



# VINAYAK INTERNATIONAL SCHOOL

An English Medium Co-Educational School

Add : Kishanpur, Near Bypass, Faridpur, Bareilly

Mob.: 7830288444, 7830288666

**ALMANAC**

Session : 20 \_\_\_\_ - 20 \_\_\_\_

Student's Name.....

Class.....Sec.....S.R. No.....

Father/Guardian's Name.....

Address.....

.....

Contact No. ....

This diary is to be brought to school daily.  
The school reserves the right to alter or omit any portion  
of the contents in case it is warranted any time during the year

**WILL BE TEARED FOR TEACHER'S RECORD**

PASTE  
PASSPORT SIZE  
PHOTOGRAPH

Name of the Student \_\_\_\_\_

Class & Sec. \_\_\_\_\_

S.R. No. \_\_\_\_\_ Roll No. \_\_\_\_\_

Date of Birth \_\_\_\_\_

House \_\_\_\_\_

Blood Group \_\_\_\_\_

Father's Name \_\_\_\_\_

Mother's Name \_\_\_\_\_

Father's Office Address \_\_\_\_\_

Mother's Office Address \_\_\_\_\_

Name & Class of Sibling(s) in VIS \_\_\_\_\_

Residential Address \_\_\_\_\_

Phone No. (Res.) \_\_\_\_\_

Mobile : (Father) \_\_\_\_\_ (Mother) \_\_\_\_\_

Email I.D. (Father) \_\_\_\_\_ (Mother) \_\_\_\_\_

Specimen Sign. (Father) \_\_\_\_\_ (Mother) \_\_\_\_\_

Class Teacher's Name \_\_\_\_\_

Principal's Name \_\_\_\_\_

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PASSPORT SIZE  
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Father's Name \_\_\_\_\_

Mother's Name \_\_\_\_\_

Father's Office Address \_\_\_\_\_

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Email I.D. (Father) \_\_\_\_\_ (Mother) \_\_\_\_\_

Specimen Sign. (Father) \_\_\_\_\_ (Mother) \_\_\_\_\_

Class Teacher's Name \_\_\_\_\_

Principal's Name \_\_\_\_\_

## SCHOOL PRAYER

ॐ भूर्भुवः स्वः । तत्सवितुर्वरेण्यं ।

भर्गो देवस्य धीमहि । धियो यो नः प्रचोदयात्

Om bhur bhuvahsvah, Tat savitur varenyam  
Bhargo devasya dhimahi, Dhiyo yo nah prachodayat

हे प्रभु! आप हमारे जीवन के दाता हैं,

आप हमारे दुख और दर्द का निवारण करने वाले हैं।

आप हमें सुख और शांति प्रदान करने वाले हैं।

हे संसार के विधाता, हमें शक्ति दो कि हम,

आपकी उज्ज्वल शक्ति प्राप्त कर सकें।

कृपा करके हमारी बुद्धि को सही रास्ता दिखायें।

## सरस्वती वंदना

या कुंदेन्दुतुषारहारधवला या शुभ्रवस्त्रावृता ।

या वीणावरदण्डमंडितकरा, याश्वेतपद्मासना ।।

या ब्रह्माच्युतशंकरप्रभृतिभिर्देवैः सदावन्दिता ।

सामांपातुसरस्वतीभगवतीनिःशेषजाड्यापहा ।।

शुक्लांब्रह्मविचारसारपरमांआद्यांजगद्व्यापिनीं

वीणा पुस्तकधारिणींअभयदांजाड्यान्धकारापाहां ।

हस्तेस्फाटिकमालीकांविदधतींपद्मासनेसंस्थितां

वन्देतांपरमेश्वरींभगवतींबुद्धिप्रदांशारदां ।।

### हिंदी अनुवाद:

जो कुंद फूल, चंद्रमा और वर्फ के हार के समान श्वेत हैं, जो शुभ्र वस्त्र धारण करती हैं। जिनके हाथ, श्रेष्ठ वीणा से सुशोभित हैं, जो श्वेत कमल पर आसन ग्रहण करती हैं।।

ब्रह्मा, विष्णु और महेश आदिदेव, जिनकी सदैव स्तुति करते हैं।

हे माँ भगवती सरस्वती, आप मेरी सारी (मानसिक) जड़ता को हरे।।

## गुरु वंदना

गुरु ब्रह्मा गुरु विष्णु गुरु देवो महेश्वरा

गुरु साक्षात् पर ब्रह्म तस्मै श्रीगुरवे नमः



## सरस्वती वंदना

हे शारदे माँ, हे शारदे माँ, अज्ञानता से हमें तारदे माँ  
हे शारदे माँ, हे शारदे माँ, हे शारदे माँ, हे शारदे माँ  
अज्ञानता से हमें तार दे माँ, हे शारदे माँ.....

