	Mon	
31	Tue	
<p><i>“As the soils are depleted, human, vitality and intelligence fo with them”</i></p> <p><b>Louis Browfield</b></p>		

<b>APRIL - 2015</b>		
1	Wed	
2	Thu	
3	Fri	
4	Sat	
5	Sun	Holiday
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	Result Announcement
11	Sat	Second Saturday
12	Sun	Holiday
13	Mon	
14	Tue	
15	Wed	
16	Thu	
17	Fri	
18	Sat	Second Saturday - Holiday
19	Sun	Holiday
20	Mon	
21	Tue	
22	Wed	
23	Thu	Text Book distribution for Std - X
24	Fri	Text Book distribution for Std - IX
25	Sat	
26	Sun	Holiday
27	Mon	
28	Tue	
29	Wed	
30	Thu	

<b>MAY - 2015</b>		
1	Fri	Holiday - May Day
2	Sat	
3	Sun	Holiday
4	Mon	Classes begins for Std IX, X, XII - Text book distribution Std - VIII
5	Tue	Text Book distribution for Std - VII
6	Wed	Text Book distribution for Std - VI
7	Thu	Text Book distribution for Std - V
8	Fri	Text Book distribution for Std - IV
9	Sat	Second Saturday
10	Sun	Holiday
11	Mon	Text Book distribution for Std - III
12	Tue	Text Book distribution for Std - II
13	Wed	Text Book distribution for Std - I
14	Thu	Text Book distribution for Std - UKG
15	Fri	Text Book distribution for Std - LKG & New Admission
16	Sat	
17	Sun	Holiday
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	
24	Sun	Holiday
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	
31	Sun	Holiday

**STATEMENT**

Subject	F.A. I	F.A. 2	S.A.I
English I			
Malayalam			
Hindi			
Social Studies			
Science			
Mathematics			
General Knowledge			
Computer			
Moral Science			
Total			
Rank			
Grade			
Signature of Class Teacher			
Signature of Principal			
Signature of Parent / Guardian			



















<b>HOME WORK / COMMUNICATION</b>	
Date	
Parents Sign .....	Class Teacher Sign .....
Date	
Parents Sign .....	Class Teacher Sign .....
Date	
Parents Sign .....	Class Teacher Sign .....



HOME WORK / COMMUNICATION	
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Parents Sign .....	Class Teacher Sign .....
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HOME WORK / COMMUNICATION	
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Date	
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HOME WORK / COMMUNICATION	
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Parents Sign .....	Class Teacher Sign .....
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HOME WORK / COMMUNICATION	
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Parents Sign .....	Class Teacher Sign .....
Date	
Parents Sign .....	Class Teacher Sign .....

















**HOME WORK REPORT**

(From Parents)	Parents Signature

**HOME WORK REPORT**

(From Parents)	Parents Signature

# NOTES

# NOTES



# NOTES

# NOTES

# NOTES

# NOTES

**Examination Time Table & Portions**

**FA -I**

Day & Date	Subject	Time

**FA -2**

Day & Date	Subject	Time

**Examination Time Table & Portions**

**SA -I**

Day & Date	Subject	Time

**FA -3**

Day & Date	Subject	Time

**Examination Time Table & Portions**

**FA -4**

Day & Date	Subject	Time

**SA -2**

Day & Date	Subject	Time

# MOUNT MARY PUBLIC SCHOOL & JUNIOR COLLEGE

## ADMISSION CARD

1<sup>st</sup> Term SA 1 - 2014-2015

Name .....Admission No.....

Class ..... Section.....Serial No.....

Roll No ..... Exam Room .....

Subject	Teacher's Signature
Malayalam	.....
English	.....
Hindi	.....
Physics/Accountancy	.....
Chemistry/Business Studies	.....
Biology/Economics	.....
Social Studies	.....
Maths	.....
Moral Science	.....
Computer Science/Informatics Practic .....	.....
Arts/Craft	.....
GK	.....

### **Other Official Signatures:**

Treasurer .....

Librarian .....

Class Teacher .....

Principal .....

(Instructions Overleaf)

## **INSTRUCTION TO THE CANDIDATE**

1. Admission card is to be brought to the examination hall everyday. No student will be admitted for the Examination without the admission card.
2. Those students who do not attend assembly during the examination days will be kept outside for some time.
3. Students should not write anything on the question paper except his/her roll number.
4. Students have to bring their own instrument box, pen, pencil, rubber etc. Apart from these articles and admission card, no other things should be brought to the examination hall.
5. Any student found cheating or attempting to cheat will be given zero in the paper and also may be given other punishments. Any kind of taking or making sign or changing seats or chit found in the pocket will be treated as attempting to cheat.

# MOUNT MARY PUBLIC SCHOOL & JUNIOR COLLEGE

## ADMISSION CARD

II<sup>nd</sup> Term SA 2 - 2014-2015

Name ..... Admission No.....

Class ..... Section..... Serial No.....

Roll No ..... Exam Room .....

Subject	Teacher's Signature
Malayalam	.....
English	.....
Hindi	.....
Physics/Accountancy	.....
Chemistry/Business Studies	.....
Biology/Economics	.....
Social Studies	.....
Maths	.....
Moral Science	.....
Computer Science/Informatics Practic .....	.....
Arts/Craft	.....
GK	.....

**Other Official Signatures:**

Treasurer .....

Librarian .....

Class Teacher .....

Principal .....

(Instructions Overleaf)

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**MOUNT MARY PUBLIC SCHOOL & JUNIOR COLLEGE**  
**PERSONAL CARD 2014-2015**

Name : .....  
.....



Class : ..... Section : .....

Admission No : .....

Place and Date of Birth .....

Father's Name : .....

Profession : .....

Present Address : .....  
.....

Telephone No. (Residence) .....

(Office) - Father .....

(Office) - Mother .....

**Declaration**

We, the undersigned agree to abide by the school rules viz, those printed in the students Handbook.

Signature Father / Guardian .....

Mother .....

Student .....







*W*elcome to the temple of academic excellence

