

# NATIONAL MATRICULATION HIGHER SECONDARY SCHOOL

(RECOGNISED BY GOVT. OF TAMILNADU)  
(GOVERNED BY EMPEE EDUCATIONAL & CHARITABLE TRUST)

63-B, Nehru Salai, St. Thomas Mount,

Post Box No. 1329, Chennai - 600 016.

Phone : 2250 1944, 2250 1491, 2250 2224

E-mail : empeenmhss@yahoo.in / empeenmhss16@gmail.com

Website : www.nationalmatricschool.com

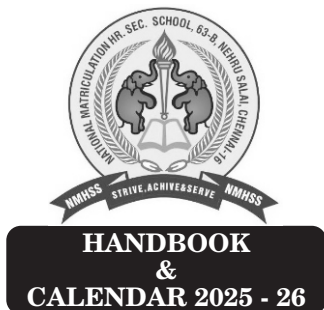
Name of the pupil : .....

Std. : ..... Sec. : .....

Paste your  
Passport  
size  
Photograph

Address : .....

.....



Name of the Class Teacher .....

**This Handbook should be brought to school daily.**



**NATIONAL MATRICULATION  
HIGHER SECONDARY SCHOOL**

**PERSONAL RECORD OF THE PUPIL**

1. Name : .....
2. Admission No. : .....
3. Standard : ..... Section .....
4. Date of Birth : .....
5. Blood Group : .....
6. Religion : .....
7. Community : **SC / ST / MBC / BC / OC**
8. Caste : .....
9. Personal Marks of Identification :
  - i) .....
  - ii) .....
10. Parent's / Guardian's Name : .....
11. Occupation : .....
12. Annual Income : .....
13. Home Address : .....  
.....  
.....
14. Telephone Number:  
Resi.: ..... Off: .....
15. Mobile Number .....  
Name of Brothers / Sisters } .....  
studying in this school } .....

**DECLARATION**

I, the undersigned, have read the rules and regulations that are in the School Handbook and agree to abide by them and also the rules that may come into force for the proper functioning of the School and all the decisions of the School Authority regarding my child.

Station : .....

Date : .....

Signature of the Parent / Guardian

# NATIONAL MAT. HR. SEC. SCHOOL, CHENNAI - 16.

## DETAILS OF COMMUTING

Date : .....

1. Name of the Pupil : .....
2. Class : Std. .... Section .....
3. Mode of Commuting : .....
4. Name of the Auto/  
Van Driver : .....
5. Register No. of  
Auto / Van : .....
6. Mobile Phone  
No. of the Driver : .....
7. Name of the Escort  
while commut : .....  
(In case no escort accompanies the  
pupil, write 'NIL')
8. Relationship of the  
Escort : Father / Mother / Brother / Sister /  
Cousin / Uncle / Aunt / Grand Father /  
Grand Mother / Official Guardian.
9. Mobile Phone No. of  
the Escort : .....
10. Mobile Phone No.  
of the Parent : .....

.....  
Signature of the  
**Escort**

.....  
Signature of the  
**Father / Guardian**

.....  
Signature of the  
**Mother / Guardian**

# NATIONAL MATRIC HIGHER SECONDARY SCHOOL

ST.THOMAS MOUNT, CHENNAI-16

Department of Physical Education

## Rules and Regulations

### Boys

- ❖ Hair Cut (Proper and Decent hair cut, Strictly No fancy hair cut and styles, No Hair colouring)
- ❖ School Uniform must be perfect (No pencil fit, No low hip, No tight shirts, Uniform should be tucked-in properly inside the school campus).
- ❖ Wearing Rings and Chains are strictly prohibited.
- ❖ Cut shoes and other coloured cut socks are not allowed.

### Girls

- ❖ Rings, Long earrings, Chains, Bangles and nail polish are strictly prohibited.
- ❖ White Pearl Stud is only allowed to wear. Gold and Silver ornaments are not allowed.
- ❖ They must come in neat and presentable dress code (No tight fittings).
- ❖ Girls must come in proper Hair-do in all working days.

### General

- ❖ Pupils should be punctual for school. Action will be taken on regular late comers.
- ❖ Nails should be trimmed properly and oil should be applied daily on the head.
- ❖ Shoe Socks pair (Black shoe - White socks, White shoe - White socks).
- ❖ Boys and Girls should avoid unnecessary talking.
- ❖ Slippers are not allowed in the school campus.

### Declaration of Pupil

I ..... S/O ..... do hereby declare that I abide by the rules and regulations of the school and also if there is any violation subjected to the matter of discipline, the school may take necessary action on me.

**Signature of the Student**

### Declaration of Parent

I ..... (Father / Mother) hereby fully endorse the above undertaking / declaration given by my child. And I will endeavor to induce my child to do his / her best to observe the above stated undertaking in word and spirit. If there is any violation subjected to the matter of discipline, I agree and accept the action taken on him / her by the school management.

**Signature of the Parent**

**PHYSICAL DIRECTOR**

**PRINCIPAL**

**NATIONAL MATRICULATION  
HIGHER SECONDARY SCHOOL**

**PERSONAL RECORD OF THE PUPIL**

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2. Admission No. : .....
3. Standard : ..... Section .....
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Name of Brothers / Sisters } .....  
studying in this school } .....

**DECLARATION**

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Station : .....  
Date : ..... Signature of the Parent / Guardian

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## DETAILS OF COMMUTING

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while commut : .....  
(In case no escort accompanies the  
pupil, write 'NIL')
8. Relationship of the  
Escort : Father / Mother / Brother / Sister /  
Cousin / Uncle / Aunt / Grand Father /  
Grand Mother / Official Guardian.
9. Mobile Phone No. of  
the Escort : .....
10. Mobile Phone No.  
of the Parent : .....

.....  
Signature of the  
**Escort**

.....  
Signature of the  
**Father / Guardian**

.....  
Signature of the  
**Mother / Guardian**

Perforate 2

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ST.THOMAS MOUNT, CHENNAI-16

Department of Physical Education

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Signature of the Parent

PHYSICAL DIRECTOR

PRINCIPAL

Perforate 3

**MANAGEMENT BODY OF  
NATIONAL MATRICULATION HR.SEC.SCHOOL**

*(GOVERNED BY EMPEE EDUCATIONAL AND CHARITABLE TRUST)*

**TRUSTEE AND CHAIRMAN**

*MR.M.P. PURUSHOTHAMAN*

**MANAGING TRUSTEE**

*MRS.ARUNA PURUSHOTHAMAN*

**CORRESPONDENT AND SECRETARY**

*MRS.SHEENA PURUSHOTHAMAN*

**PRINCIPAL**

*DR.K.ALPHONSE MARIA ARULRAJ*

## **STAFF COUNCIL**

**Dr. K. Alphonse Maria Arulraj**  
**Principal**

Mr.VENKATESAN K	- CHIEF CO-ORDINATOR (Std. X, XI & XII)
Mrs.CHITRA B	- CO-ORDINATOR FOR MIDDLE SCHOOL CLASSES (Std. VI, VII, VIII & IX)
Mrs.SHANTHI A	- CO-ORDINATOR FOR PRIMARY SCHOOL CLASSES (Std. III, IV & V)
Mrs.JAYANTHY G	- CO-ORDINATOR FOR NURSERY & PRIMARY CLASSES (LKG, UKG, I & II)
Mrs.SANGARISHWARI M	- CULTURAL CO-ORDINATOR
Mr.RAJESH KHANNA M P	- CONTROLLER OF EXAMINATIONS

## **PUPILS' COUNCIL**

School Pupil Leader  
Assistant School Pupil Leader  
House Captain

Scouts : .....  
Junior Red Cross : .....  
Road Safety Patrol : .....  
Rotary Interact Club : .....  
National Service Scheme : .....  
Guides : .....