1. तू स्वर की देवी, है संगीत तुझसे, हर शब्द तेरा है, हर गीत तुझ से।  
हम है अकेले, हम है अधूरे तेरी शरण हम, हमें प्यार दे माँ,  
हे शारदे माँ, हे शारदे माँ, अज्ञानता से हमें तार दे माँ
2. ऋषियों ने समझी, गुनियों ने जानी, वेदों की भाषा, पुराणों की बानी।  
हम भी तो समझे, हम भी तो जाने, विद्या का हमको वरदान दे माँ,  
हे शारदे माँ, हे शारदे माँ, अज्ञानता से हमें तार दे माँ
3. तू श्वेत वर्णी, कमल पर विराजे, हाथों में वीणा, मुकुट सरपे साजे  
मन से हमारे मिटा के अँधेरे, हम को उजालों का संसार दे माँ  
हे शारदे माँ, हे शारदे माँ, अज्ञानता से हमें तारदे माँ  
हे शारदे माँ, हे शारदे माँ, अज्ञानता से हमें तार दे माँ-2

## दया कर दान विद्या का हमें परमात्मा देना

ॐ असतो मा सद्गमय । तमसो मा ज्योतिर्गमय ।  
मृत्योर्मा मृतं गमय । ॐ शान्ति शान्ति शान्तिः ।।

दया कर दान विद्या का हमें परमात्मा देना,  
दया करना हमारी आत्मा में शुद्धता देना ।

हमारे ध्यान में आओ, प्रभु आँखों में बस जाओ,  
अँधेरे दिल में आकर के परमज्योति जगा देना ।

बहा दो प्रेम की गंगा, दिलों में प्रेम का सागर,  
हमें आपस में मिल जुल के प्रभु रहना सीखा देना ।

हमारा कर्म हो सेवा, हमारा धर्म हो सेवा,  
सदा ईमान हो सेवा, वो सेवकचर बना देना ।

वतन के वास्ते जीना, वतन के वास्ते मरना,  
वतन पे जाँ फिदा करना, प्रभु हमको सीखा देना ।

दया कर दान विद्या का हमें परमात्मा देना,  
दया करना हमारी आत्मा में शुद्धता देना ।

## **ENGLISH 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 day so fair.

Help us to do the things we should,  
to be to others kind and good;  
in all we do, in work or play,  
to grow more loving every day.

### ***Good Morning Lord Prayer***

Good morning, Lord!

Today's a new day, a chance for a new start.

Yesterday is gone and with it any regrets, mistakes,  
or failures I may have experienced.

It's a good day to be glad and give thanks, and I do, Lord.

Thank you for today, a new opportunity to love, give,  
and be all that you want me to be.

### **PRAYER BEFORE MEALS**

God is great, and God is good, let us thank Him for our food; By  
His blessings we are fed, Give us Lord, our daily bread.

### **PRAYER BEFORE DISPERSAL**

We thank you God for...  
Every prayer we have prayed  
Every song we have sung  
All the things we have learned  
All the laughter and fun  
Thank you for all the joy you bring  
And our wonderful times together  
May we walk with you as each new day begins  
This moment and forever.

## राष्ट्र-गान

जन-गण-मन अधिनायक जय हे  
भारत भाग्य विधाता ।  
पंजाब सिन्ध, गुजरात, मराठा,  
द्राविड़, उत्कल, बंग ।  
विन्ध्य, हिमाचल, यमुना गंगा,  
उच्छल, जलधि तरंग ।।  
तव शुभ नामे जागे, तव शुभ आशिष माँगै,  
गाहे तव जय गाथा ।  
जन-गण मंगलदायक जय हे,  
भारत भाग्य विधाता  
जय हे! जय हे! जय हे!  
जय, जय, जय, जय हे!

