

MARY MATHA PUBLIC SCHOOL KADAPLAMATTOM

(Affiliated to CBSE NEW DELHI. No. 930845)

A Minority Educational Institution

KOTTAYAM - 686 571

PHONE: 04822-250690

E-mail: mmpublicschool@gmail.com



STUDENT'S HAND BOOK 2019-2020

Photo

Name of Student

Class Division

(This Hand Book should be brought to the class daily)

STUDENT'S PROFILE

(To be filled in by the Parent or Guardian)

Name of student :

Class & Division : Roll No.....

Date of Birth :

Religion : Caste

Admission No. :

Address :

Phone (Res.) :

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Father's Name :

Occupation :

Phone :

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Mother's Name :

Occupation :

Phone :

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Name, Address & :

Phone No. of :

Local Guardian

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Relationship
with Pupil :

Name of brothers / sisters studying in Mary Matha School

Name Class

Name Class

I have read the rules and regulations of the School and I hereby agree to abide by the same.

Signature of the Parent / Guardian

STUDENT’S PROFILE

(To be filled in by the Parent or Guardian)

Name of student :

Class & Division : Roll No.....

Date of Birth :

Religion : Caste

Admission No. :

Address :

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Phone (Res.) :

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Father’s Name :

Occupation :

Phone :

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Mother’s Name :

Occupation :

Phone :

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Name, Address & :

Phone No. of :

Local Guardian

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Relationship :

with Pupil :

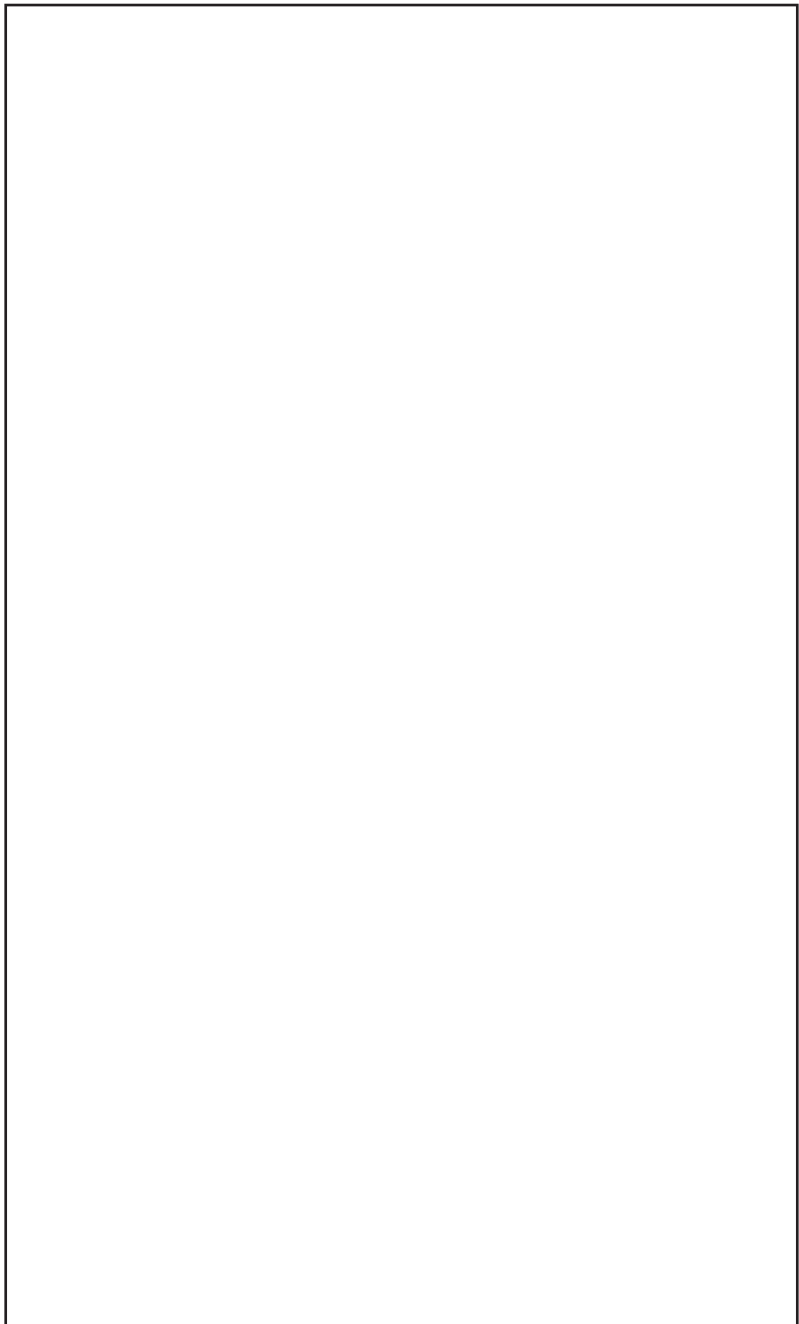
Name of brothers / sisters studying in Mary Matha School

