



**ST. SEBASTIAN'S PUBLIC SCHOOL
&
JUNIOR COLLEGE**

PEROOR P.O., KOTTAYAM - 686 637

Tel : 0481-2791241,9496720704

E-mail : stsebastianspublicschoolperoor@gmail.com

(Affiliated to CBSE, New Delhi, Aff. No. 930607

Principal No : 9496720704, 7559950704

7306777438

**Calendar & Hand Book
2023 - 2024**

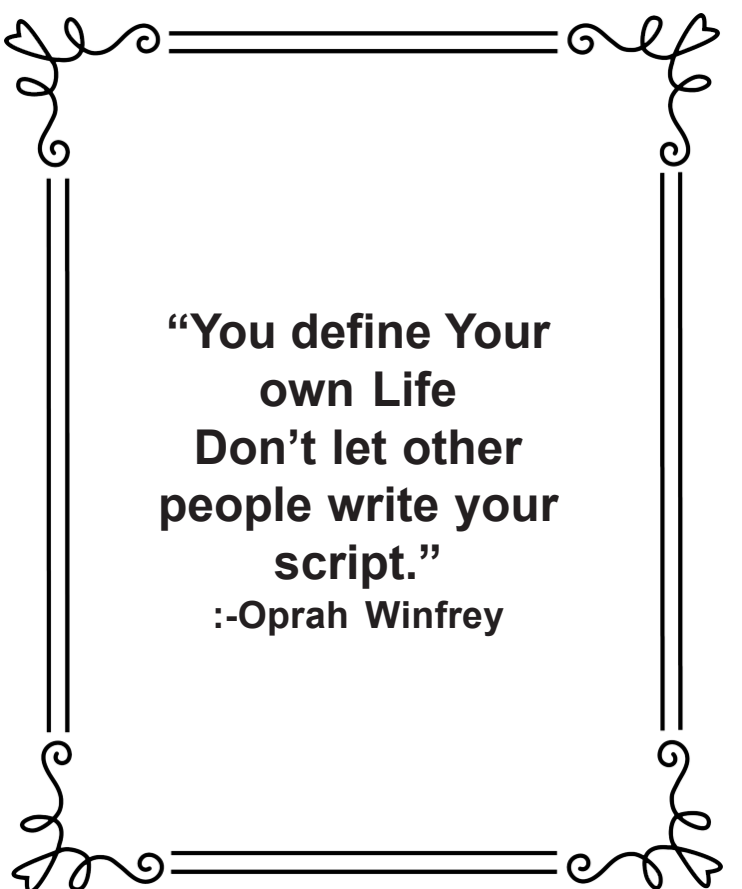
Name

Std..... Section.....

Roll No.....Admn. No.....

Date of Birth

House



**“You define Your
own Life
Don't let other
people write your
script.”
:-Oprah Winfrey**

Our School Motto
Wisdom
the Greatest Asset



*Knowledge is the information received, whereas
Wisdom is the ability to utilise the given
information correctly*

Theme 2023

**Keep abreast
of Change**

SCHOOL'S VISION

To create a smart young generation of self confident, innovative, goal-setting, empathetic, responsible individuals with a life long passion for learning.

OFFICIALS

Secretary

M C Mathew Vellapally Mattathil

Principal

Dr. Lizy Sunny Stephen

Treasurer

Mathew P. Stephen

Vice Principal

Mrs. Leeja P.

PERSONAL DATA (2023-2024)

Affix Recent stamp size Photograph

Name of Pupil.....

Class Div..... Roll No.....

Adm.No..... House

Date of Birth..... Blood Group.....

Heightcms,Weight Kg.

Residential Address

..... Aadhar No.....

Resi Phone No..... Mobile

Father's Name

Occupation.....

Off Phone No..... Mobile

Office Address

.....

Mother's Name

Occupation.....

Off Phone No..... Mobile

Office Address

.....

Person to be contacted in emergency

Phone Mobile Relation.....

Mobile No. to which SMS are to be sent(Ph.No)

Location of Residence (Give a well known Lan mark)

School Bus No..... Boarding Point

Particulars of Brothers/Sisters Studying in this school.

Name & Class 1.

2.

Specimen Signature of Father Mother

Specimen Signature of Guardian

Guardian's relation to the student

I have read the diary and I hereby undertake that I shall co-operate with the school in abiding by its rules and regulations and see that my child also abide by them.

Date Name and Signature of the parent/guardian

Note : The above details must be filled in by the parent or guardian only and submitted to the class teacher on or before 5th July 2022 (Give authentic Tel. Nos as all SMS will be sent to that number)

Student's Copy

PERSONAL DATA (2023-2024)



Name of Pupil.....
 Class Div..... Roll No.....
 Adm.No..... House

Date of Birth..... Blood Group.....
 Height cms, Weight Kg.

Residential Address

..... Aadhar No.....
 Resi Phone No..... Mobile

Father's Name

Occupation.....

Off Phone No..... Mobile

Office Address

.....

Mother's Name

Occupation.....

Off Phone No..... Mobile

Office Address

.....

Person to be contacted in emergency

Phone Mobile Relation.....

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SCHOOL HOURS

09.00 am to 4.00 pm

Timing

9.10 am	First bell & Teachers prayer
9.15 am	Second bell /Prayer/ Class teacher time/Assembly
09.40 - 10.20	First Period
10.20 - 11.00	Second Period
11.00 - 11.10	Interval
11.10 - 11.50	Third Period
11.50 - 12.30	Forth Period
12.30 - 01.00	Lunch Break
01.00 - 01.40	Fifth period
01.40 - 02.15	Sixth Period
02.15 - 02.20	Interval
02.20 - 03.00	Seventh Period
03.00 -03.30	Eighth Period

OFFICE HOURS

The school Office functions on all the school days from
8.50am - 4.15pm
Saturdays 9.00 am - 1.00pm
Second Saturday Holiday
Library & Computer lab 8.50 am- 4.00 pm.