- रवीन्द्र नाथ टैगोर

## वन्देमातरम्

वन्दे मातरम् ।  
सुजलाम् सुफलाम् मलयजशीतलाम्,  
शस्यश्यामलाम् मातरम् । वन्दे मातरम् ।। १ ।।

शुभ्रज्योत्स्नाम् पुलकितयामिनीम्,  
फुल्लकुसुमित द्रुमदलशोभिनीम्,  
सुहासिनीम् सुमधुरभाषिणीम्,  
सुखदाम् वरदाम् मातरम् । वन्दे मातरम् ।। २ ।।  
वंदेमातरम्, वंदेमातरम्, वंदेमातरम्

रचयिता - बंकिम चंद्र चट्टोपाध्याय

## सारे जहाँ से अच्छा, हिन्दोस्तां हमारा

सारे जहाँ से अच्छा, हिन्दोस्तां हमारा- हमारा  
हम बुलबुले हैं इसकी, ये गुलिस्तां हमारा- हमारा  
पर्वत हो सबसे ऊँचा, हम साया आसमाँ का  
वो संतरी हमारा, वो पासवां हमारा-हमारा  
सारे जहाँ से अच्छा.....

गोदी में खेलती हैं, जिसकी हज़ारों नदियाँ  
गुलशन है जिसके दम से, रश्क-ए-जिनां हमारा-हमारा  
सारे जहाँ से अच्छा.....

मज़हब नहीं सिखाता, आपस में बैर रखना  
हिन्दी हैं हम - 3 वतन हैं, हिन्दोस्तां हमारा-हमारा  
सारे जहाँ से अच्छा.....

सारे जहाँ से अच्छा, हिन्दोस्तां हमारा  
हम बुलबुले हैं इसकी, ये गुलिस्तां हमारा-हमारा  
सारे जहाँ से अच्छा, हिन्दोस्तां हमारा  
हिन्दोस्तां हमारा, हिन्दोस्तां हमारा, हिन्दोस्तां हमारा

## झण्डा ऊँचा रहे हमारा

विजयी विश्व तिरंगा प्यारा - २, झण्डा ऊँचा रहे हमारा

सदा शक्ति बरसाने वाला, प्रेम सुधा सरसाने वाला  
वीरों को हर्षाने वाला, मातृ भूमि का तन-मन सारा - २, झण्डा ऊँचा ...

शान न इसकी जाने पावे, चाहे जान भले ही जावे  
विश्व शान्ति करके दिख लावे, तब होवे प्रणपूर्ण हमारा - २ झण्डा ऊँचा ...

आओ प्यारे वीरों आओ, देश धर्म पर बलि-बलि जाओ  
एक साथ सब मिलकर गाओ, प्यारा भारत देश हमारा, झण्डा ऊँचा ...

## हम को मन की शक्ति देना

हम को मन की शक्ति देना, मन विजय करें  
दूसरों की जय से पहले, खुद की जय करें  
हम को मन की शक्ति देना ...

भेद-भाव अपने दिल से, साफ़ कर सकें  
दूसरों से भूल हो तो, माफ़ कर सकें  
झूठ से बचे रहें, सच का दम भरें  
दूसरों की जय से पहले, खुद की जय करें  
हम को मन की शक्ति देना ...

मुश्किलें पड़ें तो हमपे, इतना कर्म कर  
साथ दें तो धर्म का, चलें तो धर्म पर  
खुद पे हौसला रहे, बदी से ना डरे  
दूसरों की जय से पहले, खुद की जय करें  
हम को मन की शक्ति देना ...

## ईश्वर वंदना

तुम्ही हो माता, पिता तुम्ही हो ।  
तुम्ही हो बंधू, सखा तुम्ही हो ।। 2

तुम ही हो साथी, तुम ही सहारे ।  
कोई ना अपना सिवा तुम्हारे ।। 2  
तुम ही हो नईया, तुम ही खिवईया ।  
तुमही हो बंधू, सखा तुम ही हो ।

तुम ही हो माता, पिता तुम्ही हो ।  
तुम ही हो बंधू, सखा तुम्ही हो ।।

जो खिल सके ना वो फूल हम हैं ।  
तुम्हारे चरणों की धूल हम हैं ।। 2  
दया की दृष्टि, सदा ही रखना ।  
तुम ही हो बंधू, सखा तुम्ही हो ।।

तुम्ही हो माता, पिता तुम्ही हो ।  
तुम्ही हो बंधू, सखा तुम्ही हो ।। 2

## इतनी शक्ति हमें देना दाता

इतनी शक्ति हमें देना दाता  
मन का विश्वास कमजोर हो ना  
हम चलें नेक रस्ते पे हमसे  
भूलकर भी कोई भूल हो ना...