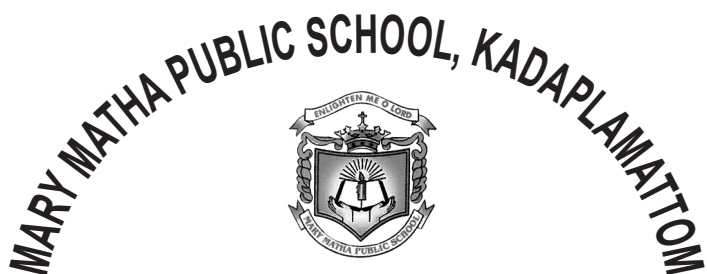
Name Class

Name Class

I have read the rules and regulations of the School and I hereby agree to abide by the same.

Signature of the Parent / Guardian





Patron

H.E. MAR JOSEPH KALLARANGATT
(Bishop of Palai)

Manager

Rev. Fr. Joseph Thadathil
(Vicar, St. Mary's Church, Kadaplamattom)

Asst. Manager

Rev. Fr. Thomas Manalel
(Asst. Vicar, St. Mary's Church, Kadaplamattom)

Director

Prof. Dr. Augustine Joseph
M.A. (English); M.A. (Sociology); Ph.D.

MARY MATHA PUBLIC SCHOOL

Mary Matha Public School was established in 2002 and is run by Mary Matha Educational and Charitable Trust constituted by St. Mary's Church Kadaplamattom, (register number 58/IV/2008).

His Excellency, the Bishop of Palai diocese, will be the patron of the Trust and Vicar of the Parish will be the Manager.

This co-educational institution has minority status and is affiliated to Central Board of Secondary Education, New Delhi (Affiliation No. 930845). Now we have classes from L.K.G. to Std. X. The medium of instruction and interaction is English. The school provides systematic training in curricular, co-curricular and socio-cultural fields. Attention is focussed on the all-round development of students who are also trained to acquire strong moral values, good habits and positive attitudes. Special care is taken to create aesthetic awareness through music, dance, arts, yoga and physical education.

Our Motto

*‘LET EVERYONE BEAR THE TORCH OF
KNOWLEDGE TO PURSUE THE PATH OF
SERVICE AND STRIVE FOR EXCELLENCE’*

Our Goal

Mary Matha Public School aims at the integral growth and development of the young into

***Intellectually creative
Morally responsible
Spiritually enlightened
&
Socially committed***

citizens capable of assuming their rightful place in society. The message this institution spells out to its pupils is PURSUIT OF EXCELLENCE.

PLEDGE

India is my country.

All Indians are my brothers and sisters.

I love my country, and

I am proud of its rich,

and varied heritage.

I shall always strive

to be worthy of it.

I shall give my parents,

teachers and all elders,

respect, and treat everyone

with courtesy.

To my country and my

people, I pledge my devotion.

In their well-being and

prosperity alone,

lies my happiness

SCHOOL PRAYERS



MORNING PRAYER

Oh God our Father we love and worship you. Fill us with the Holy Spirit and give us wisdom to think, to learn and to grow in goodness. Bless us, our parents, brothers, sisters, teachers and all those who render us service. Help us to be responsible, obedient, punctual, honest, kind and diligent. Heavenly Father, keep us in your loving care.

PRAYER AFTER CLASS

Thank you Almighty God, for having given us this beautiful day. We thank you, for all the blessings bestowed on us today, for helping us to grow in knowledge, and for guarding us from all evils. Help us, O Lord, to remember all we learnt today.

COMMON PRAYERS

1

In the Name of the Father, and of the Son and of the Holy Spirit, Amen.

2

Our father in heaven, holy be your name,
Your Kingdom come.

