

*“Read in the name of Your Lord and Cherisher who created”*

*(AL-QUR'AN,96-1)*

# SIR SYED ENGLISH SCHOOL

(Senior Secondary)

Affiliated to C.B.S.E., New Delhi. No. 930150  
**PUTHUMANASSERY, PAVARATTY, THRISSUR DIST,  
KERALA - 680 507, INDIA**



Telephone

School Office: 0487-2644764

Principal: 0487-2645044

Trust Office: 0487-2644614

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***PUPIL'S DIARY***

**2016-2017**

Name .....

Std. .... Div ..... Roll No. ....

**BRING THIS DIARY ON ALL WORKING DAYS**

## Preface

Sir Syed English School affiliated to CBSE was established by Sir Syed Educational Trust, in the year 1993 at Puthumanassery, Pavaratty. It aims at providing better educational facilities to all, making them understand the world in which they live and bringing moral and religious education to the youth enabling them to understand the right way of thinking, reasoning and living. It also aims at providing the youth with qualities that make them fit to live in the society, widening their views of co-operation, cohesion and co-existence and to eradicate ignorance and superstition. Moreover, it has the vision of creating the qualities of generous, industrious and hardworking attitudes among the youngsters and enrich their minds with noble thoughts and actions towards their motherland and to teach them to uphold national unity, integrity and sovereignty.

# STUDENT'S PERSONAL DATA



Name of the Student \_\_\_\_\_  
(In capital letters)-As in school records

Admission No. \_\_\_\_\_

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

Class \_\_\_\_\_ Divn \_\_\_\_\_ House \_\_\_\_\_

## Identification Marks

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

Height \_\_\_\_\_ Cms Weight \_\_\_\_\_ K.grams

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

## Siblings studying in this School

1. \_\_\_\_\_ Class \_\_\_\_\_ Divn \_\_\_\_\_
2. \_\_\_\_\_ Class \_\_\_\_\_ Divn \_\_\_\_\_
3. \_\_\_\_\_ Class \_\_\_\_\_ Divn \_\_\_\_\_
4. \_\_\_\_\_ Class \_\_\_\_\_ Divn \_\_\_\_\_

Father's Name : \_\_\_\_\_  
(In capital letters with initials)

Occupation : \_\_\_\_\_

Address : \_\_\_\_\_

Phone : (Resi.) \_\_\_\_\_

: (Off.) \_\_\_\_\_

Mother's Name : \_\_\_\_\_  
(In capital letters)

Occupation : \_\_\_\_\_

Phone : (Resi.) \_\_\_\_\_

: (Off.) \_\_\_\_\_

Guardian's Name : \_\_\_\_\_  
(In capital letters)

Relationship : \_\_\_\_\_

Occupation : \_\_\_\_\_

Address : \_\_\_\_\_

Phone : (Resi.) \_\_\_\_\_

: (Off.) \_\_\_\_\_

**Emergency Number :** \_\_\_\_\_

(Particulars of person, address etc, may be noted)

\_\_\_\_\_

\_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature of Parent / Guardian : \_\_\_\_\_

Name & Signature of Class Teacher : \_\_\_\_\_

# STUDENT'S PERSONAL DATA

Affix photo here

Name of the Student \_\_\_\_\_  
(In capital letters)-As in school records

Admission No. \_\_\_\_\_

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

Class \_\_\_\_\_ Divn \_\_\_\_\_ House \_\_\_\_\_

## Identification Marks

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

Height \_\_\_\_\_ Cms Weight \_\_\_\_\_ K.grams

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

## Siblings studying in this School

1. \_\_\_\_\_ Class \_\_\_\_\_ Divn \_\_\_\_\_
2. \_\_\_\_\_ Class \_\_\_\_\_ Divn \_\_\_\_\_
3. \_\_\_\_\_ Class \_\_\_\_\_ Divn \_\_\_\_\_
4. \_\_\_\_\_ Class \_\_\_\_\_ Divn \_\_\_\_\_

Father's Name : \_\_\_\_\_  
(In capital letters with initials)

Occupation : \_\_\_\_\_

Address : \_\_\_\_\_

Phone : (Resi.) \_\_\_\_\_

: (Off.) \_\_\_\_\_

Mother's Name : \_\_\_\_\_  
(In capital letters)

Occupation : \_\_\_\_\_

Phone : (Resi.) \_\_\_\_\_

: (Off.) \_\_\_\_\_

Guardian's Name : \_\_\_\_\_  
(In capital letters)

Relationship : \_\_\_\_\_

Occupation : \_\_\_\_\_

Address : \_\_\_\_\_

Phone : (Resi.) \_\_\_\_\_

: (Off.) \_\_\_\_\_

**Emergency Number :** \_\_\_\_\_

(Particulars of person, address etc, may be noted)

\_\_\_\_\_

\_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature of Parent / Guardian : \_\_\_\_\_

Name & Signature of Class Teacher : \_\_\_\_\_

## Prayer

In the name of Allah,  
Most Gracious, Most Merciful  
All Praise to Allah,  
The Cherisher and Sustainer of the Worlds;  
Most Gracious, Most Merciful;  
Master of the Day of Judgement  
We worship You alone  
And we seek aid from You only  
Show us the straight way,  
The way of those on whom  
You have bestowed Your Grace,  
Neither of those who are objects of Your wrath  
Nor of those who have gone astray

Āmeen

## National Anthem

*Jana gana mana adhinayaka Jaya He  
Bharatha Bhagya Vidhatha  
Punjab, Sind, Gujarata, Marata,  
Dravida Utkala Banga,  
Vindhya, Himachala, Jamuna Ganga,  
Utchala Jaladhi Tharanga  
Thava Subha Name Jage  
Thava Shubha Asisha Mage  
Gahe Thava Jaya Gatha*