OPTION FOR CCA & CLUB ACTIVITIES

The CCA Activities for the academic year 2022-23 are given below. Parents may please put a tick Mark (...) in the right option. Once an activity is selected, in no case will it be changed. CCA is compulsory for all students. If for any reason, there is correction in the choice, it should be signed by the parent.

- 1. Karatte 3. Yoga
- 2. Dance 4. Drawing and Painting

The club activities of the students from, class V onwards for the academic year 2022-2023 are also given below. Please tick the club activity, your child wishes to join.

- 1. Science and Maths Club
- 2. Language Club
- 3. Eco Club

1. First option for CCA (Write in words)

Second option for CCA (Write in words)

2. First option for Club Activities (Write in words)

Second option for Club Activities (Write in words)

KG Students are automatically enrolled in the Nursery Club.

Name of Student :

Class :

Division :

Signature of student :

Signature of Parent with Name

SPECIALITY OF THE SCHOOL

St. Sebastian's Public School is 'A School with a Difference.'

Just drop your child here and feel the difference!

The School caters to a wide range of curricular and Co-curricular activities for the child's holistic burgeoning. Child Learning is a continuous process and the school takes complete care of each child's learning with the active involvement of parents and teachers.

Everyone has the potential to be creative

One's creativity can be compared to the fine strings of a violin. It remains silent till the bow is drawn over them. And then it responds to the places where the bow is touching it. Our aim is to explore your child's talent. The school follows a syllabus as per the CBSE directions.

School Prayer:

Lord, we sing our praises to thee,
To help us to learn and love and serve
Guide us through and give a chance,
To make our dreams really true.
A foundation for our faith in you,
Give us the strength to strive forward.
You are our light and you are our rule.
You are the glory of our hearts.

The Pledge: India is my country. /All Indians are / my brothers and sisters./ I love my country/and I am/ proud of /its rich and varied heritage./ I shall always /strive to be /worthy of it. / I shall give my parents, / teachers, /and all elders, / respect/ and treat everyone/ with courtesy./ To my country and my people/ I pledge my devotion./ In their well being /and prosperity alone/ lies my happiness.

National Anthem

Jana Gana Mana Adhinayaka jaya he
Bharatha Bhagya vidhata
Punjab, Sindhu, Gujarat, Maratha
Dravida Utkala Banga
Vindhya-Himachala - Yamuna- Ganga
Uchachala-jalathi-ta-ranga

Tava Subha name jage
Tave Subha asisha mage
Gahe tava jaya-gatha
Jana gana mangala dayaka jaya he
Bharatha, Bhagya vidhata
Jaya he, jaya he, Jaya he
Jaya, jaya, jaya, jaya he

1. Strengthen O God who is the truth itself and the origin of all knowledge bless my studies, enlighten my mind, strengthen my memory and direct my will towards what is right Grant me the grace to seek the truth always. Give me the gift of knowledge and the grace to use it wisely. Let me not be led astray from Thee who art the way, the truth and life.
2. O God, source of all knowledge and wisdom, grant that I may remember what I learn and recall it when necessary. Forgive me my shortcomings and give me the courage to follow Thy will.
3. God our Father, help us to be cheerful when things are irritating. Enable us to be helpful to those in difficulties, kind to those in need, sympathetic to those whose hearts are sore and sad Grant that nothing may make us lose our temper, nothing may take away our joy: nothing may ruffle our peace and nothing may make us bitter towards any men. Amen.
4. O God our Father, bless us and keep us all through today. At our work make us diligent. In our homes make us kind and considerate by always trying to make the work of others easier and not harder. Make us honest to face the truth. Help us to be brave all through today. Whatever we have to do, help us to do it boldly with your help, Amen.
5. O God, grant unto us all through this day, patience. If any task is difficult. grant us the perseverance which will not admit defeat. If any problem is hard to solve. help us not to abandon it until we have found a solution. If things do not come right the first time, help us to try and try again until failure becomes success.
6. God, we are your children, help us to do our daily lessons well. May we always respect our parents and teachers. Guard us from all evil and danger, Teach us to be good and kind, happy and strong. Thank you God for your blessings Amen
7. O God, help us to be a good example to those who are younger than us, to be respectful to those who are older than us and to be at all times courteous to our equals. Help us to be obedient to those who are set in authority over us and to be just and fair and kind to any over whom we have control. Help us to be sympathetic to those in trouble and to be helpful to those in difficulties and to be kind to those in need.

Teachers' Prayer

Heavenly Father,

Thank you for allowing us to gather here today.

We come to you asking for your guidance, support and wisdom as we begin another day.

Lord, help us to impart discipline and knowledge to our students.

Open their minds and bless them with the enthusiasm to learn.

Fill us with your grace, as we make decisions that might affect the students. Help us to engage in meaningful deeds.

May your grace abound in us.

