

# ST. TERESA'S SCHOOL

BOLPUR, Makrampur, Paruldanga P.O.,  
Birbhum Dist., West Bengal - 731235

9647480102 (Junior)

8001668476 (Senior)

E-mail : stteresabolpur@yahoo.in

www.stteresabolpur.com

## SCHOOL DIARY 2019 - 2020

Name : .....

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

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

Address : .....

.....

.....

It is compulsory to bring this diary to school daily.

**SCHOOL YEAR**

The Scholastic Year is from March to February.

**SCHOOL TIMINGS**

LKG & UKG : 7.30 am to 11.50 am

Std I to IV : 7.30 am to 12.30 pm

Std V to X : 7.30 am to 1.10 pm

**Teachers and students are expected  
to be in the school premises 10 minutes before schedule.**

**OFFICE HOURS**

The School Office will remain open on all working days  
of the School from 8.00 am to 11.00 am.

All business will be restricted to these hours.

**Principal is available**

between 8.30 am to 9.30 am

**The teachers are available**

LKG & UKG : 11.50 am

Std. I-IV : 12.30 pm

Std. V-X : 1.10 pm

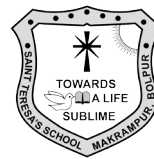
**VACATIONS**

The Summer Vacation (May - June)

The Autumnal Vacation (September - October)

The Winter Vacation (December - January)

No business will be transacted on holidays.

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**(Use block letters only)**

Stamp  
Photo of  
the  
Student

Pupil's name in full : .....

Class : ..... Section : ..... Admn No. : .....

Date of Birth :       
Date Month Year

Mode of Transport : .....

Father's Name : .....

Mother's Name : .....

Address : .....

Phone : Office ..... Mobile (Father) : .....

Phone : Residence ..... Mobile (Mother) : .....

House : ..... Colour : ..... Motto : .....

Blood Group : .....

Has the ward any one sister / brother studying in this school? If so state the

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

We the undersigned, have read the rules and regulations in the School Diary and we agree to abide by them and co-operate with you in the interest of our ward.

**IMPORTANT****Declaration by parents**

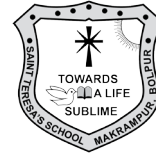
We shall not engage teachers of this school for private tuitions of our ward.

.....  
Father's Signature

.....  
Mother's Signature

**TIME TABLE (LKG to STD IV)**

DAYS	7.50	A	S	S	E	M	B	L	Y
	8.00								
	8.40								
	9.20								
	10.00	R E C E S S							
	10.15								
	10.55								
	11.35								
	12.05								



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Stamp  
 Photo of  
 the  
 Student

**(Use block letters only)**

Pupil's name in full : .....

Class : ..... Section : ..... Admn No. : .....

Date of Birth :        
Date Month Year

Mode of Transport : .....

Father's Name : .....

Mother's Name : .....

Address : .....

Phone : Office ..... Mobile (Father) : .....

Phone : Residence ..... Mobile (Mother) : .....

House : ..... Colour : ..... Motto : .....

Blood Group : .....

Has the ward any one sister / brother studying in this school? If so state the

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

We the undersigned, have read the rules and regulations in the School Diary and we agree to abide by them and co-operate with you in the interest of our ward.

**IMPORTANT**

**Declaration by parents**

We shall not engage teachers of this school for private tuitions of our ward.

.....  
 Father's Signature

.....  
 Mother's Signature

**TIME TABLE (STD V to XII)**

DAYS	7.50	8.00 PERIOD 1	8.40 PERIOD 2	9.20 PERIOD 3	10.00	10.15 PERIOD 4	10.55 PERIOD 5	11.35 PERIOD 6	12.05 PERIOD 7
MONDAY	A				R				
TUESDAY	S				E				
WEDNESDAY	S				C				
THURSDAY	E				E				
FRIDAY	M				S				
	B				S				
	L								
	Y								

Time Table for Half Yearly Examination

Date	LKG	UKG	I	II	III	IV	V	VI	VII	VIII	IX	X B
21.8.19	MATHS	ENG	MATHS	B/H	ENG I	MATHS	ENG I	MATHS	ENG II	MATHS	ENG I	CHE
22.8.19	VOC/AC	RHY	B/H	ENG I	G.SC	ENG I	S.SC	CTA	PHY	ENG I	GEO	B/H
23.8.19	ORAL	MATH	ENG I	MATHS	MATHS	G.SC	B/H	ENG II	ENG I	CTA	ENG II	BIO
26.8.19	ENG	ORAL	EVS	ENG II	B/H	CTA	G.SC	GEO	MATHS	CHE	MATHS	ENG I
27.8.19	EVS	EVS	ENG II	CTA	S.SC	ENG II	CTA	H/C	BIO	B I/H I	PHY	B/H
28.8.19	RHY	VOC/AC	CTA	EVS	CTA	B/H	MATHS	PHY	BI/HI	PHY	B/H	GEO
29.8.19			VOC B/H	VOC ENG	ENG II	S.SC	ENG II	BI/HI	CTA	ENG II	H/C	PHY
30.8.19			A/C CONV.	A/C CONV.	VOC	VOC	VOC ENG	ENG I	GEO	BIO	CHE	CTA
31.8.19			READING WRITING H/B/ENG	READING WRITING H/B/ENG	A/C SINGING	A/C SINGING		CHE	BII/HIII	H/C	CTA	ENG II
2.9.19			ENG REC.	ENG REC.				BII/HIII	CHE	BII/HIII	BIO	MATHS
3.9.19								BIO	H/C	GEO		

Time : 19.8.19: GK (STD I TO VIII)

20.8.19 : 3RD LANG. (STD V TO VIII) &amp; MSC (STD I TO X)

Time Table for Final Examination

Date	TIME	LKG	UKG	I	II	III	IV	V	VI	VII	VIII	IX
03.02.20	9 - 11 AM	ENG	EVS	ENG I	MATHS	B/H	E II	E II	MATHS	PHY	MATHS	H/C
04.02.20	9 - 11 AM	RHY	ORAL	B/H	ENG II	S.SC	MATHS	E I	GEO	CTA	CTA	E II
05.02.20	9 - 11 AM	EVS	VOC A/C	MATHS	EVS	MATHS	S.S.C	CTA	PHY	BIO	CHE	GEO
06.02.20	9 - 11 AM	VOC A/C	MATHS	ENG II	CTA	ENG II	G.S.C	S.S.C	CHE	B II/ H II	PHY	CHE
07.02.20	9 - 11 AM	MATHS	RHY	CTA	ENG I	CTA	B/H	MATHS	E I	CHE	GEO	E I
10.02.20	9 - 11 AM	ORAL	ENG	EVS	B/H	ENG I	CTA	G.S.C	B I / H I	MATHS	E II	MATHS
11.02.20	9 - 11 AM			VOC ENG	VOC B/H	G.S.C	ENG I	B/H	H / C	ENG I	B I / H I	PHY
12.02.20	9 - 11 AM			VOC B/H	VOC ENG	VOC ENG	VOC B/H	VOC ENG	CTA	B I / H I	BIO	B/H
13.02.20	9 - 11 AM			A/C CONV.	A/C CONV.	VOC B/H	VOC ENG	E II		H/C	B II / H II	CTA
14.02.20	9 - 11 AM			READING WRITING H/B/ENG	READING WRITING H/B/ENG	A/C SINGING	A/C SINGING	BIO		E II	ENG I	BIO
17.02.20	9 - 11 AM			ENG REC.	ENG REC.			B II/ H II	GEO	H/C		

30.01.20: GK (STD I To VIII)

31.01.20 : 3RD LANG. (STD V TO VIII) &amp; MSC (STD I TO X)

**Time Table for Unit Test 1 Examination**

Date	UKG	I	II	III	IV	V	VI	VII	VIII	IX	XB
23.4.19	ENG	ENG II	MATHS	MATHS	CTA & E II	SSC & B/H	E I & MATHS	MATHS & BAG I	CHE & ENG I	PHY	MATHS
24.4.19	ORAL	MATHS	ENG II	GSC & ENG I	SSC B/H	CTA E I	GEO B / H I	PHY ENG II	CTA B II & H III	ENG I DRAMA	B/H
25.4.19	EVS	ENG I	EVS	CTA B/H	MATHS	MATHS	PHY CTA	CHE BEG II	H/C B I/H I	B/H	ENG I
26.4.19	RHY	EVS	B/H	E II SSC	EI GSC	GSC E II	CHE E II	GEO ENG I	PHY GEO	CTA	ENG II
27.4.19	MATHS	ENG VOC	ENG I	VOC B/H	VOC ENG	VOC ENG	BIO B II H II	BIO H/C	MATHS	MATHS	PHY
29.4.19	DIC	B/H	CTA	ENG VOC	VOC		H/C	CTA	E II BIO	CHE	GEO
30.4.19		CTA	VOC B/H		B/H					H/C	CHE
2.5.19		B/H VOC	VOC ENG							GEO	CTA
3.5.19										BIO	H/C
4.5.19										PROSE & POETRY	BIO

**Time Table for Unit Test 3 Examination**

Date	LKG	UKG	I	II	III	IV	V	VI	VII	VIII	IX	XB
14.10.19		ENG	ENG II	MATHS	MATHS	CTA & E II	SSC & B/H	E I & MATHS	MATHS & BAG I	CHE & ENG I	PHY	MATHS
15.10.19	RHY	ORAL	MATHS	ENG II	GSC & ENG I	SSC B/H	CTA E I	GEO B/H I	PHY ENG III	CTA B2/H2	ENG I DRAMA	B/H
16.10.19	ENG	EVS	ENG I	EVS	CTA B/H	MATHS	MATHS	PHY CTA	CHE BEG II	H/C B/H I	B/H	ENG I
17.10.19	EVS	RHY	EVS	B/H	E II SSC	E I GSC	GSC E II	CHE E II	GEO ENG I	PHY GEO	CTA	ENG II
18.10.19	MATHS	MATHS	ENG VOC	ENG I	VOC B/H	VOC ENG	VOC ENG	BIO B II/H II	BIO H/C	MATHS	MATHS	PHY
21.10.19		DIC	B/H	CTA	ENG VOC	VOC		H/C	CTA	E II BIO	CHE	GEO
22.10.19			CTA	VOC B/H		B/H					H/C	CHE
23.10.19			B/H VOC	VOC ENG							GEO	CTA
24.10.19											BIO	H/C
25.10.19											PROSE & POETRY	BIO

**Time Table for Unit Test 2 Examination**

Date	LKG	UKG	I	II	III	IV	V	VI	VII	VIII	IX	X B
05.07.19	ENG	MATHS	MATHS	MATHS	SSC VOC B/H	GSC E I	E II SSC	MATHS	PHY B II H II	MATHS	PROSE & POETRY	BIO
06.07.19	MATHS	DIC	ENG VOC	VOC B/H	E II GSC	MATHS	MATHS	BIO H/C	CHE B I/H I	BIO CTA	MATHS	H/C
08.07.19	RHY	ENG	E II	CTA	B/H E I	VOC B/H SSC	GSC B/H	CTA B I/H I	BIO E II	E II PHY	CHE	CTA
09.07.19	EVS	RHY	B/H	EVS	MATHS	VOC ENG & CTA	CTA E I	E I B II/H II	CTA GEO	B I/H I CHE	BIO	CHE
10.07.19		EVS	EVS	B/H	ENG VOC CTA		VOC ENG	PHY GEO	H/C E I	BII/HII GEO	GEO	GEO
11.07.19		ORAL	CTA	ENG I				CHE E II	MATHS	H/C ENG I	H/C	PHY
12.07.19			VOC B/H	VOC ENG							E I & DRAMA	E II
15.07.19			ENG I	MATHS							CTA	MATHS
16.07.19											B/H	B/H
17.07.19											PHY	E I

**Time Table for Unit Test 4 Examination**

Date	LKG	UKG	I	II	III	IV	V	VI	VII	VIII	IX	X B
18.11.19	ENG	MATHS	MATHS	MATHS	SSC VOC B/H	GSC E I	E II SSC	MATHS	PHY B II H II	MATHS	PROSE & POETRY	BIO
19.11.19	MATHS	DIC	ENG VOC	VOC B/H	E II GSC	MATHS	MATHS	BIO H/C	CHE B I/H I	BIO CTA	MATHS	H/C
20.11.19	RHY	ENG	E II	CTA	B/H E I	VOC B/H & SSC	GSC B/H	CTA B I/H I	BIO E II	E II PHY	CHE	CTA
21.11.19	EVS	RHY	B/H	EVS	MATHS	VOC ENG & CTA	CTA E I	E I B II/H II	CTA GEO	B I/H I CHE	BIO	CHE
23.11.19		EVS	EVS	B/H	ENG VOC CTA		VOC ENG	PHY GEO	H/C E I	B II/H II GEO	GEO	GEO
25.11.19		ORAL	CTA	ENG I				CHE E II	MATHS	H/C ENG I	H/C	PHY
26.11.19			VOC B/H	VOC ENG							E I & DRAMA	E II
27.11.19			ENG I	MATHS							CTA	MATHS
28.11.19											B/H	B/H
29.11.19											PHY	E I

## St. Teresa of Avila

### THE TEACHER OF PRAYER AND THE DOCTOR OF THE CHURCH

"All things are passing, but GOD never changes...  
"GOD ALONE SUFFICES."



