



SCHOOL ANTHEM

We have come from North and South
To build our home on rock
Storms may come and move
Infant Jesus, guide us throug
O, Infant Jesus School, we salute you

We will light the lamp
To dispel the darkness of ignorance
With curiosity, confidence
courage and compassion
We will march ahead, hand in hand
O, Infant Jesus School, we salute you

O Infant Jesus School students
Grow strong in wisdom
And may the favour of God be upon us always
O, Infant Jesus School, we salute you.

NATIONAL PLEDGE

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

भारत मेरा देश है। सब भारतवासी मेरे भाई बहन हैं। मुझे अपना देश प्राणों से भी प्यारा है। इसकी समृद्धि और विविध संस्कृति पर मुझे गर्व है मैं सदा इसका सुयोग्य अधिकारी बनने का प्रयत्न करता रहूँगा। मैं अपने माता-पिता, शिक्षकों एवं गुरुजनों का सदा आदर करूँगा और सबके साथ शिष्टता का व्यवहार करूँगा। मैं अपने देश और देशवासियों के प्रति वफादार रहने की प्रतिज्ञा करता हूँ। उनके कल्याण और समृद्धि में ही मेरा सुख निहित है।

वंदे मातरम् राष्ट्रगीत

वंदे मातरम्, वंदे मातरम्!
सुजलाम्, सुफलाम्, मलयज शीतलाम्,
शस्य श्यामलाम्, मातरम्!
वंदे मातरम्!!

शुभ्र ज्योतस्ना पुलकित यामिनीम्,
फुल्ल-कुसुमित द्रुमदल शोभिनीम्,
सुहासिनीम् सुमधुर भाषिणीम्,
सुखदाम् वरदाम्, मातरम्!
वंदे मातरम्, वंदे मातरम्!!

बंकिम चन्द्र चट्टोपाध्याय

राष्ट्रगान

जन-गण-मन अधिनायक जय हे

भारत भाग्य विधाता ।

पंजाब-सिन्धु-गुजरात-मराठा

द्राविड-उत्कल-बंग

विध्य हिमाचल यमुना गंगा

उच्छल जलधि तरंग

तब शुभ नामे जागे, तब शुभ आशिष मांगे

गाहे तब जय-गाथा ।

जन-गण-मंगलदायक जय हे भारत भाग्य विधाता

जय हे, जय हे, जय हे, जय जय जय जय हे ॥



INFANT JESUS SCHOOL

AFFILIATION NO: 2730818

QUTUB VIHAR PHASE 1, NEAR SECTOR 19B-DWARKA, NEW DELHI - 110 071.

Phone: 8800953999

E-mail: infantjesusdwarka@gmail.com

Website: www.infantjesusschooldwarka.in



Affix your
Mother's
passport size
photograph here

Affix your
passport size
photograph here

Affix your
Father's
passport size
photograph here

School Almanac

2024-25

Name..... Gender.....

Class.....Sec.....Roll No.....Admission No.

Adhar Card No.UID No. PEN No.....

Name of Father.....

Name of Mother.....

Home Address

.....

Phone No. : Office..... Residence.....

Emergency Contact No.

Specimen Signature and initials of parent or guardian

.....	Signature
Father		Mother

.....	Initials
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This Diary must be brought to the school daily.



INFANT JESUS - OUR HEAVENLY PATRON

Infant Jesus, Born at the beginning of A.D. to Mary and Joseph in Bethlehem (presently in Palestine), was brought up in Nazareth (presently in Israel). The child Jesus grew in wisdom and knowledge. It is said in the Bible (Lk 2.40)

"The child grew and became strong, filled with wisdom; and the favour of God was upon him."

Jesus helped His parents in the house hold work, specially His father in carpentry. He was a role model to his peer group. He spent time with the leaders of the society and helped to bring peace and harmony in the society. "And Jesus increased in wisdom and in years, and in divine and human favour." Lk 2.52

Jesus is the one person, who has revolutionised the human history by preaching the religion of unconditional love to each other.

SCHOOL HOURS

SUMMER TIMING

MONDAY TO FRIDAY

07:30 AM - 01:30 PM

NURSERY 07:30 AM - 12:00 PM

SATURDAY

07:30 AM - 12:00 PM

NO CLASS FOR NURSERY & PREP

WINTER TIMING

MONDAY TO FRIDAY

08:00 AM - 02:00 PM

NURSERY 08:00 AM - 12:30 PM

SATURDAY

08:00 AM - 12:30 PM

NO CLASS FOR NURSERY & PREP ON SATURDAY

OFFICE HOURS

MONDAY TO SATURDAY

09:00 AM - 12:30 PM

MEETING THE TEACHERS WITH PRIOR APPOINTMENT

EVERY 3RD SATURDAY

12:30 PM - 01:00 PM

EVERY 2ND SATURDAY WILL BE A HOLIDAY FOR THE SCHOOL

MEETING PRINCIPAL/DIRECTOR/MANAGER WITH PRIOR APPOINTMENT

TUESDAY & FRIDAY 10:00 AM TO 12:30 PM

Evaluation of Academic Subjects (Classes I-II)

The assessment structure and evaluation for classes I-II are divided into two terms, as per the provisions of RTE Act 2009. Below is the detailed breakdown of the evaluation process:

Term	Types of Assessment	Marks/Percentage of Weightage in Academic Session	Month	Subjects
Term I (50 marks)	Periodic Assessment I	Written - 15	May	Language I, Language II, Mathematics, Environmental Studies
	Half Yearly Exam	Written - 25 Notebook - 5 Subject Enrichment Activity / Art Integrated Project - 5	September →	Language I, Language II, Mathematics, Environmental Studies
		Written -15 Note book -5 Subject enrichment activity/art integrated project-5 Total -(25x2=50)		Computer, G.K., Value Education, Any other subjects

Term II (50 marks)	Periodic Assessment II	Written - 15	December	Language I, Language II, Mathematics, Environmental Studies
	Annual	Written - 25 Notebook - 5 Subject Enrichment Activity / Art Integrated Project - 5	February/ March →	Language I, Language II, Mathematics, Environmental Studies
		Written -15 Note book -5 Subject enrichment activity/art integrated project-5 Total - (25x2=50)		Computer, G.K., Value Education, Any other subjects

Term II (50 marks)	Periodic Assessment II	Written - 15	December	Language I, Language II, Mathematics, Environmental Studies
	Annual	Written - 25 Notebook - 5 Subject Enrichment Activity / Art Integrated Project - 5	February/ March	Language I, Language II, Mathematics, Environmental Studies
		Written -15 Note book -5 Subject enrichment activity/art integrated project-5 Total - (25x2=50)	→	Computer, G.K., Value Education, Any other subjects

The regular assessment is divided into two categories: Internal Assessment and External Assessment. Below is the detailed breakdown of the evaluation process:

Weightage of marks for Classes III to VIII

Internal/External Assessment	Description	Weightage of Marks
Internal Assessment	Attendance of Student	5
Internal Assessment	Subject Enrichment	5
Internal Assessment	Project Based Activities	5
Internal Assessment	Portfolio	5
Internal Assessment	Multiple Assessments	5
Internal Assessment	Periodic Test/Unit Test	5
External Assessment (Mid Term Exam & Annual Exam)	These examinations will test achievements of basic learning outcomes, through assessment of core concepts and knowledge, higher-order skills and application of knowledge in real-life situations.	Mid Term – 20 Annual Exam – 50
Total		100

Question Paper Structure For classes III to V (Mid-Term and Annual Exams)

Components of Examination Question Paper of Classes III to V:

Term Exam Details:

Term Exam	Total Marks of QP	Duration	Competency Based Questions (40%)	Objective Type Questions (20%)	Short Answer/ Long Answer Questions (40%)
Mid Term Exam	50	2:00 Hrs	20	10	20
Annual Exam	50	2:00 Hrs	20	10	20

Competency Based Questions in the form of MCQs, Case Based Questions, Source Based Integrated Questions (40%).

Syllabus of classes III to V will be separate for both the terms.

The Question Papers for the Mid Term Examinations will be set out of the syllabus of the First Term only.

Annual Examination will be held from the syllabus of the Second Term only.

Components of Examination Question Paper of Classes VI to VIII:

Term Exam	Total Marks of QP	Duration	Competency Based Questions (40%)	Objective Type Questions (20%)	Short Answer/ Long Answer Questions (40%)
Mid Term Exam	60	2:30 Hrs.	24	12	24
Annual Exam	60	2:30 Hrs.	24	12	24

Syllabus Division:

- The Question Papers for the Mid Term Examinations will be set out of the syllabus of the First Term only.
- Annual Examination will be held from the syllabus of the Second Term only.

Parameters of Internal Assessment 3 to 8

Student's Attendance - Total Marks: 5

Attendance marks are allotted based on the percentage of attendance:

Attendance Range in Percentage	Marks
96 - 100	5
91 - 95	4
86 - 90	3
81 - 85	2
76 - 80	1
Up to 75	NIL

Subject Enrichment - 5 Marks

- These activities are designed to promote experiential learning and connect the subject to real-life applications.
- Activities could include participation, facilitation, organization, data collection, analysis, and inference-making skills. *Students should actively participate in morning assemblies, Wednesday and Saturday activities, class projects, discussions, and school programs by taking on roles such as anchoring, facilitating, organizing, and presenting.
- They should also contribute creatively to display boards and actively participate in exhibitions.

Key Point: Only one activity can be considered for one parameter.

Project-Based Activities (5 Marks)

Purpose:

These activities are designed to develop students' knowledge and skills through engaging real-world challenges and problems.