Amen

RULES AND REGULATIONS

1. Pupils must come to school neat and tidy in their proper school uniform. Untidy dress, torn shoes, rubber slippers etc. will not be tolerated under any circumstances
2. Pupils must attend school regularly and be punctual to class. Late coming will be entered in the Late Attendance record & must be signed by the parent before the pupil attends class the next day. Frequent late-coming will be seriously dealt with.
3. A Pupil absent from school because of illness or some unforeseen circumstances should bring a letter written in the Leave Absence Record for his/ her absence. Medical Certificate should be produced if the leave is more than one week.
4. Good behaviour and good manners are expected at all times. Use of bad language, unruly behaviour etc are forbidden. Defaulters will be severely punished or expelled from the school.
5. Irregular attendance, habitual idleness, neglect in studies, disobedience and disrespect towards members of the staff and immoral behaviour justify suspension or dismissal.
6. Pupils will be allowed to leave the class during the working hours only with the permission of the teachers. Pupils are not allowed to leave the school premises without the permission of the principal.
7. Pupils themselves are responsible for the safety of their own articles which they bring to school. Wearing or bringing to school gold ornaments or other costly items are prohibited. The school will not be responsible for any loss of such items.
8. Honesty is expected of every pupil. If a pupil finds something that does not belong to him/her, he/she should inform the teacher about the articles found and leave the same in the office. Pupils who have lost articles may enquire about it in the office.
9. It is forbidden to write or scribble on the school walls, benches & desks or in any way disfigure or damage school property.

Severe action will be taken against pupils not adhering to this rule. Also, the cost of repairs or replacement will be charged to parents.

10. Class rooms and the school premises should be kept neat and tidy. All wastes must be put in the proper receptacle. Students must make it a point to pick up and dispose of litter found anywhere in the school compound and care for the appearance of the School.
11. Speaking English is compulsory at the school premises, in the School bus, at the bus stops while waiting to board the bus and whenever in school uniform.
12. A major breach of discipline or grave misconduct or being guilty of instigating others to acts of indiscipline, may render a student liable to expulsion. The principal's decision is final.
13. No vehicle shall be allowed inside the school compound.
14. Parents should cooperate with the rules and regulation for the smooth running of the school.
15. School diary is a record of reference, so all must bring their school diary everyday to School.
16. Withdrawal of Children From School

Parents must submit a written request and provide one month notice for the withdrawal of their child from school. T.C. will be issued after settlement of all dues. In case of leaving the school at the end of the year, parents should submit application for TC before March 31st

GENERAL CODE OF CONDUCT FOR STUDENTS

1. Pupils must come to the school neat and tidy, with their shirts properly tucked in.
2. Pupils must attend school regularly and punctually, Frequent late coming will be dealt seriously
3. Pupil should bring the school diary to the class daily.

4. When the principal, teachers, nursemaid or any other elderly person comes to the class, the pupil should stand up and greet him/her and remain standing till they are asked to sit.
5. All the students should remain silent and study till the teacher comes to the class.
6. No students should leave the school premises without prior permission from the principal.
7. Any damage caused to the school property will have to be made good or the cost of repair be paid.
8. Homework should be done regularly and carefully and submitted on time.
9. No pupil should enter other class rooms for any reason.
10. Playing in classrooms and in corridors is strictly prohibited.
11. While passing along the corridor during the class hours, students should maintain silence.
12. Pupils should realize the importance of good behaviour and conduct both inside and outside the school. Hence they should take care to behave properly and understand that they are responsible for the goodwill of the school.
13. Textbooks and notebooks according to the time table of the day must be brought to the class.
14. Students are strictly prohibited to bring any books like comics, magazines, journals, periodicals, toys etc to school. Hence they should take care to behave properly and understand that they are responsible for the goodwill of the school.
15. Students should respect teachers and follow their guidelines..In no way, disrespect to teachers will be tolerated.
16. Students should not speak ill of anyone, as it will deteriorate your goodwill and confidence. Always speak positive and see the positive side of things.
17. Pupils should participate in all the activities of the school without fail. No child should be exempted from any activity of the school. Participation in school activities boosts your confidence and makes you smarter.

18. Students should build confidence in themselves, and ask doubts to their teachers whenever in doubt. If you don't clear your doubts, you will always remain in the darkness.
19. Write all the details of home work and test papers in the diary in the respective period itself.
20. Students should reach the school by 9.10 a.m
21. All the students are bound to abide by the rules and regulations of the school framed from time to time.
22. Any act by the students, which affects the discipline or peaceful atmosphere of the school will be penalized.
23. A pupil suffering from any contagious or infectious disease will not be allowed to attend the school.
24. Costly or gold ornaments should not be worn or brought to school. And if worn and lost, the school will not be responsible in anyway.
25. Girls should not wear any bangles or heavy and long ear rings.
26. Be a regular visitor to the school library and make use of the stock of books available there.
27. Use only refined language while conversing with others. It will boost your self-confidence and positive approach.
28. Preserve the neatness and beauty of your class room and of the entire school premises.
29. You should use the three magic words of good manners, *Please", "Thank you and Sorry' whenever necessary.
30. Don't tear pages from the notebooks and neither should you write unnecessarily at the back pages of notebooks.
31. Students are not allowed to bring mobile phones/ electronic gadgets of any kind under any circumstances. Severe punishment will be administered on the violation of this rule.

CO-OPERATION OF PARENTS

The interest & encouragement of parents in the all round progress of their children is a valuable asset to the boy/ girl and to the school. Prime importance is attached to building sound character in pupils.

The Co-Operation of parents is expected in ensuring the pupil's regular and punctual attendance and good general behavior. They are requested to cooperate with the teachers in educating their children.

Parents are welcome to come and discuss the problems of their children with the staff of the school and the Principal with prior appointment. They are requested to cooperate with the school authorities to enforce regularity, punctuality and discipline in the interest of the pupil.