## **VARIOUS CLUBS**

- |                                 |                                 |
|---------------------------------|---------------------------------|
| 1. English Literary Association | 8. Philately club               |
| 2. Tamil Literary Association   | 9. Quiz Club                    |
| 3. Hindi Literary Association   | 10. Art Club                    |
| 4. Maths Club                   | 11. Economics Club              |
| 5. Science Club                 | 12. Commerce Club               |
| 6. Social Science Club          | 13. Red Ribbon Club             |
| 7. Computer Science Club        | <b>14. ASTRO - Physics Club</b> |

## **SCHOOL HOURS**

Kindergarten : **08.45 a.m. to 12.10 p.m.**  
L.K.G. Class : **08.45 a.m. to 12.10 p.m.**  
U.K.G. Class : **08.45 a.m. to 3.30 p.m.**  
Primary Classes : **08.45 a.m. to 03.40 p.m.**  
High & Hr. Sec. Classes : **08.45 a.m. to 03.40 p.m.**

1st Interval : **10.30 a.m. to 10.40 a.m.**  
Lunch Break : **12.10 p.m. to 12.50 p.m.**  
2nd Interval : **02.10 p.m. to 02.20 p.m.**

Principal's Office Hours : **09.30 a.m. to 12.00 noon**  
Office Hours : Weekdays : **08.00 a.m. to 04.30 p.m.**  
Saturdays : **09.00 a.m. to 03.00 p.m.**

## PRAYER

Om Bhuur - Bhuvah Svah Tat - Savitur - Varennyam   Bhargo Devasya Dhiimahi Dhiyo Yo Nah Pracodayaat	We meditate on the glory of that Being who has produced this universe; may He enlighten our minds.
lokah samastah sukhino bhavantu	“May all beings be happy and free”
Asato Maa Sad - Gamaya   Tamaso Maa Jyotir - Gamaya   Mrtyor - Maa Amrtam Gamaya   Om Shaantih Shaantih Shaantih	Lead Us From the Unreal To Real, Lead Us From Darkness To Light, Lead Us From Death To Immortality, Aum (the universal sound of God) Let There Be Peace Peace Peace.

## SCHOOL SONG

We give thanks to Our God for Our school (3)  
Yes, National is our school.

I will make our school always proud  
All my life I will tell of my school  
It is the moulder of children who're here  
To make them Strive and Achieve and Serve.

May Almighty bless our school for ever  
It caters to the poor and the needy  
It is National who gives life to its pupils  
Who dedicate themselves to serve the Nation.

### MOTTO

### STRIVE, ACHIEVE & SERVE

**STRIVE :** The school aims at imparting value based modern education striving for excellence in every field, be it moral, ethical, physical or academic.

**ACHIEVE :** The school enables each child to acquire a pleasant, positive attitude towards self, parents, teachers, elders and society to get the essence of value education.

**SERVE :** Each child is intellectually moulded with the spirit of patriotism in order to serve the 'Nation' as a responsible citizen of our country.

## **PRAYER**

### **PRAYER BEFORE CLASS**

O my God / give me your light and blessings. /  
Help me to apply my mind / to my studies / that I may  
understand / and remember what I learn. / Give me courage  
/ to work well / and to fulfill my duty. / Let my work be  
worthy of you / my Lord/ to whom I offer it.

### **PRAYER AFTER CLASS**

Almighty God, / our loving Father , / I thank you  
for your gifts / I received today / in my school. / Dear Lord.  
/ watch over me always / and bless those / who have helped  
me.

### **PRAYER BEFORE EXAMINATION / TEST**

O my God / give me your light and blessings. /  
Help me to apply my mind, / to my Examination / Test, /  
that I may understand the questions / and remember what  
I have learnt. / Give me courage / to write well. / Let my  
writing be worthy of you / my Lord/ to whom I offer it.

## **THIS IS MY PRAYER**

This is my prayer to Thee, my Lord

Strike, Strike at the root of penury

In my heart,

Give me the strength lightly to bear

My joys and sorrows.

Give me the strength never to disown the poor

Or bend my knees before insolent might.

Give me the strength to make my love

Fruitful in service.

Give me the strength to raise my mind

High above all daily trifles.

## **LET THY LOVE PLAY UPON MY VOICE**

Let thy love play upon my voice

and rest on my silence.

Let it pass through my heart into all

My movements

Let thy love like stars shine in the

Darkness of my sleep and dawn in

My awakening.

## **THERE ARE NUMEROUS STRINGS**

There are numerous strings in your lute  
Let me add my own among them!  
Then when you smite your chords,  
My heart will break its silence  
And my heart will break its silence  
And my heart will be one  
With your song.  
Amidst your numberless stars  
Let me place my own little lamp.  
There are numerous strings in your lute  
Let me add my own among them!  
In the dance of your festival of lights,  
My heart will throb and my  
Life will be one with your smile.  
There are numerous strings in your lute  
Let me add my own among them!

## **THIS LITTLE GUIDING LIGHT**

1. This little guiding light of mine  
I'm going to let it shine (3)  
Let it shine all the time  
Let it shine.
2. Hide it under a bushel oh! No!  
I'm going to let it shine (3)  
Let it shine all the time  
Let it shine.
3. Make my little light burn for thee  
I'm going to let it shine (3)
4. Take my little light round the world  
I'm going to let it shine (3)

## **THERE SHALL BE SHOWERS**

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

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  
Grand to us now a refreshing  
Come and now honour Thy Word

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

## **WE ARE GATHERING**

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 praising together unto Him  
We are praising together unto Him  
Unto Him shall the praising of the people be  
We are praising together unto Him

We are thanking together unto Him. (2)  
Unto Him shall the thanking of the people be  
We are thanking together unto Him.

## **I WILL SING TO MY GOD**

O give thanks to the Lord for He is good (3)  
Yet eternal is His love  
I will sing to my God never ceasing  
All my life I will tell of His wonders  
He is the maker of all earth and heaven  
Of the ocean and the seas and all they hold.

The Almighty is faithful forever  
He is just to the poor and the outraged  
It is He who gives bread to the hungry  
Who delivers the captives from their chains.

## **WE SHALL OVERCOME**

We shall overcome (3)  
Someday  
Oh(2) deep in my heart  
I do believe  
We shall overcome someday.

We shall live in peace (3)  
Someday  
Oh(2) deep in my heart  
I do believe  
We shall live in peace someday.

That truth shall make us free  
We'll walk hand in hand (3)  
Someday  
Oh (2) deep in my heart  
I do believe  
We'll walk hand in hand someday.