The focus is on long-term retention by fostering skills like: Problem Identification, Logical Thinking, Creativity, Inference Making, Problem Solving

Examples of Activities:

- Theatre/Drama Debate/Declamation
- Role Play Quiz/ Art Exhibitions/Visual Arts/Displays
- Creating Art using Waste Materials/Slide Presentations (PPTs)/ Volunteer Work/Community Service/Eco-clubs

Portfolio (5 Marks)

Purpose:

The portfolio helps broaden learning outcomes and evaluate students' performance beyond written exams.

It is a collection of a student's work, intentionally selected to reflect: Efforts, Progress, Growth, Achievements in key areas of learning.

Key Features:

- Acts as a tool for assessing skills not easily testable in traditional paper-pencil tests.
- Tracks the student's achievements and documents their learning process over time.

Examples of Portfolio Activities:

- Participation in special assemblies (e.g., Dance/Drama/Music)
- Community awareness campaigns, social service
- Volunteer work, community service
- Visits to historical places/monuments with report writing or documentaries

Multiple Assessments (5 Marks)

Purpose: To evaluate the student's performance comprehensively and regularly using various tools like

- Observation: Monitoring student behaviour or participation.
- Oral Tests: Verbal quizzes or questions to check understanding.
- Individual or Group Work: Assessing collaboration and contributions in tasks.

- Class Discussions: Engaging in meaningful conversations about a topic in each subject and class.
- Quizzes: Quick tests to measure learning.
- Concept Maps: Visual representations of ideas.
- Visual Expressions: Use of drawings, charts, or other visual tools, art and craft work and class display board
- Listening and Speaking Skills: Evaluating communication abilities.

Objective: To go beyond traditional tests and address different learning needs

Three-Point Grading for Co-Scholastic Activities

Grades and Connotations:

Outstanding: A

Very Good: B

Good: C

Discipline:

KEY ASPECTS

Attendance: Regularity in attending school

Sincerity: Dedication towards studies and school activities.

Punctuality: Being on time for classes and activities. (late coming will be noted in the school diary)

Values: Honesty, respect, and empathy.

Hygiene and sanitation: Maintaining personal and environmental cleanliness.

Dedication and honesty: Being truthful and committed.

Kindness and empathy: Treating others with respect and care, especially with the class mates.

Respect for elders, the environment, and all living things.

School Almanac

2024-25

Name..... Gender.....

Class.....Sec.....Roll No.....Admission No.

Adhar Card No. UID No.

PEN No.....

Name of Father.....

Name of Mother.....

Home Address

Phone No. : Office..... Residence.....

Emergency Contact No.

Specimen Signature and initials of parent or guardian

.....

Father

Signature

.....

Mother

Initials

This Diary must be brought to the school daily.

USAGE OF MOBILE PHONE AND SMART WATCH BY THE STUDENTS IS
STRICTLY PROHIBITED IN THE SCHOOL

STATEMENTS MADE BY PARENTS/GUARDIANS

(This form is to be filled in by the Parents/Guardian and to be sent to the Class Teacher for Office Record)

USE CAPITAL LETTERS ONLY

Students Name: Gender

Class..... Sec.Roll No:

House: Admission No.

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

Aadhar Card No. PEN No.

Caste: GENERAL/ST/SC/OBC/Others: (Specify)

Religion:(If Christian, specify denomination).....

Home Address

SMS alert for Mobile No.:

Email Id of student

Email Id of parents:

Father / Local guardian if father is deceased. Mother

.....

Profession & Office Address Profession & Office Address

Tel: Tel:

Names of siblings in the school

..... Class & Sec:.....

..... Class & Sec:.....

Mode of Transport: Bus Route No.....Bus Stop.:

Name of a student of Infant Jesus School school close to your residence to contact for emergency

.....Class & Sec:.....Tel.....

I have read the rules and regulations of the School as outlined in the Almanac and agree to abide by them, and see that my child also conforms to the standard required in conduct and studies.

Father's Signature Mother's Signature

Date:..... Date:.....

+ MEDICAL CARD OF THE CHILD +

1. Age in years :
2. Blood Group :
3. Illness suffered in the past :
4. Surgery undergone (if any) :
5. Allergies (if any) :
6. Immunizations:
 - (a) Polio : Yes / No
 - (b) DPT : Yes / No
 - (c) Measles : Yes / No
 - (d) MMR : Yes / No
 - (e) Tetanus : Yes / No
 - (f) Hepatitis A: : Yes / No
 - (g) Hepatitis B: Booster 5 yrs. : Yes / No
 - (h) Booster 10 yrs. : Yes / No
 - (i) Chicken Pox : Yes / No
 - (j) Typhoid : Yes / No
7. Any illness for which child is on regular medication:
.....
8. Last dental check up :
9. Last eye check up :

Signature : Mother Father.....

FACT SHEET

- Year of establishment: 2010
- Board : Central Board OF Secondary Education [CBSE]
- Affiliation no: 2730818
- Classes: Nursery -Class XII (all three streams)
- Nature of school- Co-educational, Christian Minority. (Catholic)
- Postal address: Qutub Vihar Phase 1, Near Sector 19B-Dwarka, New Delhi - 11 0 071.
- Under the aegis of Delhites Syro-Malabar Mission.

GENERAL INFORMATION

Infant Jesus School is a Catholic Christian, Unaided, Minority school established and run by the Delhites Syro-Malabar Mission. The Delhiites Syro-Malabar Mission was elevated to a full-fledged Catholic Diocese, Syro-Malabar Diocese of Delhi-Faridabad in March 2010. It is a voluntary and charitable organization with its registered office in New Delhi and having its activities in Delhi and the National Capital Region.

Infant Jesus School is the very first Educational Institution of the Syro-Malabar Diocese of Faridabad in New Delhi and the school is also privileged to be the first Catholic Christian School in Dwarka, New Delhi.

EDUCATION POLICY

Infant Jesus School aims at nurturing the students who are spiritually oriented, intellectually competent, well-disciplined, physically healthy, emotionally balanced, morally upright, culturally integrated and dynamic agents in the society in order to inherit the Kingdom of God.

IJS MISSION

Infant Jesus School gives special importance to identify the uniqueness of each student and facilitates their integral formation by inculcating higher level of discernment for excellence. We strive to make our students proactive and qualify them to guide the society into the bright Light of Truth where freedom, Justice, liberty, equality and fraternity shall prevail supreme.

Each and every child entering the portals of Infant Jesus School is looked upon as a gift from God, and the school will endeavour to mould the character and personality of each and every student according to the values of the Gospel, and especially, according to the Holy Bible "And Jesus (the

Infant) increased in wisdom and in years, and in divine and human favour." Luke 2:52. The school aims at the holistic development of the students, to make them socially conscious young men and women who will not only be good citizens of India but also dynamic agents of social change and worthy members of the Kingdom of God.

The school focuses on educating and empowering the students for the future. Their education will cater to the promotion of higher levels of thinking, rather than the simple transfer of facts. It is our goal to study and understand how students acquire knowledge and to constantly improve how we relay information to them in order to maximize their learning. The students develop commitment to the Divine Spirit and concern for fellow human beings. To accomplish this, special efforts are made:

- To help students become mature, spiritually oriented, and reliable young men and women of character.
- To encourage them to strive for excellence in every field.
- To value and judiciously use their freedom without infringing on others' rights.
- To be clear and firm on principles and courageous in value-oriented actions.
- To be unselfish in the service of their fellow human beings.
- To become agents of the needed social change in the country.

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- To be clear and firm on principles and courageous in value-oriented actions;
- To be unselfish in the service of their fellow human beings;
- To become agents of the needed social change in the country.

OUR VISION

The school aims at making its own contribution, through the integral formation of the students, towards a radical transformation of the present social structures and conditions prevalent in our country so that the principles of social justice, equality of opportunity, genuine freedom and respect for the religious, moral and social values enshrined in the Constitution of India may prevail and that the possibility of living a fully human existence may be open to all. In other words, the school will do all in its power to facilitate the students to join their hands with the people of good-will to usher in a more just and humane society in our country.

Therefore, increasing insistence will be laid on education and educational programmes aimed at the integration of the various sections of the society by co-operative efforts among students, their sharing and growing up together. In our educational efforts, we do recognize that the influence of the school on a student's growth is limited. Other influences such as family, friends, the youth culture and the general socio-economic environment in which one lives and breathes (the socio-cultural and religious milieu) will either hinder or foster the student's growth. Fully aware of these limitations, we believe that the children who enter the doors of this institution can be formed into conscientious young men and women who are open to growth, intellectually competent, religiously tolerant, generous and considerate towards their fellow beings and especially, sensitive to the most disadvantaged sections of our society and hence, deeply committed to doing justice in solidarity with them. Having enlightened of their heart and mind, each and every student, therefore, will endeavour to be proactive and will lead others into the bright light of FREEDOM where "JUSTICE, social, economic and political; LIBERTY of thought, expression, belief, faith and worship; EQUALITY of status and opportunity; and FRATERNITY assuring the dignity of the individual" shall prevail supreme. Hence, the vision of the school is, 'Tamaso Ma Jyotirgamaya' (Brah. Upd, I.111.28), i.e., Lead me from darkness to light.'

SCHOOL POLICY: CONDUCT AND DISCIPLINE

"Discipline is the continual exercise of the will, enlightened by the intellect, so that it may act easily and habitually according to the right order and help to attain self-mastery."