Parents should inspect the pupil's school diary daily. Remarks entered in the school diary should be acknowledged by the parents with their signatures.

Parents must attend the open house & collect progress reports and return them to the class teachers within three days. They are expected to inquire about the progress of their children from the teacher.

Changes in the address of parent or guardian must be intimated to the school office in writing and without delay, failing which the school will not be responsible for the non-receipt of communications addressed to the parent or guardian.

The enrolment of the pupil implies that the parent has agreed to abide by the rules and regulations of the school framed from time to time.

DISCIPLINARY PROCEDURES

If a pupil is found guilty of serious or repeated infraction of school rules, the following disciplinary procedure will be followed.

- 1.Oral warning to the Student.
2. Written warning to the pupil with a copy to the parent
- 3.Suspension or dismissal of the pupil.

SCHOOL FEES

School fees should be paid termly in three installments.

First Term

1. Till July 10th-without fine
2. From 11 July to 30th July with fine.
3. After 30th July with additional fine every month.

Second Term

1. Till Sept 10-without fine
2. From 11th Sept. to 30th Sept. with fine
3. After 30th Sept, with additional fine every month

Third Term

- 1 .Till Jan 10th-without fine
2. From 11th Jan to 31st Jan with fine
3. After 31. Jan with additional fine every month.

AMENDMENT OF RULES

The Principal/Management has the right to introduce new rules, amend or change these rules and regulations in case of exigencies and in furtherance of the aims and objectives of the managing society and the school as and when necessity arises.

SCHOOL UNIFORM

K G Section :

Monday, Tuesday, Wednesday & Friday

Boys - Cream shorts, Check half sleeved shirt, School Belt, Socks & shoes.

Girls - Cream pinafore, Check half sleeved shirt, School belt, socks & Shoes

Thursday

Boys - T- Shirt, track pants, black socks & shoes.

Girls - T - Shirt, track pants, black socks & shoes.

Class I - IV :

Monday, Tuesday & Friday

Boys - Cream Shorts, Check half sleeved shirt, School belt, socks & Shoes

Girls : Cream skirt, Check half sleeved shirt, School belt, socks & shoes

Wednesday

Class V Girls - Cream Shirt & check half sleved shirt, school belt, socks and shoes.

Thursday

Boys & Girls } T- Shirt, Track pants, School belt, black socks & shoes

Classes V - XII

Monday, Tuesday & Friday

Boys - Cream pants, Check half sleeved shirt, School belt, socks & shoes

Girls - Cream pants, Check three fourth sleeved shirt, socks & shoes
As we are following the gender neutral uniform from VI - XII, boys and girls should insert the shirt and wear school belt.

GIRLS' HAIRSTYLE : CLASS I - XII

Girls may keep their hair cut short, or if allowed to grow, keep them neatly tied with a black hairband only

BOYS' HAIR STYLE : CLASS I-XII

Boys should maintain short, simple and smart hair cut. They are not allowed to grow long hair, moustache and beard.

LIBRARY RULES & REGULATIONS

"Books Enlighten, Knowledge Delights" Make the best use of" Your School Library". We hope you will enjoy using the library. Here is some information that will help you to use the library in a better way.

1. All Students of the school are members of the library.
2. Strict discipline and silence is to be observed in the library.
3. A Student from class V to XII can borrow one book at a time.
4. Library books should be properly looked after and returned on the due date.
5. Students will be assessed fines as follows for overdue materials.
Borrowing limit-8 days Fine- Rs. 2/- per day for each school day overdue.
6. Marking, underlining, cutting or damaging pages of the books are strictly prohibited and liable to be punished, if the librarian detects any such damage to the library books.
7. The librarian may call for a book at any time in case of urgency.
8. Text books, Reference books, journals and periodicals are to be read in the library only and not meant for home issues.
9. Students are responsible for the books that they borrow. Any book lost or damaged must be paid for before, borrowing privileges are restored. Failure to make restitution can negatively affect a student's ability to participate in school sponsored co-curricular activities.
10. Library books are to be deposited at least one week before any vacation.
11. Students must follow all school rules when visiting the library.

CO-CURRICULAR ACTIVITIES

Regular Periods are allotted for CCA in the school timetable. The following items are presented for this academic year. It is compulsory to get involved in any one of the following activities. Dance, Yoga, Music, Karate, Band

ADMISSION OF STUDENTS

Application form for admission can be had on request from the school office. The application form must be enclosed with duly attested photocopy of Birth Certificate and two passport size photos. After receiving the filled in application forms, the school office will intimate you about an aptitude test/ interview which the candidate has to undertake. If called for interview, the following documents must be brought along:

1. Mark list of the previous class attended
2. Transfer Certificate
3. Attested copy of Birth Certificate
4. Two passport size photos
5. Photocopy of Aadhar

CHANGE OF ADDRESS

Parents should notify the school office as soon as possible, if there is any change in address or phone number. It is very crucial that the school is able to contact the parent in case of an emergency.

HINTS TO STUDY BETTER

1. Do your home study in a quiet place, away from all distractions.
2. Do first the subject you like. Then the rest of the work will be easier.
3. Note down any homework, assignments, test papers etc. in the diary. Do all the assignments. If you have written your homework in your diary correctly, then you will be sure to do the right assignment and prepare for the test papers on time.
4. Do your best work, best thinking and best writing. Check your work when you have finished.
5. Get enough rest and exercise. It will help you to study better.
6. *If you have something to memorise, do it at night, then recall it again in the morning. Recalling & revision is a must to study well.*
7. Repeat at the end of the week all that was learnt during the week. The tests are meant to help you do this.
8. Pray before and after your studies that God may bless your efforts to succeed. 'God helps those who help themselves'.
9. Be a good human being & have a positive approach to life.
10. Nothing in this world is impossible, if you so 'will' for it.