हर तरफ ज़ुल्म है बेबसी है, सहमा-सहमा-सा हर आदमी है  
पाप का बोझ बढ़ता ही जाये, जाने कैसे ये धरती थमी है  
बोझ ममता का तू ये उठा ले, तेरी रचना कभी अन्त होना...  
हम चले...

दूर अज्ञान के हो अन्धेरे, तू हमें ज्ञान की रौशनी दे  
हर बुराई से बचते रहें हम, जितनी भी दे, भली ज़िन्दगी दे  
बैर हो ना किसी का किसी से, भावना मन में बदले की हो ना...  
हम चले...

हम न सोचें हमें क्या मिला है, हम ये सोचें किया क्या है अर्पण  
फूल खुशियों के बाटें सभी को, सबका जीवन ही बन जाये मधुबन  
अपनी करुणा का जल तू बहा दे, करदे पावन हर इक मन का कोना...  
हम चले...

हम अन्धेरे में हैं रौशनी दे, खो नादे खुद को ही दुश्मनी से,  
हम सज़ा पाये अपने किये की, मौत भी हो तो सहले खुशी से,  
कल जो गुज़रा है फिर से ना गुज़रे, आने वाला वो कल ऐसा हो ना...  
हम चले नेक रस्ते पे हमसे, भूलकर भी कोई भूल हो ना...  
इतनी शक्ति हमें देना दाता, मन का विश्वास कमजोर हो ना...

## प्रेरक गीत

तू ज़िन्दा है तो ज़िन्दगी की जीत में यकीन कर,  
अगर कहीं है स्वर्ग तो उतार ला ज़मीन पर!

सुबह और शाम के रंगे हुए गगन को चूमकर,  
तू सुन ज़मीन गा रही है कब से झूम-झूमकर,  
तू आ मेरा सिंगार कर, तू आ मुझे हसीन कर!  
अगर कहीं है स्वर्ग तो उतार ला ज़मीन पर!  
तू ज़िन्दा है .....

ये ग़म के और चार दिन, सितम के और चार दिन,  
ये दिन भी जाएंगे गुज़र, गुज़र गए हज़ार दिन,  
कभी तो होगी इस चमन पर भी बहार की नज़र!  
अगर कहीं है स्वर्ग तो उतार ला ज़मीन पर!  
तू ज़िन्दा है .....

हमारे कारवां का मंजिलों को इन्तज़ार है,  
यह आंधियों, ये बिजलियों की, पीठ पर सवार है,  
जिधर पड़ेंगे ये कदम बनेगी एक नई डगर  
अगर कहीं है स्वर्ग तो उतार ला ज़मीन पर!  
तू ज़िन्दा है .....

हज़ार भेष धर के आई मौत तेरे द्वार पर  
मगर तुझे न छल सकी चली गई वो हार कर  
नई सुबह के संग सदा तुझे मिली नई उमर  
अगर कहीं है स्वर्ग तो उतार ला ज़मीन पर!  
तू ज़िन्दा है .....

## ऐ मालिक तेरे बन्दे हम

ऐ मालिक तेरे बन्दे हम, ऐसे हों हमारे करम,  
नेकी पर चलें और बदी से टलें, ताकि हँसते हुए निकले दम  
ऐ मालिक तेरे बन्दे हम...

ये अंधेरा घना छा रहा, तेरा इंसान घबरा रहा,  
हो रहा बेखबर, कुछ न आता नज़र, सुख का सूरज छुपा जा रहा  
है तेरी रोशनी में जो दम, तो अमावस को कर दे पूनम  
नेकी पर चलें...

जब जुल्मों का हो सामना, तब तू ही हमें थामना  
वो बुराई करें, हम भलाई भरें, नहीं बदले की हो भावना  
बढ़ उठे प्यार का हर कदम, और मिटे बैर का ये भरम  
नेकी पर चलें...

बड़ा कमज़ोर है आदमी, अभी लाखों हैं इसमें कमी  
पर तू जो खड़ा, है दयालू बड़ा, तेरी किरपा से धरती थमी  
दिया तूने हमें जब जनम, तू ही झेलेगा हम सबके ग़म  
नेकी पर चलें...