The students of Infant Jesus school are expected to conduct themselves in a dignified manner at all times and in all places. The wholehearted co-operation of the parents and guardians is expected in the formation of the character as well as the mental, emotional and spiritual development of their children. As the child progresses from the lower to the upper classes, increasing opportunities will be provided to her/ him to shift from conforming to an externally imposed order to a self- imposed discipline. The school insists on punctuality, regular attendance, cleanliness in dress, general grooming, fidelity to study and work assignments, singleness of purpose and undisturbed pursuit of short-term and long term goals. The school lays special emphasis on moulding the character of the students and instilling in them good habits that should stay with them throughout their life. Deviations are therefore, dealt with strong disapproval and if they persist, penalties will be imposed (ranging from fines to dismissal). Absence from the school without sufficient serious reasons is strongly discouraged.

- Students should reach the school at least 10 minutes before the morning assembly. Being punctual and on time is mandatory. After the school gate will be closed no excuses will be entertained. They must remain in their classrooms preparing for the school day until the assembly bell is rung.
- Rude and argumentative behaviour of parents and students with a teacher or any staff member will be strictly dealt with.
- Attendance during school functions is compulsory.
- Pupils should behave in a courteous/gentle manner on all occasions. They should always remember that the school is judged by their conduct.
- Students should speak politely and softly, at all times. Screaming and shouting in the classrooms or in the playground etc. and running inside the school building are unbecoming behaviours and will invite firm disapproval.
- They should address all members of the staff with due respect and politeness.
- Students must pay special attention to personal hygiene and be smartly dressed in the school uniform according to the season. They are expected to come to school daily in freshly laundered uniform, with clean socks and well-polished shoes.

- Boys' hair should be neatly trimmed. Fancy hair-cuts or long hair is not permitted.
- The school uniform must be worn on all days, for all school functions. Do not wear the school uniform outside the school when at home or elsewhere.
- Students (both girls and boys) are forbidden to wear wrist watch and ornaments in school. They are not permitted to use nail polish, kajal, mehendi, make-up or grow long nails.
- Students are responsible for the safe custody of their books and other belongings. They should have their books neatly covered and labelled.
- Writing and scribbling on, doodling, highlighting, dog-earing the pages of the books, etc., are absolutely forbidden.
- Students are forbidden to leave the school premises during school hours without the explicit permission from the Principal. If needed, parents have to make a written request in the almanac to the Principal for the same in advance and the permission may be granted/denied by the sole discretion of the Principal.
- No other books (other than the text books or library books), or magazines should be brought to school.
- Silence has to be observed in the library, and other common places.
- A book from the library that is lost or damaged will have to be paid for or replaced.
- Students are forbidden to bring fire crackers, sharp tools or any other dangerous material/item to school.
- Strict disciplinary action will be taken against such offenders.
- Students are forbidden to bring mobile phones, cameras, CD players, MP3s, I-Pods, radio, laser pens,
- CDs, jewelry, or any other valuable items brought to school, once confiscated, they will not be returned.
- The school will not be responsible for such expensive articles or money lost if brought to the school inadvertently.
- No student should scratch, spoil or damage any furniture, write or draw on the walls or in any way damage the things that belong to the school or others. Any damage done even by accident, should be reported at once to the appropriate authority. All kinds of damage will have to be rectified, or made good by the one who does it. If the damage is done willfully, a heavy fine shall be imposed on the offender at the discretion of the Principal.

- Do not litter the classrooms or any part of the school building or the campus. It is applicable also for the public spaces outside the school. Learn to use trash bins/dust bins provided for the disposal of trash.
- The use of polythene bags in the school premises is prohibited.
- Money should not be lent or borrowed, or articles exchanged.
- The school reserves to itself the right to suspend or dismiss, students whose diligence or progress in studies is steadily unsatisfactory or whose conduct is harmful to other students or whose parents or guardians show little interest in the progress of their wards. Unethical conduct such as immorality, bullying, insubordination, contempt of authority, or willful damage to school property etc., is always a sufficient reason for immediate dismissal.
- Riding two wheelers/driving vehicles to school without a valid license will invite severe penalty as it is unlawful.
- The school will not be responsible for the safety and security of students using bicycles. In case they wish to use the bicycle they must submit an application in the beginning of the academic session.
- No visitors will be permitted to see students during school hours.
- Students are expected to follow the golden rule at all times: "In everything do unto others as you would have them do to you."
- Students, per se, are responsible for their own learning. Parents and teachers shall facilitate, guide, direct, motivate, encourage and mentor them.

PROFILE OF AN IJS STUDENT

- He/She believes in the living God and prays daily.
- Trusts in God who helps those who help themselves.
- Braves the challenges and difficulties of life.
- Works hard to be of genuine service to others.
- Is characterised by charity in thoughts, words and actions.
- Respects all elders, parents, teachers and other staff.
- Is neat, punctual and courteous to all.
- Is responsible, faithful to duty, trustworthy and loyal to the institution.
- Is humble, docile and strong in character.
- Has high ideals and strives for excellence and competence.
- Has great aspirations for India as a loyal citizen.

LOFTY PARENT APP GUIDELINES

- A new ERP Software has been introduced in the school. You can view the following details on the parent portal of your ward.
- Personal information
- Marks information
- Fee status (Online Fee Payment)
- Personal diary
- Homework/ Assignment
- Attendance status

You need to download "Lofty Parent App" from play store/app store, or you can login to the web app

[www. Infant Jesus school dwarka.in/ main/ parent Login.aspx](http://www.InfantJesuschooldwarka.in/main/parentLogin.aspx)

RULES REGARDING ABSENCE/LEAVE

"That man who is regular and punctual will get sure success in all walks of life" Regularity is to be maintained in attendance and work. Leave must be sanctioned before it is taken and is to be sanctioned by the Principal. Every student should have minimum 80% attendance for the academic year.

- Long leave or absence is granted only on the basis of a prior written application to the Principal from the parents/guardian, (except in case of unforeseen circumstances).
- A vague leave application will not be entertained. Parents are advised to mention the specific reason for their ward's absence, and the exact duration of the absence, i.e., from when to when. It is then, the sole responsibility of the parents to see to it that their ward makes up for the missed learning opportunities at school.
- For leave of absence upto 2 days, it is sufficient to apply for the same on the page of the school diary.
- For Leave of more than 2 days, a letter must be sent to the Principal. A note also must be made by the parents/guardians in the school diary leave record.
- Leave of absence to attend social functions outside Delhi will not be generally granted. Exceptions in case of unforeseen circumstances are given only for 6 days at the discretion of the Principal.
- Prior permission is required for any planned leave from the Principal. If

leave is required for more than 3 days, the parent must meet the Principal in person during the office hours.

- Separate leave notes should be submitted in writing if siblings are in different classes/sections.
- A sick child should not be sent to school even though there may be an evaluation/assessment.
- A student returning to school after suffering from an infectious or contagious disease should produce a doctor's certificate permitting him/her to rejoin class stating that the infectious period of the disease is over. The Principal reserves the right of extending the pupil's re-joining date after obtaining
- Students are expected to attend school on the re-opening day after each vacation. Parents are request . ' not to take their children on vacation before the set date nor extend these vacations. Students should also be present on the last day before the school is closed for any vacation. Those who are absent because of sickness on the above days must intimate the school in writing. A medical certificate should be submitted on rejoining school, failing which they have to pay a fine.
- Absence from school for examination will not be condoned, except in case of illness. The Principal has to be informed on the same day and a medical certificate will have to be submitted, failing which the average assessment score will not be given. The school will not conduct a re-evaluation that is missed.
- Every absence must be entered in brief, in the pages of the almanac meant for the same by the parents/ guardian.
- Repeated absence without leave or unexplained absence for more than five consecutive days render the student liable to have his/her name struck off the roll. Re-admission, if granted, will be done on payment of a re-admission fee.

"Success is often the result of taking right step in the right direction"

RECOMMENDATION TO PARENTS/GUARDIANS

"The best thing in this world is to see your parents smile and even better is to know you are the reason for it."

Parents are the first teachers of their children. The school insists on parental effort in the development of the child's character, skills and abilities through proper fixed study time at home under parental supervision as well as their whole-hearted co-operation with the school.

Parents ought to ensure that their ward completes his/her assignments, does self-study for a reasonable period of time daily and prepares for the next day's lessons. The school expects the parents to ensure that their ward's study time is stress free and undisturbed.

In order to secure all that is best in the education of the child, maximum co-operation between his/her parents and the school authorities is necessary. We recommend the following:

- The school almanac serves as a regular channel of communication between parents and teachers. We earnestly request the parents to have a closer look at the almanac every day. They need particularly to see the homework assigned for the next day and any updates. Kindly refer to Lofty parent App on a regular basis.
- Remarks made in the almanac should be seen and countersigned. Failure to do so may put your children to great inconvenience.
- Children should do their homework by themselves. While helping the children to do the homework and supervising their studies, parents/guardians should remember that self-help is the best help. It is very crucial that children develop a habit of study and work on their own.
- Parents should not visit their wards or the teachers in the classrooms. Appointment/s and other requests to the Principal/ teachers will have to be made through the pages of the school almanac.
- As children grow up, they should be taught to keep their room tidy, make their own bed, polish their shoes, carry their own bag, etc. as the formation of such habits early in life inculcates in them the dignity
- of work and a sense of responsibility. Therefore, parents must also assign them duties in the house and teach to help them in daily chores.
- Withdrawal of your child from classes for mere social functions is not recommended because it breaks the rhythm of his/her studies and retards the child's steady progress in school.