## **HOW TO STUDY YOUR LESSONS?**

1. Never omit the lesson or homework assigned; If you do, it is like missing a train you can never catch afterwards.
2. Always revise the work done in class, and make sure that you have understood everything clearly and thoroughly.
3. If memory work is assigned, learn it overnight and repeat it the first thing in the morning.
4. Always take down in your diary the work that is assigned for the next day.
5. All homework should be done neatly and the day's work always dated. Each new homework should be done on a fresh page.
6. As you grow up, make a daily time-table for yourself for your study of different subjects in order of difficulty, the most difficult one being first, for your rest and recreation, etc. In this way you will learn to be a person of regular habits, a most valuable asset in later life.
7. Revise at the end of the week all that was learnt during the week.

*All power is in the human mind. We can master anything simply by giving our attention to it.*  
- Sister Nivedita

## PROSPECTUS

National Matric. Hr. Sec. School was established in the year 1991. The school is located in congenial surroundings on Nehru Salai near Kathipara Junction, St. Thomas Mount. This co-educational English Medium School is affiliated to the Board of Matriculation School, Tamil Nadu, with classes from Pre KG to Std. XII.

The school was taken over on 21.10.2002 by **Empee Educational & Charitable Trust** who are pioneers in running educational institutions. The administration is vested with an autonomous Governing Body under the Chairmanship of **Mr.M.P.Purushothaman and Correspondent Mrs.Sheena Purushothaman Adarsh.**

The school aims at imparting value based modern education striving for excellence in every field, be it moral, ethical, physical or academic. The emphasis is on building up exemplary character.

Importance has been given to the kindergarten children. The activities provided to them will give opportunities for the young children to explore and experience. Playway method shall be inculcated as it concentrates not only on eye hand co-ordination but also on muscular development and creates intensive environmental education. The KG children are provided play park with sea - saw, merry - go - round, climbers, etc.

Value based education is given more importance in the curriculum, for identifying the age group of pupils, and to develop methodologies for value classification. Yoga forms an integral part of the school curriculum.

The school has the state of the art Science laboratories in Physics, Chemistry, Biology and Computer Science to cater to the needs of the children in Science Subjects. Library is well stocked with various books to suit different age group of children to cultivate and promote reading habits.

We have set up an excellent computer center. Computer education is given importance from classes I to XII, classes I to IV will not go through specific programming language but will work on software such as picture and painting. For pupils of Std.V to XII computer is taught as an integral part of work experience and also as elective subject.

The technologically updated Smart Class rooms enable in making teaching and learning more effective with videos and textual contents to increase the retention power of the pupils.

The school has a Clinic with full time Nurses and a visiting Physician. Periodical Medical examination will be done by qualified doctors to diagnose health problems of the children. To ensure the formation of balanced and integrated personalities various club activities like English Literary Association, Language Association, Maths and Science Clubs, Social Science Club, Computer Club, Arts and Sports Clubs are framed, Sports and Games facilities are provided in a well organized manner under qualified instructors and coaches. N.S.S, Road Safety Patrol, Scouts, Guides, Clubs, Bulbuls, Karate, Music, Dance are given importance for the all round development of the pupils, Physical education is designed to ensure health, Physical development and to bring out the qualities of personal discipline and team spirit.

Emphasis is given more on Main Subjects to achieve academic excellence. Special coaching classes are conducted regularly for poor performers. Our motto is to instill in the minds of the children a pleasant, positive attitude towards self, parents, teachers, elders and society to get the essence of value education. We strive hard to tap the innate talents and lead the children to reach the goal and excel in their lives.

## **I. MODE OF EDUCATION**

‘National’ aims to provide perfect education to each and every child by identifying his / her latent talents and provides ample opportunities to develop his/her personalities to serve the nation better in all disciplines. ‘National’ motivates the young buds to be fit in health, good in conduct, excellent in communication, smart in action and kind to human beings.

## **II. MEDIUM OF INSTRUCTION**

The medium of instruction is English.

## **III. LANGUAGES TAUGHT**

AS SECOND LANGUAGES      AS THIRD LANGUAGE  
(STD I TO V)

TAMIL

HINDI

HINDI

FRENCH FOR STDS XI&XII

## **IV. SCHOOL CURRICULUM**

The school provides the curriculum provided by the Department of Education, Government of Tamilnadu for the classes LKG to Std-X. The curriculum for classes XI & XII is as per the Board of Higher Secondary Education, Government of Tamilnadu.

## V. CURRICULUM : MATRICULATION (Samacheer)

**NURSERY  
(LKG & UKG)  
PRE - PRIMARY  
(I & II)**

Alphabet and numbers. Tamil / Hindi, Singing, Colouring, Story telling, Nature study, Crafts, Games, Computer Science, Conversation, English, Tamil, Hindi, Maths, Science, Social Drawing, Abacus, General Knowledge and Music.

**PRIMARY  
(III, IV & V)**

English, Tamil, Hindi, Maths, General Science, Social Studies, Functional Grammar, Computer Science, General Knowledge, Physical Education, Drawing, Dance, Craft, Music and Vedic Math Abacus.

**MIDDLE  
SCHOOL  
(VI, VII & VIII)**

English, Tamil, Maths, Physics, Chemistry, Botany, Zoology, History, Geography, Computer Science, Functional Grammar, General Knowledge, Physical Education, Drawing, Music, Craft and Vedic Math Abacus.

**HIGH  
SCHOOL  
(IX & X)**

English, Tamil, Maths, Physics, Chemistry, Botany, Zoology, History, Geography, Computer Science, Functional Grammar, General Knowledge and Physical Education.

## **VI. CURRICULUM: HIGHER SECONDARY**

- Part I - Languages (anyone of the following)  
a) Tamil b) Hindi c) French
- Part II - English
- Part III - Anyone of the following groups:
- Group I - Physics, Chemistry, Computer Science,  
Mathematics (Code: 102)
- Group II - Physics, Chemistry, Biology,  
Mathematics. (Code :103)
- Group III - Physics, Chemistry, Biology,  
Computer Science (Code : 210)
- Group IV - Economics, Commerce, Accountancy,  
Computer Application (Code: 302)
- Group V - Economics, Commerce, Accountancy,  
Business maths (Code: 308)

## **VII. ADMISSION DETAILS**

Admissions are normally made in L.K.G. Application forms will be issued at the school Office during the first week of February. It is important that correct details are furnished in the application form. The application form must be carefully filled up and submitted to the School Office within seven days from the date of issue. The Photo Copies of the following certificates must be attached along with the application form.

- 1. **Pre- K.G** - (a) Corporation / Municipal Birth Certificate  
(b) Age : 2 ½ Yrs. on 31 st July.
- 2. **L.K.G.** - (a) Corporation / Municipal Birth Certificate  
- (b) Community Certificate for ST.SC,  
Most Backward Classes.  
- (c) Age : 3 + on 31 st July.