Your will be done one earth as in heaven.

Give us today our daily bread.

Forgive us our sins as we forgive those who sin
against us. Do not bring us to test,
but deliver us from evil. Amen.

3

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.

4

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.

SCHOOL ANTHEM

Lord we thank thee, Father Praise Thee
For thy wondrous love and care
For thy loving kindness, blessings,
Through our Holy Mother dear.

Thou hast heard our prayers and appeals,
Blessed us with a school so great
Blessed with Mary Matha school
Blessed with Mary Matha school

Hail! hail! Holy Mother guide us
In our search of excellence.

We are pupils proud and happy
Of Mary Matha public school

Lord! enlighten us, we pray thee,
With thy guiding light Divine
Guide our footsteps as we journey
With thy guiding light Divine

Lord we thank Thee, Father praise Thee
For thy wondrous love and care,
We are pupils proud and happy
Of Mary Matha Public School.

NATIONAL ANTHEM

Jana gana mana adhinayaka jaya he
Bharatha bhagya vidhatha
Punjab, Sindhu, Gujarata, Maratha
Dravida utkala Banga
Vindhya, Himachala, Yamuna, Ganga
Uchchala jaladhi taranga
Tava shubha name jage
Tava shubha asisha mage
Gahe thava jaya gatha
Jana gana mangala dayaka jaya he
Bharatha bhagya vidhatha
Jaya he, Jaya he, Jaya he
Jaya, Jaya, Jaya, Jaya he

General Rules and Regulations

ADMISSION

Admission to the school will be open to all, irrespective of caste, creed and nationality. Admission to LKG will be on first come first served basis. Preference will be given to members of Kadaplamattom Parish. Admission to higher classes will be on the basis of merit and availability of seats. A written test and an interview will be conducted for assessing the merit of the student.

A student desirous of getting admission should apply in the prescribed application form. The birth certificate and aadhar number of the student should be produced at the time of admission.

The principal reserves the right to reject admission to any student without assigning reasons.

School Time: The school time is from 9.20 am to 3.20 pm. Students must be in their classrooms by 9.15 am. Those who reach the school early are expected to sit in their respective classrooms, learning their lessons in silence.

Students should speak only English in the class room and in the school campus.

Textbooks and notebooks according to the time table of the day must be brought to the class. Any default in this matter, will be informed to the parents through the daily reports in this handbook. No other books, periodicals or comics shall be brought to the school. Parents should go through this hand-book daily.

Students should not wear gold ornaments or bring other valuable articles to the school. The school authorities will not be responsible for the loss of such articles.

Students are strictly banned from bringing mobile phones and other electronic gadgets like i-pad, personal stereos, CDs, pendrives, pagers etc. Parents are instructed to take special care of this. Such articles, if found with students, will not be returned.

Promotion to higher classes will be based on the overall performance in various tests and examinations. It is, therefore, essential that students sit for all the examinations.

No student will be allowed to appear for the terminal or final examination unless all the fees are paid till date.

Students will not be allowed to go home during class hours even if some urgent need arises, unless a duly authorised person comes to take him / her.

DISCIPLINE: Students must be self-disciplined and well-behaved, and must behave respectfully to the members of the staff and other elders. They should wish the teachers and other respectable persons “Good morning” or “Good afternoon” as the case may be. They should also greet one another. Refined manners, obedience, neatness in person and dress, punctuality, and above all honesty are expected from the students.

The school will be working regularly on all days except Saturdays and Sundays, other holidays noted in the school calendar, and the days suddenly declared holidays by the government.

A Whatsapp group of parents for each class will be formed for easy and effective communication with the class teachers as admins. The group will be for communication between the school and the parents. Only school related messages should be posted in the group. Greetings and good mornings must be avoided.

PROTECTION OF WOMEN

For the protection of teachers and students from sexual harrasment of any sort, we have a Women's Grievance Redressal Cell. The following teachers are its members.

1. Smt. Jiji George
2. Smt. Suma Joseph
3. Smt. Rani Issac

If anybody has any such grievance she must immediately report it to the committee members or to the principal.

SCHOOL UNIFORM:

The school will have only one uniform.

Boys: (1) Blue and white striped shirt with half sleeves and one pocket. Navyblue shorts with side pockets and loops at the side for the school belt. Black shoes with navy blue socks, navy blue tie, navy blue and white striped belt.

Boys from Std. V should wear pants instead of shorts.