- If you observe that your ward is not assigned homework for some time or he/she is not able to follow the lesson, the Principal should be contacted.
- Parents/guardians are expected to show keen interest in their children's progress both in studies, co - curricular activities and assist the school authorities in maintaining discipline and keep up the high moral tone of the school.
- Parents are advised not to take away their wards during the evaluation/assessment time for social functions. Request for a Pass Transfer Certificate, and/or a Promotion Card without the student ever attending the final assessment/evaluations is not only unreasonable, but also grossly unjust, and therefore, will not be entertained by the school.
- When the child falls sick or meets with an accident, the school only provides first aid. Parents/guardians must collect their wards immediately when contacted.
- Parents are expected to attend the parent-teacher meeting without fail. If students are accompanying the parents they should be in complete school uniform.
- Criticism of a student's teacher and the school in the presence of the student should be avoided at all cost, as it causes the child to lose respect for the teacher, with the consequent failure to learn from him/her. If you have a legitimate complaint, please see the Principal without fear of reprisal.
- Private tuitions are discouraged.
- Parents are requested not to send tiffin boxes or any other items for their wards during school hours.
- Complaints regarding school transportation should be reported in the school office rather than the transportation staff.
- A duplicate school almanac can be purchased by the students only on a written request from the parents and with the prior permission of the Principal. A fine and the cost will be charged if the student loses the school almanac, fee-receipt booklet, ID card etc.
- Parents must comply with all the norms and regulations of the school for the best interests of their wards.
- It is compulsory to attend parents' orientation programme whenever scheduled.

ACADEMIC INFORMATION

As parents, teachers and school authorities are partners in the educational process, the school hopes that parents will remain actively involved in the learning experiences of their ward. Parents are advised to:

- Pursue with interest the report card of their wards.
- Find time to attend school functions.
- Meet the Class Teacher/ Counsellor/Principal whenever necessary, during visiting hours. You may be able to meet them with a prior appointment through the pages of the almanac.
- It is always advisable to inform the school about the problems of your ward or to seek guidance.
- In case of the parents wanting to discuss the progress of their wards with more than one teacher, a meeting will be arranged with the concerned teachers on request.
- Whenever you write to school about your ward, always quote his/ her full name, class, section and admission number.

MEDIUM OF INSTRUCTION

English shall be the medium of instruction. Hence, it is expected from all the students to speak in English in the school.

A fine may be imposed if someone tries to speak persistently in a language other than the medium of instruction during school hours. Parents should provide ample opportunities to their children to listen to authentic English, comprehend it when spoken, encourage him/her to speak properly and write well.

Hindi is taught as the second language from Class I and Sanskrit will be taught as the third language from Class VI - VIII.

ASSESSMENT STRUCTURE

As the CBSE affiliated schools are required to follow the NCERT syllabus in the upper primary stage, uniformity in the assessment structure, examination and issue of report cards across all the affiliated schools is felt necessary from class VI to VIII. The detailed components of the scheme are mentioned below for easy understanding and implementation.

Scholastic Area: The assessment structure and examination for classes VI to VIII has been prepared in view of the provisions of RTE- Act 2009 and comprises of two terms i.e. Term-1 and 2 as explained below:

Evaluation of academic Subjects.

Subject Enrichment Activities: These are subject-specific activities aimed at enhancing the understanding and skills of the students. These activities are to be carried out throughout the term, however, they should be evaluated at the term-end.

Languages : Aimed at equipping the learners to develop effective listening and speaking language teachers may devise their own methods and parameters for assessment of the languages.

Mathematics : For the activities in Mathematics, links in CBSE website may be referred.

Science : Practical work and activities in Science may be undertaken as suggested by the NCERT Syllabus and Text Books.

Social Science: Map or the project work may be undertaken as suggested by the NCERT Syllabus and Textbook.

Grading Scale for Scholastic Areas (Classes VI-VIII) (School will award grades as per the following grading scale)

MARKS	GRADE
91-100	A1
81-90	A2
71-80	81

61-70	82
51-60	C1
41-50	C2
30-40	D
32 & below	E (Needs improvement)

Co-Scholastic Activities (Classes VI-VI11): For the holistic development of the student, co-curricular activities in the following areas will be carried out in CBSE affiliated schools by the teachers and will be graded term-wise on a 3-point grading scale (A=Outstanding, B=Very Good and C=Fair). The aspect of regularity, sincere participation, output and teamwork will be the general criteria for grading.

DISCIPLINE NORMS DURING EXAMINATIONS

1. The students should be present for all the examinations. No re-examination will be held. In case of a medical emergency, information should be sent the same day, and a medical certificate submitted within two days.
2. All articles like books, bags etc. should be kept outside before the exam. No books, papers or slips should be in their possession.
3. Students should maintain silence from the time they enter the examination hall, till the end of the examination.
4. Students should bring the necessary requirements for the examination like pen, pencil, ruler, geometry box, eraser, colour pencil etc.
5. No student is allowed to borrow or lend articles during the examination.
6. Students should write only the name and roll number on the question paper.
7. Margin should be drawn on each page of the answer sheet.
8. A line (with pencil) should be drawn after each answer.
9. Read all the instructions given on the question paper very carefully.
10. Answer should be written neatly, legibly and accurately.
11. All the students should revise what they have written before handing over their papers.

12. Student who uses unfair means and/or receives or gives assistance or tampers with marks will be given zero in the subjects. Parents, in such cases, will have to give an undertaking. Repetition of the same will result in the dismissal of the students.
13. Absence from the school for examination will not be condoned except in the case of illness.
14. Fill all the details on the answer sheet before starting that paper.
15. When there is an exam followed by regular classes, no student is allowed to go home after the exam.

THE SCHOOL CLINIC

The school clinic provides first aid only. (Parents are requested not to send a sick child to school.)

Reports of half yearly health checkup will be sent to parents. Details of height and weight are recorded in the Progress Report Card after every Evaluation Schedule. Recommendation in the health card has to be taken seriously and follow up action is advised.

MEDICAL GUIDANCE

1. Parents are requested to impart hygiene and health education to their children :
 - a. Maintain personal hygiene like: trimming of nails, regular hair- cuts, bathe daily, wash the inner garments daily etc.
 - b. Ensure that they get 8 hours sleep daily.
 - c. Ensure that they exercise daily.
 - d. Have a balanced diet. (Junk food should be discouraged.)
 - e. Give only boiled or filtered drinking water. Students are advised to bring their own water bottles and lunch from home.
 - f. Avoid consumption of ice-creams, other milk products and eatables from road side vendors and kiosks.
 - g. De-worm children at least once every year. Advice is to be sought from their family physician in this regard.

2. Immunize children as per the schedule.
3. Have dental and ophthalmic check up of the child once a year.
4. Students suffering from diseases such as Chicken Pox, Cholera, Measles, Mumps, Whooping-Cough and Jaundice must observe the prescribed period of quarantine.
5. Students suffering from infectious diseases like Conjunctivitis, Dermatitis, Scabies, etc., should not be sent to school until they are clear of the infection.
6. Students suffering from chronic diseases like Asthma, Epilepsy, Congenital heart disease, Diabetes, etc., are advised to be under the continuous Medical Supervision of a specialized doctor. The history of their illness must be filled up in the Almanac along with the treatment being taken. Information should be provided to the school medical staff as well. Blood group of your ward should be very clearly written in the Medical Card

STUDENTS MEDICAL CARD

1. Age in years
2. Blood Group
3. Illness suffered in the past
4. Surgery undergone (if any)
5. Allergies (if any)
6. Immunizations:

SCHOOL FEES

Fees have to be paid by cheque or DD in the first fifteen days of each quarter of the academic year, (irrespective of the holidays). The first quarter starts in April, second in July, third in October and fourth in January.

Fees may be deposited through Lofty Parent App or at the School counter.

A fine is charged if the payment is delayed: From 16th to end of the month - Rs.100/

After the end of the month - Rs. 200/-

If the fees is not paid for two consecutive months the pupil's name will be struck off and if readmitted, a re-admission fee of Rs. 200.00 will be levied with the regular fees and the fine.

N.B.

1. The fine is imposed as a deterrent to the late payment.
2. Parents are cautioned about the bouncing of cheques. This will invite a penalty and Bank charges of Rs. 100 per Cheque.

They are reminded that issuing cheques without sufficient funds in the account will attract penalty under Section 138 of N.I. Act.

In case, a parent wants to pay the fees on a monthly basis, special permission in writing has to be taken from the Principal at the beginning of the academic session. If parents would like to remit the full amount for the whole year, they may do so on or before April 10th.

ADMISSIONS.

1. The Principal reserves the right to give admission to a child and also to refuse admission to any child without having to furnish a reason.
2. No pupil will be admitted to the school without a Transfer Certificate from the last school attended.

WITHDRAWAL

1. For the withdrawal of a pupil from the school, one calendar month's notice will have to be given in writing, otherwise a calendar month's fee will be charged in addition to the current quarter's fees. Parents/guardians are notified that fees once paid will not be refunded.

2. All dues must be cleared before a Transfer Certificate is issued. No Transfer Certificate is issued if a student stops coming to the School without prior information. Withdrawals in the month of May require the fees for June to be paid.

IDENTITY CARD

Two identity cards will be issued to all the students. One must be worn to School daily and the second must be used by the parents to pick-up the child from the school.

SCHOOL TRANSPORT

School transport will be available taking into account the number of students from a particular area wishing to use the school bus facility. In case the school transport option is not available, parents will have to make their own arrangements. A Transport Fee is levied keeping in view of the school budget and all the other overhead expenses at the discretion of the school management. It has to be paid monthly/quarterly through Lofty Parent App or at the School counter.

BUS RULES

1. The School bus is the safest way to travel to and from the School.
2. Students using the school bus are expected to be at the bus stop at least five minutes before the arrival time of the bus.
3. The school bus will not wait for the late comers.
4. Students are advised to stay away from the main road till the bus arrives.
5. Senior students must allow those in lower classes to be seated first.
6. Students must occupy vacant seats after boarding their bus. No student can claim any seat permanently:
7. The front door of the bus is the only authorized entry and exit to the bus.
8. No student should come near the entry/exit door until the bus comes to a complete halt.
9. The drivers are authorized to stop buses at the designated stops only. The list of stops is prepared keeping in view the convenience and safety of all bus users and is subject to change from time to time.
10. When the bus is in motion, students must not move around in the bus and no part of their body should be outside the bus.