### St. Teresa of Avila

St. Teresa of Avila also called St. Teresa of Jesus was born at Avila, in Spain on March 28th 1515 in a very noble family, in the family of knights. She was the beloved child of her father. By her charming smile and sweet nature, she became the favourite of all. She was very gentle and compassionate in her dealing with others. Even at a very young age, she had an ardent desire to love God and to die for the sake of God.

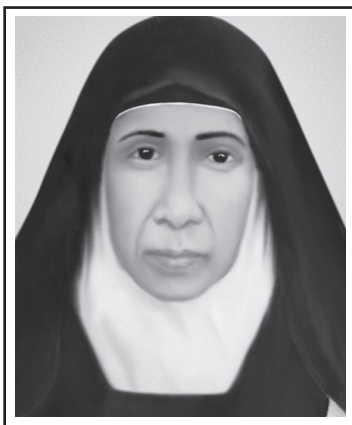
As she grew up as a teenager in the boarding school of Augustinian nuns, God gave her a deep inspiration to follow him in religious life. Overcoming all the objections from her family members and friends, she entered the Carmel convent in 1536. St. Teresa had a determined determination to please the good lord in whatever she did whether in personal prayer, meditation or caring the sick, she always sought the will of God.

St. Teresa of Avila is famous for her teaching and writing. Her main writings are Autobiography, Way of Perfection, Interior Castle etc. we remember Teresa of Avila as a woman of iron with determined determination to do God's will.

With her daringness and profound spirit of true love, St. Teresa established 17 convents and 15 monasteries within just 21 years. She was truly a person of prayer. Her motto was "To Suffer or to Die." This boosted her to take up every challenge in life. God was well pleased with her and called her to his eternal peace in the year of 1582. In 1622, forty years after her death, she was canonized and on 27th September 1970 she was named a Doctor of the Church by Pope Paul VI.

Saint Teresa is among the most important figures of all time for catholic spirituality. Her works especially the four best known books and her letters show her occupied with a great variety of everyday problems. Her doctrine on the unity of the soul with God follows Carmelite tradition which had preceded her and to which she herself contributed in a notable way, enriching it as well as passing the tradition on, not only to her spiritual Sons and Daughters but also to the whole church which she secured so unsparingly. When she was dying, her one joy was to be able to affirm that "I die as a daughter of church."





**Servant of God**

**Rev. Mother Eliswa**

**“The soul is the blessed furnace  
to burn with the love of god.”**

The congregation of Teresian Carmelite (CTC) is a religious institute founded by venerable servant of God Rev. Mother Eliswa of Verapoly in Kerala, India on February 13th 1866. Mother Eliswa was born in October 15th 1831, was the eldest of eight siblings from the wealthy and religious Vypassery Family of Ochanthuruth.

Mother Eliswa was the first nun from Kerala to establish the first convent in the state. The Congregation, under Mother Eliswa, was given the task of teaching girls who had no means to pursue education. Mother Eliswa's mission in life was to educate young girls and she set up St. Joseph school for the education of girls at varapuzha. Mother Eliswa breathed her last on July 18th 1913, at the convent near Varapuzha School. Mother Eliswa always meant what she said and did and they corresponded to her heart. Mother Eliswa was purely motherly especially to the poor. She was a trend setter and she responded whole heartedly to the challenges of her liberative mission. Her daughters, follow her mission facing the challenges of times pioneering new ventures according to the needs of the people.

## PROSPECTUS

### GENERAL INFORMATION

St. Teresa's School, Bolour is a Catholic Educational English Medium Institution established in 2001 and owned by Teresian Carmelite Sister registered under the Societies Registration Act XXI of 1860 with Registration No:80 in the year 1975-76 having its office in Bhagalpur, Bihar.

As such it is minority institution, but provision is also made for the admission of children irrespective of caste and creed. The Teresian Carmelites are working in India and abroad through educational centers, orphanages and other charitable and promotional works.

### I. AIMS AND OBJECTIVES

1. The primary aim of St. Teresa's School is to impart sound value based Education by forming in the students the habits of piety, virtue, discipline and self reliance thus enabling them to be dutiful and useful citizens of their Motherland, India. It also imparts a sound formation – spiritual, moral, social and physical to all admitted to this institution.
2. The method of education followed in the school is based on the principles of convictions, loving kindness and faith in God. We seek to form the young, through education into men and women of character, competence, conscience, compassion and commitment who will foster uprightness in public life in the society.
3. The school is a Christian Minority institution recognized by the National Commission for Minority Educational Institutions and the Department of Education of Government of West Bengal and is affiliated to the Council for the Indian Certificate of Secondary Examination, (ICSE) and the Indian School Certificate Examination (ISC), New Delhi.
4. All the students must attend classes of Moral Science, which deal with moral principles and values for a healthy living. A student must strive to attain qualities of mind and heart and integrate into her/his life virtues such as honesty, right

judgement, compassion, generosity, sincerity and respect for the rights of other human beings, love for nature and other aesthetic values.

5. Special attention is given to ensure a high standard of morality and discipline in the school. Guardians are requested to collaborate in this with the School Authorities.

## II. ADMISSION

1. Applications for admissions are accepted without distinction of caste and creed. At the time of LKG admission, the original Birth Certificate should be produced from the Municipality / Panchayat.
2. Admissions to other classes will be taken against chance vacancies at the beginning of the School Year.
3. Parents/Guardians are asked to fill in the admission forms with the utmost accuracy. No subsequent changes will be permitted.
4. A candidate who has attended a recognized school may be admitted only with a Transfer Certificate from the school he /she has last attended.
5. New candidates must be introduced personally to the Principal by the one who will be responsible for his/her regularity, conduct and fees. They will be examined on the syllabus of the class immediately below that to which they seek admission.
6. The Principal along with the special committee is the final authority in granting admission and their decision is final and binding on all.

## III. REGULARITY RECORD

### (ARRIVAL, DEPARTURE, ABSENCE, LEAVE)

1. School begins with the morning assembly and students must be on time for it and be present on the assembly ground. It is advisable that students reach school at least 10 minutes before the scheduled time for the assembly. i.e. LKG to Std X 7.30 am.

Parents or guardians are requested to make proper arrangements to collect the students immediately after school hours.

2. The purpose of regular attendance is to inculcate in the students traits of punctuality, regularity and academic discipline. To be eligible for promotion, a student must have a minimum of 80% attendance. Absence from the school without leave is not allowed except when the cause is sudden illness or unforeseen circumstances in which case the information must be given at the earliest.
3. An absence due to illness for more than two days from the school the reasons for the absence must be entered briefly in the regularity record under 'ABSENT' in the school diary duly signed by one of the parents. Parents/Guardians should give a prior intimation to the school on the 3rd day of their ward's absence if he/she is likely to be absent for a longer period.
4. If an unauthorized absence from school exceeds 5 calendar days, the student's name may be struck off the roll and he /she may not be admitted to the school. However the parents can seek for readmission if the student intends to join the classes.
5. Leave for religious ceremonies, wedding of close relatives or special occasions must be obtained beforehand.
6. A leave granted must be recorded in the Regularity Record under 'Leave' in the school diary. This must be signed by Principal/Vice-Principal.
7. Early Departure : It is availed when there is an emergency at home or when a student gets sick in the school. It is not granted to those who come sick from home. Parents are requested not to send their ward only to do a test.
8. In case a student falls sick/meet with an accident in the school premises, the student can be helped with immediate first aid only. Utmost care is ensured but the school will not be held responsible for any such eventuality. The parents will be informed and are expected to come and attend the child

immediately.

9. The student's identity card in parent's custody must be produced at the gate. It is advisable that one of the parents take the responsibility but if any other arrangement is made, it has to be with an understanding with the Principal. But the student's ID card is a must for the release of the student from the school. It is important to give the correct contact numbers in the diary and update it whenever there is a change.
10. Late arrival to the school is a breach of discipline. A student who comes late to school must enter the date and time of arrival into the Regularity Record under 'Late'.
11. Five late arrival will result in parents being called to the office of the principal, after which that student is liable to a fine of Rs.50/- for every late arrival.
12. The school declines all responsibility if through failure to produce a letter for reason of absence or delay, a student is obliged to return home during school hours.
13. It is mandatory for a student to attend the school on days marked 'compulsory attendance'. Defaulters are to seek re-admission to the school. In case of sickness / eventualities the matter must be notified to the Principal / Vice Principal by means of communication and produce the relevant documents on his/her first day in the school.

#### IV. SCHOOL FEES (See the Fee Book)

1. The school fees cover twelve calendar months and must be paid as indicated in the school calendar and the fee book. No reduction is made for holidays or broken periods. Students are liable to be charged full fees as long as their names are officially on the roll. Fees once paid will not be refunded.
2. The fees, if paid monthly, must be paid on or before the due date, failing which a late fee of Rs.100/- per month cumulatively. Due dates are clearly indicated in the school calendar. Fee defaulter may not be allowed to attend the class if fees are not cleared for consecutive two months.

3. Fees for the holiday months must be paid in advance before the school closes. All dues of the first session must be cleared before the Half Yearly Examination and the second session fees upto February to be cleared by mid January before the Final Examination, failing which the students may be debarred from appearing for the final examination.
4. The School reserves the right to increase the fees at any time of the year if an increment is considered necessary.

#### V. SCHOOL UNIFORM

1. Parents must take special care to see that students leave home in full uniform. Uniform is compulsory for all school activities, both curricular and co-curricular on instruction days as well as on non instruction days. Whenever the complete or correct uniform cannot be worn, permission to attend the school must be obtained on the Regularity Record under 'UNIFORM'.

The uniform will be as follows:

##### GIRLS

White and blue striped tunic upto std IV.

Bluish grey checked skirt upto the knees and off white half sleeved shirt std V onwards throughout the year.

Black shoes and white socks upto ankle on Mondays.

Tuesdays, Thursday and Fridays.

White hair band. No front fringes.

##### BOYS

White and blue striped half sleeved shirt.

Deep peacock blue short pant (Summer) and deep peacock blue fullpant (Winter) upto std IV and grey full pant from std V onwards throughout the year.

Grey and white striped belt.

Blacks shoes and white socks on Mondays, Tuesday, Thursdays and Firdays. Only black shoe boys should have.

**BOYS & GIRLS (Std IX & XII)**

House colour T-shirt, white short pant upto st IV and full pant from std V onwards (Boys) white skirt (Girls) maroon and white stripped belt, white canvas shoes and white socks on Wednesday.

**IN WINTER**

Grey sweater (upto std IV) and grey blazer (from std V to X) & deep blue blazer Std XI & XII. The uniform is available from an authroised tailor.

**DRESS CODE**

- a) Students should attend school in the prescribed uniform and should at all times be neatly dressed. Only black school shoes should be used. No fancy shoes are allowed.
- b) During the rainy season students are permitted to wear only black sandals instead of shoes.
- c) On Wednesday students should wear their House colours. White shoes must be used on this day.