*Jana Gana Mangala Dayaka Jaya He  
Bharatha Bhagya Vidhatha  
Jaya He Jaya He Jaya He  
Jaya, Jaya, Jaya, Jaya, He*

### DAILY PRAYER BEFORE CLASSES

*“God, You are our truth and origin of our knowledge.  
We bow our heads towards Thee. Bless us with  
blisses in our studies, enlighten our minds and  
strengthen our memories. We plead Thee to lead  
us towards the right and bright”*



## School Anthem

We the future promise of our nation  
We the future promise of our nation  
The blooming buds of Sir Syed  
The blooming buds of Sir Syed School  
We the future promise of all  
We the future promise of all  
We the future promise of our nation  
Nation, Nation, Nation, Nation

Be your hearts enlightened  
Keep the doors wide open  
Of your sincere mind  
Of your sincere mind  
Of your sincere mind

Be your hearts enlightened  
Keep the doors wide open  
Of your sincere mind  
Of your sincere mind  
Of your sincere mind

Be your goal strengthened  
Be your goal strengthened  
With blessings love and knowledge  
With blessings love and knowledge

(We the.....)

Start the day with freshness  
Make your days joyful  
Sweep out evil from your thoughts

Start the day with freshness  
Make your days joyful  
Sweep out evil from your thoughts

Keep your senses tamed  
Keep your senses tamed  
Let it be full of motive  
Let it be full of motive

(We the.....)

# Pledge

India is my country./ All Indians are my brothers and sisters.  
/ I love my country / and I am proud of it / 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

## प्रतिज्ञा

भारत मेरा देश है। सभी भारतीय मेरे भाई-बहन हैं। मुझे अपने  
देश से प्रेम है और उसकी संपन्न और विविध परंपरा पर गर्व है।

उसके योग्य रहने के लिये मेरा प्रयत्न जारी रहेगा। अपने  
माता-पिता, गुरु तथा अग्रज मेरे आदरणीय होंगे और उनसे मेरा  
व्यवहार सम्मानपूर्ण होगा।

मेरी प्रतिज्ञा है कि अपने देश और जनता के प्रति मेरी श्रद्धा  
अटल रहेगी। उनकी उन्नति और समृद्धि पर ही मेरा सुख निर्भर है।

## പ്രതിജ്ഞ

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

എന്റെ മാതാപിതാക്കളെയും ഗുരുജനങ്ങളെയും ഞാൻ ആദ  
രിക്കുകയും ബഹുമാനിക്കുകയും ചെയ്യും. എല്ലാവരോടും ഞാൻ  
വിനയത്തോടുകൂടിയേ പെരുമാറുകയുള്ളൂ. എല്ലാ ജീവികളോടും ഞാൻ  
ദയാലുവായിരിക്കും.

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

## SCHOOL HOURS

### Monday to Thursday

9.00	Morning Staff Assembly	
9.15	First Bell	
9.20	Prayer	
9.20-9.35	Zero period/assembly	15min
9.35-10.15	First period	40min
10.15-10.55	Second period	40min
10.55-11.35	Third period	40min
11.35-11.45	Interval	10min
11.45-12.25	Fourth period	40min
12.25-1.00	Fifth period	35min
1.00-1.45	Lunch Break	45min
1.45-2.25	Sixth period	40min
2.25-3.05	Seventh period	40min
3.05-3.10	Recess	05min
3.10-3.45	Eighth period	35min
3.45-3.50	Class teachers Time	05min
	National Anthem	

### Friday

9.00	
9.15	
9.20	
	Nil
9.20-10.00	40min
10.00-10.40	40min
10.40-11.20	40min
11.20-11.30	15min
11.30-12.05	35min
12.05-12.40	35min
12.40-1.50	70min
1.50-2.30	40min
2.30-3.05	35min
3.05-3.10	5min
3.10-3.45	35min
3.45-3.50	05min

### Saturday

9.00	Morning Staff Assembly	
9.15	First Bell	
9.20	Prayer	
9.20-9.35	Zero period/assembly	15min
9.35-10.05	First period	30min
10.05-10.35	Second period	30min
10.35-11.05	Third period	30min
11.05-11.15	Interval	10min
11.15-11.50	Fourth period	35min
11.50-12.25	Fifth period	35min
12.25-12.55	Sixth period	30min
12.55-1.40	Lunch Break	45min
1.40-2.20	Seventh period	40min
2.20-2.55	Eighth period	35min
2.55-3.00	Class teachers Time	05min
	National Anthem	

### **Bell timings During Ramadan**

9.00	Morning Staff Assembly	
9.15	First Bell	
9.20	Prayer	
9.20-9.35	Zero period/assembly	15min
9.35-10.05	First period	30min
10.05-10.35	Second period	30min
10.35-11.05	Third period	30min
11.05-11.15	Interval	10min
11.15-11.50	Fourth period	35min
11.50-12.25	Fifth period	35min
12.25-12.55	Sixth period	30min
12.55-1.40	Lunch Break	45min
1.40-2.20	Seventh period	40min
2.20-2.55	Eighth period	35min
2.55-3.00	Class teachers Time	05min
	National Anthem	

(On Fridays sixth period will be cut)

### **CO-CURRICULAR ACTIVITIES**

A wide range of activities aimed at the all-round development of the student's personality takes place in the school. These activities include elocution, recitation, colouring, painting, quiz, dramatics, debating, athletics, games, picnics and exhibitions.

The school organize seminars, cultural festivals and sports meets annually. The school also hosts a number of inter-school competitions. All these activities foster in children the spirit of participation, leadership and healthy competition, and the development of sterling character.