### **3. U.K.G. to Std. IX**

Admissions to these classes are made only as and when vacancies occur under the following conditions:

1. Written entrance examination in subjects (English, Maths, Science,
2. Photo copies of Birth Certificate, Community Certificates and attested marks of the Half-yearly Examination must be enclosed.
3. The originals of the above certificates must be brought at the time of interview.
4. For pupils seeking admissions the Transfer Certificates should be countersigned by the respective Inspecting Authorities.
5. A candidate seeking admission has to fill up the application form in which all the details should be given.
6. The school authorities have the right to reject any application before the entrance exam itself.
7. The list of selected Candidates will be displayed in the notice board. The prescribed fees for the selected candidates should be paid in full on or before the due date.
8. Admission can be refused to a candidate, who is overaged or underaged for the class to which admission is sought.
9. No other person except the one who signs the application form for admission and declaration will be entertained in the school to deal with the affairs of the pupil.

10. Application for a Transfer Certificate shall be made in writing to the Principal by the parents or Guardian of the pupil on or before the 31<sup>st</sup> March failing which the payment of fees mandatory for the next term becomes for receiving the T.C.
11. When an application of Transfer Certificate is made after a lapse of one year from the date on which the pupil actually left the school, a fine of Rs. 25/- will be charged for each year that has so lapsed.
12. No Certificates (of any kind) will be issued to anyone who is in arrears of fees.

- N.B : i) For Students seeking admissions, the Transfer Certificates should be countersigned by the respective inspecting authorities.*
- ii) Issue of application form is not a guarantee for admission.*

Pupils for admissions must be accompanied by both the parent or guardians who must sign the prescribed admission form and pledge themselves to abide by the rules and regulations of the school.

If a parent wishes to withdraw the child from the school, he / she should submit a written application to the Principal. Transfer Certificate will be issued only if and when all the payments due to the school are made good. If a student is withdrawn in the middle of a term, the parent will be asked to pay the fees for the whole year.

Pupils are liable to be suspended or dismissed with the Transfer Certificate at any time of the year if their conduct is detrimental to the discipline of the school.

## VIII.EXAMINATION AND PROMOTION

1. Progress of the pupil is assessed by internal and external assessments.
2. Mid - term and terminal exams are conducted at the end of which reports are sent to the Parents for their information and scrutiny on the academic performance of their children.
3. Parents are requested to take the necessary follow-up actions by meeting the Principal or the concerned subject teacher and follow their suggestions.
4. Pupils who absent themselves from the examination without valid reason will be considered as failed.
5. No re-exam will be considered for any absentee. In well deserving cases, marks of the year will be taken into account.
6. The Principal will be the final judge of the merit of each case.
7. Record of the pupils' marks may be maintained in the separate columns provided for each examination in the Handbook.
8. No appeal will be entertained once the results are announced after the annual examination.
9. If any pupil is found lacking the ability to cope with the workload of the next higher class, he or she will be allowed to repeat one more year in the same class. Even after spending two years in one class if a pupil remains unfit to take up the workload of the next higher class, Transfer Certificate will be sent along with the result.
- 10. Private tuitions are not allowed, on any account. Violations in this regard will result in dismissal.**

11. Pupils should take all the tests and exams seriously.
12. A minimum attendance of 95% is also needed for promotion.
13. If a pupil is found copying in the examination he/ she will be suspended for 7 days and if he/ she is caught for a second time he/ she will be dismissed from the school.
14. No leave will be granted during examination days.
15. Normally after each examination the valued answer scripts will be distributed on the re-opening day after the vacation and progress cards will be issued as per dates mentioned in the calendar. The progress reports and the answer papers should be signed by the parent and be returned within the two days of the receipt of the same. Failure to return the same on the fixed date will result in disciplinary action.

#### **IX. LEAVE AND ATTENDANCE:**

1. Attendance is compulsory on the reopening day of each term of the school.
2. No pupil is allowed to leave the school premises without the permission of the Principal.
3. Pupils may avail leave only with prior permission, except in unforeseen cases. In such an eventuality they are to ensure that the leave application reaches the office or the class teacher on the first day of absence.
4. Any pupil availing himself or herself of sick leave shall be required to produce a Medical Certificate.
5. In case of the absence of pupils of Stds. X, XI & XII parents should accompany their children when they come to the school and meet the Principal.
6. Absence without leave

5. Absence without leave and late coming shall be considered as a punishable offence. Habitual late - comer shall not be allowed to attend school and will be severely dealt with.
6. Incase of unauthorized absence of 5 or more consecutive working days, without permission, the pupil will be marked 'LEFT' . He / She will not be re - admitted as a matter of course.
7. Every student should have attendance not less than 80% of the working days in a school year, failing which, promotion to the next higher class will be affected.
8. Absence during tests and examinations will be viewed very seriously if prior permission is not obtained.
9. No pupil will be allowed to go home after entering the school premises even if he / she produces a leave application. A pupil will not be permitted to take leave for halfday unless the parent comes in person.

#### **X. MEDICAL INSPECTION:**

School conducts periodical medical inspection. Follow up action is expected from the parents immediately on the advice of the doctor.

#### **XI. UNIFORM:**

The prescribed school uniform should be worn on all working days. Every pupil is expected to have two sets of uniform. The uniform should be spotlessly clean and well ironed.

## **BOYS**

### **CLASSES Pre.K.G, L.K.G & U.K.G**

Dark Blue Shorts. Red with white dark blue half sleeves checked shirt, Black shoes, white socks and white with dark grey border belt.

### **WHITE UNIFORM**

White half sleeves shirt, white shorts, white canvas shoes, white socks along with school belt.

### **Std.s. I to V**

Dark blue shorts, dark blue white with red half sleeves checked shirt and white with dark grey border belt.

### **WHITE UNIFORM**

White Half sleeves shirt white shorts, white canvas shoes, white socks along with school belt.

### **Std.s. VI to IX**

White with grey stripes half sleeves shirt and grey collar border in hand of the shirt. Grey colour trousers and white with dark grey border belt.

### **WHITE UNIFORM**

White Half sleeves shirt, white Trousers, white canvas shoes, white socks along with school Belt.

### **Std.s.X to XII**

White with grey stripes half sleeves shirt and Grey colour trousers and white with dark grey border belt.

### **WHITE UNIFORM**

White Half sleeves shirt, white Trousers, white canvas shoes, white socks along with school Belt.

## **GIRLS**

### **CLASSES- Pre.K.G, L.K.G & U.K.G**

Dark blue with white and Red patterned Alien Frock. Black shoes white socks and black ribbons.

### **WHITE UNIFORM**

White frock white canvas shoes, white socks and white ribbon.

### **Std. I to V**

Grey white with red pinafore, white half sleeves shirt. Black shoes, white socks and black ribbons.

### **WHITE UNIFORM**

White half sleeves shirt, white skirt with dark grey border belt, white canvas shoes, white socks and white ribbons.

### **Std. VI to IX**

White with dark grey stripes salwar with dark grey collar and border in the hand. Grey Khameez and overcoat. Black shoes, white socks and black ribbons.

### **WHITE UNIFORM**

White Khameez and Salwar (top & bottom) white over coat, white canvas shoes and white socks and white ribbons.

### **Std. X to XII**

White with dark grey stripes salwar, Grey khameez and over coat. Black shoes with white socks and black ribbons.