Boys are expected to wear their shirt properly tucked into the belt and trousers. Low waist and narrow trousers are not permitted.

- d) Students are not allowed to enter the school campus without proper uniform and ID Card, even when they come for extra-classes/ sports coaching, meeting teachers, signing documents, etc.
- e) No costly jewellery of any kind should be worn.
- f) Girls should have their hair neatly plaited both the side.

Boys should have their hair cut short. No fancy hair styles are permitted.

Senior boys are not allowed to sport moustache/ beard and must come neatly shaved.

- g) It is compulsory that the girls of Std I to III wear petticoats and bloomers and girls of Std IV and above wear petticoats and tights (black). The tights should not be seen below the

skirt. Length of the skirt to be below the knee for classes V and above.

All boys should wear vests and briefs. Low waist trousers are not allowed for boys.

**VI BIRTHDAYS**

Children are made to feel extra special on their birthday by inviting them to the stage during assembly.

Children of classes I – IV, if they are very particular, can distribute sweets. They are permitted to wear coloured clothes that are decent and modest conforming to the school norms.

Senior students (Class V - XII) are not permitted to have birthday celebrations in the school premises or in the bus.

Should a child wish he/ she may gift books to the school library on the special day.

**VII ASSESSMENT AND PROMOTION**

1. Promotion at the end of the year will be based on attendance, unit tests and continuous assessment in every subject, work done during the year and overall conduct record and not merely on marks scored in the final examination.
2. Unit Tests are important part of the continuous assessment for the progress of the student. The answer scripts of these tests, dully evaluated, are handed over to the student, to be taken home, signed by the parents and kept in the file in the class. A student is expected to enter his marks in the relevant columns of Achievement Record in his school diary.
3. For students who are absent for any unit test, class test, no provision can be made for supplementary tests. However no student must come to school to do a test and go back home after the test. He / She must attend the full day class.
4. Examines are not expected to indulge in any of the following acts:
  - a) Breach of any of the regulations of conduct at examinations

or indiscipline in or outside the hall. A student guilty of disorderly conduct are responsible for causing any kind of disturbance in or near the examination room is liable to be refused admission to subsequent papers. The use of unfair means, even if discovered subsequently, will merit the cancellation of the particular paper and the student concerned will be awarded a zero.

- b) A student is not expected to have in his / her possession any book, memorandum or pocket book, notes or papers whatsoever during the examination.

Candidates who obtain unfair assistance or who are otherwise detected giving or obtaining or attempting to give or obtain unfair assistance or who otherwise detected in any dishonesty whatsoever will be debarred from the Examination.

5. There is no arrangement for 're-examination' or 'promotion on trial'.
6. A student who fails to secure promotion may be asked to leave the school. A pupil failing in the class at the end of the year does not remain on the roll unless the parents /guardians notify the Principal in advance that they wish their ward to continue his/her studies in the school.
7. The reports must be collected by the parents on the stipulated day. A defaulter may not be allowed to attend the school until his /her report is collected after the examinations.
8. Promotion is decided at the teacher's meet. But in all questions of promotion or failure the Principal's decision a final.

## VIII PRIVATE TUTION

1. The School forbids all private tuitions. A pupil should be able to progress in his/her work as a result of good teaching in school.
2. Teachers are not allowed to undertake private tuitions since they will interfere with the proper execution of their school duties, including the preparation of lessons at home and the correction of exercises. Private tuitions are not to be

undertaken by the school teachers. A students who takes tuition from his own teacher may be dismissed from the school.

## IX VACATION

1. Vacations are given in the School Calendar. These holidays may not be extend or anticipated. Unauthorized absence on the last days before vacation and delays in returning to school will mean 're-admission' to the school, with a fine Rs. 100/-

## X WITHDRAWAL AND DISMISSAL

1. The Transfer Certificate will be issued only on receipt of a written application signed by both the parents and personally handed over to the Principal by the parents of the student. Before withdrawing a student from the school a month's notice is to be given or a month's fee in lieu of notice.
2. Those who take T.C. after the month of November are required to clear the whole year's fees. No certificate will be issued until all dues to the school have been paid in full.
3. Any student failing two years in succession in the same class or failing twice in three consecutive years, will have his name stuck off the roll and a Transfer Certificate will be granted. A student who has been dismissed from the school is not re-admitted. A student, who has taken TC, except in the case of transfer of residence, will not be re-admitted to the school.
4. Students whose attendance is irregular, habitual want of application, insubordination, serious misconduct in the school or even outside the school premises or any habit of behavior damaging the good name of the school, who misbehave in the school buses, who are habitually late or absent, lazy or disobedient, whose conduct is injurious to the moral tone of the school or incompatible with strict discipline may be dismissed.
5. Any certificate from the school will cost Rs. 50/-. However transfer certificate will cost Rs.100/-



6. Notwithstanding anything in the Prospectus, the Principal may, at her absolute discretion, request any parent any time to take his/her ward out the school.
7. The Principal's decision is final in all cases of dismissal or withdrawal.

## **XI OTHER RULES OF CONDUCT AND DISCIPLINE**

1. School Diary is the true record of a student's academic performance and conduct. It is to be signed by the Principal /Vice Principal or their delegates. It must be maintained with utmost care. Every student must have a copy of the School Diary and it must be brought to school on every class-day.
2. No. remarks once written in the diary can be cancelled by anyone other than Principal/Vice Principal.
3. Every student must possess an identity card issued by the school. This card must be renewed periodically. Pupils are responsible for the safe custody of their books and belongings. Each article should be marked with pupil's name.
4. No student will be allowed to leave the school campus during school hours except on the strength of a written request from his/her parent and due authorization by the Principal /Vice Principal.
5. Students are to address their teachers and all members of the School Staff with due respect and politeness. Arrogant and challenging behavior towards teaching and non-teaching staff is forbidden. On their way to and from school, students must behave in a gentle manner.
6. Any damage to school property must be made good by the student concerned.
7. No books, periodicals, comics, newspaper or printed matter of an objectionable nature, must not be brought into the school. All printed materials (except those mentioned in the school book list) when brought into the school must be presented to

the Principal /Vice Principal for approval and may be retained in the school and read only if it bears the signature of one of those authorities.

8. Every student is expected to subscribe towards local charities and other relief work if authorized by the Principal. No collections or fines or raising of funds are to be made in the school without the explicit permission of the Principal.
9. It is mandatory for all students to speak only in English in the school campus. Serious steps will be taken against those found speaking vernacular in school campus at any time.
10. Jewellery of any kind is not allowed in the school.
11. Use of mehendi and nail polish is forbidden in the school. However use of mehendi or special occasion can be permitted with prior permission from the Principal/Vice Principal.
12. Hair cut with front fringes for girls (V to X) is not allowed. Students must wear simple ear rings like small rings or tops. Bangles and finger rings are not to be worn in the school.
13. On Birthdays, students of std I to V are allowed to wear coloured dresses. On this occasion, only distribution of sweets, is permitted.
14. Students who are found guilty of teasing other companions verbally, passing on unnecessary messages which causes damage to the good name of other and cause tensions and disturbances among the school mates will be suspended for a week.
15. Students who are found guilty of continuous disturbance in the class, fighting physically, throwing stones or even picking up a stone with the intention of hurting others will be suspended for a week and at the discretion of the Principal, if need be given a T.C. at the end of the year if there is no behavioural changes.

## **XII FOR PARENTS / GUARDIANS**

1. Parents retain their rights and duties in the education of their children, even though they delegate them in part to the

- school. The support and collaboration of parents is in all cases considered indispensable for the success of the work of education carried out by the school.
2. Parents' POSITIVE CO-OPERATION with the school is absolutely essential for the constructive upbringing of their sons / daughters. They are strongly exhorted to co-operate with the school.
    - a) By urging their wards to be regular and punctual in attendance.
    - b) By checking the school diary on regular basis.
    - c) By seeing that their wards are diligent at their homework and lessons.
    - d) By not engaging private tutors without consulting the school authorities.
    - e) By insisting on neatness and cleanliness in their books and personal appearance.
    - f) By occasionally meeting the Principal / Vice Principal / Teacher to discuss the progress of their wards.
  3. Periodical reports, and the Report Card, will keep parents/guardians informed of the progress of their wards.
  4. Ordinary communication with parents/guardians is made through the school calendar. On the first day of every month, the school calendar should be checked by the parents and signed with the word "CHECKED".
  5. Parents/Guardians are not allowed to see their wards during class hours.
  6. Parents can meet the teachers after the class. They must intimate the same to the respective teachers a day in advance through their ward.
  7. Admittance into the school premises is at the sole discretion of the school authorities, who reserve to themselves the right to refuse admission to any one without assigning any reason whatsoever. Guardians of our students must produce the students identity card at the gate.
  8. Electronic gadgets, cell phones, digital watches and diaries, toys, video games, pen drives, PSDs, DVDs, Cds, portable audio and video devices are forbidden in the school. Students who bring any of the above items are liable to be penalized. It would mean confiscation of the unit, and suspension for a period of one week. Use of mobiles by the parents in the school campus is forbidden. It has to be switched off at the gate.
  9. Exemplary behavior is expected from students and parents in the school campus and outside the school campus.
  10. Though the school takes care of the students while in the school, the school cannot be held responsible for: (a) any self inflicted or accidental mishap/injury, physical or otherwise, that may befall on your ward. (b) If the student leaves the school campus without due written permission from the school authorities.
  11. Parents/Guardians threatening the school by various methods, by labeling malicious or false information which tends to bring into disrepute the school or its employees or spreading rumours or giving false information which tends to bring into disrepute the school or its employees or spreading panic among them might result in issuing of Transfer Certificate to their ward from the school.
  12. Parents and guardians cannot dictate to the school authorities as to the process of admission or dismissal of students. They will neither interfere whatsoever with the school administration.
  13. All communication to the school should be addressed to the Principal.

### **XIII THE ISC COURSE (CLASSES XI & XII)**

1. The course follows the ICSE Examination. It is a separate course and admission to it is to students who have completed the Board Examination (ICSE / CBSE etc.) A new application is required for admission to this course.
2. ISC students must follow the exactly the same pattern of

discipline as the students of the rest of the school. They must wear the uniform provided themselves with and bring daily to class the school calendar and follow all the rules and instructions outlined in the prospectus give therein.

### Criteria for admission to ISC

**Humanities :** A student must secure a minimum of 65% in English.

**Commerce :** A student must secure a minimum aggregate of 70% in Mathematics.

**Science :** A student must secure a minimum aggregate of 75% in Mathematics & Science.

## XIV LIBRARY RULES

1. Strict silence and order must be observed by all in the library.
2. Every student, in the school uniform, has access to the library during the library hours.
3. All articles, personal belongings and bags must be left outside when entering the library. Only an exercise-book and library book, if to be returned, may be taken into the library.
4. Library Card needs to be surrendered to borrow from the library. Only one book will be issued per card and no student can take a book on another's card. A book can be kept for one week only. No renewal will be allowed. Books overdue may be returned on any day with a fine of Rs.10/- per day. No fine if one has been absent for a valid reason.
5. Books exclusively meant for Reference are not to be taken out of the library. They remain available to all students all the time.
6. Before leaving the library every student must submit for scouting the books borrowed.
7. All magazines, reference book or books used while in the library must be put back in the proper place after reading.
8. Books borrowed from the library must be returned directly to the librarian. They must not be circulated. A student who

circulates books borrowed from the library may have his library card withdrawn and may be fined as well.

9. Any defect noticed in a book that is being borrowed, the librarian should be notified. Failure to do this checking renders one liable to be considered responsible for the defect noticed on the return of the book. Fines will be imposed for damages done to books and articles in the library.
10. Books lost must be replaced by the borrower or exact amount to be paid.
11. A remark will be entered in the library page of the School Diary for every book returned late. Three such remarks will result in the withdrawal of the lending card a fine of Rs.20/- may be imposed.
12. Library cards are distributed once a year, in March. A lost card may be replaced by a new one but a fine of Rs.20/- will have to be paid.
13. No books shall be retained by the students during the summer, autumn and winter vacations.
14. During class hours 7.30 am to 1.00 pm students will be allowed into library only according to the time table published by the principal. Permission to enter the library during these class-hours must be obtained from the Principal.