There are a number of clubs and associations active in the campus such as the Scouts and Guides, the Science Club, the mathematics Club, the Debate Club, the Art Club, the NSS, the Health Club, GK & English Club, Keraleeyam, Traffic Club, Music Club, Anti-Drug Club, Arabic Club, Eco Club and Student Police Cadets. Students who wish to join these clubs/ associations should contact the teachers-in-charge of clubs.

All students irrespective of age / class should participate in the school based co-curricular activities. Participation/ representation in inter-school competitions will be based on the result of school based competitions. Exemption from participation will be granted only to those students who are certified medically unfit.

## WORKING HOURS

- i. The school works from 9.15 am to 3.50 pm. On all working days, Monday through Saturday.
- ii. During Ramadan, the timing will differ slightly.
- iii. Students arriving later than 9.15 am will require a permission of the Section Head concerned in order to enter the class.
  - a) Consistent late coming will result in the expulsion of the student from the school
- iv. Students will not be allowed to leave the campus during lunch break; hence they should either bring packed lunch or use the school mess facility.
- v. School Office Time: 9.00 a.m. to 5.00 p.m.

## SCHOOL HOLIDAYS

The school calendar included in this diary lists all holidays and some of the school activities. Generally, the school will remain closed on all Sundays and other public holidays.

The school will inform parents, through SMS, about any alteration to these dates. However, parents are advised to contact the school office in the event of any law and order situation, local or otherwise, that forces the school to close. Unexpected holidays will be informed to the parents via SMS.

## STAFF DIRECTORY

**Salil Hassan (Principal) : 9447385044**

### **English**

Rahna	:	9605414000
Rinky	:	9526000238
Hajunnisa	:	9048964382
Sreejitha	:	9847355215
Fousiya Sidiq	:	8129197919
Jasmin Jojo	:	9539544506
Riza Jabbar	:	9645871781

### **Malayalam**

Liji Vivek	:	9946304092
Jolly	:	9497622891
Absi. O. V	:	8606162215
Neethu V. P.	:	9745321325

### **Mathematics**

Safa Mol	:	8606724467
Sajana	:	9544994036
Mareena Jaison	:	9847590337
Nisha Rajesh	:	9048512471

### **Science**

Ambika	:	9495551285
Sumangala	:	9961652736
Hema S Nair	:	9447790975
Shaniba	:	9747362889

### **Social Studies**

Sreeja M. R	:	9745706560
Josy E.S.	:	9744151919
Sreedevi	:	9048494932
Suja	:	9645862537

**MS & Arabic**

Shabeer	: 9847017121
Jasmin Anshad	: 8086029420
Abbas Ali	: 9744110505
Shelbeer Ali	: 9544005295

**Computer Science**

Sindhu K	: 9656575219
Parvathy S. Nair	: 9961405788

**Hindi**

Sheeja P. V.	: 9745748390
Sreekala Vinod	: 9633586501

**Physical Education**

Stanley M. Joseph	: 9446230805
Loshna P. M.	: 8086399200

**Commerce**

Silja Ranji (BS)	: 9747388714
Joy K.K. (A/C)	: 9846317622

**Montessori Section**

Rafeeka Arif	: 9995073016
Ancy Shaji	: 9288907529
Saliha Rashid	: 9744311247
Muna Mohammed Ali	: 8547453260
Aysha Reem	: 9947848057
Suharabi	: 9567221377
Liya Rijith	: 9995884555

**Special Teachers**

Devarajan (Music)	: 9946237036
Dally Paul (Craft)	: 9526861683
Indira Jayaraj (Dan)	: 7558047764
Mary Nisha (Lib)	: 9446550395
Mohanadas (Draw)	: 9947492940
Nihidha (Lab Assi)	: 9567873419

## Executive Committee Members

1. Chairman	Dr. P.A. Syed Mohammed	9946022554
2. Vice Chairman	Mr. Ilyas Jaffna	9544855855
3. Manager	Mr. Nisam A.P.	9447350350
4. General Secretary	Mr. Dastagir Malyyekkal	7356419171
5. Secretary	Mr. Hamza Chunnat	9947262916
6. Secretary	Mr. Noshad V.M.	9995565555
7. Finance Controller	Mr. Noushad A.K.	9995222133
8. Co-ordinator	Mr. Salih A.V.	9447190001

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Mr. M.T. Abdul Rasheed Transport Convener 0487-2644749

Mr. Kamarudheen V.C. PRO 9995150425

Adv. Sharafudheen K.A. 9447130300

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Administrative Officer 9495132244

Public Relations Officer 9048144714

Vehicle Supervisor 9645471132

Clerk 9656454264

Cashier 9645598798

School Co-ordinator 9847403247



### **Montessori curriculum based on five focus areas**

1. Practical
2. Sensorial
3. Linguistic
4. Numerical
5. Cultural

### **Subjects taught in Std I & II**

1. English
2. Malayalam
3. Arabic
4. Maths
5. Computer Science
6. Environmental Studies
7. Moral Science

### **Subjects taught in Std III-V**

1. English
2. Arabic
3. Malayalam
4. Hindi
5. Maths
6. Moral Science
7. General Science
8. Social Science
9. Computer Science

### **Subjects taught in Std VI-X**

1. English
2. Malayalam
3. Maths
4. General Science
5. Social Science
6. Computer Science
7. Moral Science
8. Arabic

### Senior Secondary : Science Stream

Combination -I	Combination -II	Combination -III
English	English	English
Physics	Physics	Physics
Chemistry	Chemistry	Chemistry
Computer Science	Computer Science	Biology
Mathematics	Biology	Mathematics