EXAMINATION AND EVALUATION

The progress of the pupil is assessed by means of class tests. Term Exams, Half Yearly, Annual Exams and Internal Assessments such as projects, assignments, Note book Up Keep etc. All the exams conducted during the academic year are taken into consideration for promotion.

One Class Test will be conducted after every lesson/Sub unit.

GRADING SYSTEM FOR SCHOLASTIC AREA

1. Classes 1 to 9

Grades are awarded on a 8 point grading scale for class 1 to 9

Marks Range	Grade (class 1 to 8)	Class 9	Remarks
91-100	A1	A1	Outstanding
81-90	A2	A2	Excellent
71-80	B1	B1	Very Good
61-70	B2	B2	Good
51-60	C1	C1	Above Average
41-50	C2	C2	Average
33-40	D	D	Below Average
32 & below	E (Needs Improvement)	E (Failed)	

1. Classes 11

For class 11 the following grades will be followed:

Grade	Mark Range	Standard
A1	90 - 100%	Excellent
A	80 - 90%	Very Good
B1	70 - 79 %	Good
B	60 - 69%	Average
C1	50 - 59%	Satisfactory
D	33 - 49%	Below Average
E	Below 33%	Failed

3. Classes 10 & 12

For awarding grades in Classes 10 & 12 the board shall put all the passed student in a rank order and will award grades as follows:

A-1	Top 1/8th of the passed candidates
A-2	Next 1/8th of the passed candidates
B-1	Next 1/8th of the passed candidates
B-2	Next 1/8th of the passed candidates
C-1	Next 1/8th of the passed candidates
C-2	Next 1/8th of the passed candidates
D-1	Next 1/8th of the passed candidates
D-2	Next 1/8th of the passed candidates
E	Failed candidates

CO-SCHOLASTIC AREA

Art Education, Health & Physical Education & Discipline

- (Classes 1 to 10)

Work Experience, Health & Physical Education & General

- Studies (Classes 11&12)

Grades are awarded on 3 point grading scale for classes 1 to 8,5 point for classes 9 & 10 & 9 point grading scale for classes 11 & 12.

Class 1 to 8	Remarks	Classes 9 to10	Remarks	Classes 11 & 12
A	Outstanding	A	Outstanding	A1
B	Very Good	B	Very good	A2
C	Fair	C	Good	B1
		D	Fair	B2
		E	Average	C1
				C2
				D1
				D2
				E

DISCIPLINE

(Attendance, Sincerity, Behaviour & Values)

Classes 1 to 8	Remarks	Classes 9&10	Remarks
A	Outstanding	A	Outstanding
B	Very Good	B	Very Good
C	Fair	C	Fair
		D	Satisfactory
		E	Needs Improvement

Pass Criteria for classes 9 & 10

1. In order to be declared as passed in the examination, a candidate shall obtain a grade higher than E (i.e at least 33% marks) in all the five subjects in theory (out of 80 marks) and internal assessment (out of 20 marks) taken together.
2. A candidate will be placed under COMPARTMENT, if he/she fails in any of the one subject.
3. A candidate will be considered FAILED, if he/she fails in two or more subjects

Pass Criteria for classes 11 & 12

1. In order to be declared as having passed the examination a candidate should obtain a grade higher than E(i.e at least 33% marks) in all the five subjects in theory & practical separately in addition to 33% marks in aggregate.
2. A candidate will be placed under COMPARTMENT, if he/she fails in any of the one subject.
3. A candidate will be considered FAILED, if he/she fails in two or more subjects.
3. A candidate will be considered FAILED, if he/she fails in two or more subjects.

SUBJECT CODES OF CLASSES IX & X

Scholastic

English Lang & Lit	-	184
Hindi (Course B)	-	085
Malayalam	-	012
Mathematics (Standard)	-	041
Mathematics (Basic)	-	241
Science	-	086
Social Science	-	087

Co-scholastic

Work Education	-	500 (Subumed in lealth & Phy Edu.)
Art Education	-	502
Health & Phy Education	-	506

SUBJECT CODES OF CLASSES XI & XII

English (Core)	-	301
Physics	-	042
Chemistry	-	043
Biology	-	044
Mathematics	-	041
Computer Science (New)	-	083
Computer Science (Old)	-	283
Informatics Practices (New)	-	065
Informatics Practices (Old)	-	265
Malayalam	-	112
Business Studies	-	054
Accountancy	-	055
Economics	-	030
Work Experience -	-	500
Health & Phy Education	-	502
General Studies	-	503

May 2023

Date	Day	Particulars
1	Monday	Holiday
2	Tuesday	
3	Wednesday	
4	Thursday	
5	Friday	
6	Saturday	
7	Sunday	Holiday
8	Monday	
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	Second Saturday
14	Sunday	Holiday
15	Monday	
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	
20	Saturday	
21	Sunday	Holiday
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	
27	Saturday	
28	Sunday	Holiday
29	Monday	Staff Meeting
30	Tuesday	Preparations of School reopening
31	Wednesday	Faculty Development Program