11. No objects should be dropped inside or thrown out of the bus. Littering the bus or the streets is absolutely forbidden.
12. Students will be held responsible for any damage to the bus caused by an act of negligence by them.
13. Shouting, whistling etc., in the bus is strictly prohibited; courteous behavior is desired and expected at all times.
14. Drivers should not be distracted at any cost as they have to focus on their driving.
15. Students are expected to maintain discipline at all times while using the school transport. Standing in the moving vehicle is prohibited.
16. Misbehaviour inside the bus will lead to disciplinary action and may result in withdrawal of the transport facility.
17. Teachers-in-charge of the bus and a helper along with the conductor will help and supervise the students.
18. Teachers-in-charge will contact both the parents and the school authorities, in times of emergency.

SMART CLASS RULE

The school has installed the smart virtual class room facility for enhanced teaching and learning and imparting quality education. Students must ensure due protection of the sensitive and expensive equipment. Any loss/damage or willful tampering of the boards projectors, visualisers etc. will lead to imposition of 'heavy fines or even dismissal. Students will be allowed to enter the class only with the teacher.

HOUSE SYSTEM

The school is divided into four houses, namely, Confidence (Green), Courage (Red), Compassion (Blue), and Curiosity (Yellow). The Patrons of the Houses are Tagore, Bhagat Singh, Mother Theresa and Abdul Kalam respectively. All the activities will be conducted house-wise, and the students are required to wear the house uniform. All the activities are aimed at developing team spirit, co- operation, sharing, organizational skills, leadership qualities and to inculcate in them a keen sense of community

service and sensitivity towards the environment. Each house embodies a quality which is designated by its name. It will be the endeavour of the school to inculcate these qualities in the students in a safe, nurturing and multi-cultural environment.

The school will provide ample opportunities to students to participate in a wide range of activities such as art, craft, dancing, music, singing, dramatics, elocution, creative writing, debates, quizzes, environmental initiatives, community building exercises, skating, Taekwondo and sports and games.

Awards will be given to the best student of each house and the house master/mistress of the best house.

Trophies will be awarded to winning house and the runners-up house.

THE HOUSES

CONFIDENCE - GREEN - TAGORE

Green is the colour of balance, harmony, and confidence. Green is an emotionally positive colour, giving us the ability to love & nurture ourselves and others unconditionally.

COMPASSION - BLUE - MOTHER THERESA

Blue is the colour of higher thoughts. It shows devotion and steady progress, creative energy, wisdom and is often associated with the betterment of humankind. Blue cares about the welfare of others; it shows compassion and great inner strength.

CURIOSITY - YELLOW - ABDUL KALAM

Golden-yellow is friendly and cheerful. It shows action and warmth, and is also the colour of intelligence.

Yellow is the shade of social energy and represents (intellectual) curiosity and the desire to make things better.

COURAGE - RED - BHAGAT SINGH

Red is the colour of blood and thus, life and death. It symbolizes strength, protection, courage, action, faith, enthusiasm, life, renewal, vitality, power, achievement etc.

RESPONSIBILITIES OF 'HOUSE ON DUTY'

The four houses will be on duty by rotation. The house-master/mistress along with their teachers will be responsible for the following duties:

1. Organize the morning assembly.
2. Check late-comers.
3. Check uniform, hair-style, nail, and if any electronic or other valuable items such as jewellery, watches, cell phone etc. are brought to school.
4. Bus duty.
5. Discipline during recess
6. Discipline at the staircase, corridors etc. in the morning and afternoon.
7. Organize all the school activities.
8. Cleanliness of the classrooms, corridors, playground, wash rooms etc.
9. Discipline during the dispersal time in the afternoon.

UNIFORM

Summer Uniform: 1st April - 31st October Winter Uniform: 1st November - 31st March White Uniform: Saturdays House Dress: Wednesdays

PARTICULARS		BOYS	GIRLS
SKIRT/ TROUSER	SUMMERS	Dark grey Short trousers for I-IV; Long trousers for V onwards.	Dark grey skirt with pleats, up to the knees with side pocket. (I-IV), divided skirt V onwards and black bloomers
SHIRT		Light blue Half sleeved with school emblem on the left chest pocket	
TROUSER/ SKIRT	PT/ SPORTS	White Short trousers with two side pockets(I-IV), Long trousers for V onwards	White skirt with side pocket; undivided (I-IV), divided V onwards and white bloomers
SHIRT	PT/ SPORTS	Short-sleeved T-shirt (House colours) and Short sleeved white shirt with school emblem	
TROUSER SHIRT	WINTER	Dark grey Woolen full trousers with two side pockets. Light blue Full sleeved with school emblem on the left chest pocket	
SHIRT	PT/ SPORTS	Short-sleeved T-shirt (House colours) and Short sleeved white shirt with school emblem	
SCHOOL BELT	SUMMER/ WINTER/ PT/ SPORTS	Green with a white band in the middle with Plaque Buckle and the school emblem on the metal	
SOCKS	SUMMER/ WINTER	Dark grey with two white lines Woolen dark grey with two green lines.	
	PT/ SPORTS	White	
SHOES	SUMMER/ WINTER	Blac (Leather) Straps with Velcro (1-V); with lace (VI onwards)	
	PT/ SPORTS	White (Leather) Straps with Velcro (1-V); with lace(VI onwards)	
TIE	WINTER	Grey colour with school logo	
SWEATER	WINTER	Dark green; full/sleeveless; V-neck with two white lines on the neck, sleeves and at the bottom	
BLAZER	WINTER	Dark green with Golden Button and school emblem on the right chest pocket	
GLOVE/CAPS/ SCARVES	WINTER	Dark green	
INNER WEAR	WINTER	Black	
HAIR BAND	SUMMER/ WINTER/ PT/ SPORTS	Hair Band White /Head Band/ Hair Pins.	

Marks distribution for the whole session will be as follows:

Internal Assessment - 20 Marks

External Assessment (Mid Term & Year End/ Board Exam) - 80 Marks

Total - 100 Marks

Scholastic Area weightage of marks

Class	Average of best two Periodic Tests	Multiple Assessment	Portfolio	Subject Enrichment Activities	Mid Term/ Common School Exam	Term/ Annual Board Exam	Total
IX	05	05	05	05	20	60	100
X	05	05	05	05	20	80	100

Internal Assessment – Weightage – 20 Marks

- Periodic Assessment (Average Marks of the best two Periodic tests out of three) - 5 Marks
- Multiple Assessment - 5 Marks
- Portfolio - 5 Marks
- Subject Enrichment Activities - 5 Marks
- Schedule of Periodic Assessments and Descriptions

Schedule of Periodic Assessments for Class IX:

Test	Schedule	Max. Marks	Weightage of Marks	Duration
Periodic Assessment - 1	Fourth Week of July	20 Marks	05 Marks	01:00 Hour
Periodic Assessment - 2 (Mid Term Exam)	Fourth Week of August	80 Marks	05 Marks	03:00 Hours
Periodic Assessment - 3	Fourth Week of November	20 Marks	05 Marks	01:00 Hour

Schedule of Periodic Assessments for Class X:

Test	Schedule	Max. Marks	Weightage of Marks	Conducted	Duration
Periodic Assessment - 1	Fourth Week of July	20 Marks	05 Marks	School	01:00 Hour
Periodic Assessment - 2 (Mid Term Exam)	Mid Term Exam	80 Marks	05 Marks		03:00 Hours
Periodic Assessment - 3	Fourth Week of November	20 Marks	05 Marks	School	01:00 Hour

Two pre-board examinations will be conducted for class X

Syllabus must be completed before second week of November.

Components of Examination Question paper for classes IX & X:

Total Marks - 80

Duration — 03 Hours

Internal Choice — 33%

(a) Objective-Type including Multiple choice questions— 20 Marks

(b) Subjective-questions to enable student to give analytical and creative response -60 Marks

EXAMINATION PATTERN FOR CLASS IX

Subjects & Type of Assessment	Weightage of Marks	Mid Term Exam	Annual Examination
Language-1 and 2 Mathematics, Natural Science and Social Science	Internal - 20 Marks External -80 marks	Theory - 20 Marks	Theory - 60Marks (Pen & Paper External Exam)
Skill Courses (AI)	Theory -50 marks Practical-50 marks	Theory - 25Marks Practical-25 marks	Theory - 25Marks, Practical - 25Marks

GRADING SCALE for Scholastic Areas (Classes IX & X)

MARKS RANGE GRADE

91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
33-40	D
32 & below	E (Failed)

Co-Scholastic Activities for classes IX & X:

These activities will be graded on a 5-point grading scale (A to E).

Outstanding: A

Very Good: B

Good: C

Fair: D

Average: E

Co-Scholastic Areas	Product	Process
Health and Physical Education	Overall fitness	Participation, team-spirit, effort
Art education	Expression, creativity, and aesthetic appeal	Participation, systematic approach, neatness, cleanliness, devotion, effort

75 % attendance is compulsory for appearing in the annual examination.

Pattern of questions

Competency Focused Questions in the form of MCQs/Case Based Questions, Source-based Integrated Questions or any other type = 50%

Select response type questions (MCQ) = 20%

Constructed response questions (Short Answer/Long Answer Type Questions, as per existing pattern) = 30%

CLASS XI AND XII

Weightage of Marks for Subjects Having Practical/Project/ASL of Class XI
Components of Examination Question Paper:

1. Objective Type Questions:

Includes multiple-choice questions.