## XV COMPUTER CENTRE RULES

1. The Computer Centre is a place of learning and serious work. For this 'Silence' is a very necessary element.
2. Dust is the greatest enemy of computers. Remove shoes before entering the room. Wear clean socks.
3. Take nothing into the computer room without the prior permission of the teacher.
4. The Computer is a very delicate and expensive machine. Damages must be paid for by the student. Report immediately and kind of defect or damage, so that prompt action can be taken and the machine is available for the next user.



5. Computer time is precious. Don't waste it.

## XVI LABORATORY RULES

1. Silence should be maintained by all inside the Science Laboratories.
2. Written permission is to be taken from the Principal to enter the laboratory other than the stipulated time.
3. All school bags and any other articles not pertaining to the laboratories should be kept outside.
4. The student must accept responsibility and pay for any damage she / he causes to the equipments in the laboratories.
5. During practical classes all students are expected to wear lab coats. A student who has no lab coat will not be admitted to the laboratory.

## XVII HOUSE SYSTEM

The cultural and co-curricular activities of the school are conducted through house system. The house system provides ample opportunities for an all round education and development of the students. There are four houses, each having its own colour, patron and motto and guided by appointed moderators.

HOUSE	PATRON	COLOUR	MOTTO	FEAST
Little Flower	St. Therese	Red	Love	Oct 1st
Savio	St. Dominic Savio	Green	Joy	May 6th
Joan of Arc	St. Joan of Arc	Yellow	Courage	May 30th
Francis of Assisi	St. Francis of Assisi	Blue	Peace	Oct 4th

Its aim is to build up team working and collaboration in the exchange of ideas, opinions etc at participation and organizing level as well. Beside this it helps the integral growth of the child studying in this institution.

Competitions initiate each group to work harder and to aim higher every day. It provides opportunities to discover ones talents and abilities and to develop them.

Each house is guided by Co-ordinators, Captains & Vice – Captains.

All the end of the year trophies are presented to winning Houses for games and academics.

## XVIII HINTS FOR STUDENTS IN ST. TERESIAN SCHOOL

### ATTITUDE TO GOD

1. Remember that we have been created in order to love and serve God, our Creator and that all learning and wealth in this world amount to nothing without the fear of God on which our temporal and eternal welfare depend.
2. Give glory to God for whatever learning you have for he is the Author of every good. Do not glory in any ability.
3. Give yourself to the practice of virtue while you are young. The virtues to be cultivated **most are modesty (Purity), humility obedience and kindness.**
4. By modesty is meant a proper and decent manner of speaking and acting. This virtue is one of the best ornaments of your age.
5. Avoid any kind of sin; especially three evils should be particularly avoided;
  - a) Speaking lies.
  - b) Impurity in thought, word or deed;
  - c) Stealing

These evils draw God's anger upon us. But if we keep these evils far away from us, God will never fail us with His blessings.

## XIX ATTITUDE TO TEACHERS

1. Girls/Boys should look upon their school-mates as Brothers & Sisters and upon their Sisters and Teachers as Mothers & Fathers.
2. Respect every teacher whether of your own class or not. Be

grateful towards those who taught you in the past. Show your teachers those exterior signs of reverence to which they are entitled, such as, greeting them whenever you meet them.

3. Be convinced that your teachers deeply feel their serious obligation of promoting your welfare in the best way they possibly can, and that in advising, commanding and correcting you, they have nothing else in view but your own good.
4. After piety study is most praise worthy. Therefore, your first occupation must consist in doing the tasks assigned to you by your teachers.
5. Always rise when your teachers enter the class and again when they leave. If they delay in coming, do not make any noise, but wait for them in your places in silence, reviewing your lesson or reading some good books.
6. During class avoid whispering or interrupting.

## **XX ATTITUDE TO SCHOOL – MATES**

1. Strive to edify your school-mates by your good example at all time. In fact no sermon is more efficacious than good example.
2. Never make fun of those who are backward in their studies or not so quick to grasp their lessons. Let there be no ridiculing of any-one on account of his/her physical defect. What you laugh at or despise in others may some day befall you.
3. Gladly help one another at recreation; make no distinction in the choice of your companions. Let no one be slighted in any game and let there be no selfishness. If there be need to make a sacrifice for the sake of the team let it be made cheerfully.
4. When you are asked by an authority regarding the conduct of some of your companions, answer to the best of your knowledge especially when it is a matter of preventing or remedying some evil. To be silent would not be beneficial to your companion and would be offensive to God. Always avoid

exaggeration and speak truthfully.

## **XXI BEHAVIOUR AT SCHOOL**

1. To write or draw on the black board (except when called upon to do so), to write offensive words, to soil walls or maps or anything else are absolutely to be avoided.
2. Take great care of your text-books, copy books and other belongings. Beware of appropriating your neighbour's property even if it be the smallest thing. Should you find a lost article, give it at once to the Principal or the Office.
3. Keep the floor clean by allowing no paper or ink to fall on it. Cleanliness and purity of soul are reflected by a clean and neat exterior.
4. Always speak well of your school, teachers, and of your mates.

## **XXII RESPONSIBILITIES OF THE HEAD GIRL / BOY & PREFECTS**

1. She/he should ensure that the leaders carry out their duties in a responsible and impartial manner.
2. She/he should command the whole school-discipline at Prayer Assemblies every morning and at all School gatherings.
3. She/he should be constantly alert, observant and sensitive to the needs of the School and act promptly after consulting and getting order from the principal.
4. She/he should show exemplary behavior with head held high, providing a shining example of leadership, trust, courtesy, love and goodness.
5. She/he should receive the visitors, the parents etc during the school functions, activities and Inter School Competitions.
6. She/he should play an active role in organizing Inter House and Inter School activities.
7. She/he should bring to the notice of the teachers day to day

problems of the students like fights, misunderstanding, injuries, damage to the School property, missing articles etc.

### XXIII RESPONSIBILITIES OF CLASS CAPTAINS / ASST. CAPTAINS

1. Special attention shall be paid by the Class Teachers in choosing suitable leaders. Names shall be submitted to the Sr.-In-Charge whenever there is change.
2. The leaders must be, as far as possible, exemplary in their conduct and industrious in their studies.
3. They must be able to command respect in the class.
4. They are employed for all assistance in the class, e.g. maintaining discipline, attending to the cleanliness and the neatness of the class room, bringing charts, maps, reporting to the concerned authorities about various need of the class, up-keeping of the bulletin board etc.
5. They must rub out the writing on the black board immediately after each period.
6. The leader will write each day on the black board, the date and the number of students present out of the total in their particular class.
7. The leaders have to realize that to be a leader is a special privilege and honour. To betray the trust and confidence reposed in them is to commit a most degrading act.
8. It is incumbent on all the leaders to report to the Principal, the Teacher-in-Charge or the Class Teacher any breach of discipline noticed even during the recess.
9. In the event of a teacher being absent, they must inform the Principal within the first five minutes from the commencement of periods.

### RULES OF PERSONAL POINT SYSTEM

#### PLUS POINT

1. All the students will be given 300 points at the beginning of the year.
2. Those who retain the entire 300 points will be awarded with a MERIT CARD / CERTIFICATE OF APPRECIATION

#### MINUS POINT

3. When a student get **100 minus points**, parent or guardian are called and **first written warning** is issued along with **5 days of suspension**.
4. When a student cross **200 minus points**, parent or guardian are called again and the **2nd written warning** is issued along with **10 days of suspension**.
5. When one get more than **250 minus points**, the parent and guardian are called for the 3rd time and **3rd written warning with 15 days of suspension**.
6. If a student crosses **300 minus points**, **TC will be issued without further information**.

RECORD (MINUS POINT)				
Date	No. of warning	Signature		
		Parent / Guardian	Student	Principal / HM

**AREAS OF MATURITY**

P01.	Being Punctual	+3 to +5
P02.	Doing Home/Class work regularly	+3 to +5
P03.	Clean and Full uniform	+3 to +5
P04.	Attendance on special occasions / Saturdays	+5 to +10
P05.	Having Good Initiative	+5 to +10
P06.	Being responsible for one's belongings	+5 to +10
P07.	Has Originality	+5 to +10
P08.	Being neat, tidy and orderly	+5 to +10
P09.	Perseverance to complete any tasks	+5 to +10
P10.	Curious to ask and seek answers	+5 to +10
P11.	Friendly and caring in relationships	+5 to +10
P12.	Have Self-confidence to try out new things	+5 to +10

**LANGUAGE**

P13.	Speaking	: Express Clearly	+15 to +25
		: Follow Spoken Instructions	
		: Good Vocabulary	
P14.	Reading	: Express Clearly	+15 to +25
		: Follow Spoken Instructions	
		: Good Vocabulary	
P15.	Written Work	: Can Spell Correctly	+15 to +25
		: Has Good Hand Writing	
		: Writes Grammatically	
		Correct sentences	

**PHYSICAL EDUCATION**

P16.	Team Spirit	+20 to +40
	Good Team Spirit and Co-ordination	
P17.	Other Learning Experiences	+25
	Interested in Projects Makes charts for class	+25
	Enjoys Taking part in school functions	
P19.	Participation in Co-Curricular Activities	+30
P20.	Any Appreciation Awards	+50

**POINTS**

Name : \_\_\_\_\_

Class : \_\_\_\_\_ Sec. : \_\_\_\_\_ Roll No. : \_\_\_\_\_ Year : \_\_\_\_\_

DATE	CODE	POINTS	AWARDED BY (NAME)	PARENT'S SIGNATURE
<b>GRAND TOTAL</b>			Signature of the Principal / HM	



<b>AREAS TO BE IMPROVED</b>		
M 1.	Late arrival to the school	-5 to -10
M 2.	Home / Class Work not done	-3 to -5
M 3.	Study Materials / Handbook not brought	-3 to -5
M 4.	Not wearing clean and full uniform	-5 to -10
M 5.	Breaking the Rules of Discipline / Language	-5 to -10
M 6.	Creating noise or disorder during public functions (Assembly, programs, class rooms)	-5 to -10
M 7.	Repeated Absence on Saturdays or on Special occasions	-5 to -10
M 8.	Disturbing the Teacher while class is on	-5 to -10
M 9*	Bringing / having unwanted books to the school	-5 to -10
M 10.	Persistent talking or creating trouble in the absence of the teacher in the classroom	-5 to -15
M 11.	Bringing Mobile Phones, Electronic Gadgets	-5 to -15
M 12.	Misbehaviour / Cheating during Examination	-5 to -15
M 13.	Indecent Language or behaviour in the campus	-5 to -25
M 14.	Tampering of School Records / Progress report	-5 to -25
M 15.	Fighting or doing physical harm to others	-5 to -25
M 16.	Keeping or using Tobacco or related materials	-5 to -50
M 17.	Destroying / disfiguring the furniture	-10 to -20
M 18.	Failure of Parents / Guardians to report when called for	-10 to -50
M 19.	Any Action that brings disrepute to school	-25
M 20.	Strikes / inciting Any act of disobedience in public	-10 to -25
M 21.	Indiscipline in library / laboratory	-10 to -20
M 22.	Absent on the days of compulsory attendance	-10
M 23*	Lose of School Diary	-50

\*In these cases, other than the minus points appropriate actions also will be taken as per the school Diary.

<b>POINTS</b>				
Name : _____				
Class : _____ Sec. : _____ Roll No. : _____ Year : _____				
DATE	CODE	POINTS	AWARDED BY (NAME)	PARENT'S SIGNATURE
<b>GRAND TOTAL</b>			Signature of the Principal / HM	

## ASSEMBLY PRAYER

Our Father who are in Heaven/Hallowed by thy name / Thy kingdom come/ Thy will be done/ One earth as it is in Heaven. Give us this day / our daily bread/ forgive us our trespasses / as we forgive / those who trespass against / And lead us not into temptation / but deliver us form evil. Amen.