### **WHITE UNIFORM**

White khameez and salwar (top & bottom). White over coat, white canvas shoes and white socks and white ribbons.

Uniform must be cleaned, hair well combed, nails well trimmed and shoes well polished. Non - compliance of these points are sufficient reasons to send the child back home during the school hours. Special attention of the parents is required on these matters.

*Note : 1) On all Fridays and during all the school functions all the pupils should wear white and White uniform clothes.*

*2) On all Wednesdays and during all the Sports events all the pupils should wear the House uniform clothes.*

## **XII. GENERAL RULES AND REGULATIONS:**

1. The School begins with Morning Assembly, everyday. Attendance is compulsory. Those who come late or those who have been absent on the previous day must bring the late attendance or leave record signed by their parents or guardians to be shown to the Principal. If a pupil exceeds more than five late attendance, suitable action will be taken by the school authorities.
2. Pupils should always be clean and well dressed, in complete School Uniform.
3. Pupils are responsible for the care of their personal belongings. It is not advisable to wear jewellery, ornaments, watches etc., to the school. The school Management takes no responsibility for their loss.
4. Pupils should take care of the School furniture, should not lean against the wall, leave the School campus clean and tidy. Damage done to the School property must be paid for at the discretion of the Principal.
5. No Pupil may leave the School Premises during the School hours without the permission of the Principal. Any person wishing to meet a Pupil or a Teacher in the premises should get the permission of school authority.
6. Pupils should at all times show respect and reverence to the school authorities and the staff. They should be gentle and polite to their companions.
7. Pupils should always remember that the name of the school depends on each one's good behaviour and that they are the real AMBASSADORS of the School. So their behaviour inside and outside the school should be excellent and praise worthy.
8. The bell before the assembly or class is a call to be obeyed promptly.

9. Going from one class to another should be done in silence.
10. Pupils are strictly forbidden to bring objectionable books, newspapers, novels and periodicals to the school.
11. English, which is the medium of instruction in this School should be used AT ALL TIMES in the School PREMISES.
12. Pupils are strictly forbidden to make any collection without explicit permission of the Principal.
13. Library books lost have to be compensated by the amount stipulated by the Principal.
14. No pupil will receive private correspondence through the School. Boys must have decent hair cut.
15. It is compulsory to be present on all important occasions such as re-opening day, closing day, school day, Sports day, Seminar days etc.,
16. No pupil will be allowed to attend the School with infectious diseases like chicken pox, mumps, measles etc. The Principal will decide whether the pupils is fit to attend the School or not. When a pupil is on sick leave for more than five days, a Doctor's Certificate must be produced.
17. Parents should see their children prepare home-lessons properly and devote at least two hours in the morning and two hours in the evening to study.
18. The School cannot be held responsible for accidents small or serious to pupils during the school hours or Excursions.
19. Any correspondence addressed to pupil will be handed over to him only after the inspection of the Principal.
20. **All pupils are responsible to the authorities for their behaviour inside and outside the School. Any**

objectionable behaviour outside reported to the School authorities, shall make the pupil liable to disciplinary action.

21. Insubordination, irregular attendance, habitual laziness, any kind of malpractice in the exam etc., are sufficient reasons for the dismissal of a pupil from the school.
22. Every pupil must have a copy of the School Handbook, which must be brought to the school daily.
23. The use of Cellular Phones or G.S.M. is strictly forbidden inside the School Campus.
24. No pupil is permitted to join any other association or sports club without the written permission of the Principal.
25. No pupil is allowed to pursue any other study outside the school. To appear for any examination outside the School, the written permission of the Principal is a must.

### **SPECIALITIES :**

We aim at high standard, discipline and character. It is a non-profit oriented institution. Talent search and Career guidance is given. Co-curricular activities, sports and hobbies are promoted.

Noise free atmosphere, good water and sanitation, proper building and facilities are provided. Only limited pupils are in each class room. Efficient, talented and qualified teachers care for the children. Religious harmony is promoted. Computer education is provided for all. SMART classes with inter - active Digi boards and digital content effective in teaching the Spoken English.

Our School trains the children in 'Spoken English' with a well equipped ultra-modern English Laboratory and an able trainer.

### **XIII. LIBRARY AND READING ROOMS**

1. Pupils of classes VI to XII are permitted to borrow only one book at a time.
2. The book must be returned with the due date, failing which a fine of Rs. 1/- per day will be collected.
3. In case of any damage to the book, the borrower should pay the full cost.
4. Transfer of books without proper entry is not permitted. The pupil in whose name the book is, will be held responsible for the return.
5. Books will be given in the library period to read and improve the language.

### **XIV. GAMES & EXTRA CURRICULAR ACTIVITIES :**

1. Regular games are held from 3.30 4.30 p.m. on days specified for each class.
2. Attendance is compulsory for games.
3. Pupils who cannot play outdoor games are advised to play indoor games.
4. Associations and clubs are conducted to encourage participation on the part of the pupils.
5. Scouts and guides are given full training for Rajya Puraskar and Rashtrapathi Award.
6. Music and Dance offer challenging opportunities.
7. In order to develop leadership qualities and grow into balanced personalities pupils from Std IV upwards are divided into four houses.
8. Inter-House sports and competitions like debate, quiz, essay writing, music, dance, painting, etc. are conducted.
9. House Captains and Vice Captains are elected by the house members.
10. Opportunity is given to the pupils for doing social service.

### **XV. REWARDS AND HONOURS :**

School toppers in std XII and X will be granted cash prize. Prizes are awarded for 1<sup>st</sup> rank holders of all classes.

## NATIONAL ANTHEM

Jana - Gana - Mana adhinayaka, Jaya he  
Bharata - bhaghya - vidhata  
Punjaba - Sindu - Gujarata - Maratha -  
Dravida - Utkala - Vanga -  
Vindhya - Himachala - Yamuna - Ganga -  
Uchchala - Jalathi - Taranga  
Tava shuba name jage,  
Tava shuba ashisa mage;  
Gahe tava jaya - gatha,  
Jana - gana - mangala - dayaka - Jaya he  
Bharata - Bhaghya - Vidhata  
Jaya he, Jaya he, Jaya he,  
Jaya, Jaya, Jaya, Jaya he.

## ENGLISH TRANSLATION OF THE NATIONAL ANTHEM

Thou are the ruler of the minds of all people  
Dispenser of India's destiny  
Thy name rouses the hearts of the Punjab  
Sind, Gujarat and Maratha  
Of the Dravid and Orissa and Bengal  
It echoes in the hills of the Vindhya and Himalaya  
Mingles in the music of the Jamuna and Ganges,  
And is chanted by the waves of the Indian sea  
They pray for the blessings and sing thy praise  
The Salvation of all people waits in thy hand  
Thou dispenser of India's destiny  
Victory, Victory, Victory to Thee.