Minimum 25% marks of the question paper in Mid-Term/Year-End Annual Exams will consist of objective questions.

2. Subjective Questions:

Designed to enable students to give analytical and creative responses.

Maximum 75% marks of the question paper will be subjective in the Mid-Term/Year-End Annual Exams.

3. Internal Choice:

33% internal choice will be provided in the question paper.

Weightage of Marks for Subjects Having Practical/Project/ASL of Class XI:

Subjects & Type of Assessment	Weightage of Marks	Mid Term Exam	Annual Examination
Subjects involving Practical	Theory - 70 Marks Practical - 30 Marks	Theory - 20 Marks	Theory - 50 Marks Practical - 25 Marks
Subjects involving Practical		Practical - 5 Marks	
Subjects involving Practical/Pr/ASL/Proj/Int Ass	Theory - 80 Marks Pr/ASL/Proj/Int Ass - 20 Marks	Theory - 25 Marks	Theory - 55 Marks Pr/ASL/Proj/Int Ass - 20 Marks

Two pre-board examinations will be conducted for class XII

75% attendance is compulsory for appearing in the examination.

PATTERN OF QUESTIONS

Competency Focused Questions in the form of MCQs/ Case Based Questions, Source-based Integrated Questions or any other type = 50%

Select response type questions (MCQ) = 20%

Constructed response questions (Short Answer Questions/Long Answer type Questions, as per existing pattern) = 30%

SCHOOL ASSEMBLY

School assembly is a gathering of teachers and students. It's a well-organised meeting meant to establish a positive tone for teachers and students, and encourages involvement of students in cultural activities, provides good training to them in social behaviour and develops the talents of students. The assemblies are conducted by each class in turn.

ASSEMBLY FORMAT

Common Prayer through PAS

Prayer (Prayer Song)

0 God, | bless our work and studies / which we are / about to begin / for your greater glory / and for our salvation

1. Our Father in heaven / holy be your name / your kingdom come / your will be done on Earth / as it is in heaven. Give us today our daily bread/ and forgive us our sins/ as we forgive those who sin against us.
Do not bring us to the test but deliver us from evil. For yours is the kingdom/ the power/ and the glory/ forever and ever. Amen.
2. Hail Mary, full of grace, the Lord is with you, blessed are you among women and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death.
Amen.
3. Glory be to the Father and to the Son and to the Holy Spirit. As it was in the beginning is now and ever shall be world without end. Amen.

Prayer for Parents

Almighty God, you gave us the commandment to honour our father and mother. You have blessed us with joy and care of our parents. Give us the strength and wisdom to honour them. May our parents experience security and peace. God bless our homes in your loving kindness and hear our prayer for our parents. Amen.

- Pledge.
- Birthday Wishes.
- Theme based activity (skit, speech, message, mime, etc.)
- News Reading
- Mass Physical Training (MPT) (on Wednesdays and Saturdays)
- Prayer through PAS during examination days.
- School Anthem | National Anthaem

PRAYERS

PRAYER BEFORE CLASS

Enlighten our minds O Lord, and help us to understand what we will be taught and to retain what we study so that we will become wiser and better. Amen

GRACE BEFORE MEALS

Bless us O Lord, and these your gifts, which we are about to receive from your bounty. Amen GRACE

AFTER MEALS

We give you thanks, Almighty God for all your blessings that we have received from your bounty. Amen

PRAYER AFTER SCHOOL

Almighty God, infinite wisdom and the source of all knowledge, grant that we may remember what we have learned. We offer you, our work and endeavours, our failures and successes. Forgive us our shortcomings and give us the courage to follow always the path of truth. Amen

PRAYER BEFORE JOURNEY

Almighty and merciful God, we know you are present everywhere. O Heavenly Father, guide us, with your invisible protection. Keep us from all dangers of collision, attacks, accidents, fire and explosion. Preserve us from all evils and wrong doings and finally help us to reach our destination. Bless our journey with your divine mercy and benevolence. Amen.

PRAYER DURING EXAMINATION TIME

O God, give me your help at this examination time. Keep me from being nervous and keep me calm, so that I will be able to do my best. O God, help me at my examination today to remember the things which I have learned and studied. Amen

PRAYER TO INFANT JESUS

O dear sweet Infant Jesus, I offer you my will, that you strengthen it; my mind that you inspire it; my memory that you fill it; my wishes and desires, that you cleanse them; my intentions that you guide them, all my inner and outer activities, that you make them sacred. All I am and all I have is yours. Your love for me is my hope and trust. Hear me and grant me your powerful blessings and graces so that I may walk in the right path of achieving wisdom, knowledge and discernment in the pursuit of achieving my goal in life.

Lay your hand upon us and give us your blessings. O Infant Jesus, grant the treasures of your divine mercy to all the world, and keep us now and always in the grace of your love, as you are the light in our hearts and love of our lives. Bless our School every day. Amen.

HYMNS 1.

1. BIND US TOGETHER LORD

Bind us together Lord,
Bind us together with chords
that cannot be broken,
Bind us together Lord,
Bind us together, Bind us together with Love

There is only one God
There is only one King
There is only one body
that is why I sing

We are the family of God
We are the promise divine
We are God's chosen desire
We are His glorious new vine

2. LIKE THE SUNFLOWER

Ref: Like the sunflower

That follows ev'ry movement of the sun,
So I turn towards you To follow you, my God.
In simplicity, charity, I follow,
In simplicity, charity, I follow.
In simplicity, honesty, I follow,
In simplicity, honesty, I follow.

3. GIVE ME JOY IN MY HEART

Give me joy in my heart, keep me praising,
Give me joy in my heart, I pray.
Give me joy in my heart, keep me praising,
Keep me praising till the end of day.

Ch: Sing hosanna! Sing hosanna!
Sing hosanna to the King of kings!
Sing hosanna! Sing hosanna!
Sing hosanna to the King!

Give me love in my work, keep me serving,
Give me love in my work, I pray.
Give me love in my work, keep me serving,
Keep me serving till the end of day.

4. MAKE ME A CHANNEL OF YOUR PEACE

1. Make me a channel of your peace,
Where there is hatred, let me bring your love,
Where there is injury, your pardon, Lord,
And where there's doubt, true faith in you.

Ch: O Master, grant that I may never seek,
So much to be consoled as to console,
To be understood as to understand,
To be loved as to love with all my soul.

2. Make me a channel of your peace.
Where there's despair in life, let me bring hope,
Where there is darkness, Lord, your shining light,
And where there's sadness, ever joy.

5. O GIVE THANKS TO THE LORD

Ch: O give thanks to the Lord for he is good (3)

Yes, eternal is his love.

I will sing to my God never ceasing,
All my life I will tell of his wonders,
He's the maker of all earth and heaven,
Of the ocean, the seas and all they hold!

Ch: O give thanks to the Lord for he is good (3)

6. GOD'S WONDERFUL LOVE

God's love it's so wonderful

God's love it's so wonderful

God's love it's so wonderful

Oh! Wonderful love!

So high you can't get over it

So high you can't get over it

So high you can't get over it

Oh! Wonderful love!

So deep you can't get under it

So deep you can't get under it

So deep you can't get under it

Oh! Wonderful love

7. WE ARE GATHERING TOGETHER

We are gathering together unto him,

We are gathering together unto him;

Unto him shall the gathering of the people be;

We are gathering together unto him;

We are offering together unto him,

We are offering together unto him;

Unto him shall the offering of the people be;

We are offering together unto him,

We are singing together unto him,

We are singing together unto him;

Unto him shall the singing of people be;

We are singing together unto him;

8. WE SHALL OVER COME

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

9. GOD IS GOOD

God is good (all the time)
And all the time (God is good)
God is good (all the time)
And all the time (God is good)
God is good all the time
He put a song of praise in this heart
of mine
God is good, yes he is, all the time
Through the darkest night, His
light will shine
God is good, yes he is, God is good
All the time, here we go!

10. THERE SHALL BE SHOWERS

There shall be showers of blessings,
This is promise of love.
There shall be seasons refreshing,
Sent from the saviours above.
Ch: Showers of blessings we (2)
need.
Mercy drops round us are falling,
But for showers we plead.
There shall be showers of blessings,
Send them upon us, O Lord.
Grant to us now a refreshing,
Come and now honour Thy Word.

इतनी शक्ति हमें दे न दाता

इतनी शक्ति हमें दे न दाता
मनका विश्वास कमजोर होना
हम चलें नेक रास्ते पे हमसे
भूलकर भी कोई भूल हो ना ...

हर तरफ जुल्म है बेबसी है
सहमा-सहमा-सा हर आदमी है
पाप का बोझ बढ़ता ही जाये
जा ने कैसे ये धरती थमी है
बोझ ममता का तू ये उठा ले
तेरी रचना का ये अन्त हो ना ...
हम चले...