June 2023

Date	Day	Particulars
1	Thursday	School reopens after Summer Vacation
2	Friday	
3	Saturday	
4	Sunday	Holiday
5	Monday	World Environment Day
6	Tuesday	
7	Wednesday	
8	Thursday	
9	Friday	
10	Saturday	Holiday, Second Saturday
11	Sunday	Holiday
12	Monday	Class XI begins
13	Tuesday	
14	Wednesday	Submission of Nomination
15	Thursday	
16	Friday	School Election
17	Saturday	
18	Sunday	Holiday
19	Monday	
20	Tuesday	
21	Wednesday	International Yoga Day
22	Thursday	
23	Friday	Investiture Ceremony
24	Saturday	
25	Sunday	Holiday
26	Monday	Anti Drug Day
27	Tuesday	
28	Wednesday	Holiday, Bakrid
29	Thursday	
30	Friday	

July 2023

Date	Day	Particulars
1	Saturday	
2	Sunday	Holiday
3	Monday	Holiday, St. Thomas Day
4	Tuesday	Periodic Test I for class I-X
5	Wednesday	
6	Thursday	
7	Friday	
8	Saturday	Holiday, Second Saturday
9	Sunday	Holiday
10	Monday	
11	Tuesday	
12	Wednesday	
13	Thursday	
14	Friday	Open House (Class I-X)
15	Saturday	
16	Sunday	Holiday
17	Monday	Holiday, Karkidakavavu
18	Tuesday	
19	Wednesday	
20	Thursday	
21	Friday	
22	Saturday	
23	Sunday	Holiday
24	Monday	
25	Tuesday	
26	Wednesday	Youth Festival
27	Thursday	
28	Friday	Holiday, Muharam
29	Saturday	
30	Sunday	Holiday
31	Monday	

Working Days : - 22

August 2023

Date	Day	Particulars
1	Tuesday	
2	Wednesday	
3	Thursday	
4	Friday	
5	Saturday	
6	Sunday	Holiday, Hiroshima Day
7	Monday	
8	Tuesday	
9	Wednesday	Quit India - Nagasaki day
10	Thursday	
11	Friday	
12	Saturday	Holiday, Second Saturday
13	Sunday	Holiday
14	Monday	
15	Tuesday	Independence Day
16	Wednesday	
17	Thursday	Term I Exam for Class XI
18	Friday	
19	Saturday	
20	Sunday	Holiday
21	Monday	Periodic Test 2, Class I -X
22	Tuesday	
23	Wednesday	
24	Thursday	
25	Friday	Onam Celebration, School Closes for Onam Holidays
26	Saturday	
27	Sunday	Holiday,
28	Monday	Holiday, Ayankali Jayanthi
29	Tuesday	
30	Wednesday	
31	Thursday	Sreenarayana Guru Jayanthi

Working Days : - 19

September 2023

Date	Day	Particulars
1	Friday	
2	Saturday	
3	Sunday	Holiday
4	Monday	School reopens after Onam Holidays
5	Tuesday	Teacher's Day
6	Wednesday	Holiday- Sreekrishna Jayanthi
7	Thursday	
8	Friday	
9	Saturday	Holiday Second Saturday
10	Sunday	Holiday
11	Monday	
12	Tuesday	
13	Wednesday	
14	Thursday	
15	Friday	
16	Saturday	
17	Sunday	Holiday
18	Monday	
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	Holiday - Sreenarayana Guru Samadhi
23	Saturday	
24	Sunday	Holiday
25	Monday	
26	Tuesday	
27	Wednesday	Miladi Sheriff
28	Thursday	
29	Friday	
30	Saturday	

Working Days : - 14

October 2023

Date	Day	Particulars
1	Sunday	Holiday
2	Monday	Holiday, Gandhi Jayanthi
3	Tuesday	
4	Wednesday	Halfyearly Exam for Class I-X
5	Thursday	World Teacher's Day
6	Friday	
7	Saturday	
8	Sunday	Holiday
9	Monday	
10	Tuesday	
11	Wednesday	
12	Thursday	
13	Friday	
14	Saturday	Second Saturday
15	Sunday	
16	Monday	Holiday
17	Tuesday	
18	Wednesday	
19	Thursday	
20	Friday	
21	Saturday	
22	Sunday	Holiday
23	Monday	Holiday, Mahanavami
24	Tuesday	Holiday, Vijayadesmi
25	Wednesday	
26	Thursday	
27	Friday	
28	Saturday	
29	Sunday	Holiday
30	Monday	
31	Tuesday	Portions finishes for X, Unity Day

Working Days : - 20

November 2023

Date	Day	Particulars
1	Wednesday	Kerala Piravi
2	Thursday	
3	Friday	
4	Saturday	
5	Sunday	Holiday
6	Monday	
7	Tuesday	
8	Wednesday	Periodic Test 3for class X
9	Thursday	
10	Friday	
11	Saturday	Second Saturday
12	Sunday	Holiday, Deepavali
13	Monday	
14	Tuesday	Children's Day , Kids Fest
15	Wednesday	
16	Thursday	
17	Friday	Annual Sports Day
18	Saturday	Army Day
19	Sunday	Holiday
20	Monday	
21	Tuesday	
22	Wednesday	
23	Thursday	
24	Friday	
25	Saturday	
26	Sunday	Holiday,National Constitution Day
27	Monday	
28	Tuesday	
29	Wednesday	
30	Thursday	Students Picnic