## NATIONAL ANTHEM

Jana gana mana adhinayaka jaya hey  
 Bharat bhagya vidhata  
 Punjab, Sindhu, Gujrat, Maratha  
 Dravida, Utkala, Vanga  
 Vindhya Himachala Yamuna Ganga  
 Uchhala jaladhitaranga  
 Tava subha ashish mange  
 Gahe tava jaya gatha  
 Jana gana mangla dayaka jaya hey  
 Bharat bhagya vidhata  
 Jaya hey, jaya hey, jay hey,  
 Jaya jaya jaya jaya hey.

## STUDENT'S PLEDGE TO THE NATION

India is my country / all Indians are my brothers and sister / I love my country / and I am proud of / its rich / and varied heritage. I shall always strive / to be worthy of it / I shall give / my parents / teachers / and all elders / respect and treat every one / with courtesy / to my country / and my people / I pledge / my devotion / in their well being / and prosperity alone / lies my happiness.

## SCHOOL ANTHEM

**Chorus :** St. Teresa my Alma Mater  
 A blessed home of mine,  
 My dear school where I grow with time  
 Towards a life sublime.

St. Teresa of Avila  
 We salute thee our patron

"God alone suffices  
 Lends courage in every girl and boy  
 With determined determination  
 We Teresians stand united  
 In St. Teresa's garden  
 L'le flowers bask in love's bliss. (Chours)

Pround in Teresian hues  
 Pick we life's values,  
 Under the blue sky bright  
 Learn we sins to fight.  
 Your glory we shall sing  
 Through life's thick and thin,  
 Your flag will fly high  
 In the boundless sky.

## DISMISSAL PRAYER

Dear Lord, we thank you for this happy day. We thank you for our parents, teachers and for our friends. Lord, we are grateful to you for your loving care here at school and everywhere.

Amen.

## PRAYER ON TRAVEL

Mighty God / Lord of life and death / Father of all that was / that is / that would be / guard us night and day / May your glory / shine on us now on our way / and reach us home safe. Strengthen / the mind and hands of our driver / and others at the steering / The vehicles that you have made / to speed up our journey / and enhance our comfort / and those of others / move right and left / behind and ahead of us to be on the safe line.

Amen.

(Late Mother Gracia CTC)

## HYMNS FOR ASSEMBLY

### I AM WISDOM

1. I was born before creation,  
When the world was yet to be.  
From the dawn of time uncounted  
I have sung God's melody.  
  
Ch: I am Wisdom, his companion,  
Ever at his side to be:  
I delight in his creating  
Never-ending, ever free.
2. Every sea and every river,  
I have seen them come to birth:  
for the hills and for the mountains  
Seen Him raise the virgin earth. (I am Wisdom ..... )
3. There were stars hung in the heavens,  
And the clouds were in His plan:  
But the time I'll ever cherish,  
Was the day He formed a man (I am Wisdom ....)

### SHOWERS OF BLESSING

There shall be showers of blessing  
This is the promise of love  
There shall be seasons refreshing,  
Sent from the Saviour above

Ch: Showers of Blessing  
Showers of blessing we need.  
Mercy drops round us are falling  
But for the showers we plead

There shall be showers of blessing  
Send them upon us O Lord  
Grant to us now a refreshing,  
Come and now honour thy word.

There shall be showers of blessing  
O' that today they might fall,

Now as to God we're confessing,  
Now as on Jesus we call.

### WE SHALL OVERCOME

Ch: We shall overcome  
We Shall overcome  
We Shall overcome some day  
Oh deep in our hearts we do believe  
We Shall overcome some day.

1. We Shall live in peace...
2. We Shall integrate...
3. The truth shall make us free...

### WALKING WITH THE LORD

Chorus :

Walking with the Lord we are  
Walking in the morning  
Lift up your hearts for you're  
Walking with God  
Singing to the Lord we are singing in the sunshine  
Lift up your hearts for you are singing to God.

Hand in hand with everyone we are walking, walking  
Black and white and brown together walking, walking  
Singing new songs now, living new lives  
Building new bridges, walking distant miles  
Well we're walking with the Lord  
We are .....morning.

### WALK WITH ME, O MY GOD

Walk with me, O my Lord  
through the darkest night and brightest day,  
Be at my side, O Lord,  
hold my hand and guide me on the way.

Sometimes the road seems long,  
my energy is spent,  
then Lord, I think of you  
And I am given strength,



Stones often bar my path  
and there are times I fall,  
but you are always there  
to help me when I fall

Help me to pierce the mists  
that cloud my heart and mind,  
so that I shall not fear  
the steepest mountain side.

### KEEP ME

Keep me in the hollow of thy hand.  
Lead me through this wild and stormy land.  
Thou dost guide my feet  
Though the pathway may be steep,  
Keep me in the hollow of Thy hand.

Keep me, keep me day by day.  
Guide me, guide me all the way.  
Never, never let me stray.  
Keep me in the hollow of Thy hand

Keep me in the centre of Thy will  
All Thy plans for me may I fulfil;  
As I go my way,  
Help me, Lord, from day to day,  
Keep me in the centre of thy will,

Keep me in the circle of Thy love,  
Looking down to comfort from above.  
Help me see Thy face  
As I pray for daily grace,  
Keep me in the circle of Thy love,

### LIKE A SUNFLOWER

Like a Sunflower that follows :  
Every movement of the sun  
So I turn towards you to follow you, my God.

- In simplicity, charity, I follow (2)  
Like a Sunflower .....
- In simplicity, honesty, I follow (2)  
Like a Sunflower .....

## SCHOOL CALENDAR

## MARCH 2019

Day Special : 8th - Women's Day

1	Fri		
2	Sat		
3	<b>Sun</b>		
4	Mon		
5	Tue		
6	Wed		
7	Thu	WD	Orientation program for the teachers
8	Fri	WD	Syllabus preparation (Teachers' attendance compulsory), Staff Meeting
9	Sat		
10	<b>Sun</b>		
11	Mon		New Academic Year begins. (Attendance compulsory), Inauguration of the Scholastic Year, School gets over at 11:00 am, Syllabus submission to the Principal. <b>Assembly conducted by X-A. Speech on any virtue by Cl. Teacher.</b>
12	Tue		
13	Wed	CL	
14	Thu	CL	A short speech on Women's day- Red House
15	Fri	CL	
16	Sat	CL	Routine of Monday (Std V-X). Attendance Compulsory
17	<b>Sun</b>	HOL	
18	Mon	CL	Election of the School Cabinet (Std IX , X & XII) <b>Assembly conducted by X-B. Speech on any virtue by Cl. Teacher.</b>
19	Tue	CL	<b>Assembly conducted by LKG-B. Speech on any virtue by Cl. Teacher.</b>
20	Wed	CL	Last Day to pay the fee of March & Annual Fee, Dev. Fee
21	Thu	HOL	Dol Jatra
22	Fri	CL	
23	Sat	CL	Investiture Ceremony. Routine of Tuesday (Std. V-X, XII)
24	<b>Sun</b>	HOL	
25	Mon	CL	Personal Data form to be submitted to the class teacher <b>Assembly conducted by IX A. Speech on any virtue by Cl. Teacher.</b>
26	Tue	CL	<b>Assembly conducted by UKG-A. Speech on any virtue by Cl. Teacher.</b>
27	Wed	CL	Story Telling (Std I-IV), Final names submitted to the office.
28	Thu	CL	
29	Fri	CL	Inspection of Class Diary by Class Teacher
30	Sat	CL	Character records to be submitted in the Office. Routine of Wednesday (Mr. Nazme Alam) (Std. V-X)
31	<b>Sun</b>	HOL	

**Assembly : 7.20 am**  
**LKG - UKG : 7.30 am - 11.50 am**  
**Std.I-IV : 7.30 am - 12.30 pm**  
**Std. V-X : 7.30 am - 01.10 pm**  
**Std. XI-XII :**

**SCHOOL CALENDAR****APRIL 2019**

Day Special : 22nd - Earth Day

1	Mon	CL	<b>Assembly conducted by IX-B. Speech on any virtue by Cl. Teacher.</b>
2	Tue	CL	Ad. Forms available for Std XI. <b>Assembly conducted by UKG B. Speech on any virtue by Cl. Teacher.</b>
3	Wed	CL	
4	Thu	CL	
5	Fri	CL	1st day to pay the fee of April & Lib, Lab, Comp, Smart Class
6	Sat	HOL	
7	<b>Sun</b>	<b>HOL</b>	
8	Mon	CL	<b>Assembly conducted by IX-C. Speech on any virtue by Cl. Teacher.</b>
9	Tue	CL	<b>Assembly conducted by UKG-C. Speech on any virtue by Cl. Teacher.</b>
10	Wed	CL	
11	Thu	CL	
12	Fri	CL	Bulletin Board – Earth Day
13	Sat	CL	Routine of Monday (Std. I-X)
14	<b>Sun</b>	<b>HOL</b>	<b>Ambedkar's Birth Day, Bengali New Year</b>
15	Mon	CL	Last Day to Pay the fee. (LKG to Std X), <b>Assembly conducted by VIII-A. Speech on any virtue by Cl. Teacher.</b>
16	Tue	CL	<b>Assembly conducted by I-A. Speech on any virtue by Cl. Teacher.</b>
17	Wed	CL	Spelling Contest (Std I-IV) –Eng. Teachers, Final name list to be submitted in the office.
18	Thu	CL	
19	Fri	HOL	Good Friday
20	Sat	HOL	Holy Saturday
21	<b>Sun</b>	<b>HOL</b>	<b>Easter</b>
22	Mon	HOL	Easter Monday
23	Tue	CL	A short speech on Earth Day – Blue House U.T – 1 (UKG to IX), Mock test-1 (Std X & XII)
24	Wed	CL	Quiz Competition Class-wise (Std. I to VIII) – G.K teachers
25	Thu	CL	
26	Fri	CL	
27	Sat	CL	House Meet ( 7th & 8th period) , Routine of Thursday ( Std I-X)
28	<b>Sun</b>	<b>HOL</b>	
29	Mon		Final Quiz Comp (Std. I-VIII) Gr. I – (Std. I –IV) Nasreen, Gr. II (Std. V-VIII)-Mr. Baisakh, <b>Assembly conducted by VIII-B. Speech on any virtue by Cl. Teacher.</b>
30	Tue		Inspection of Class Diary by Class Teacher, Character records to be submitted in the Office, Prayer service for the Supporting Staff- Green House. <b>Assembly conducted by I-B. Speech on any virtue by Cl. Teacher.</b>

**SCHOOL CALENDAR****MAY 2019**

Day Special : 1st - Labour Day

1	Wed	HOL	
2	Thu	CL	School begins for Std XI, Drawing Comp. (Class-wise), Final list submitted to the office
3	Fri	CL	
4	Sat	CL	Routine of Wednesday (Std I-X)
5	<b>Sun</b>	<b>HOL</b>	
6	Mon	CL	Feast of Dominic Savio, <b>Assembly conducted by VII-A. Speech on any virtue by Cl. Teacher.</b> 1st Day to pay the Fee of May
7	Tue	CL	<b>Assembly conducted by I C. Speech on any virtue by Cl. Teacher.</b>
8	Wed	CL	Singing Comp. (Class-wise) – Std I to XII, Theme – Rabindra Sangeet Cl. Teachers, Final name list to be submitted in the office.
9	Thu	CL	Tagore's Birth Day Celebration & a short speech- Yellow house. Bulletin Board – Tagore & 4 House Patrons. Final competitions : Drawing (Std I-V) - Sr. Reshmi & Mr. Anjan Painting (Std VI-XII) – Mrs. Sirat & Mrs. Puja – Attendance Compulsory
10	Fri	CL	
11	Sat	CL	Routine of Thursday (Std I to X)
12	<b>Sun</b>	<b>HOL</b>	
13	Mon	CL	Submission of U.T-1 Marks: (UKG - Std IV)- Sr. Monica (Std V – VIII) - Sr. Nivedita. <b>Assembly conducted by VII-B. Speech on any virtue by Cl. Teacher.</b>
14	Tue	CL	<b>Assembly conducted by II-A. Speech on any virtue by Cl. Teacher.</b>
15	Wed	CL	Last Day to Pay the fee of May Class-wise Dance Comp (Std I-XII)- Cl. Teachers.
16	Thu	CL	
17	Fri	CL	Submit the Character record to the office, Inspection of School Diary by the Cl. Teacher Attendance compulsory.
18	Sat	HOL	Summer Holidays Begin
19	<b>Sun</b>	<b>HOL</b>	
20	Mon	HOL	
21	Tue	HOL	
22	Wed	HOL	
23	Thu	HOL	
24	Fri	HOL	
25	Sat	HOL	
26	<b>Sun</b>	<b>HOL</b>	
27	Mon	HOL	
28	Tue	HOL	
29	Wed	HOL	
30	Thu	HOL	Feast of St. Joan of Arc
31	Fri	HOL	