### Senior Secondary : Commerce Stream

1. English
2. Economics
3. Business studies
4. Accountancy
5. Computer Science
6. Marketing (Vocational)
7. Salesmanship (Voc)

### Co-scholastic Activities

#### Music

1. Vocal
2. Violin
3. Guitar & Keyboard
4. Brass Band

#### Performing Arts / Sports

1. Dance (Indian Classical)
2. Karate
3. Yoga
4. Chess & Cube

#### Fine Arts

1. Drawing & Painting
2. Glass Painting
3. Craft

## SCHOOL UNIFORM

Classes	Boys	Girls
<b>I &amp; II</b>	<ol style="list-style-type: none"> <li>1. Dark Blue Shorts</li> <li>2. White-blue striped shirts with half sleeves.</li> <li>3. Emblem badge</li> <li>4. Dark blue socks.</li> <li>5. Black shoes &amp; school belt.</li> </ol>	<ol style="list-style-type: none"> <li>1. Dark blue pinafore</li> <li>2. White blue striped shirts with half sleeves.</li> <li>3. Emblem badge</li> <li>4. Dark blue socks.</li> <li>5. Black shoes &amp; school belt &amp; White ribbon</li> </ol>
<b>III to X</b>	<ol style="list-style-type: none"> <li>1. Dark blue Pants</li> <li>2. White-blue striped shirts with half sleeves.</li> <li>3. Emblem badge</li> <li>4. Dark blue socks.</li> <li>5. Black shoes &amp; school belt.</li> </ol>	<ol style="list-style-type: none"> <li>1. Churidar (Dark blue Bottom &amp; blue stripped top) with no slits on sides.</li> <li>2. Plain dark blue scarf (For Muslim Students)</li> <li>3. Dark blue shawl.</li> <li>4. Emblem badge</li> <li>5. Dark blue socks &amp; Black shoes</li> </ol>
<b>Senior Secondary</b>	<ol style="list-style-type: none"> <li>1. Brown Pants</li> <li>2. Cream Stripes with Half Sleeves</li> <li>3. Emblem badge</li> <li>4. Dark Brown socks.</li> <li>5. Black shoes &amp; school belt.</li> </ol>	<ol style="list-style-type: none"> <li>1. Brown Churidar</li> <li>2. Top Cream Stripes</li> <li>3. Brown shawl.</li> <li>4. Scarf Brown</li> <li>5. Emblem badge</li> <li>6. Black shoes &amp; Dark Brown socks.</li> </ol>

**Tuesdays** : **House colours 'T' shirts and trousers of school uniform for boys and colour jacket for girls.**

**Fridays** : **White uniform with white shoes for both boys and girls.**

- Note:**
- 1. Stitching pattern, to be strictly followed, as per the instructions of the institution.**
  - 2. Churidar top, should not have any slits on sides**
  - 3. Boys should wear pleated trousers, with min 15" bottom. No narrow, low waist trousers will be allowed.**

# **RULES & REGULATIONS**

## **Rules of Discipline**

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

1. All must be on time. Late comers will have to get written permission from the Principal.
2. Students must come to School in clean, neat and proper uniform.
3. The School uniform is compulsory and should be strictly in accordance with the pattern prescribed by the school. Tight uniforms, shirts, pants will not be allowed.
4. All are expected to speak in English in the School premises and in the school vehicles.
5. No books other than text books and note books should be brought to School.
6. Students are not permitted to entertain the teachers with gifts.
7. Students shall not bring any eatables other than regular meals.
8. Any student who fails twice in the same class will have to leave the school
9. Pupils who absent themselves from an examination for any reason will not be re-examined.
10. Every student is responsible for the safe custody of his/her belongings. The School will not be responsible for the loss of any belongings. Ornaments and jewellery of any kind are not allowed in the school. Pupils are advised not to bring money to school.
11. At the warning bell all must proceed to where it summons them. At the second bell they should keep silence. Perfect silence and order should be maintained by all the pupils while going out for the assembly and returning to class.
12. The School building and premises should be kept clean and tidy. Damages caused even by accident should be reported to the School authorities. Destructive mentality will not be tolerated.
13. For entries in Progress Report and remarks in the School diary as well as for any other communication intended for parents, a student must obtain his/her parent's acknowledgment.
14. Tightly stitched uniforms and bottom slit churidars are not allowed.

## **Early Leave**

No child will be permitted to leave the school during working hours and no request will be entertained and parents are advised to follow this strictly.

### **Attendance**

A student must have put in a minimum of 85% of attendance for promotion to the higher class. Deficiency of 10% can be condoned by the Principal on medical grounds. Deficiency beyond this limit will not be condoned.

### **Leave of Absence**

Any absence must be explained on the page provided for this purpose in the School Diary and it must be signed by the parent/Guardian. Sick leave, long in nature, to be on medical certificate.

Pupils abstain themselves from the School without permission for more than 15 consecutive working days will be removed from the rolls.

### **Library and reading room**

1. Student shall produce his/her School Identity Card before entering the Library.
2. Personal belongings like books, periodicals, bags, umbrellas etc. should not be taken to the library or reading table. Paper and a pen may be taken inside the library for the purpose of taking down notes from the reference books.
3. Strict SILENCE should be observed inside the library.
4. The books, periodicals etc. shall not be misplaced or shall not be removed from the room.
5. Books, periodicals, manuscripts, maps etc. shall not be spoiled, by stray marks or torn off.
6. Books will be issued only to those who present their Identity Cards.
7. The period of loan is usually 14 days. Dealy in returning books will invite fine.
8. Each student member can borrow one book at a time.
9. Books on loan may be called back at any time if special need arises.
10. Sublending of books/cards are not allowed.
11. When a book is issued to a reader he/she must point out to the Librarian any defect/damage noticed concerning the book; otherwise the presumption will be that the book was quite intact when issued.
  - a) If a book is damaged or lost by a member he/she will have to compensate for it.
  - b) The dues of out off print books shall be determined by the Principal.