## MY PLEDGE

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

## VANDE MATARAM

Vande Mataram  
Sujalam Supalam Malayaja Seetalam  
Sasya Syamalam Mataram  
Vande Mataram  
Shubhtra Jyotsna Pulakita Yamineem  
Phulla Kusumita Drumadala Sobhineem  
Suhasineem Sumadhura Bhashineem  
Sukhadham Varadam Mataram  
Vande Mataram

## HEAVEN OF FREEDOM

Where the mind is without fear and the head is held high;  
Where knowledge is free;  
Where the world has not been broken up  
Into fragments by narrow domestic walls  
Where words come out from the depth of truth;  
Where tireless striving stretches its arms towards perfection;  
Where the clear stream of reason has not lost its way  
Into the dreary desert sand of dead habit;  
Where the mind is lead forward by thee  
Into ever-widening thought and action -  
Into that Heaven of Freedom my Father, let my country awake.

## பாரதியின் வேண்டல்

எண்ணிய முடிதல் வேண்டும்  
நல்லவே எண்ணல் வேண்டும்  
திண்ணிய நெஞ்சம் வேண்டும்  
தெளிந்த நல்லறிவு வேண்டும்  
பண்ணிய பாவ மெல்லாம்  
பரிதி முன் பணியை போல  
நண்ணிய நின்முன் இங்கு  
நசித்திடல் வேண்டும் அன்னாய்.

– சி. சுப்பிரமணிய பாரதியார்

## தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்  
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்,  
தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்  
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே!  
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற  
எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!  
தமிழணங்கே!

உன் சீரிளமைத் திறம் வியந்து  
செயல்மறந்து வாழ்த்துதுமே! வாழ்த்துதுமே! வாழ்த்துதுமே!

– ‘மனோன்மணியம்’ பெ. சுந்தரம் பிள்ளை

## கொடிவணக்கம்

தாயின் மணிக்கொடி பாரீர்! அதைத்  
தாழ்ந்து பணிந்து புகழ்ந்திட வாரீர்! (தாயின்)

ஓங்கி வளர்ந்ததோர் கம்பம் - அதன்  
உச்சியின் மேல் ‘வந்தே மாதரம்’ என்றே

பாங்கின் எழுதித் திகழும் - செய்ய  
பட்டொளி வீசிப் பறந்தது பாரீர் (தாயின்)

கம்பத்தின் கீழ்நிறுந் காணீர் - எங்கும்

காணரும் வீரர் பெருந்திரள் கூட்டம்

நம்பற் குரியர் அவ்வீரர் - தங்கள்

நல்லுயிர் ஈந்தும் கொடியினைக் காப்பர் (தாயின்)

– பாரதியார்

[illegible]

Face is the index of the mind.

<b>LEAVE RECORD</b>						
Name : _____			Class : _____		Section : _____	
Date		No. of Days	Absent or on Leave	Reason	Parent's Signature	Principal's Signature
From	To					

Cleanliness is next to godliness.

Cleanliness is next to godliness.

<b>LEAVE RECORD</b>						
Name : _____			Class : _____		Section : _____	
Date		No. of Days	Absent or on Leave	Reason	Parent's Signature	Principal's Signature
From	To					

Cleanliness is next to godliness.

Cleanliness is next to godliness.

### LATE ATTENDANCE RECORD

Name : \_\_\_\_\_ Class : \_\_\_\_\_ Section : \_\_\_\_\_

[illegible]

The work shows the work man.

### LATE ATTENDANCE RECORD

Name : \_\_\_\_\_ Class : \_\_\_\_\_ Section : \_\_\_\_\_

[illegible]

A liar is not believed when he speaks the truth.

[illegible]

Where there is a will ,there is a way.

[illegible]

A good friend points out your mistakes.

### PARENT'S REMARKS TO THE CLASS TEACHER

Name : \_\_\_\_\_ Class : \_\_\_\_\_ Section : \_\_\_\_\_

[illegible]

School is the second home.

### PARENT'S REMARKS TO THE CLASS TEACHER

Name : \_\_\_\_\_ Class : \_\_\_\_\_ Section : \_\_\_\_\_

[illegible]

Home is the first school.

[illegible]

A sound mind is in a sound body.

[illegible]

Debt is the worst poverty.

## FIRST MID-TERM TEST - PORTIONS

[illegible]

All that glitters is not gold.

## FIRST MID-TERM TEST - TIME-TABLE

Date	Day	Morning - Subject	Afternoon - Subject

## I TERMINAL / QUARTERLY EXAMINATION - PORTIONS

[illegible]

Experience is the best teacher.

# I TERMINAL / QUARTERLY EXAMINATION - TIME-TABLE

[illegible]

## SECOND MID-TERM TEST - PORTIONS

[illegible]

Self help is the best help.



## II TERMINAL / HALF YEARLY EXAMINATION - PORTIONS

[illegible]

Health is wealth.



[illegible][illegible]

### THIRD MID-TERM TEST - TIME-TABLE

[illegible]



**III TERMINAL / ANNUAL EXAMINATION - TIME-TABLE**

Date	Day	Morning - Subject	Afternoon - Subject

## JUNE - 2025

Date	Day	PROGRAMME	No. of Working Days
1	SUN		
2	MON	School Re-opens For Staff	
3	TUE		
4	WED	School Reopens for the Children	1
5	THU	Environmental Day by NGC	2
6	FRI		3
7	SAT	Bakrid Holiday	-
8	SUN		-
9	MON	Classes Begin for Std. XI	4
10	TUE		5
11	WED		6
12	THU		7
13	FRI	World Blood Donor Day by Red Ribbon Club	8
14	SAT	Holiday	-
15	SUN	Holiday	-
16	MON		9
17	TUE		10
18	WED	Special Assembly by Std. XII-A	11
19	THU	Selection of Pupil Leaders	12
20	FRI		13
21	SAT	International Yoga Day. Heats for Sports.	14
22	SUN		-
23	MON	Selection of Scouts, Guides, RSP, JRC, NSS, RIC, NGC & Philately Club	15
24	TUE	Monthly Test for Stds. X and XII	16
25	WED	Special Assembly by Std. XII-B	17
26	THU	Investiture Ceremony of the pupil Leaders.	18
27	FRI		19
28	SAT	Heats for Sports.	20
29	SUN	Holiday	-
30	MON		21

No. of Working Days : 21

Total No. of Working Days : 21

Walls have ears.

## JULY - 2025

Date	Day	PROGRAMME	No. of Working Days
1	TUE	Inauguration of clubs and associations	1
2	WED	Special Assembly by Std. X- A	2
3	THU		3
4	FRI	Meeting of Literary Associations	4
5	SAT	Heats for Sports	5
6	SUN	Muharam - Holiday	-
7	MON		6
8	TUE		7
9	WED	Special Assembly by Std. X-B	8
10	THU	Celebration of Chairman's Day by Pupil Leaders	9
11	FRI	World population Day - Economics Club	10
12	SAT	Heats for Sports	11
13	SUN		-
14	MON		12
15	TUE	Educational Development Day by Tamil Literary Association	13
16	WED	Special Assembly by Std. XI-A	14
17	THU	Meeting of the Youth Units	15
18	FRI	Special Assembly by Std. XI-B	16
19	SAT	Annual Sports Meet	17
20	SUN		-
21	MON		18
22	TUE	First Mid Term Test Begins	19
23	WED	Special Assembly by Std. IX-A	20
24	THU		21
25	FRI	Special Assembly by Std. IX-A	22
26	SAT		23
27	SUN		-
28	MON	First Mid Term Test Ends	24
29	TUE		25
30	WED	Special Assembly by Std VIII-A	26
31	THU		27

No. of Working Days : 27

Total No. of Working Days : 21 + 27 - 48

Look before you leap.