**SCHOOL CALENDAR****JUNE 2019**

Day Special : 5th - Environment Day

1	Sat	HOL	
2	<b>Sun</b>	<b>HOL</b>	
3	Mon	HOL	
4	Tue	HOL	
5	Wed	HOL	1st day to pay the fee of June
6	Thu	HOL	
7	Fri	HOL	
8	Sat	HOL	
9	<b>Sun</b>	<b>HOL</b>	
10	Mon	HOL	
11	Tue	HOL	
12	Wed	HOL	
13	Thu	HOL	
14	Fri	HOL	Last day to pay the fee of June
15	Sat	HOL	
16	<b>Sun</b>	<b>HOL</b>	
17	Mon	CL	School re-opens (Attendance compulsory). <b>Assembly conducted by VII-C. Speech on any virtue by Cl. Teacher.</b>
18	Tue	CL	<b>Assembly conducted by II B. Speech on any virtue by Cl. Teacher.</b>
19	Wed	CL	Class-wise Extempore (Std. IX – XII) – Eng. Teachers Final Story Telling Comp. (Std I – IV)- Final name list submitted in the office
20	Thu	CL	
21	Fri	CL	Submit the Projects – Std X & XII (Compulsory – No extra dates) Clay modelling competitions (LKG & UKG)
22	Sat	CL	Routine of Tuesday (Std I to X). Bring some plants in the flower pots to celebrate the Environment Day. A short speech on Environment Day - Red House
23	<b>Sun</b>	<b>HOL</b>	
24	Mon	CL	<b>Assembly conducted by VI-A. Speech on any virtue by Cl. Teacher.</b>
25	Tue	CL	<b>Assembly conducted by II-C. Speech on any virtue by Cl. Teacher.</b>
26	Wed	CL	Final Singing (Std I to IV) – Mrs. Sima Dubey & Mrs. Sudha Std (V-XII) Mrs. Jayati Rana & Mrs. Aditi. Final Spelling Comp. (Std I-IV)- Mrs. Jayati B & Mrs Swagata Final name list submitted in the office
27	Thu	CL	
28	Fri	CL	Inspection of school Diary by Cl. Teachers, Submit the character record to the school office.
29	Sat	CL	Routine of Wednesday. (Std I to X)
30	<b>Sun</b>	<b>HOL</b>	

**SCHOOL CALENDAR****JULY 2019**

Day Special : 11th - Population Day

1	Mon	CL	<b>Assembly conducted by VI-B. Speech on any virtue by Cl. Teacher.</b>
2	Tue	CL	<b>Assembly conducted by III-A. Speech on any virtue by Cl. Teacher.</b>
3	Wed	CL	
4	Thu	CL	
5	Fri	CL	U.T –2 (UKG-Std IX) & Mock Test-2 (Std X & XII) begin U.T-1 (LKG & Std XI) begins. 1st day to pay the fee of July.
6	Sat	CL	Routine of Thursday (Std I-X)
7	<b>Sun</b>	<b>HOL</b>	
8	Mon	CL	<b>Assembly conducted by VI C. Speech on any virtue by Cl. Teacher.</b>
9	Tue	CL	<b>Assembly conducted by III B. Speech on any virtue by Cl. Teacher.</b>
10	Wed	CL	
11	Thu	CL	Speech on Population Day by Red House
12	Fri	CL	
13	Sat	HOL	
14	<b>Sun</b>	<b>HOL</b>	
15	Mon	CL	<b>Assembly conducted by V A. Speech on any virtue by Cl. Teacher.</b> Last Day to Pay the fee of July
16	Tue	CL	<b>Assembly conducted by III C. Speech on any virtue by Cl. Teacher.</b>
17	Wed	CL	
18	Thu	CL	
19	Fri	CL	
20	Sat	CL	Routine of Monday (Std V-X)
21	<b>Sun</b>	<b>HOL</b>	
22	Mon	CL	Submission of U.T-2 Marks: (LKG - Std IV) - Sr. Monica (Std V -XII) Sr. Nivedita. <b>Assembly conducted by V-B. Speech on any virtue by Cl. Teacher.</b>
23	Tue	CL	<b>Assembly conducted by IV A. Speech on any virtue by Cl. Teacher.</b>
24	Wed	CL	Final Dance Comp – Theme – Patriotic (House wise) - Std I to XII - Mrs. Sujata Ghosh & Mrs. Pitha
25	Thu	CL	
26	Fri	CL	Bulletin Board - Population Day- Cl. Teachers.
27	Sat	HOL	
28	<b>Sun</b>	<b>HOL</b>	
29	Mon	CL	<b>Assembly conducted by V-C. Speech on any virtue by Cl. Teacher.</b>
30	Tue	CL	Submit the projects- Std XII (compulsory no extra dates). <b>Assembly conducted by IV-B. Speech on any virtue by Cl. Teacher.</b>
31	Wed	CL	Inspection of school Diary by Cl. Teachers, Submit the character record to the school office.

**SCHOOL CALENDAR****AUGUST 2019**

Day Special : 15th - Independence Day

1	Thu	CL	Class-wise Elocution – (Std III – VIII) – Eng. Teachers House wise Debate (Std IX – XII) English Teachers. Final list submit in the School Office
2	Fri	CL	
3	Sat	CL	Routine of Tuesday (Std I – X)
<b>4</b>	<b>Sun</b>	<b>HOL</b>	
5	Mon	CL	<b>Assembly conducted by X-A. Speech on any virtue by Cl. Teacher.</b> 1st Day to pay the fee of August
6	Tue	CL	<b>Assembly conducted by IV-C. Speech on any virtue by Cl. Teacher.</b>
7	Wed	CL	Final of Elocution Comp (Std III-VIII) – Theme – Patriotism Mrs Babita & Mrs Mamoon. Handwriting competition (Std I-IV)
8	Thu	CL	
9	Fri	CL	A short speech on Quit India Day- Green House
10	Sat	HOL	
<b>11</b>	<b>Sun</b>	<b>HOL</b>	
12	Mon	HOL	Id-uz-zoha
13	Tue	CL	<b>Assembly conducted by X-B. Speech on any virtue by Mr. Zaher</b>
14	Wed	CL	
15	Thu	HOL	Independence Day – Selected Patriotic Song & Dance - Juniors & Seniors
16	Fri	CL	Last Day to pay the fee of August
17	Sat	CL	Routine of Thursday (Std I – X)
<b>18</b>	<b>Sun</b>	<b>HOL</b>	
19	Mon	CL	Half -Yearly Exams Begin - GK. (Std I - VIII) ( <b>Assembly conducted by IX-A. Speech on any virtue by Mr. Sujit</b>
20	Tue	CL	3rd Lang (Std V-VIII) & M.Sc (Std I-X). <b>Assembly conducted by LKG-A. Speech on any virtue by</b>
21	Wed	CL	
22	Thu	CL	
23	Fri	CL	
24	Sat	HOL	Janmasthanmi
<b>25</b>	<b>Sun</b>	<b>HOL</b>	
26	Mon	CL	<b>Assembly conducted by IX-B. Speech on any virtue by Mr. Deepak</b>
27	Tue	CL	<b>Assembly conducted by LKG-B. Speech on any virtue by</b>
28	Wed	CL	
29	Thu	CL	
30	Fri	CL	
31	Sat	CL	Routine of Monday. Inspection of School Diary by the Cl.Teachers. Submit the character record to the school office.

**SCHOOL CALENDAR****SEPTEMBER 2019**

Day Special : 16th - Literacy Day

<b>1</b>	<b>Sun</b>	<b>HOL</b>	
2	Mon	CL	<b>Assembly conducted by IX-C. Speech on any virtue by Mr. Sukanta</b>
3	Tue	CL	<b>Assembly conducted by UKG-A. Speech on any virtue by</b>
4	Wed	CL	Teachers' Day Celebration- Sr. Nivedita & Mrs. Radhika, Prayer Service – Cl. Teachers & Cabinet Ministers (Attendance Compulsory)
5	Thu	CL	1st day to pay the fee of September.
6	Fri	CL	
7	Sat	HOL	
<b>8</b>	<b>Sun</b>	<b>HOL</b>	
9	Mon	CL	<b>Assembly conducted by VIII-A. Speech on any virtue by Mr. Arpan</b>
10	Tue	HOL	Muharram
11	Wed	CL	
12	Thu	CL	
13	Fri	CL	
14	Sat	WD	Routine of wednesday (Std V - X). Inter house Throw ball (Std V - VII) boys & Girls- Mr. Nazme, Mr. Rakib, Mr. Lazarus Answer script & Report cards showing to the parents (LKG - Std IV) - Time : 9 am to 12 noon.
<b>15</b>	<b>Sun</b>	<b>HOL</b>	
16	Mon	CL	<b>Assembly conducted by VIII-B. Speech on any virtue by Mrs. Rubli</b> Last day to pay the fee of September.
17	Tue	HOL	Viswakarma Puja
18	Wed	CL	Bulletin Board – Literacy Day- Cl. Teachers.
19	Thu	CL	
20	Fri	CL	
21	Sat	WD	Answer script & Report cards showing to the parents (Std V - XII) - Time : 9 am to 12 noon.
<b>22</b>	<b>Sun</b>	<b>HOL</b>	
23	Mon	CL	<b>Assembly conducted by VII-A. Speech on any virtue by Mrs Rubli</b>
24	Tue	CL	<b>Assembly conducted by I-A. Speech on any virtue by</b>
25	Wed	CL	Final Recitation - Mrs Saswati & Ms Itika
26	Thu	CL	
27	Fri	CL	
28	Sat	CL	Routine of Friday (Std I-X) Inter House Football (Std VIII-X) Boys - Mr. Nazme, Mr. Rakib, Mr. Lazarus
<b>29</b>	<b>Sun</b>	<b>HOL</b>	Mahalaya
30	Mon		<b>Assembly conducted by VII-B. Speech on any virtue by Mr. Nazme.</b> Inspection of School Diary by the Cl. Teachers. Submit the character record to the school office.

**SCHOOL CALENDAR****OCTOBER 2019**

Day Special : 16th - World Food Day

1	Tue	CL	Feast of St. Therese. Attendance Compulsory. <i>Assembly conducted by I-B. Speech on any virtue by</i>
2	Wed	HOL	Gandhi Jayanti. Distribution of fruits
3	Thu	HOL	Puja Holidays begins
4	Fri	HOL	Feast of St. Francis of Assisi. 1st day to pay the fee of October.
5	Sat	HOL	
<b>6</b>	<b>Sun</b>	<b>HOL</b>	
7	Mon	HOL	
8	Tue	HOL	
9	Wed	HOL	
10	Thu	HOL	
11	Fri	HOL	
12	Sat	HOL	
<b>13</b>	<b>Sun</b>	<b>HOL</b>	<b>Laxmi Puja</b>
14	Mon	CL	School Re-opens (Attendance Compulsory). U.T – 3 (LKG to std IX & XI) <i>Assembly conducted by XI-A. Speech on any virtue by Cl. Teacher.</i>
15	Tue	CL	St. Teresa's Day. Homege to St. Teresa. Last day to pay the fee of October.
16	Wed	CL	Admission form available (LKG to std VIII)
17	Thu	CL	
18	Fri	CL	Inter House Basket ball (Std. VII – X) – Boys & Girls- games teacher
19	Sat	CL	Routine of Wednesday (Std I-X)
<b>20</b>	<b>Sun</b>	<b>HOL</b>	
21	Mon	CL	<i>Assembly conducted by XI-B+C. Speech on any virtue by Cl. Teacher.</i>
22	Tue	CL	Alpana competition (Std V-XII), Memory test (Std I-IV). <i>Assembly conducted by II-A. Speech on any virtue by Cl. Teacher</i>
23	Wed	CL	
24	Thu	CL	
25	Fri	CL	
26	Sat	WD	Inter house Cricket (Std V-VII) -Boys- Games teacher
<b>27</b>	<b>Sun</b>	<b>HOL</b>	<b>Kali Puja</b>
28	Mon	HOL	
29	Tue	HOL	Bhai Phota
30	Wed	HOL	
31	Thu	CL	Inspection of School Diary by the Cl. Teachers. Submit the character record to the school office.