12. Outgoing students should return their books at the end of the academic year. A member against whom an overdue or other charge is outstanding shall not be allowed to borrow books until he/she has paid the dues.
13. Those who fail to abide by the rules will be deprived of the privilege of using the library.
14. Students are welcome to donate books by academic interest and the books thus donated will be registered in their name.

### **Payments**

Huge amounts should not be sent through students, the school is not responsible for loss or theft.

### **Canteen**

Parents are requested not to give large amounts of money to their wards. The canteen facility is only for small transactions.

### **Examination**

There will be end of the term exams besides unit tests. Answer papers will be returned after evaluation. Pupils' overall performance will be the determining factor for promotion.

### **Transfer Certificate**

Transfer Certificate will be issued only on the written request of parents/ guardians. Entries in the admission form will be entered. TC to abroad will have to be attested by CBSE Thiruvananthapuram and it will take 15 to 20 days.

### **Progress Report**

Progress Report will be prepared immediately after the Terminal Examinations and the parents/guardians will be called for signing in the Open House.

### **To the parents**

1. Parents are requested to sign the Progress Reports, answer papers and teacher's remarks in the School Diary and return them within the prescribed time. Check the diary everyday.
2. Parents can meet the Principal with prior appointment for assistance regarding their wards study, improvements etc.
3. Parents have to meet the class and other subject teachers compulsorily on the open house day. Parents of students studying in 10th and 12th also have to report to the class teachers after the model examinations.
4. Parents of slow learners should report to the class teacher after First Mid-term and Second Mid-term examinations in addition to regular open house meetings.

5. The participation of father and mother/guardian on the occasion of the School anniversary and seminars conducted by P.T.A. and School authorities is compulsory.
6. Students who are weak in the School subjects are given special coaching by the concerned teachers. Parents are requested to see that their wards avail themselves of this opportunity.
7. Parents are requested to pay the fees regularly and to keep the fee receipts till the end of the academic year.
8. To the best interest of their children, parents are requested to respond readily when they are asked to call on the School authorities and teachers.
9. Parents are expected to show due respect to the School authorities and teachers.

**Prayer**

1. All Muslim students have to attend prayers without fail.
2. Moral Science teachers will give proper guidelines.
3. They are expected to keep the atmosphere there silent and peaceful

### **Important Instructions:**

1. Parents must be in constant consultation with the Principal regarding all academic and non-academic activities of their ward.
2. Parents must attend all PTA meeting compulsorily. You are requested to go through the remarks mentioned by class teachers in the diary from time-to-time and make yourselves fully aware of the progress of your ward.
3. The Principal and the management will not accept any excuses on the above cited matters.
4. Those who do not follow what is being written in the diary may get the help of others and follow it strictly.
5. The parents are asked to fix photos in the format identification card as per the rules and submit the same on the opening day for keeping in office file.

### **Highlights:**

1. Introduction of modern child based tension-free education from Montessori to Grade IV.
2. Activity oriented home study for children of Montessori to IV on all Saturdays.
3. Monthly academic assessment for children of Grade Montessori to IV.
4. Monthly orientation to teachers.
5. Continuous on-going enrichment classes for parents. (Section based)
6. Special examination and academic assessment for children of grade V-XII.
7. Career counselling to the students of Grade IX-XII.
8. Personal and family counselling to parents (only through appointments)
9. Endowments and Awards for best out-going students.
10. All the students are advised to talk only in ENGLISH and parents are requested to advise their children to do the same.
11. We follow, Montessori system in the pre school classes.
12. Continuous & Comprehensive Evaluation (CCE) is strictly implemented in Std IX and X; as per the latest guidelines of CBSE.
13. Guides and Scouts units do function effectively.
14. Arts and Music Academy.
15. Sports Academy.



## **An appeal to parents / guardians**

It is an established fact that education begins at home. The first teacher of a child is his parents. Any effort made by the teacher will bear fruit only if the parents extend their full co-operation in every field of education. Hence maximum active co-operation between the home and the school is earnestly sought. As such parents/guardians are requested:

1. To check the diaries of their children daily or and ensure that instructions are being followed by their wards properly. Remarks, if any, written by teacher in the diary should be signed below by the parents.
2. To co-operate with the school in ensuring an effective education for children. This can be done by (i) Providing facilities of studies at home (ii) Providing Text books, note books and other requirements to the wards, (iii) Assisting & guiding in doing home work, (iv) Assisting the ward in removing his deficiency in particular subjects, (v) Depositing fees as per rules, (vi) Providing prescribed School Uniform, (vii) Assisting the ward in depositing project work in time.
3. To ensure that their wards are escorted safely to school and back home.
4. To encourage the wards to participate in the Co-curricular activities, Sports and Games and Cultural Activities.
5. To send the ward's application for leave on time. (Please do not send children to school when they are ill).
6. Not to meet teachers when class is in progress.
7. To obtain permission from Principal to meet the teachers or their wards.
8. Not to call wards on phone during class hours.
9. Not send anyone else to take their wards during school

hours. They should come personally and meet the Principal in case of emergencies.