## AUGUST - 2025

Date	Day	PROGRAMME	No. of Working Days
1	FRI	Special Assembly By Std. VIII-B	1
2	SAT	Open Day - Issue of Progress Report Cards.	2
3	SUN		
4	MON		3
5	TUE		4
6	WED	Special Assembly By Std. VII	5
7	THU		6
8	FRI	Meeting of Literary Associations	7
9	SAT	Holiday - Special Classes for Stds. X, XI and XII	
10	SUN		
11	MON		8
12	TUE	International Youth day by Eng.Lit.Assn.	9
13	WED	Special Assembly by Std.VI-A	10
14	THU		11
15	FRI	Independence Day - Holiday	
16	SAT	Krishna Jayanthi - Holiday	
17	SUN		
18	MON		12
19	TUE		13
20	WED	Special Assembly by Std. VI-B	14
21	THU	National Secularism Day by English Lit. Assn.	15
22	FRI	Educational Exhibition	16
23	SAT	Holiday - Special Classes for Stds.X, XI and XII	
24	SUN		
25	MON		17
26	TUE	Picnic Day for KG Classes to Std. V	18
27	WED	Vinayaka Chathurthi - Holiday	
28	THU	Special Assembly by Std.V Meeting of the Youth Units	19
29	FRI	National Sports Day. Picnic Day for Stds. VI to IX. Monthly Test for Stds. X, XI & XII	20
30	SAT	Picnic Day for Stds. X, XI & XII	21
31	SUN		

No. of Working Days : 21

Total No. of Working Days : 48 + 21 - 69

Our deeds determine us.

## SEPTEMBER - 2025

Date	Day	PROGRAMME	No. of Working Days
1	MON		1
2	TUE		2
3	WED	Special Assembly by Std. IV	3
4	THU	Onam / Teachers' Day Celebration by Stds. X, XI & XII	4
5	FRI	Milad-Un-Nabi or ID / Onam Holiday. Teachers' Day	
6	SAT	VOC House Day by VOC House	5
7	SUN		
8	MON		6
9	TUE		7
10	WED		8
11	THU	First Terminal / Quarterly Exam Begins	9
12	FRI		10
13	SAT		
14	SUN		
15	MON		11
16	TUE		12
17	WED		13
18	THU		14
19	FRI		15
20	SAT	First Terminal Exam Ends	16
21	SUN		
22	MON	Holiday Begins	
23	TUE		
24	WED		
25	THU		
26	FRI		
27	SAT		
28	SUN		
29	MON		
30	TUE		

No. of Working Days : 16

Total No. of Working Days : 69 + 16 - 85

Everything is possible with God's grace

# OCTOBER - 2025

Date	Day	PROGRAMME	No. of Working Days
1	WED	Holiday - Saraswathi Pooja	
2	THU	Holiday - Vijaya Dhasami, Gandhi Jayanthi	
3	FRI	School Re-opens	1
4	SAT	Open Day - Issue of Progress Report Cards	2
5	SUN		
6	MON	Gandhi House Day	3
7	TUE		4
8	WED	Special Assembly by Std. III	5
9	THU		6
10	FRI		7
11	SAT	Holiday - Special Classes for Stds. X, XI and XII	
12	SUN		
13	MON		8
14	TUE		9
15	WED		10
16	THU	Celebration of Correspondent's Day by Pupil Leaders	11
17	FRI	Meeting of Literary Associations	12
18	SAT	Diwali Celebration by Hindi Lit. Association	13
19	SUN		
20	MON	Diwali Holiday	
21	TUE	Holiday	
22	WED	Special Assembly by Std. II - A	14
23	THU		15
24	FRI	Special Assembly by Std. II - B	16
25	SAT	Working Day - Monday's Time Table	17
26	SUN		
27	MON		18
28	TUE		19
29	WED	Special Assembly by Std. I - A	20
30	THU		21
31	FRI	Meeting of the Youth Units	22

No. of Working Days : 22

Total No. of Working Days : 85 + 22 - 107

We make a life by what we give.

# NOVEMBER - 2025

Date	Day	PROGRAMME	No. of Working Days
1	SAT	Holiday - Special Classes for Std. X, XI and XII	
2	SUN		
3	MON		1
4	TUE		2
5	WED	Special Assembly by Std. I-B	3
6	THU	Meeting of Literary Associations	4
7	FRI		5
8	SAT	Holiday - Special Classes for Std. X, XI and XII	
9	SUN		
10	MON		6
11	TUE	National Education Day - Celebration by Social Science Club	7
12	WED	Special Assembly by UKG-A	8
13	THU	Second Mid Term Test Begins	9
14	FRI	Children's Day - Celebration by Teachers	10
15	SAT	Nehru House Day	11
16	SUN		
17	MON		12
18	TUE		13
19	WED		14
20	THU	Special Assembly by UKG-B	15
21	FRI	Second Mid Term Test Ends.	16
22	SAT	Holiday - Special Classes for Std. X, XI and XII	
23	SUN		
24	MON		17
25	TUE		18
26	WED	Special Assembly by LKG-A	19
27	THU		20
28	FRI	Meeting of the Youth Units.	21
29	SAT	Open day - Issue of Progress Report Cards.	22
30	SUN		

No. of Working Days : 22

Total No. of Working Days : 107 + 22 = 129

Better to be alone than in bad company.

## DECEMBER - 2025

Date	Day	PROGRAMME	No. of Working Days
1	MON	World Aids Day - Red Ribbon Club	1
2	TUE		2
3	WED	Special Assembly by LKG-B	3
4	THU		4
5	FRI		5
6	SAT	Holiday - Special Classes for Stds. X,XI and XII	
7	SUN		
8	MON		6
9	TUE		7
10	WED		8
11	THU	Second Terminal / Half Yearly Exam. Begins	9
12	FRI		10
13	SAT	Christmas Celebration by English Lit. Association	11
14	SUN		
15	MON		12
16	TUE		13
17	WED		14
18	THU		15
19	FRI		16
20	SAT	Second terminal / Half Yearly Exam. Ends	17
21	SUN		
22	MON	National Mathematics day	
23	TUE		
24	WED		
25	THU	Christmas	
26	FRI		
27	SAT		
28	SUN		
29	MON		
30	TUE		
31	WED		

No. of Working Days : 17

Total No. of Working Days : 129 + 17 - 146

Challenges improve your skill and ability.