## *God's love is so wonderful*

God's love is so wonderful (3x)

Oh! Wonderful love!

So high, you can't get over it (3x)

Oh! Wonderful love!

So deep, you can't get under it (3x)

Oh! Wonderful love!

So wide, you can't get around it (3x)

Oh! Wonderful love!

God's love is so wonderful (3x)

Oh! Wonderful love



## हिन्द देश के निवासी

हिन्द देश के निवासी, सभी जन एक हैं,

रंग रूप वेषभाषा, चाहे अनेक हैं

बेला गुलाब जूही, चम्पा चमेली,

प्यारे-प्यारे फूल गूंथे, माला में एक हैं

हिन्द देश के निवासी, सभी जन एक हैं,

रंग रूप वेषभाषा, चाहे अनेक हैं

कोयल की कूक न्यारी, पपीहे की टेर प्यारी,

गा रही तराना बुलबुल, राग मगर एक हैं

हिन्द देश के निवासी, सभी जन एक हैं,

रंग रूप वेषभाषा, चाहे अनेक हैं

गंगा यमुना ब्रह्मपुत्र, कृष्णा कावेरी,

जाके मिल गयी सागर में, हुई सब एक हैं

हिन्द देश के निवासी, सभी जन एक हैं,

रंग रूप वेषभाषा, चाहे अनेक हैं

### ***Praise him, praise him***

**Praise him, praise him, praise him in the morning,  
Praise him in the noontime. Praise him, praise him,  
Praise him when the sun goes down.**

**Love him, love him, love him in the morning,  
Love him in the noontime. love him, love him,  
Love him when the sun goes down.**

**Trust him, trust him, trust him in the morning,  
Trust him in the noontime. Trust him, trust him,  
Trust him when the sun goes down.**

**Serve him, serve him, serve him in the morning,  
Serve him in the noontime. Serve him, serve him,  
Serve him when the sun goes down.**

## ***We shall overcome***

We shall overcome , We shall overcome  
We shall overcome, some day  
Oh, deep in my heart , I do believe  
We shall overcome, some day

We'll walk hand in hand ,  
We'll walk hand in hand  
We'll walk hand in hand, some day  
Oh, deep in my heart  
I do believe, We shall overcome, some day

We shall live in peace ,We shall live in peace  
We shall live in peace, some day  
Oh, deep in my heart  
I do believe , We shall overcome, some day

We are not afraid ,We are not afraid  
We are not afraid today.  
Oh, deep in my heart ,I do believe  
We shall overcome, some day

The whole wide world around .  
The whole wide world around  
The whole wide world around some day

Oh, deep in my heart , I do believe  
We shall overcome, some day

## ***All things Bright and Beautiful***

All things bright and beautiful,  
All creatures great and small,  
All things wise and wonderful,  
The Lord God made them all.

Each little flower that opens,  
Each little bird that sings,  
He made their glowing colours,  
He made their tiny wings.

The rich man in his castle,  
The poor man at his gate,  
God made them high and lowly,  
And ordered their estate.

The purple headed mountain,  
The river running by,  
The sunset and the morning,  
That brightens up the sky

The cold wind in the winter,  
The pleasant summer sun,  
The ripe fruits in the garden,  
He made them every one:

The tall trees in the greenwood,  
The meadows where we play,  
The rushes by the water,  
We gather every day

He gave us eyes to see them,  
And lips that we might tell,  
How great is God Almighty,  
Who has made all things well.

# **SCHOOL RULES**

1. The student should carry his/her almanac to school every-day with his/her photograph duly pasted and the identity information signed by the parents.
2. Students who come to school by private conveyance should arrive at school 5 minutes before the morning bell.
3. Students are advised not to come to school in a self-driven vehicle. In case of mishap owing to rash or negligent driving, the school shall not be held responsible.
4. Students should maintain personal hygiene and come neatly dressed in school uniform. Sporting tatoos is strictly prohibited. No student will be allowed to enter the school premises without proper uniform. Repeated defaulters will be sent back to home. Students must carry their Identity-card. Track suits are to be worn on PE days, all the trips and excursions.
5. Non-Sikh boys should get their hair cut at regular intervals. Fancy hair styles are not permitted. Sikh boys must wear Black turbans/patkas.
6. Students are expected to respect school property and the property of others. No student should damage any school furniture, write or draw anything on the walls or in any way damage things belonging to others. Damage done, even by accident, should be reported at once to the Class teacher, Coordinator and the Principal. Any damage done will be made good by the one who causes it. Students who bring any object to school which can cause harm or damage to school personnel or property will be subjected to strict disciplinary action as per the school rules.
7. Students are advised to keep their class rooms/school building/campus as neat as possible and make use of dustbins.