**SCHOOL CALENDAR****NOVEMBER 2019**

Day Special : 14th - Children's Day

1	Fri	CL	Submission of Projects (XI & XII) No extra dates.
2	Sat	HOL	
<b>3</b>	<b>Sun</b>	<b>HOL</b>	
4	Mon	CL	Submission of U.T-3 Marks : (LKG - Std IV) - Sr. Monica (Std V -XII) Sr. Nivedita <i>Assembly conducted by XII-A. Speech on any virtue by Cl. Teacher</i>
5	Tue	CL	1st day to pay the fee of November. <i>Assembly conducted by II-B. Speech on any virtue by Cl. Teacher</i>
6	Wed	CL	
7	Thu	CL	
8	Fri	CL	
9	Sat	CL	Routine of Monday. Std I-X Inter House Cricket (Std VIII – XII), Boys-Games Teacher
<b>10</b>	<b>Sun</b>	<b>HOL</b>	
11	Mon	CL	<i>Assembly conducted by XII-B+C. Speech on any virtue by Cl. Teacher</i>
12	Tue	HOL	Guru Nanak's Birth Day
13	Wed	CL	
14	Thu	WD	Children's Day Celebration
15	Fri	CL	Last Day to Pay the fee of November
16	Sat	HOL	Routine of Tuesday. Std I-X
<b>17</b>	<b>Sun</b>	<b>HOL</b>	
18	Mon	CL	U.T – 4 (LKG-Std IX & XI), Mock Test- 4 (Std X & XII) begin <i>Assembly conducted by VI-A. Speech on any virtue by Cl. Teacher</i>
19	Tue	CL	<i>Assembly conducted by II-C. Speech on any virtue by Cl. Teacher</i>
20	Wed	CL	
21	Thu	CL	
22	Fri	CL	Guru Nanak's Birth Day
23	Sat	CL	Routine of Friday (Std I – X)
<b>24</b>	<b>Sun</b>	<b>HOL</b>	
25	Mon	CL	U.T.-4 (LKG to IX & XI), Mock Test – (Std. X & XII ) <i>Assembly conducted by VI-B. Speech on any virtue by Cl. Teacher</i>
26	Tue	CL	<i>Assembly conducted by III-A. Speech on any virtue by Cl. Teacher</i>
27	Wed	CL	
28	Thu	CL	
29	Fri	CL	
30	Sat	CL	Inspection of School Diary by the Cl. Teachers. Submit the character record to the school office.



**SCHOOL CALENDAR****DECEMBER 2019**

Day Special : 10th - Human Rights Day

1	Sun	HOL	
2	Mon	CL	<i>Assembly conducted by V-C. Speech on any virtue by Cl. Teacher</i> Salad arrangement competition (Class wise)
3	Tue	CL	<i>Assembly conducted by III-B. Speech on any virtue by Cl. Teacher</i>
4	Wed	CL	
5	Thu	CL	1st day to pay the fee of December Bulletin Board - Christmas Day
6	Fri	CL	
7	Sat	CL	
8	Sun	HOL	
9	Mon	CL	<i>Assembly conducted by V A. Speech on any virtue by Cl. Teacher</i>
10	Tue	CL	<i>Assembly conducted by III C. Speech on any virtue by Cl. Teacher</i>
11	Wed	CL	Submission of U.T-4 Marks: (LKG - Std IV) - Sr. Monica (Std V -XII) Sr. Nivedita
12	Thu	CL	
13	Fri	CL	
14	Sat	CL	Flower vase arrangement competition (Class wise)
15	Sun	HOL	
16	Mon	CL	<i>Assembly conducted by IX-B. Speech on any virtue by Cl. Teacher</i> Last day to pay the fee of December
17	Tue	CL	<i>Assembly conducted by IV A. Speech on any virtue by Cl. Teacher</i>
18	Wed	CL	
19	Thu	CL	
20	Fri	HOL	Inspection of School Diary by the Cl. Teachers. Submit the character record to the school office
21	Sat	HOL	Parents Day Celebration
22	Sun	HOL	<b>Winter Holidays begin</b>
23	Mon	HOL	
24	Tue	HOL	Christmas
25	Wed	HOL	
26	Thu	HOL	
27	Fri	HOL	
28	Sat	HOL	
29	Sun	HOL	
30	Mon	HOL	
31	Tue	HOL	

**SCHOOL CALENDAR****JANUARY 2020**

Day Special : 30th - Peace Day

1	Wed	HOL	
2	Thu	HOL	
3	Fri	CL	School re-opens. (Attendance compulsory) Pre-Board Exams begin (Std X & XII)
4	Sat	CL	
5	Sun	HOL	
6	Mon	CL	1st day to pay the fee of Jan + Feb <i>Assembly conducted by V C. Speech on any virtue by Cl. Teacher</i>
7	Tue	CL	<i>Assembly conducted by IV B. Speech on any virtue by Cl. Teacher</i>
8	Wed	CL	
9	Thu	CL	
10	Fri	CL	
11	Sat	CL	
12	Sun	HOL	<b>Birth Day of Swami Vivekananda</b>
13	Mon	CL	<i>Assembly conducted by XI A. Speech on any virtue by Cl. Teacher</i>
14	Tue	CL	Last day to pay the fee of Jan + Feb. <i>Assembly conducted by IV C. Speech on any virtue by Cl. Teacher</i>
15	Wed	HD	Makar Sankranti
16	Thu	CL	
17	Fri	CL	
18	Sat	HOL	
19	Sun	HOL	
20	Mon	CL	<i>Assembly conducted by XI-B+C. Speech on any virtue by Cl. Teacher</i>
21	Tue	CL	<i>Assembly conducted by LKG-A. Speech on any virtue by Cl. Teacher</i>
22	Wed	CL	
23	Thu	HOL	Netaji Subhas's Birth Day
24	Fri	CL	
25	Sat	CL	
26	Sun	HOL	<b>Republic Day</b>
27	Mon	CL	<i>Assembly conducted by XII A. Speech on any virtue by Cl. Teacher</i>
28	Tue	CL	<i>Assembly conducted by LKG B. Speech on any virtue by Cl. Teacher</i>
29	Wed	CL	Study Leave
30	Thu	CL	Final Exam Begin – G.K (1-VIII)
31	Fri	CL	3rd Lang (V-VIII), M.Sc (I-IX)

**SCHOOL CALENDAR****FEBRUARY 2020**

Day Special : 2nd National Science Day

1	Sat	HOL	
2	Sun	HOL	
3	Mon	CL	
4	Tue	CL	
5	Wed	CL	
6	Thu	CL	
7	Fri	CL	
8	Sat	CL	
9	Sun	HOL	
10	Mon	CL	
11	Tue	CL	
12	Wed	CL	
13	Thu	CL	
14	Fri	CL	
15	Sat	CL	
16	Sun	HOL	
17	Mon	CL	
18	Tue	WD	
19	Wed	WD	
20	Thu	WD	
21	Fri	WD	
22	Sat	WD	
23	Sun	HOL	
24	Mon	WD	
25	Tue	WD	
26	Wed	WD	
27	Thu	WD	
28	Fri	WD	Report Card

**THOUGHTS OF THE WEEKS  
2019 - 2020****MARCH- 3 weeks**

You never have to change what you see, only the way you see it  
- *Golas*

If you think you can win, you can win. Faith is necessary to victory.  
- *William Hazlitt*

Do not think of today's failure, but of the success that may come tomorrow.  
- *Helen Keller*

**APRIL - 4 weeks**

The greatest use of life is to spend it for something that will outlast it.  
- *William James*

Difficulties strengthen the mind, as labour does the body.  
- *Seneca*

The greatest pleasure in life is being pleased with your own efforts.  
- *Blair Underwood*

Once you learn to quit, it becomes a habit.  
- *Vince Lombardi*

**MAY 2 weeks**

Science is organized knowledge, wisdom is organized life.  
- *Immanuel Kant.*

Education's purpose is to replace an empty mind with an open one.  
- *Malcolm Forbes.*

**JUNE - 2 weeks**

You don't have to be perfect, you can be good.  
- *John Steinbeck*

You may delay, but time will not.  
- *Benjamin Franklin*

**JULY 5 weeks**

There is no right way to do a wrong thing.

- *Kenneth Blanchard*

Winners develop a habit of doing the things that losers don't like to do.

- *Ed Foreman*

It takes half your life before you discover life is a do-it-yourself project.

- *Napoleon Hill*

Action is the real measure of intelligence.

- *Napoleon Hill*

Intelligence without ambition is a bird without wings.

- *Salvador Dali*

**AUGUST - 4 weeks**

All the advice in the world will never help you until you help yourself.

- *Fred Van Amburgh*

Love is not what the mind thinks, but what the heart feels.

- *Greg Evans*

The man who stands for nothing will fall for anything.

- *Malcolm X*

The price of dishonesty is self-destruction.

- *Rita Mae Brown*

**SEPTEMBER - 4 weeks**

Creative minds have always been known to survive any kind of bad training.

- *Anna Freud*

Respect is what we owe, love is what we give.

- *Philip James Bailey*

Dedication and enthusiasm are the greatest rewards for learning.

- *Isabel Ramos*

The beautiful thing about learning is that no one can take it away from you.

- *B. B. King*

**OCTOBER - 2 weeks**

Do not take example of another as an excuse for your wrong doing.

- *Eknath Easwaran*

The man who fears no truth has nothing to fear from lies.

- *Thomas Jefferson*

**NOVEMBER - 3 weeks**

Our greatest battles are that with our own minds.

- *Jameson Frank*

Success is never ending, failure is never final.

- *Dr. Robert Schuller*

Virtue lies in the struggle, not in the prize.

- *Adam Gilchrist*

**DECEMBER - 2 weeks**

When people throw stones at you, you turn them into milestones.

- *Sachin Tendulkar*

A lie has speed, but truth has endurance.

- *Edgar J. Mohn*

**JANUARY - 4 weeks**

Before anything else, preparation is the key to success.

- *Alexander Graham Bell*

Do is more important than say so.

- *Pete Seeger*

When our centre is strong, everything is secondary.

- *Elie Weisel*

The weak cannot forgive. Forgiveness is the attribute of the strong.

- *Mahatma Gandhi*

A wise man gets more use from his enemies than a fool from his friends.

- *Balthasar Gracian*

They will say you are on the wrong road, if it your own.

- *Antonio Porchia*



### COMMUNICATION TO PARENTS

Name : ..... Class : ..... Sec. : .....

Date	Details
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <span>_____</span> <span>_____</span> </div> <p>Teacher's Signature                      Parent's Signature</p>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <span>_____</span> <span>_____</span> </div> <p>Teacher's Signature                      Parent's Signature</p>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <span>_____</span> <span>_____</span> </div> <p>Teacher's Signature                      Parent's Signature</p>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <span>_____</span> <span>_____</span> </div> <p>Teacher's Signature                      Parent's Signature</p>

### COMMUNICATION TO PARENTS

Name : ..... Class : ..... Sec. : .....

Date	Details
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <span>_____</span> <span>_____</span> </div> <p>Teacher's Signature                      Parent's Signature</p>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <span>_____</span> <span>_____</span> </div> <p>Teacher's Signature                      Parent's Signature</p>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <span>_____</span> <span>_____</span> </div> <p>Teacher's Signature                      Parent's Signature</p>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <span>_____</span> <span>_____</span> </div> <p>Teacher's Signature                      Parent's Signature</p>

### COMMUNICATION TO PARENTS

Name : ..... Class : ..... Sec. : .....