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

ऐ मालिक तेरे बन्दे हम

ऐ मालिक तेरे बन्दे हम
ऐसे हों हमारे करम
नेकी पर चलें और बदी से टलें
ताकि हंसते हुए निकले दम
ऐ मालिक तेरे बन्दे हम
बड़ा कमजोर है आदमी
अभी लाखों हैं इसमें कमी
पर तू जो खड़ा है दया लू बड़ा

तेरी कि रपा से धरती थमी
दिया तूने हमे जब जनम
तू ही झेलेगा हम सबके गम
नेकी पर चलें और बदी से टलें
ता कि हंसते हुए नि कले दम
ऐ मा लि क तेरे बन्दे हम

तेरी आराधना करूँ

तेरी आराधना करूँ (2)
पाप क्षमा कर, जीवन दे दे
दया की याचना करूँ
तेरी आराधना करूँ
तू ही महान, सर्वशक्तिमान
तू ही हैं मेरे जीवन का संगीत (2)
हृदय के तार, छोड़े झनकार (2)
तेरी आराधना है मधुर गीत (2)
जीवन से मेरे तू महिमा पाये
एक ही कामना करूँ।। पाप क्षमा।।
सृष्टि के हर एक कण कण में
छाया है तेरी ही महिमा का राज (2)
पक्षी भी करते हैं तेरी प्रशंसा (2)
हर पल सुना ते हैं आनंद का राग (2)
मेरी भी भक्ति तुझे ग्रहण हो
हृदय से प्रार्थना करूँ।। पाप क्षमा।।
पतित जीवन में ज्योति जला दे
तुझ ही से लगी है आशा मेरी (2)
पापमय दम तू दूर हटा दे (2)
पूर्ण हो अभिलाषा मेरी (2)
जीवन के कठिन दुखी क्षणों का
दृढ़ता से समाना करूँ।। पाप क्षमा।।

APRIL

1	Tuesday		Teachers Orientation	
2	Wednesday		Staff meeting	
3	Thursday	WD	Prayer Service	New Academic Session Begins
4	Friday	WD	Class Assembly	
5	Saturday	WD	Mass PT	Parent's Orientation - Classes Nur-V, Staff Meeting
6	Sunday			Ram Navami
7	Monday	WD	Class Assembly	World Health Day
8	Tuesday	WD	Class Assembly	
9	Wednesday	WD	Mass PT	
10	Thursday	WD		Mahavir Jayanti
11	Friday	WD	Class Assembly	
12	Saturday			Second Saturday
13	Sunday			
14	Monday	WD		Ambedkar Jayanti
15	Tuesday	WD	Class Assembly	
16	Wednesday	WD	Class Assembly	
17	Thursday	WD	Class Assembly	
18	Friday	WD		Good Friday
19	Saturday			
20	Sunday			Easter
21	Monday	WD	Class Assembly	
22	Tuesday	WD	Class Assembly	Earth Day
23	Wednesday	WD	Mass PT	
24	Thursday	WD	Class Assembly	
25	Friday	WD	Class Assembly	
26	Saturday	WD	Mass PT	Tep Parent's Orientation - Classes VI - XII
27	Sunday			
28	Monday	WD	Class Assembly	
29	Tuesday	WD	Class Assembly	
30	Wednesday	WD	Mass PT	Note Book Checking
Total number of working days [wd]- 21				

MAY

1	Thursday	WD	Class Assembly	Workers' Day Celebration
2	Friday	WD	Class Assembly	
3	Saturday	WD	Mass PT	Staff Meeting
4	Sunday			
5	Monday	WD	Class Assembly	
6	Tuesday	WD	Class Assembly	
7	Wednesday	WD	Mass PT	
8	Thursday	WD	Class Assembly	
9	Friday	WD	Class Assembly	
10	Saturday			Second Saturday
11	Sunday			Mother's Day
12	Monday			Buddha Purnima
13	Tuesday	WD	Class Assembly	
14	Wednesday	WD	Mass PT	Investiture Ceremony
15	Thursday	WD	Class Assembly	
16	Friday	WD	Class Assembly	
17	Saturday	WD	Mass PT	TEP
18	Sunday			
19	Monday	WD		PA-I Examination Begins
20	Tuesday	WD		
21	Wednesday	WD		
22	Thursday	WD		
23	Friday	WD		
24	Saturday	WD		TEP
25	Sunday			
26	Monday	WD	Class Assembly	Summer Holidays Starts/ Special Classes For X And XII
27	Tuesday	WD	Class Assembly	
28	Wednesday	WD	Mass PT	
29	Thursday	WD	Class Assembly	
30	Friday	WD	Class Assembly	
31	Saturday			TEP - World No-Tobacco Day, Note Book Checking

Total No. of Working Days- 24

JUNE

1	Sunday		SUMMER VACATION	
2	Monday			
3	Tuesday			
4	Wednesday			
5	Thursday			World Environment Day
6	Friday			
7	Saturday			Bakrid
8	Sunday			
9	Monday			
10	Tuesday			
11	Wednesday			
12	Thursday			
13	Friday			
14	Saturday			
15	Sunday			Father's Day
16	Monday			
17	Tuesday			
18	Wednesday			
19	Thursday			
20	Friday			
21	Saturday			
22	Sunday			
23	Monday			
24	Tuesday			
25	Wednesday			
26	Thursday			
27	Friday			
28	Saturday			
29	Sunday			
30	Monday			Teacher's Orientation

JULY

1	Tuesday			Teachers' Orientation
2	Wednesday	WD	Class Assembly	School Re-Opens
3	Thursday	WD	Class Assembly	
4	Friday	WD	Class Assembly	
5	Saturday	WD	Mass PT	Staff-Meeting
6	Sunday			Muharram
7	Monday	WD	Class Assembly	Submission of Art-Integrated Projects
8	Tuesday	WD	Class Assembly	
9	Wednesday	WD	Mass PT	
10	Thursday	WD	Class Assembly	
11	Friday	WD	Class Assembly	
12	Saturday			Second Saturday
13	Sunday			
14	Monday	WD	Class Assembly	
15	Tuesday	WD	Class Assembly	
16	Wednesday	WD	Mass PT	
17	Thursday	WD	Class Assembly	
18	Friday	WD	Class Assembly	
19	Saturday	WD	Mass PT	TEP
20	Sunday			
21	Monday	WD	Class Assembly	
22	Tuesday	WD	Class Assembly	
23	Wednesday	WD	Mass Pt	
24	Thursday	WD	Class Assembly	
25	Friday	WD	Class Assembly	
26	Saturday	WD	Mass PT	TEP
27	Sunday			
28	Monday	WD	Class Assembly	
29	Tuesday	WD	Class Assembly	
30	Wednesday	WD	Mass PT	Investiture Ceremony
31	Thursday	WD	Class Assembly	Note Book Checking
Total No. of Working Days - 25				

AUGUST

1	Friday	WD	Class Assembly	
2	Saturday	WD	Mass PT	Staff Meeting
3	Sunday			
4	Monday	WD	Class Assembly	
5	Tuesday	WD	Class Assembly	
6	Wednesday	WD	Mass PT	
7	Thursday	WD	Class Assembly	
8	Friday	WD	Class Assembly	Sanskrit Day Celebration
9	Saturday			Second Saturday/ Raksha Bandhan/ Sanskrit Day
10	Sunday			
11	Monday	WD	Class Assembly	
12	Tuesday	WD	Class Assembly	
13	Wednesday	WD	Mass PT	
14	Thursday	WD	Class Assembly	Independence Day Celebration
15	Friday			Independence Day
16	Saturday			Janmashtami
17	Sunday			
18	Monday	WD	Class Assembly	
19	Tuesday	WD	Class Assembly	
20	Wednesday	WD	Mass PT	Educational Trip
21	Thursday	WD	Class Assembly	
22	Friday	WD	Class Assembly	
23	Saturday	WD	Mass PT	Ptm, Art Exhibition
24	Sunday			
25	Monday	WD	Class Assembly	
26	Tuesday	WD	Class Assembly	
27	Wednesday	WD	Mass PT	Ganesh Chaturthi
28	Thursday	WD	Class Assembly	
29	Friday	WD	Class Assembly	
30	Saturday	WD	Mass PT	Tep, Note Book Checking
31	Sunday			
Total Number of Working Days WD - 23				

SEPTEMBER

1	Monday	WD	Class Assembly	
2	Tuesday	WD	Class Assembly	
3	Wednesday	WD	Mass PT	
4	Thursday	WD	Class Assembly	Teachers' Day Celebration
5	Friday			Id-E-Milad / Teachers' Day
6	Saturday	WD	Mass PT	Staff Meeting
7	Sunday			
8	Monday	WD		Term-I Examination Begins
9	Tuesday	WD		
10	Wednesday	WD		
11	Thursday	WD		
12	Friday	WD		
13	Saturday			Second Saturday
14	Sunday			Hindi Diwas
15	Monday	WD		Hindi Diwas Celebration
16	Tuesday	WD		
17	Wednesday	WD		
18	Thursday	WD		
19	Friday	WD		
20	Saturday	WD		TEP
21	Sunday			
22	Monday	WD		
23	Tuesday	WD		
24	Wednesday	WD		
25	Thursday	WD	Class Assembly	
26	Friday	WD	Class Assembly	
27	Saturday	WD	Mass PT	Tep, Ptm Art and Craft Exhibition
28	Sunday			
29	Monday	WD	Class Assembly	
30	Tuesday	WD	Class Assembly	Note Book Checking
Total Number of Working Days [W.d] - 24				

OCTOBER

1	Wednesday			Dussehra
2	Thursday			Gandhi Jayanti
3	Friday	WD	Class Assembly	Gandhi Jayanti Celebration
4	Saturday	WD	Mass PT	Staff Meeting/Teachers Day Celebration
5	Sunday			World Teachers' Day
6	Monday	WD	Class Assembly	
7	Tuesday			Valmiki Jayanti
8	Wednesday	WD	Mass PT	
9	Thursday	WD	Class Assembly	
10	Friday	WD	Class Assembly	World Mental Health Day
11	Saturday			Second Saturday
12	Sunday			
13	Monday	WD	Class Assembly	
14	Tuesday	WD	Class Assembly	
15	Wednesday	WD	Mass PT	
16	Thursday	WD	Class Assembly	
17	Friday	WD	Class Assembly	Diwali Celebration /International Day of Eradication of Poverty
18	Saturday	WD		PTM/ Language Exhibition
19	Sunday			
20	Monday			Diwali
21	Tuesday			Diwali
22	Wednesday			Govardhan Puja
23	Thursday			Bhai Duj
24	Friday	WD		
25	Saturday	WD		TEP
26	Sunday			
27	Monday	WD		
28	Tuesday	WD		
29	Wednesday	WD		
30	Thursday	WD		Sports Day
31	Friday	WD		Syllabus Completion X, XII, Note Book Checking
Total Number of Working Days [Wd] - 19				