8. Movement for activities and at dispersal time should be done in silence and in an orderly manner.
9. Students are not supposed to leave the class without permission or miss any teaching/games/activity period. The time table in-charge has been directed to make alternative arrangements in case a teacher is absent.
10. No books (other than text books or library books), magazines, pen-drives, cassettes, CDs or money should be brought to school without the Principal's permission.
11. The school is not responsible for goods lost. It is not advisable to bring valuable articles (like expensive watches or fountain pens) or any electronic gadget to school. However, for the lost property, the student may get in touch with the school estate office.
12. Students should observe polite standards wherever they go. They should always remember that the school is judged by their behaviour. Bullying in any form-direct, indirect, cyber bullying or using foul language are punishable offences and may even merit expulsion from school. It is expected that students behave in a manner which brings a good name to the school community. They should not indulge in any anti-social activity in or outside the school, failing which the school may take disciplinary action.
13. The school reserves the right to suspend or to take strict disciplinary action against a student whose performance in studies is constantly unsatisfactory or whose conduct is harmful to other students.
14. The Report Card, being an important document, should be kept carefully. In case it is spoilt or lost, the students have to pay Rs.100 to get a duplicate Report Card on request.
15. Vinayak International School provides education from Play Group and onwards. It is expected that the juniors be treated with love and affection by the seniors, while the juniors show all respect to their seniors. There should be

perfect harmony among the students.

15. Students must strictly refrain from : (a) smoking (b) gambling (c) use of drugs or intoxicants (d) use of violence in any form.
16. No student shall indulge in any of the following practices: (a) spitting (b) bunking (c) rowdism and rude behaviour (d) casteism, communalism or practice of untouchability (e) disfiguring and damaging of school property
17. Bursting of crackers and playing with colours or any other such undesirable activity is liable to lead to expulsion from the school.
18. Students found tampering with the school records e.g. marks allotted by teachers in tests / exams, are liable to strict disciplinary action.
19. The observance of rules of discipline of the school and good behaviour is essential to a student's continuance in the school. In case any student violates the school rules or indulges in any form of indiscipline, strict action like expulsion/suspension /rustication shall be taken against the student. If a student gets suspended two times and school authorities consider it necessary to suspend him/her for the third time, he/she will be rusticated.
20. No student will be allowed to go home during school hours without the written permission of the Principal.
21. Students should not have a Facebook or other social networking account as this may be misused. The honourable Supreme Court is also considering banning school students from opening a Facebook account. Misuse of any application will lead to disciplinary action against the student.
22. All information related to scholastic and co-scholastic activities is available on the school website

[www.vinayakinternationalschool.in](http://www.vinayakinternationalschool.in)

### 23. VISITING TIME FOR PARENTS

The School would like parents to maintain a close rapport with the teachers teaching their wards in the school. Open Houses are organised for this reason. In case you need to meet any Teacher, the Principal, outside the Open House schedule, you are requested to take prior appointment. You may also write your concerns at

**vinayakinternationalschool2021@gmail.com**

### 24. OPEN HOUSE SESSION

Prior Information regarding the date and timings of the meeting will be given to parents. It is mandatory for the parents / guardians to attend the PTM. In case of non-attending, the parent has to inform class teacher well in advance.

### 25. ABSENTEEISM:-

1. Parents should intimate the school when the student is absent from school stating the reasons for absence through email/student portal.
2. Students who have been sick should upload a medical certificate.
3. Students who require medical attention during school hours, will be sent by the teachers to the school First-Aid Room with a written note.
4. Absenteeism from school may be allowed with permission from the concerned authority.
5. Repeated absence without leave or unexplained absence for six consecutive working days renders a student liable to having his/her name struck off the rolls without any notice. Re-admission may be granted after payment of a **Fresh Admission Fee**, only at the discretion of the Principal.
6. All students are expected to attend school on the opening day after the vacations.
7. It is compulsory for the students to complete 75% of the

attendance in the year to make them eligible to sit for the final examination. It would be appreciated if students have an average of at-least 90% attendance before the examination.