Working Days : - 22

December 2023

Date	Day	Particulars
1	Friday	
2	Saturday	
3	Sunday	Holiday
4	Monday	
5	Tuesday	
6	Wednesday	
7	Thursday	
8	Friday	
9	Saturday	Second Saturday
10	Sunday	Holiday
11	Monday	First Model examination for Class X
12	Tuesday	
13	Wednesday	
14	Thursday	
15	Friday	
16	Saturday	
17	Sunday	Holiday
18	Monday	Term II Exam for Class XI
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	X'mas celebration, School Closes for X'Mas
23	Saturday	
24	Sunday	Holiday
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	
29	Friday	
30	Saturday	
31	Sunday	Holiday

Working Days : - 17

January 2024

Date	Day	Particulars
1	Monday	
2	Tuesday	
3	Wednesday	School reopens after X-Mas Holidays
4	Thursday	
5	Friday	
6	Saturday	
7	Sunday	Holiday
8	Monday	
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	Second Saturday
14	Sunday	Holiday
15	Monday	Periodic Test 3, I - IX, Second Model X, Indian Army Day
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	
20	Saturday	
21	Sunday	Holiday
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	National Tourism Day
26	Friday	Holiday - Republic Day
27	Saturday	
28	Sunday	Holiday
29	Monday	
30	Tuesday	
31	Wednesday	IX & XI portions to be finished, Martyr's Day

Working Days : - 19

February 2024

Date	Day	Particulars
1	Thursday	
2	Friday	Annual Day
3	Saturday	
4	Sunday	Holiday
5	Monday	
6	Tuesday	
7	Wednesday	
8	Thursday	
9	Friday	
10	Saturday	Second Saturday
11	Sunday	Holiday
12	Monday	
13	Tuesday	
14	Wednesday	Final exam for IX & XI
15	Thursday	
16	Friday	
17	Saturday	
18	Sunday	Holiday
19	Monday	
20	Tuesday	
21	Wednesday	
22	Thursday	
23	Friday	
24	Saturday	
25	Sunday	Holiday
26	Monday	
27	Tuesday	
28	Wednesday	Open House & Book Distribution for Class IX & XI

Working Days : - 20

March 2024

Date	Day	Particulars
1	Thursday	
2	Friday	
3	Saturday	
4	Sunday	Holiday
5	Monday	Annual Exam
6	Tuesday	
7	Wednesday	
8	Thursday	
9	Friday	Holiday, Sivarathri
10	Saturday	Second Saturday
11	Sunday	Holiday
12	Monday	
13	Tuesday	
14	Wednesday	
15	Thursday	
16	Friday	
17	Saturday	
18	Sunday	Holiday
19	Monday	
20	Tuesday	
21	Wednesday	
22	Thursday	
23	Friday	
24	Saturday	
25	Sunday	Holiday
26	Monday	
27	Tuesday	
28	Wednesday	
29	Thursday	
30	Friday	
31	Saturday	

Working Days : - 23

April 2024

Date	Day	Particulars
1	Sunday	Holiday
2	Monday	
3	Tuesday	
4	Wednesday	
5	Thursday	
6	Friday	
7	Saturday	
8	Sunday	Holiday
9	Monday	
10	Tuesday	
11	Wednesday	
12	Thursday	
13	Friday	
14	Saturday	Second Saturday
15	Sunday	Holiday
16	Monday	
17	Tuesday	
18	Wednesday	
19	Thursday	
20	Friday	
21	Saturday	
22	Sunday	Holiday
23	Monday	
24	Tuesday	
25	Wednesday	
26	Thursday	
27	Friday	
28	Saturday	
29	Sunday	Holiday
30	Monday	

Working Days : - 20

Leave Record

Date/ Period of Absence	Reason for Leave	Dated Signature of Parent/ Guardian	Dated Signature of cl Teacher

Note : Prior permission is to be taken for availing of leave in normal cases. Leave upto 2 days can be granted by the class teacher. Leave for more than 2 days is to be granted by the principal.

Leave Record

Date/ Period of Absence	Reason for Leave	Dated Signature of Parent/ Guardian	Dated Signature of cl Teacher

Note : Prior permission is to be taken for availing of leave in normal cases. Leave upto 2 days can be granted by the class teacher. Leave for more than 2 days is to be granted by the principal.

Student Movement Record

Date	Remarks	Signature

Student Movement Record

Date	Remarks	Signature

LATE ATTENDANCE RECORD

(to be entered by the Teachers)

Date & Arrival Time	Remark by Class Teacher/ Principal	Dated Signature of Cl.Teacher/ Principal	Dated Signature of Parant/ Guardian

LATE ATTENDANCE RECORD

(to be entered by the Teachers)

Date & Arrival Time	Remark by Class Teacher/ Principal	Dated Signature of Cl. Teacher/ Principal	Dated Signature of Parant/ Guardian

Note to and from parents

- NB: 1. All communications must be signed with date by the concerned teacher or parent.
- 2. All Communications sent by the teacher should also be signed by the parent with date on the same day

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Regularity Record-Home Work & Class

Date	Remark by the Teacher/Principal	Signature of the Teacher with date	Signature of the Patent/Guardian with date

Regularity Record-Home Work & Class

Date	Remark by the Teacher/Principal	Signature of the Teacher with date	Signature of the Patent/ Guardian with date

HomeWork/Notes

Date	Matter

HomeWork/Notes

Date	Matter

HomeWork/Notes

Date	Matter

HomeWork/Notes

Date	Matter

HomeWork/Notes

Date	Matter

HomeWork/Notes

Date	Matter

HomeWork/Notes

Date	Matter

HomeWork/Notes

Date	Matter

HomeWork/Notes

Date	Matter

HomeWork/Notes

Date	Matter

HomeWork/Notes

Date	Matter

HomeWork/Notes

Date	Matter

Assignment & Projects

Sl. No.	Date	Subject with Topic	Due Date for Submission	Remark & Sign of Teacher	Parents sign