Date	Details
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="221 532 470 565">_____ Teacher's Signature</div> <div data-bbox="666 532 927 565">_____ Parent's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="221 846 470 878">_____ Teacher's Signature</div> <div data-bbox="666 846 927 878">_____ Parent's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="221 1159 470 1192">_____ Teacher's Signature</div> <div data-bbox="666 1159 927 1192">_____ Parent's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="221 1468 470 1500">_____ Teacher's Signature</div> <div data-bbox="666 1468 927 1500">_____ Parent's Signature</div> </div>

### COMMUNICATION TO PARENTS

Name : ..... Class : ..... Sec. : .....

Date	Details
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="1287 532 1536 565">_____ Teacher's Signature</div> <div data-bbox="1738 532 2000 565">_____ Parent's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="1287 846 1536 878">_____ Teacher's Signature</div> <div data-bbox="1738 846 2000 878">_____ Parent's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="1287 1159 1536 1192">_____ Teacher's Signature</div> <div data-bbox="1738 1159 2000 1192">_____ Parent's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="1287 1468 1536 1500">_____ Teacher's Signature</div> <div data-bbox="1738 1468 2000 1500">_____ Parent's Signature</div> </div>

### COMMUNICATION TO PARENTS

Name : ..... Class : ..... Sec. : .....

Date	Details
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <span>_____</span> <span>_____</span> </div> <p>Teacher's Signature                      Parent's Signature</p>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <span>_____</span> <span>_____</span> </div> <p>Teacher's Signature                      Parent's Signature</p>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <span>_____</span> <span>_____</span> </div> <p>Teacher's Signature                      Parent's Signature</p>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <span>_____</span> <span>_____</span> </div> <p>Teacher's Signature                      Parent's Signature</p>

### COMMUNICATION TO PARENTS

Name : ..... Class : ..... Sec. : .....

Date	Details
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <span>_____</span> <span>_____</span> </div> <p>Teacher's Signature                      Parent's Signature</p>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <span>_____</span> <span>_____</span> </div> <p>Teacher's Signature                      Parent's Signature</p>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <span>_____</span> <span>_____</span> </div> <p>Teacher's Signature                      Parent's Signature</p>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <span>_____</span> <span>_____</span> </div> <p>Teacher's Signature                      Parent's Signature</p>

### COMMUNICATION TO PARENTS

Name : ..... Class : ..... Sec. : .....

Date	Details
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="219 532 470 568">_____ Teacher's Signature</div> <div data-bbox="663 532 927 568">_____ Parent's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="219 846 470 881">_____ Teacher's Signature</div> <div data-bbox="663 846 927 881">_____ Parent's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="219 1159 470 1195">_____ Teacher's Signature</div> <div data-bbox="663 1159 927 1195">_____ Parent's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="219 1468 470 1503">_____ Teacher's Signature</div> <div data-bbox="663 1468 927 1503">_____ Parent's Signature</div> </div>

### COMMUNICATION TO PARENTS

Name : ..... Class : ..... Sec. : .....

Date	Details
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="1285 532 1536 568">_____ Teacher's Signature</div> <div data-bbox="1734 532 1998 568">_____ Parent's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="1285 846 1536 881">_____ Teacher's Signature</div> <div data-bbox="1734 846 1998 881">_____ Parent's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="1285 1159 1536 1195">_____ Teacher's Signature</div> <div data-bbox="1734 1159 1998 1195">_____ Parent's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="1285 1468 1536 1503">_____ Teacher's Signature</div> <div data-bbox="1734 1468 1998 1503">_____ Parent's Signature</div> </div>

### COMMUNICATION TO PARENTS

Name : ..... Class : ..... Sec. : .....

Date	Details
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div style="border-top: 1px solid black; width: 45%; text-align: center;">Teacher's Signature</div> <div style="border-top: 1px solid black; width: 45%; text-align: center;">Parent's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div style="border-top: 1px solid black; width: 45%; text-align: center;">Teacher's Signature</div> <div style="border-top: 1px solid black; width: 45%; text-align: center;">Parent's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div style="border-top: 1px solid black; width: 45%; text-align: center;">Teacher's Signature</div> <div style="border-top: 1px solid black; width: 45%; text-align: center;">Parent's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div style="border-top: 1px solid black; width: 45%; text-align: center;">Teacher's Signature</div> <div style="border-top: 1px solid black; width: 45%; text-align: center;">Parent's Signature</div> </div>

### COMMUNICATION TO PARENTS

Name : ..... Class : ..... Sec. : .....

Date	Details
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div style="border-top: 1px solid black; width: 45%; text-align: center;">Parent's Signature</div> <div style="border-top: 1px solid black; width: 45%; text-align: center;">Teacher's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div style="border-top: 1px solid black; width: 45%; text-align: center;">Parent's Signature</div> <div style="border-top: 1px solid black; width: 45%; text-align: center;">Teacher's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div style="border-top: 1px solid black; width: 45%; text-align: center;">Parent's Signature</div> <div style="border-top: 1px solid black; width: 45%; text-align: center;">Teacher's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div style="border-top: 1px solid black; width: 45%; text-align: center;">Parent's Signature</div> <div style="border-top: 1px solid black; width: 45%; text-align: center;">Teacher's Signature</div> </div>

### COMMUNICATION TO PARENTS

Name : ..... Class : ..... Sec. : .....

Date	Details
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="229 532 463 565">_____ Parent's Signature</div> <div data-bbox="676 532 932 565">_____ Teacher's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="229 846 463 878">_____ Parent's Signature</div> <div data-bbox="676 846 932 878">_____ Teacher's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="229 1159 463 1192">_____ Parent's Signature</div> <div data-bbox="676 1159 932 1192">_____ Teacher's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="229 1476 463 1508">_____ Parent's Signature</div> <div data-bbox="676 1476 932 1508">_____ Teacher's Signature</div> </div>

### COMMUNICATION TO PARENTS

Name : ..... Class : ..... Sec. : .....

Date	Details
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="1304 532 1538 565">_____ Parent's Signature</div> <div data-bbox="1751 532 2006 565">_____ Teacher's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="1304 846 1538 878">_____ Parent's Signature</div> <div data-bbox="1751 846 2006 878">_____ Teacher's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="1304 1159 1538 1192">_____ Parent's Signature</div> <div data-bbox="1751 1159 2006 1192">_____ Teacher's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="1304 1476 1538 1508">_____ Parent's Signature</div> <div data-bbox="1751 1476 2006 1508">_____ Teacher's Signature</div> </div>

### COMMUNICATION TO PARENTS

Name : ..... Class : ..... Sec. : .....

Date	Details
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="229 532 463 565">_____ Parent's Signature</div> <div data-bbox="668 532 923 565">_____ Teacher's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="229 846 463 878">_____ Parent's Signature</div> <div data-bbox="668 846 923 878">_____ Teacher's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="229 1159 463 1192">_____ Parent's Signature</div> <div data-bbox="668 1159 923 1192">_____ Teacher's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="229 1463 463 1495">_____ Parent's Signature</div> <div data-bbox="668 1463 923 1495">_____ Teacher's Signature</div> </div>

### COMMUNICATION TO PARENTS

Name : ..... Class : ..... Sec. : .....

Date	Details
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="1300 532 1534 565">_____ Parent's Signature</div> <div data-bbox="1738 532 1993 565">_____ Teacher's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="1300 846 1534 878">_____ Parent's Signature</div> <div data-bbox="1738 846 1993 878">_____ Teacher's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="1300 1159 1534 1192">_____ Parent's Signature</div> <div data-bbox="1738 1159 1993 1192">_____ Teacher's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="1300 1463 1534 1495">_____ Parent's Signature</div> <div data-bbox="1738 1463 1993 1495">_____ Teacher's Signature</div> </div>

### COMMUNICATION TO PARENTS

Name : ..... Class : ..... Sec. : .....

Date	Details
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="229 532 463 565">_____ Parent's Signature</div> <div data-bbox="670 532 925 565">_____ Teacher's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="229 846 463 878">_____ Parent's Signature</div> <div data-bbox="670 846 925 878">_____ Teacher's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="229 1159 463 1192">_____ Parent's Signature</div> <div data-bbox="670 1159 925 1192">_____ Teacher's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="229 1476 463 1508">_____ Parent's Signature</div> <div data-bbox="670 1476 925 1508">_____ Teacher's Signature</div> </div>

### COMMUNICATION TO PARENTS

Name : ..... Class : ..... Sec. : .....

Date	Details
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="1300 532 1534 565">_____ Parent's Signature</div> <div data-bbox="1740 532 1996 565">_____ Teacher's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="1300 846 1534 878">_____ Parent's Signature</div> <div data-bbox="1740 846 1996 878">_____ Teacher's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="1300 1159 1534 1192">_____ Parent's Signature</div> <div data-bbox="1740 1159 1996 1192">_____ Teacher's Signature</div> </div>
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div data-bbox="1300 1476 1534 1508">_____ Parent's Signature</div> <div data-bbox="1740 1476 1996 1508">_____ Teacher's Signature</div> </div>







**ABSENT DAYS RECORD**

DAYS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
APR																															
MAY																															
JUN																															
JUL																															
AUG																															
SEP																															
OCT																															
NOV																															
DEC																															
JAN																															
FEB																															
MAR																															

(Tick the days on which you were absent)

**RECORD OF LATE COMING TO SCHOOL**

Whenever a student comes late to the school it will be marked by drawing a circle around the date. If there are three such marks in a month it has to be reported to the Principal / Teacher-in-charge.

January	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
February	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
March	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
April	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
May	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
June	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
July	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
August	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
September	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
October	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
November	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
December	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Class Teacher  
Signature

Parent's  
Signature

















































**MARKS RECORD****CLASS - I to V**

(To be kept up-to-date by the student)

Subject	Unit Test	Unit Test	Half Yearly	Unit Test	Unit Test	Final
Moral Science						
English Language						
English Literature						
Bengali Literature						
Bengali & Hindi						
Mathematics						
Science / EVS						
Social Studies						
Computer Studies						
3rd Lang. Bengali / Hindi						
Arts & Crafts / SUPW						
Reading / Conversation						
Hand Writing						
Recitation						
General Knowledge						
<b>TOTAL</b>						

Date &amp; Signature

\_\_\_\_\_  
Class Teacher\_\_\_\_\_  
Principal\_\_\_\_\_  
Parents**MARKS RECORD****CLASS - VI to X**

(To be kept up-to-date by the student)

Subject	Unit Test	Unit Test	Half Yearly	Unit Test	Unit Test	Final
Moral Science						
English I						
English II						
Bengali / Hindi I						
Bengali / Hindi II						
Mathematics						
History / Civics						
Geography						
Physics						
Chemistry						
Biology						
Computer Application						
General Knowledge						
3rd Language						
SUPW						
Conduct						
Attendance						
<b>TOTAL</b>						

Date &amp; Signature

\_\_\_\_\_  
Class Teacher\_\_\_\_\_  
Principal\_\_\_\_\_  
Parents

**MARKS RECORD****CLASS - XI to XII**

(To be kept up-to-date by the student)

Subject	Unit Test	Unit Test	Half Yearly	Unit Test	Unit Test	Final
English						
Bengali						
Hindi						
Mathematics						
Physics						
Chemistry						
Biology						
Computer Science						
Geography						
Economics						
History						
Political Science						
sociology						
Commerce						
Accounts						
M.Sc.						
<b>TOTAL</b>						

Date &amp; Signature

\_\_\_\_\_  
Class Teacher\_\_\_\_\_  
Principal\_\_\_\_\_  
Parents**FORM OF APPLICATION FOR A  
TRANSFER CERTIFICATE**

To,

The Principal  
St. Teresa's School, Bolpur  
Paruldanga P.O., Birbhum Dt.  
West Bengal - 731 204

Respected Principal

Please furnish me with the Transfer Certificate of my child / ward.  
The necessary particulars are given below.

Name &amp; Surname : .....

Date &amp; Year of Admn. : ..... Admn. No. ....

Class in which studying : .....

Reason for leaving school : .....

Date of leaving School : .....

Address : .....

Date : .....

\_\_\_\_\_  
Father's Signature\_\_\_\_\_  
Mother's Signature