## **26. LATE ARRIVAL IN SCHOOL**

1. The school gate closes 5 minutes before the first bell.
2. Late arrivals will not be allowed to sit in the class and repeated defaulters will be fined/sent back home.

## **27. WITHDRAWALS**

1. One clear calendar month's notice in writing or a month's fee in lieu of such notice must be given before a pupil can be withdrawn.
2. Those who leave the school in May, must, in all cases pay the fee for the month of June.
3. Transfer certificates will not be issued until all dues of the school are settled.

## **28. EXAMINATION RULES**

**1. Classes I - V:** A child will be eligible for the proficiency award / scholar badge only if he/she has appeared for all the subjects in Weekly Tests / Semester Examinations. However, awards may be given to those who miss the Weekly Tests/Exams due to the following reasons:

- a. Representing school in Inter-School Competitions
- b. Medical reasons
- c. Any other exigency

**2. Classes VI - VIII:** Students who have joined the school late and have not appeared for Class Test-1 and certain subjects of Unit Test-1, their result shall be calculated on the basis of Semester-1. Subjects for which they have appeared for Unit Test-1, 10% shall be awarded for the same and 40% for Semester-1. Those who have not appeared for Class Test-1 and Unit Test-2, both, 50% of Semester-1 will be taken into consideration. Same will be followed for Semester-2.



### **3. Weekly Tests :**

**a)** Weekly Tests are compulsory for all students of classes III - VIII. Satisfactory explanation for absence has to be given through the Student Portal to the Class Teacher and duly approved by the Principal, failing which, a student will be marked zero in that test.

**b)** Information regarding the syllabus of these weekly tests will be given in the class syllabus booklet.

**c)** A student will be allowed to leave school after a weekly test only on valid grounds with prior permission of the Principal. However, it is advised not to send sick child to school for the weekly test.

**4. School Assemblies :** Assemblies will be presented class wise. There are Four Houses in the school - Invaders (Red), Raiders (Blue), Troopers (Yellow), Warriors (Green). Every student is placed in one of these Houses. Each House is headed by one House captain and House Vice-Captain. A member of the staff, assisted by several other teachers (tutors), acts as the House Warden.

### **PUNISHMENTS**

1. Forms of disciplinary measures :

- (i) Fine
- (ii) Withdrawal of school transport facility
- (iii) Suspension
- (iv) Rustication
- (v) Expulsion

2. Separate penalization would be practised for cheating cases caught with evidence (written material). In such cases, for the first time, 20% marks will be deducted and a warning letter will be issued. In case the same student indulges in unfair means again then he would face the same punishment coupled with depriving him/her of all the honours for that session. In case

there is no material evidence against cheating case, then for the first time offenders, a deduction of 10% marks will be done and an undertaking shall be taken. For the second time offenders in this category, a deduction of 20% marks with a warning letter will be the punishment. He/She shall be debarred from receiving any honours for that session.

3. Students who are into bullying and rowdy behaviour will be debarred from P.E. periods. Structured counselling for such students needs to be followed till the child is reformed. A warning letter may be issued to the first time offenders depending upon the severity of the offence. If the same behaviour is repeated by the child, despite counselling and warning then he/she will be suspended from school. For any damage to school property, the child will have to pay a fine amounting to double the cost of the damage. In case of suspension, the child will be debarred from any honours that he/she may deserve for that session.

4. In case of misbehaviour with the teachers / peer group, the students will be warned / suspended for the first offence. The punishment will be decided after proper investigation, depending on the severity of misconduct.

5. No student will be allowed to enter the school premises without proper uniform. However, if students fail to do so, they will be penalized as under :

1. First time defaulter - fine of Rs. 50/- .
2. Second time defaulter - fine of Rs.100/-.
3. Third time defaulter - will be sent home.



## **TRANSPORT**

Students can avail the Transport subject to the availability of seats. The routes of the Transport are drawn up and the parents should consult the Transport In-Charge for necessary details.