Girls: (1) Blue and white striped shirt with half sleeves and shirt collar. Navy blue box pleated pinafore of knee length with loops at the side for the school belt. Black shoes with navy blue socks, navy blue tie, navy blue and white striped belt, white bush, hair band.

Girls from Std. V should wear pants and overcoat.

Low waist pants are strictly prohibited.

School Badge:

While in the school and enroute to the school all students should wear school identity card.

Conveyance:

School buses are available for commuting the students to the school and back home. Parents who wish to send their children by the school bus must inform the Principal

in advance. Bus fee should be paid in advance before the 10th of every month, failing which fine will be charged. Fee once paid will not be refunded. The bus fees will be decided by the management in accordance with the change in fuel prices. Students should come to the boarding point on time, and are expected to behave well while travelling. Parents who use other modes of conveyance must ensure that their wards reach the school on time.

FEES

1. Admission fee is to be paid at the time of admission.
2. There are two options for payment of tuition fees and other fees which include special fee, computer fee, examination fee, sports and games fee and digi-class fee.
 - a) Pay the full amount at the beginning of the academic year.
 - b) Pay in three instalments (quarterly - June, September & November) Tuition fees shall be paid as e-fee at Federal Bank, Kadaplamattom branch. For this each student will be given a unique identification number which should be collected from the school.
3. All fees should be paid before the 10th of the first month of each quarter. Bus fare is to be paid every month before the 10th of each month.
4. A fine of Rs. 100/- will be levied after the dates fixed for the payment of the tuition fee and bus fare till the last working day of that month.

PARENTAL CO-OPERATION

1. Fill up the details given on page 2 of the Handbook, attested with your signature.
2. Parents must ensure that their child comes to the school neatly dressed in the prescribed school uniform, on all working days.

3. The school expects the parents to supervise the studies of their children and to take a keen interest in their day-to-day needs.
4. Parents must see that students selected for school programmes including competitions, attend practice/rehearsal sessions regularly and report for the events on time.
5. Refrain from criticising the teachers or the school in the presence of your children. If you have any such grievance, meet the principal personally. Sending anonymous letters serve no purpose.
6. Parents should attend the Parent-Teacher meetings arranged by the school authorities to discuss the progress of their children in their studies and other aspects of school life. Inability to attend any such meeting should be informed in advance.
7. Parents are not allowed to meet the teachers during class hours. They can meet them either before the class or after the classes or during lunch break.
8. Parents are not allowed to see the students during class hours without the permission of the Principal.
9. Parents should ensure that their children bring the School Hand Book to the school everyday. They should also go through it daily and counter-sign any remark written by the teachers.
10. If any student requires casual leave the parents must fill the leave record form giving reason and duly signed by them.
11. Entrusting a pupil to the school implies that parents agree to stand by the rules and regulations of the school and they should see that the children also abide by school regulations.

12. Parents must see that the school fees and bus fare are paid on the due dates mentioned in the hand book.
13. The management reserves the right to change the dates fixed for examinations and other activities, if need arises.
14. Speaking English is compulsory in the campus and in the school bus. No student shall leave the school premises during school time without the permission of the Principal. Students themselves will be responsible for the safe custody of their belongings. The school authorities will not be responsible for the loss of articles of the students and for any injury that might happen accidentally. Any damage done to the school property should be immediately reported to the Principal and will have to be made good.
15. The school introduces a grading system of students. The teachers will grade the students on the basis of their behaviour and attitude. They will get positive points if their behaviour is exemplary and conducive to good manners. They will be awarded negative points if their behaviour is against accepted standards. Particulars of positive behaviour patterns and negative behaviour patterns are given on page 96-97.

Cocurricular / Extra Curricular Activities

The school offers special training in Karate, Yoga, Abacus, Dance, Music and Painting. Painting will be compulsory for all. Apart from this every student has to take part in at least one co-curricular activity which will be conducted on Thursdays. As training is imparted by external faculty students are required to pay extra fee for that in two equal instalments.

Attendance at official functions like school anniversary, sports day and other celebrations will be compulsory. The required fees have to be paid.

Students may offer only sweets to their teachers and other students on their birthdays. Teachers may be wished on their birthdays. No other celebrations are permitted.