10. Discourage their wards wearing costly watches, ornaments etc. in the school.
11. To avoid criticism of a teacher or the school in the presence of the child. If you have a legitimate complaint, you are welcome to discuss the same with the Principal. Also if you feel or notice that your ward is not making the desired progress, kindly see the Principal (You are always welcome to the school to ensure the progress of your ward.)
12. To submit application for various certificates like character and conduct, date of birth, transfer etc. at least 3 working days in advance.
13. To collect the progress report directly from the class teacher on the intimated days.
14. To send the children with lunch packets and good drinking water.
15. To make plans for going out of station only during holidays as far as possible.
16. No student shall leave the campus during school hours or lunch break without a valid out pass issued by the Principal / Class Teacher.

## **Acts of students that amount to misconduct**

- (a) The following acts and conduct on the part of students will amount to misconduct:
  - (i) Misbehavior towards teachers or any other employee of the school.
  - (ii) Intentional disturbance of the classes.
  - (iii) Abstaining from classes without permission of the teacher/Principal.
  - (iv) Bullying/Intimidation of others.
  - (v) Eve-teasing/misbehavior towards girl students.
  - (vi) Damaging/disfiguring of school property.
  - (vii) Propagating a strike/disruption of classes.
  - (viii) Association with banned organisations.
  - (IX) Propagating communal/caste feeling amongst the students.
  - (x) Indulging in physical violence in any manner.
  - (xi) Disobeying lawful orders of the teachers/Principal.
  - (xii) Bringing unauthorised people/articles inside the school.
  - (xiii) Theft/Pilferage of school's/students' property.
  - (xiv) Any behavior unbecoming of a student.
  - (xv) Indulging in acts of moral turpitude.
- (b) In above acts of misconduct, Principal shall take suitable action as per observations of the disciplinary committee depending on the gravity of the misconduct, which may include.
  - (i) Oral/written warnings to the students and parents.
  - (ii) Suspension from attending classes/school for a specified period.
  - (iii) Recovery of loss to school property.
  - (iv) Issue of Transfer Certificate.
  - (v) Expulsion/rustication from school.

## Tuition Fee Account

Month	Date of Payment	Receipt No	Amount	Remarks

## Vehicle Fee Account

Month	Date of Payment	Receipt No	Amount	Remarks

# Formative Assessment - I

Date	Subject	Test / Activity	Score

# Formative Assessment - II

Date	Subject	Test / Activity	Score

# Formative Assessment - III

Date	Subject	Test / Activity	Score

# Formative Assessment - IV

Date	Subject	Test / Activity	Score



## Summative Assessment - I / Term - I

Subject	Portions for the Examination

### Time table

Day and Date	Time	Subject	Score	Grade

## Model Examination (Term I)

Day and Date	Time	Subject	Score

## Model Examination (Term II)

Day and Date	Time	Subject	Score

## Summative Assessment - II / Term - II

Subject	Portions for the Examination

### Time table

Day and Date	Time	Subject	Score	Grade

# Teachers' Remarks

(General Discipline)

Date	Occasion for the remark	Signature		
		Teacher	Parent	H.M/Principal

# Teachers' Remarks

(Uniform Default)

Date	Occasion for the remark	Signature		
		Teacher	Parent	H.M/Principal

Late Attendance Record

Date	Reason	Parent's Signature	Principal's/H.M Signature

# Late Attendance Record

Date	Reason	Parent's Signature	Principal's/H.M. Signature

# Leave Record

Date	Reason	Parent's Signature	Class Teacher's Signature



# Leave Record

Date	Reason	Parent's Signature	Class Teacher's Signature

## Model Examination Schedule 2016-2017

Date/Time	Subject	Topics

**Model Examination Schedule 2016-2017**

Date/Time	Subject	Topics

## **Model Examination Schedule 2016-2017**

Date/Time	Subject	Topics

# Academic Record

(Montessori Classes and Standard I to X)

Subjects	Exam & Month	FA I	FA II	FA III	FA IV
English					
Malayalam					
Hindi					
S. Studies					
G. Science					
Mathematics					
Comp. Science					
Islamic Studies					
Music					
Drawing					
Total					
General Grade					
Attendance					
Conduct					
Signature of Class Teacher					
Signature of Principal					
Signature of Parent/Guardian					

# Academic Record

(Montessori Classes and Standard I to X)

Subjects / Exam & Month	SA I	SA II
English		
Malayalam		
Hindi		
S. Studies		
G. Science		
Mathematics		
Comp. Science		
Islamic Studies		
Music		
Drawing		
Total		
General Grade		
Attendance		
Conduct		
Signature of Class Teacher		
Signature of Principal		
Signature of Parent/Guardian		

# Academic Record

(Classes XI and XII)

Subjects / Exam & Month									
English									
Malayalam									
Mathematics									
Physics: Theory (Max. 70)									
Practicals (Max. 30)									
Chemistry Theory (Max. 70)									
Practicals (Max. 30)									
Biology: Theory (Max. 70)									
Practicals (Max. 30)									
Comp. Science Theory (Max. 70)									
Prac. (Max. 30)									
Economics									
Business Studies									
Accountancy									
Total Marks									
Attendance									
General Grade									
Signature of Class Teacher									
Signature of Principal									
Signature of Parent/Guardian									

# SCHOOL CALENDER

JUNE - 2016

Date	Day	
1	WED	School reopens (I-X)
2	THU	
3	FRI	
4	SAT	World environment Day celebrations
5	SUN	World environment Day, Holiday
6	MON	Ramzan begins. Mont-11 reopens
7	TUE	Marhaban Ramadan programme
8	WED	Opening Day for Mont - 1, World Oceans Day
9	THU	
10	FRI	
11	SAT	Second Saturday - Holiday
12	SUN	Holiday - World Day Against Child Labour
13	MON	
14	TUE	
15	WED	First Instalment of fees
16	THU	Mothers meet - Mont & (I-IV)
17	FRI	Mothers meet - Classes (V-X)
18	SAT	Reading day celebrations
19	SUN	Holiday - Reading day
20	MON	Leaders meet
21	TUE	International Music day, Yoga day
22	WED	
23	THU	
24	FRI	
25	SAT	Antidrugs Day observance
26	SUN	Holiday - Antidrugs Day
27	MON	Captainship conferring ceremony
28	TUE	
29	WED	
30	THU	Last date for subitting FA1 Report