### **TRANSPORT RULES**

1. The transport facility once opted for has to be continued throughout the year. The transport facility, in special cases, can be discontinued or changed with prior permission of the school authorities with the next quarterly payment.
2. All students using the transport are expected to be at the stoppage at least five minutes before the arrival of the transport.
3. The transport will not wait for late comers.
4. Students should stay away from the main road until the vehicle arrives.
5. No student should come near the entry door of the vehicle until it has made a complete stop.
6. All students must occupy vacant seats immediately after boarding their vehicle. No student should travel standing on the foot-board.
7. The single door of the vehicle is the only authorised entrance and exit.
8. The drivers are authorised to stop vehicle at the designated stops only. The list of stops is prepared keeping in view the convenience and safety of all vehicle commuters and if deemed necessary, is subjected to be changed by the school authority.
9. When the vehicle is moving, students must not move around in it nor must they expose their heads or arms outside the window.
10. Students will be held responsible for any damage to vehicle caused by them.
11. No student is allowed to eat in the vehicle.
12. Discarding of trash or food either inside or outside vehicle

- is not permitted.
13. Unruly behaviour like shrieking and shouting is strictly prohibited. Courteous behaviour is expected at all times.
  14. Students must not distract the driver's attention.
  15. The vehicle monitors are responsible for maintaining discipline in the buses. Any serious offence must be reported to the Principal.
  16. The student should not use any other means of transport for commuting to, if he/she is availing school transport. In case of exigency, if he/she is not doing so, permission should be sought from the concerned authority and it should be duly informed.
  17. Any form of indiscipline in the vehicle will lead to withdrawal of the facility.

### **SEMINARS / GROUP DISCUSSIONS / INTERACTIVE SESSIONS / GUEST SPEAKER PROGRAMMES**

The above mentioned activities on related subjects form an integral part of the school curriculum for all students.



**OFFICE TIMINGS :- 10:00 AM TO 12:30 PM.**

### **SCHOOL TIMINGS Summer Timings**

Class	Mon-Fri	Saturday
<b>Play Group</b>	9.30 am - 12.00 noon	Holiday
<b>NC to U.KG</b>	9.00 am - 1.00 pm	9.00 am - 12.00 noon
<b>First &amp; Onwards</b>	7.45 am - 1.45 pm	7.45 am - 12.45 pm

### **Winter Timings**

Class	Mon-Fri	Saturday
<b>Play Group</b>	10.30 am - 1.00 pm	Holiday
<b>NC to U.KG</b>	10.00 am - 2.00 pm	10.00 am - 1.00 pm
<b>First &amp; Onwards</b>	8.45 am - 2.45 pm	8.45 am - 1.45 pm

\* The school has a 6 days week.

\* Last working day of every month will be a holiday

## PTM RECORD

S.NO.	DATE	TIME	CLASS TEACHER'S SIGN	PARENT'S SIGN	ATTENDED

\_\_\_\_\_ TEST / \_\_\_\_\_ EXAMINATION

DATE	DAY	SUBJECT	GRADE	MARKS	TEACHER'S SIGN	PARENT'S SIGN

\_\_\_\_\_TEST / \_\_\_\_\_EXAMINATION

DATE	DAY	SUBJECT	GRADE	MARKS	TEACHER'S SIGN	PARENT'S SIGN

\_\_\_\_\_TEST / \_\_\_\_\_EXAMINATION

DATE	DAY	SUBJECT	GRADE	MARKS	TEACHER'S SIGN	PARENT'S SIGN

\_\_\_\_\_TEST / \_\_\_\_\_EXAMINATION

DATE	DAY	SUBJECT	GRADE	MARKS	TEACHER'S SIGN	PARENT'S SIGN

\_\_\_\_\_TEST / \_\_\_\_\_EXAMINATION

DATE	DAY	SUBJECT	GRADE	MARKS	TEACHER'S SIGN	PARENT'S SIGN

Date	Leave of Absence	Parent's Sign.	Teacher's Remarks

















Date	Home Assignment/Homework Instructions & Details	Parent's Sign.



**HOMEWORK**

Date \_\_\_\_\_

ENGLISH

HINDI

MATHS

EVS/SCI.

SOCIALS

COMPUTER

G.K.

ART/CRAFT

SANSKRIT

School will be closed on \_\_\_\_\_ due to \_\_\_\_\_

Parent's Sign. \_\_\_\_\_

Teacher's Sign. \_\_\_\_\_

ENGLISH

HINDI

MATHS

EVS/SCI.

SOCIALS

COMPUTER

G.K.

ART/CRAFT

SANSKRIT

School will be closed on \_\_\_\_\_ due to \_\_\_\_\_

Parent's Sign. \_\_\_\_\_

Teacher's Sign. \_\_\_\_\_