LEAVE RULES

1. Absence on the re-opening day is not allowed. As regular attendance is an important element for successful school work, no student should absent himself/herself from class without sufficient reasons.
2. Parents/Guardians must state clearly the reason for the absence. Failure to do so invalidates the application and renders the student liable to punishment.
3. Leave of absence must be obtained from the Class teacher, attested in the 'Leave Record' of the Handbook.
4. No student shall leave the school premises during the school hours or recess without the previous permission of the Principal.
5. Normally half-day leave will not be granted to students. Once they come to school, they have to be present the whole day. They are not allowed to go out of the school campus during school hours, including recess time.
6. In case of serious illness, the Principal must be informed within three days with a Doctor's certificate accompanied by the leave application from the parent / guardian.
7. Those who return to school after absenting themselves without prior permission, shall not enter the class without the leave notes countersigned by the Principal.
8. Students suffering from contagious or infectious diseases will not be permitted to attend the school. The Principal should be informed before the student attends the class after recovery from such diseases.
9. Unauthorised absence for more than 15 days renders a student liable to be removed from the rolls and the usual

admission fee will be charged if he/she is to be readmitted.

10. No student who comes late shall enter the class without obtaining the signature of the Class teacher in the 'Late Coming Record' sheet of the handbook.

LIBRARY

We have a good library comprising books in all subjects as also for general reading to inculcate reading habit in students. So also English and Malayalam dailies and good magazines are provided. Everyone should see that the periodicals are kept in their proper places after reading. Students should enter the names of the books they have read in the pages provided in the diary. At the end of the session, he/she gets the signature of the Teacher-in-charge.

LIBRARY RULES

1. Library will remain open from 9.00 am to 4.00 pm
2. Pupils can borrow one book at a time and should return within 7 days.
3. The librarian may call for the book at any time even before the date of return.
4. If the book is not returned on the due date, a fine of Rs. 5/- per day may be levied. No fine will be charged for books overdue if a letter can be produced showing the borrower has been absent for valid reasons.
5. Sub-lending of the books is not allowed under any circumstance.
6. Any marking, underlining or annotating on books is strictly forbidden, otherwise a fine will be levied.
7. Reference books cannot be borrowed or taken out of the library.
8. While taking a new book out, any defect or damage in it must be brought to the notice of the Librarian and class teacher immediately. Any additional damage or loss of the book will have to be made good. Books lost will

have to be replaced by the student or he will have to pay double the cost of it.

9. Students are not permitted to bring their bags to the library. Silence and orderliness must be observed in the library.

COMPUTER LAB RULES

1. Take off your shoes before entering the lab.
2. Unless and until need be, do not boot any system in the computer.
3. Do not bring any diskette / CD / Floppy from outside without the permission of the Teacher.
4. Don't move or shift the components or systems from their position.
5. Do not play with computer peripheral and wire.
6. Do not play with keyboard. Press any key softly.

CO-CURRICULAR ACTIVITIES

In order to impart a healthy competitive spirit among students, to learn group work dynamics and to develop leadership qualities all competitions will be done under House System. All students will belong to one or the other House. Points are awarded to each House based on their performance and at the end of the year the best House is awarded a Rolling Trophy.

Important point to note:

1. The competition in various items are conducted in four categories on the basis of the class which a student belongs to.

Category I : Class I & II

Category II : Class III & IV

Category III : Class V, VI & VII

Category IV : Class VIII, IX, X

2. One student shall participate in a maximum of five

single items and two group items only. Of the single items only three shall be stage items.

3. Points: Individual Items : I (5), II (3), III (1)
Group Items : I (10), II (7), III (4)
4. General and group items will not be considered for individual awards.
5. Individual awards will be given in Arts and Sports separately.

LIST OF ITEMS

KG Section

Action Song, Story Telling, Rhymes, Light Music, Fancy Dress, Speech [English & Malayalam (Time: 3 Minutes)], Smile competition, Single dance.

Class I & II

Single Dance, Speech [Malayalam, English (Time: 3 Minutes)], Recitation [English & Malayalam], Drawing & Colouring, Light Music, Calligraphy (Handwriting Competition). NB: No Group Items.

Class III & IV

Speech [Malayalam, English & Hindi (Time: 3 Minutes)], Recitation [English, Malayalam & Hindi], Painting Crayons, Light Music, Calligraphy (Handwriting Competition), Folk Dance (5 Minutes).