## JULY - 2016

Date	Day	
1	FRI	
2	SAT	
3	SUN	Holiday
4	MON	Holiday
5	TUE	Holiday
6	WED	Idulfithr - Holiday
7	THU	Holiday
8	FRI	Holiday
9	SAT	Second Saturday - Holiday
10	SUN	Holiday
11	MON	School reopens after Idulfithr, World Population Day
12	TUE	
13	WED	Colours day for montessori
14	THU	Colours day for classes I-X
15	FRI	Open house Mont. I-II
16	SAT	Open house for I-X
17	SUN	Holiday
18	MON	
19	TUE	
20	WED	
21	THU	
22	FRI	
23	SAT	Parent's day celebration
24	SUN	Holiday - Parent's day
25	MON	
26	TUE	
27	WED	
28	THU	
29	FRI	
30	SAT	Last date for subitting FA2 Report
31	SUN	Holiday

## AUGUST - 2016

Date	Day	
1	MON	
2	TUE	Karkkidaka Vavu - Holiday
3	WED	
4	THU	
5	FRI	
6	SAT	Hiroshima day, ELPSE preliminary
7	SUN	Holiday
8	MON	
9	TUE	Quit India day, Nagasaki day
10	WED	
11	THU	
12	FRI	
13	SAT	Second Saturday - Holiday
14	SUN	Holiday
15	MON	Independence day, Grand parent's meeting
16	TUE	
17	WED	
18	THU	
19	FRI	
20	SAT	MTSE preliminary
21	SUN	Holiday
22	MON	Art fest
23	TUE	Art Fest
24	WED	Sreekrishna Jayanthi - Holiday
25	THU	
26	FRI	
27	SAT	
28	SUN	Holiday
29	MON	
30	TUE	
31	WED	

## SEPTEMBER - 2016

Date	Day	
1	THU	
2	FRI	
3	SAT	
4	SUN	Holiday
5	MON	Teacher's Day
6	TUE	
7	WED	
8	THU	Class PTA for IX & X
9	FRI	Onam celebrations, School closes for Onam
10	SAT	Second Saturday - Holiday
11	SUN	Holiday
12	MON	Idul Azha - Holiday
13	TUE	Holiday
14	WED	Thiruvonam - Holiday
15	THU	Holiday
16	FRI	Sree Narayana Guru Jayanthi - Holiday, Ozone day
17	SAT	Holiday
18	SUN	Holiday
19	MON	School reopens after Onam and Bakrid, 2nd Instalment of fees
20	TUE	Colours day for montessori
21	WED	Sree Narayana Guru Samadhi - Holiday
22	THU	Colours day for Class I-X
23	FRI	
24	SAT	
25	SUN	Holiday
26	MON	SA1 begins...
27	TUE	
28	WED	
29	THU	
30	FRI	

## OCTOBER - 2016

Date	Day	
1	SAT	ELPSE final, World Aged day
2	SUN	Gandhi Jayanthi - Holiday
3	MON	Clean Campus campaign begins...
4	TUE	
5	WED	
6	THU	Kabaddi Tournament
7	FRI	
8	SAT	Second Saturday - Holiday
9	SUN	Holiday
10	MON	Mahanavami - Holiday
11	TUE	Vijayadasami -Holiday
12	WED	Muharam - Holiday
13	THU	
14	FRI	
15	SAT	Students Day (Dr. A.P.J.Abdulkalam's birthday)
16	SUN	Holiday - World food day
17	MON	Sahadaya Kalolsav begins...
18	TUE	
19	WED	
20	THU	
21	FRI	
22	SAT	Open Houde I-X
23	SUN	Holiday
24	MON	Study Tour, UN day
25	TUE	
26	WED	
27	THU	
28	FRI	Class PTA (Mont.)
29	SAT	Deepavali - Holiday
30	SUN	Holiday
31	MON	

## NOVEMBER - 2016

Date	Day	
1	TUE	Kerala Piravi
2	WED	
3	THU	
4	FRI	
5	SAT	
6	SUN	Holiday
7	MON	
8	TUE	Last date for submitting FA3 report
9	WED	
10	THU	
11	FRI	
12	SAT	Second Saturday - Holiday
13	SUN	Holiday
14	MON	Children's day
15	TUE	
16	WED	
17	THU	
18	FRI	
19	SAT	MTSE final
20	SUN	Holiday
21	MON	Class PTA IX & X
22	TUE	
23	WED	
24	THU	
25	FRI	Annual Sports
26	SAT	Annual Sports, Constitution day
27	SUN	Holiday
28	MON	
29	TUE	
30	WED	

## DECEMBER - 2016

Date	Day	
1	THU	International AIDS Day
2	FRI	
3	SAT	
4	SUN	Holiday
5	MON	
6	TUE	
7	WED	
8	THU	
9	FRI	Human Rights Day observance
10	SAT	Second Saturday - Human Rights Day Holiday
11	SUN	Holiday
12	MON	Milad -e -Sherief -Holiday
13	TUE	
14	WED	
15	THU	3rd Instalment of fees
16	FRI	
17	SAT	
18	SUN	Holiday
19	MON	
20	TUE	
21	WED	
22	THU	National Maths day
23	FRI	X'mas celebration, School closes for x'mas
24	SAT	Holiday
25	SUN	X'mas Holiday
26	MON	Holiday
27	TUE	Holiday
28	WED	School reopens after x'mas
29	THU	
30	FRI	
31	SAT	