## JANUARY - 2026

Date	Day	PROGRAMME	No. of Working Days
1	THU	Holiday - New Year Day, Global Family Day	
2	FRI	School Re-opens	1
3	SAT	Holiday - Special Classes for Stds. X, XI & XII	
4	SUN		
5	MON	First Revision Exam Begins for Stds. X, XI & XII	2
6	TUE		3
7	WED	Special Assembly by NGC.	4
8	THU		5
9	FRI	Meeting of Literary Associations	6
10	SAT	Open Day - Issue of Progress Report Cards.	7
11	SUN		
12	MON		8
13	TUE	Pongal Celebration by Tamil Lit. Association	9
14	WED	Pongal - Holiday	
15	THU	Holiday - Thiruvalluvar Day	
16	FRI	Holiday - Uzhavar Thirunal	
17	SAT	Holiday	
18	SUN		
19	MON		10
20	TUE	Revision Test for Stds. X, XI & XII	11
21	WED	Special Assembly by NSS	12
22	THU		13
23	FRI	Meeting of the Youth Units.	14
24	SAT	Working Day - Wednesday's Time Table	15
25	SUN		
26	MON	Republic Day - Celebration by Social Science Club	
27	TUE		16
28	WED	Special Assembly by NSS	17
29	THU		18
30	FRI	Martyrs' Day - By Gandhi House	19
31	SAT	Working Day - Monday's Time Table	20

No. of Working Days : 20

Total No. of Working Days : 146 + 20 = 166

All things come to those who wait.

## FEBRUARY - 2026

Date	Day	PROGRAMME	No. of Working Days
1	SUN		
2	MON		1
3	TUE		2
4	WED	Special Assembly by Philately Club	3
5	THU		4
6	FRI		5
7	SAT	Annual Day / Graduation Ceremony	6
8	SUN		
9	MON		7
10	TUE	Third Mid Term Test Begins.	8
11	WED		9
12	THU		10
13	FRI		11
14	SAT	Holiday - Special Classes for Stds. X, XI & XII	
15	SUN		
16	MON		12
17	TUE		13
18	WED	Special Assembly by Scouts and Guides	14
19	THU	Third Mid Term Test Ends	15
20	FRI	Open Day - Issue of Progress Report Cards.	16
21	SAT	International Mother Language Day by Tamil Lit. Assn.	17
22	SUN		
23	MON		18
24	TUE		19
25	WED		20
26	THU		21
27	FRI		22
28	SAT	National Science Day - Science Club	23

No. of Working Days : 23

Total No. of Working Days : 166 + 23 - 189

Nothing can match hard work.

## MARCH - 2026

Date	Day	PROGRAMME	No. of Working Days
1	SUN		
2	MON		1
3	TUE		2
4	WED	Special Assembly by English Lit. Association	3
5	THU		4
6	FRI	Special Assembly by Tamil Lit. Association	5
7	SAT	Holiday - Special Classes for Stds. X, XI & XII	
8	SUN		
9	MON	International Women's Day by Girls of Stds.VI to IX	6
10	TUE		7
11	WED	Special Assembly by Interact Club	8
12	THU		9
13	FRI	PI Day - Albert Einstein's Birthday by Maths Club	10
14	SAT	Holiday - Special Classes for Stds. X, XI & XII	
15	SUN		
16	MON	World Consumers Right Day - By ECO & Comm. Club / Annual Exam begins for LKG to Std. V & Std. IX	11
17	TUE		12
18	WED		13
19	THU	World Sparrow Day by Science Club	14
20	FRI	Holiday - Telugu New Year - Ugadi	
21	SAT	Holiday - Ramzan	
22	SUN		
23	MON	World Water Day by NSS	15
24	TUE	World Tuberculosis Day by JRC.	16
25	WED	World Forest Day by NGC.	17
26	THU		18
27	FRI		19
28	SAT	Annual Exam Ends for LKG to Stds. V & Std. IX	
29	SUN	Holiday	
30	MON		20
31	TUE		

No. of Working Days : 20

Total No. of Working Days : 189 + 20 = 209

Character Development is the true aim of Education.

## APRIL - 2026

Date	Day	PROGRAMME	No. of Working Days
1	WED	Annual Examination Begins For Std. VI,VII,VIII.Classes Begin for Std. X & XII	1
2	THU		2
3	FRI	Good Friday - Holiday	
4	SAT	Holiday	
5	SUN	Easter	
6	MON		3
7	TUE		4
8	WED		5
9	THU		6
10	FRI		7
11	SAT		8
12	SUN		
13	MON	Summer Vacation Begins	
14	TUE	Holiday - Dr.Ambedkar Jayanthi Tamil New Year	
15	WED		
16	THU		
17	FRI		
18	SAT		
19	SUN		
20	MON		
21	TUE		
22	WED		
23	THU		
24	FRI		
25	SAT		
26	SUN		
27	MON		
28	TUE		
29	WED		
30	THU	Last Working day for the Teaching Staff	

No. of Working Days : 8

Total No. of Working Days : 209 + 8 = 217

Politeness is inward kindness outwardly expressed.

## THE PROGRESS REPORT

Subject	Marks	1st Mid-Term Test	Quarterly /1 Terminal Exam.	2nd Mid - Term Test	Half-Yearly / II Terminal Exam	3rd Mid - Term Test
Tamil / Hindi / French	100					
English	100					
Maths / Business Maths	100					
Science / Physics / Economics	100					
Social Science / Chemistry / Commerce	100					
Biology / Computer Science	100					
Accountancy	100					
Total	600					
Percentage						
Grade / Rank						
3rd Lang. (Hindi)	100					
V.E.	100					
G.K.	100					
P.T.	100					
Drawing	100					
No. of Attendance						
Teacher's Signature						
Parent's Signature						

## HOME ASSIGNMENT

***SUBJECT***

Date : .....

Teacher's Signature

Parent's Signature

## HOME ASSIGNMENT

***SUBJECT***

Date : .....

Teacher's Signature

Parent's Signature

Learn from the past, Live in the present & Plan for the future.

## HOME ASSIGNMENT

***SUBJECT***

Date : .....


Teacher's Signature

Parent's Signature

## HOME ASSIGNMENT

***SUBJECT***

Date : .....


Teacher's Signature

Parent's Signature

Speech is silver but silence is gold.

## WEEKLY REPORT

WEEK - 01

Attendance :

Academics :

Communicative Skills :

Discipline :

Remarks :

**Signature of the  
Class Teacher**

**Signature of the  
Parent / Guardian**

## WEEKLY REPORT

WEEK - 02

Attendance :

Academics :

Communicative Skills :

Discipline :

Remarks :

**Signature of the  
Class Teacher**

**Signature of the  
Parent / Guardian**

## WEEKLY REPORT

WEEK - 03

Attendance :

Academics :

Communicative Skills :

Discipline :

Remarks :

**Signature of the  
Class Teacher**

**Signature of the  
Parent / Guardian**

## WEEKLY REPORT

WEEK - 04

Attendance :

Academics :

Communicative Skills :

Discipline :

Remarks :

**Signature of the  
Class Teacher**

**Signature of the  
Parent / Guardian**

# TIME TABLE

Days	SCHOOL ASSEMBLY 8.45 to 9.00					
Mon	9.00 to 9.45	9.45 to 10.30	INTERVAL 10.30 to 10.40			
Tue			10.40 to 11.25	11.25 to 12.10	LUNCH BREAK 12.10 to 12.50	
Wed			12.50 to 1.30	1.30 to 2.10	INTERVAL 2.10 to 2.20	
Thu					2.20 to 3.00	3.00 to 3.40
Fri						
Sat						