Assignment & Projects

Sl. No.	Date	Subject with Topic	Due Date for Submission	Remark & Sign of Teacher	Parents sign

Time Table for Periodic Test 1

Date	Subject	Time	Sign of Teacher with date	Sign of Parent with date

Portion for Annual Examination

Sl. No.	Subject	Date of giving Portion	Portion for Exam	Initial of the Sub. teacher with date

Signature of Class Teacher

Signature of Parent

CLASS TEST MARK SHEET

JUNE

Subject	Date	CT1	Date	CT2
English				
Hindi				
Malayalam				
Maths				
History				
Geography				
S.S. (Total)				
Physics				
Chemistry				
Biology				
Science/EVS				
Computer				
Signature of Parent				
Signature of Class Teacher				
Signature of Co-ordinator				

CLASS TEST MARK SHEET

JULY

Subject	Date	CT1	Date	CT2
English				
Hindi				
Malayalam				
Maths				
History				
Geography				
S.S. (Total)				
Physics				
Chemistry				
Biology				
Science/EVS				
Computer				
Signature of Parent				
Signature of Class Teacher				
Signature of Co-ordinator				

CLASS TEST MARK SHEET

AUGUST

Subject	Date	CT1	Date	CT2
English				
Hindi				
Malayalam				
Maths				
History				
Geography				
S.S. (Total)				
Physics				
Chemistry				
Biology				
Science/EVS				
Computer				
Signature of Parent				
Signature of Class Teacher				
Signature of Co-ordinator				

CLASS TEST MARK SHEET

SEPTEMBER

Subject	Date	CT1	Date	CT2
English				
Hindi				
Malayalam				
Maths				
History				
Geography				
S.S. (Total)				
Physics				
Chemistry				
Biology				
Science/EVS				
Computer				
Signature of Parent				
Signature of Class Teacher				
Signature of Co-ordinator				

CLASS TEST MARK SHEET

OCTOBER

Subject	Date	CT1	Date	CT2
English				
Hindi				
Malayalam				
Maths				
History				
Geography				
S.S. (Total)				
Physics				
Chemistry				
Biology				
Science/EVS				
Computer				
Signature of Parent				
Signature of Class Teacher				
Signature of Co-ordinator				

CLASS TEST MARK SHEET

NOVEMBER

Subject	Date	CT1	Date	CT2
English				
Hindi				
Malayalam				
Maths				
History				
Geography				
S.S. (Total)				
Physics				
Chemistry				
Biology				
Science/EVS				
Computer				
Signature of Parent				
Signature of Class Teacher				
Signature of Co-ordinator				

CLASS TEST MARK SHEET

DECEMBER

Subject	Date	CT1	Date	CT2
English				
Hindi				
Malayalam				
Maths				
History				
Geography				
S.S. (Total)				
Physics				
Chemistry				
Biology				
Science/EVS				
Computer				
Signature of Parent				
Signature of Class Teacher				
Signature of Co-ordinator				

CLASS TEST MARK SHEET

JANUARY

Subject	Date	CT1	Date	CT2
English				
Hindi				
Malayalam				
Maths				
History				
Geography				
S.S. (Total)				
Physics				
Chemistry				
Biology				
Science/EVS				
Computer				
Signature of Parent				
Signature of Class Teacher				
Signature of Co-ordinator				

CLASS TEST MARK SHEET

FEBRUARY

Subject	Date	CT1	Date	CT2
English				
Hindi				
Malayalam				
Maths				
History				
Geography				
S.S. (Total)				
Physics				
Chemistry				
Biology				
Science/EVS				
Computer				
Signature of Parent				
Signature of Class Teacher				
Signature of Co-ordinator				

CLASS TEST MARK SHEET

MARCH

Subject	Date	CT1	Date	CT2
English				
Hindi				
Malayalam				
Maths				
History				
Geography				
S.S. (Total)				
Physics				
Chemistry				
Biology				
Science/EVS				
Computer				
Signature of Parent				
Signature of Class Teacher				
Signature of Co-ordinator				

SCHOOL HOURS 9.30 AM - 3.30 PM

DAY	9.40 - 10.20 1 st Period	10.20-11.00 2 nd Period	11.10-11.50 3 rd Period	11.50-12.30 4 th Period	01.00-1.40 5 th Period	1.40-2.15 6 th Period	02-20-03.00 7 th Period	03.00-03.30 8 th Period
DAY 1								
DAY 2								
DAY 3								
DAY 4								
DAY 5								
Short Break								
Lunch Break								
Short Break								

LIBRARY RECORD

Date of Issue	Name of the book	Author of the book	Sig. of the Librarian	Sig. of the student	Date of return	Sig. of the Librarian

Signature of Parent

Signature of Class Teacher with Date :

LIBRARY RECORD

Date of Issue	Name of the book	Author of the book	Sig. of the Librarian	Sig. of the student	Date of return	Sig. of the Librarian

Signature of Class Teacher with Date :

Signature of Parent

FEE RECEIPT 2023-24

Name :

Standard :

Div :

Term	Amount received with date	Amount due (if any)	Fine	Balance due	Date of Payment	Sig. of the teacher/cashier
I st Term						
II nd Term						
III rd Term						

DUES COLUMN 2023-24

Name :

Standard :

Div :

Term	Amount Due Tuition Fee	Fine	Amount due Conveyance	Date of Payment	Sig. of the teacher/ cashier
I st Term					
II nd Term					
III rd Term					