## JANUARY - 2017

Date	Day	
1	SUN	Holiday
2	MON	Mannam Jayanthi - Holiday
3	TUE	
4	WED	
5	THU	
6	FRI	
7	SAT	Second Saturday - Holiday
8	SUN	Holiday
9	MON	
10	TUE	
11	WED	
12	THU	National Youth day/ Vivekanada day
13	FRI	
14	SAT	
15	SUN	Holiday
16	MON	
17	TUE	
18	WED	Last date for submitting FA4 report
19	THU	
20	FRI	Class PTA for IX & X
21	SAT	Sahodaya kids fest
22	SUN	Holiday - Sahodaya kids fest
23	MON	
24	TUE	
25	WED	
26	THU	Republic day
27	FRI	
28	SAT	Annual day
29	SUN	Holiday
30	MON	Martyre's day
31	TUE	

## FEBRUARY - 2017

Date	Day	
1	WED	Model Examination for IX & X
2	THU	
3	FRI	
4	SAT	
5	SUN	Holiday
6	MON	
7	TUE	
8	WED	
9	THU	
10	FRI	
11	SAT	Second Saturday - Holiday
12	SUN	Holiday
13	MON	
14	TUE	
15	WED	4th Instalment of fees
16	THU	
17	FRI	
18	SAT	Send off for class X
19	SUN	Holiday
20	MON	
21	TUE	
22	WED	
23	THU	
24	FRI	Sivarathri - Holiday
25	SAT	
26	SUN	Holiday
27	MON	
28	TUE	National Science day



## MARCH - 2017

Date	Day	
1	WED	
2	THU	
3	FRI	
4	SAT	
5	SUN	Holiday
6	MON	
7	TUE	
8	WED	International Women's day
9	THU	
10	FRI	
11	SAT	Second Saturday - Holiday
12	SUN	Holiday
13	MON	SA2 / Term II begins...
14	TUE	
15	WED	
16	THU	
17	FRI	
18	SAT	
19	SUN	Holiday
20	MON	
21	TUE	
22	WED	
23	THU	
24	FRI	
25	SAT	
26	SUN	Holiday
27	MON	
28	TUE	
29	WED	
30	THU	
31	FRI	

## APRIL - 2017

Date	Day	
1	SAT	
2	SUN	
3	MON	
4	TUE	
5	WED	Interview
6	THU	Interview
7	FRI	
8	SAT	Open House - Annual Results
9	SUN	Staff Tour
10	MON	
11	TUE	
12	WED	
13	THU	
14	FRI	
15	SAT	
16	SUN	
17	MON	
18	TUE	
19	WED	
20	THU	
21	FRI	
22	SAT	
23	SUN	
24	MON	Admission Tests
25	TUE	
26	WED	Vacation classes begin for XII
27	THU	
28	FRI	
29	SAT	
30	SUN	

## MAY - 2017

Date	Day	
1	MON	
2	TUE	
3	WED	Vacation classes begin for IX & X
4	THU	
5	FRI	
6	SAT	
7	SUN	
8	MON	
9	TUE	
10	WED	
11	THU	
12	FRI	
13	SAT	
14	SUN	
15	MON	
16	TUE	
17	WED	
18	THU	
19	FRI	
20	SAT	
21	SUN	
22	MON	
23	TUE	
24	WED	New admission Parents meeting
25	THU	Staff training programme
26	FRI	Staff training programme
27	SAT	Staff training programme
28	SUN	Staff training programme
29	MON	Staff training programme
30	TUE	
31	WED	Staff meeting

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# Early Exit Record

Date	Time of Exit		Reason	Signature of Parent/guardian	Class Teacher/ Section Head	Exit No.
	FN	AN				

# Early Exit Record

Date	Time of Exit		Reason	Signature of Parent/guardian	Class Teacher/ Section Head	Exit No.
	FN	AN				

## School Infirmary Record

Date	Time	Nature of disease	Action Taken	Signature	
				Class Teacher	Section Head

Parent will be promptly informed in the event of serious illness or emergencies and may be requested to take their ward home if necessary





# Library Books Record

Book No.	Title	Date of Issue	Date of Return	Remarks







# Messages From School to Home

Date	Message	Teacher's Signature	Parent's Signature











# Messages From Home to School

Date	Message	Teacher's Signature	Parent's Signature





# Time Table

Day of Week	1	2	3	4	5	6	7	8
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								

## Club Membership

Name of the club :

Name of the Patron teacher :

Membership fee paid :

Membersgip No. :

Sd/-  
Co-ordinator

Sd/-  
Patron

“Education is not how much you have committed to memory, or even how much you know. It is being able to differentiate between what you do know and what you don't. It is knowing where to go to find out what you need to know; and it is knowing how to use the information you get”

## FEE STRUCTURE

Category	Spl Fees 15/6/2016	Instalment-I 15/6/2016	Instalment-II 19/9/2016	Instalment-III 15/12/2016	Instalment-IV 15/2/2017	Total
Montessori I & II	700	2800	2800	2800	2800	11900
Class I - IV	600	3350	3350	3350	3350	14000
Class V - VIII	700	3950	3950	3950	3950	16500
Class IX & X	1100	4350	4350	4350	4350	18500
Class XI & XII	500	8750	8750	8750	8750	35500

Laboratory Fees: 2500/- (Only for Senior Secondary Science Students)

Activity Fees: 100/- for each month; Maximum of 700 Rupees