NOVEMBER

1	Saturday	WD	Mass PT	Staff Meeting
2	Sunday			
3	Monday	WD	Class Assembly	
4	Tuesday	WD	Class Assembly	
5	Wednesday			Guru Nanak Jayanti
6	Thursday	WD	Class Assembly	
7	Friday	WD	Class Assembly	
8	Saturday			Second Saturday
9	Sunday			
10	Monday	WD	Class Assembly	
11	Tuesday	WD	Class Assembly	
12	Wednesday	WD	Mass PT	
13	Thursday	WD	Class Assembly	
14	Friday	WD	Class Assembly	Children's Day Celebration
15	Saturday	WD	Mass PT	TEP
16	Sunday			
17	Monday	WD	Class Assembly	Submission Of All Project/Portfolio/
18	Tuesday	WD	Class Assembly	
19	Wednesday	WD	Mass PT	
20	Thursday	WD	Class Assembly	
21	Friday	WD	Class Assembly	
22	Saturday	WD		Annual Day
23	Sunday			
24	Monday	WD	Class Assembly	
25	Tuesday	WD	Class Assembly	
26	Wednesday	WD	Mass PT	
27	Thursday	WD	Class Assembly	
28	Friday	WD	Class Assembly	
29	Saturday	WD	Mass PT	TEP, Note Book Checking
30	Sunday			

Total Number of Working Days [WD] -23

DECEMBER

1	Monday	WD	Class Assembly	World Aids Day
2	Tuesday	WD	Class Assembly	
3	Wednesday	WD	Mass PT	
4	Thursday	WD	Class Assembly	Wild Life Conservation Day
5	Friday	WD		PA-II Examination/ Pre-Board -I For X & XII
6	Saturday	WD		Staff Meeting
7	Sunday			
8	Monday	WD		
9	Tuesday	WD		
10	Wednesday	WD		Human Rights Day, Note Book Checking
11	Thursday	WD		
12	Friday	WD		
13	Saturday			Second Saturday
14	Sunday			
15	Monday	WD		
16	Tuesday	WD	Class Assembly	
17	Wednesday	WD	Mass PT	
18	Thursday	WD	Class Assembly	
19	Friday	WD	Class Assembly	
20	Saturday	WD	Mass PT	TEP
21	Sunday			
22	Monday	WD	Class Assembly	
23	Tuesday	WD		Christmas Celebration
24	Wednesday	WD		Winter Break
25	Thursday	WD		
26	Friday	WD		
27	Saturday	WD		
28	Sunday			
29	Monday	WD		
30	Tuesday	WD		
31	Wednesday	WD		

Total Number of Working Days [W.D.] -19

JANUARY

1	Thursday	WD		
2	Friday	WD		
3	Saturday	WD		
4	Sunday	WD		
5	Monday	WD		
6	Tuesday	WD		SCHOOL REOPENS
7	Wednesday	WD	Mass PT	
8	Thursday	WD	Class Assembly	
9	Friday	WD	Class Assembly	
10	Saturday			SECOND SATURDAY
11	Sunday			
12	Monday	WD	Class Assembly	PRE-BOARD -II FOR CLASS X AND XII BEGINS
13	Tuesday	WD	Class Assembly	
14	Wednesday	WD	Mass PT	
15	Thursday	WD	Class Assembly	
16	Friday	WD	Class Assembly	
17	Saturday	WD	Mass PT	
18	Sunday			
19	Monday	WD	Class Assembly	
20	Tuesday	WD	Class Assembly	
21	Wednesday	WD	Mass PT	
22	Thursday	WD	Class Assembly	
23	Friday	WD	Class Assembly	
24	Saturday	WD	Mass PT	REPUBLIC DAY CELEBRATION/ FAREWELL FOR CLASS XII
25	Sunday			
26	Monday			REPUBLIC DAY
27	Tuesday	WD	Class Assembly	
28	Wednesday	WD	Mass Pt	
29	Thursday	WD	Class Assembly	
30	Friday	WD	Class Assembly	GRADUATION CEREMONY FOR CLASS XII
31	Saturday	WD		Note Book Checking
Total Number of Working Days [W.D] - 21				

FEBRUARY

1	Sunday			
2	Monday	WD	Class Assembly	
3	Tuesday	WD	Class Assembly	
4	Wednesday	WD	Mass Pt	
5	Thursday	WD		Annual Examination for IX And XI
6	Friday	WD		
7	Saturday	WD		Staff Meeting
8	Sunday			
9	Monday	WD		Infant Jesus Feast Day
10	Tuesday	WD		
11	Wednesday	WD		
12	Thursday	WD		
13	Friday	WD		
14	Saturday			Second Saturday
15	Sunday			Sunday / Maha Shivaratri
16	Monday	WD		Annual Examination For Classes I- VIII
17	Tuesday	WD		
18	Wednesday	WD		
19	Thursday	WD		
20	Friday	WD		
21	Saturday	WD		TEP
22	Sunday			
23	Monday	WD		
24	Tuesday	WD		
25	Wednesday	WD		
26	Thursday	WD		
27	Friday	WD		
28	Saturday	WD		TEP/ National Science Day
Total Number of Working Days [W.D] -23				

MARCH

1	Sunday			
2	Monday	WD		Special Classes For X and XII Begins
3	Tuesday	WD		
4	Wednesday	WD		Holi
5	Thursday	WD		
6	Friday	WD		
7	Saturday	WD		Staff- Meeting/ Parents Orientation For X and XII
8	Sunday			
9	Monday	WD		
10	Tuesday	WD		
11	Wednesday	WD		
12	Thursday	WD		
13	Friday	WD		
14	Saturday			Second Saturday
15	Sunday			
16	Monday			
17	Tuesday			
18	Wednesday			
19	Thursday			
20	Friday			PTM
21	Saturday			Eid-UI-Fitre
22	Sunday			
23	Monday			
24	Tuesday			
25	Wednesday			
26	Thursday			Ram Navmi
27	Friday			
28	Saturday			TEP
29	Sunday			
30	Monday			
31	Tuesday			
Total Number of Working Days [W.D]				

INTER-CLASS ACTIVITY COMPETITION 2025-26

Month	Activity	Classes
April	Drawing Competition	1 to 5
	On-the-spot Painting	6 to 12
May	English Debate	6 to 12 (House-wise)
July	English/Hindi Poem Recitation	1 to 5
	Debate Hindi	6 to 8
	One Act Play Hindi	6 to 12 (House-wise)
August	Clay Moulding	1 to 3
	Poetry Recitation English	4 to 12
September	Sanskrit Shloka Recitation	6 to 8 (House-wise)
	Patriotic Song Competition	1 to 5
	Fancy Dress (Political Leaders)	1 to 5
October	Declamation (Hindi/English)	9 to 12
	Youth Parliament	6 to 12 (House - wise)
	Fold Dance Competition	1 to 5 (House-wise)
	Elocution (English)	3 to 5
	Song (English)	6 to 12
December	G.K. Quiz (All Subjects)	VI-XII (House-wise)
	Nukkad Natak	VI-XII (House-wise)
	Star-Making	1 to 5
	One act Play (English)	6 to 12 (House-wise)
	Carol Signing	House-wise
January	Poetry Recitation (English)	6 to 12
	Best Out of Waste	3 to 5
	Flower Arrangement Competition	6 to 12 (House-wise)

LATE COMING RECORD

LATE COMING RECORD										Remarks
APR	MAY	JULY	AUG	SEPT	OCT					
1		1		1		1		1		
2		2		2		2		2		
3		3		3		3		3		
4		4		4		4		4		
5		5		5		5		5		
6		6		6		6		6		
7		7		7		7		7		
8		8		8		8		8		
9		9		9		9		9		
10		10		10		10		10		
11		11		11		11		11		
12		12		12		12		12		
13		13		13		13		13		
14		14		14		14		14		
15		15		15		15		15		
16		16		16		16		16		
17		17		17		17		17		
18		18		18		18		18		
19		19		19		19		19		
20		20		20		20		20		
21		21		21		21		21		
22		22		22		22		22		
23		23		23		23		23		
24		24		24		24		24		
25		25		25		25		25		
26		26		26		26		26		
27		27		27		27		27		
28		28		28		28		28		
29		29		29		29		29		
30		30		30		30		30		
		31		31		31		31		

* After every 10 entries parents are requested to meet the Principal.

** After 20 entries the child will be warned

*** More than 20 entries, the child is liable to be expelled.

APPLICATION FOR A TRANSFER CERTIFICATE

(Specimen)

Adm. No.

Date:

The Principal
Infant Jesus,
School, Dwarka,
New Delhi

Respected Principal,

Please provide me with the Transfer Certificate of my son/daughter. The no objection certificate from the office has been obtained and the necessary particulars are given below.

Name.....

Date of Birth: Date of leaving school:

Std.: Sec.: Roll No.:

Reason of leaving:

Name & Address :

.....

Yours Faithfully,

Signature of Parent/Guardian.

SCHOOL TIME - TABLE

PREIODS	1	2	3	4	P R O C E S S	5	6	7	9	
MON										
TUE										
WED										
THU										
FRI										
SAT										