Class V, VI, VII

Speech [Malayalam, English & Hindi (Time: 5 Minutes)], Recitation [English, Malayalam & Hindi, Arabic, Sanskrit (5 minutes)], Pencil Sketch, Painting water colour, Digital Painting, Cartooning, Story Writing [English, Malayalam & Hindi], Essay Writing [English, Malayalam & Hindi], Poem Composing [English, Malayalam & Hindi], Light Music

(Boys and Girls), Bharathanatyam, Folk Dance (5 Minutes), Mohiniyattam, Mimicry (3 minutes), Mono Act (3 Minutes), Classical Music, Mappilappattu (5 Minutes)

Class VIII, IX, X

Extempore speech [Malayalam, English & Hindi (Time: 5 Minutes)], Recitation [English, Malayalam, Hindi, Sanskrit & Arabic (5 minutes)], Pencil sketch, Painting, Water colour, Digital Painting, Cartooning, Story Writing (English, Malayalam & Hindi), Essay Writing (English, Malayalam & Hindi), Poem versification (English, Malayalam & Hindi), Light Music (Boys and Girls), Bharathanatyam, Folk Dance (5 minutes), Mohiniyattam, Mimicry (3 minutes), Mono Act (3 minutes), Classical Music, Oil Painting, Mappilappattu (5 Minutes), Anchoring (7 minutes), Poster Design (1 hour), Collage (1 hour)-(common for boys and girls).

Group Items

Group Dance (Girls), Group Song, Oppana (Girls & Boys), Mime, Kol kali (Boys), Thiruvathira, Margamkali, Patriotic Song, Power Point (All items 10 minutes), One act play.

EVENTS FOR SPORTS

KG Section

50 m Race, Musical Chair, Bombing the city, Memory Test, Long Jump, Frog Jump, Sweet Gathering, Ball Throwing.

Class I & II

50, 100 & 200 M Race, Musical Chair, Bombing the city, Long Jump, Tunnel Ball, Ball Passing.

Class III & IV

50, 100, 200, 300 M Race, Long Jump, High Jump, Ball passing, Musical Chair, Tunnel Ball.

Class V & VI

100, 200, 400, 600 M Race, Long Jump, High Jump, Short put, Disc Throw, Relay 4×100 M.

Class VII & VIII

100, 200, 300, 400, 600, 800 M Race, Long Jump, High Jump, Short Put, Disc Throw, Javelin, Relay 4×100 M.

Class IX & X

100, 200, 300, 400, 600, 800 M Race, Long Jump, High Jump, Short put, Disc Throw, Javelin, Relay 4×100 M.

Group Items

Relay (Common), Tug of War, Volley Ball, Shuttle Badminton, Foot Ball, Cricket, Kho Kho, Kabadi, Tunnel Ball, Caroms, Chess, Throw Ball.

EVALUATION CRITERIA

As per the new examination scheme of CBSE, the academic year will have two terms. The first term will be from June to October and the second from November to March. This division is applicable to class I to VIII. There will be one mid term test (periodic test) and half-yearly examination in term one and post mid term (periodic) test and annual examination in term two.

The marks allotment and the division of the syllabi will be as explained below.

The Periodic test will be out of 40 marks and the annual Examination will be out of 80 marks. 10 marks will be for periodic assessment; 5 marks for notebook submission and 5 marks for subject enrichment activity.

Students must keep the Note Books tidy and complete in all respects. At the end of the term they will submit them to the respective subject teachers.

Subject Enrichment Activities:

There will be subject specific activities carried out throughout the term, enhancing the understanding and skills of the students. They will be evaluated at the end of each term. These activities will be recorded internally by respective subject Teachers.

Grading Scale for scholastic areas:

Co -Scholastic Activities (Classes I to VIII)

Co-Scholastic activities will be conducted as per the instruction from CBSE

Health and Physical Education

Students will be assessed on a three point scale (A = Outstanding, B = Very Good and C = Fair) in each term.

Students will also be assessed for discipline in the same format. Attendance, commitment to studies, tidiness, respect for rules and regulations, attitude towards society and nation will be the assessment parameters.

Classess IX and X

For classess IX and X there will be three periodic tests, a pre-board Exam (Model Exam) and the Annual Exam. (In the case of class X it will be the Board Exam). The best of the two periodic tests will be taken for Internal Assessment. Five marks are for Notebooks and Five marks for subject enrichment activities. Grades will be awarded on an 8 point scale, but those who score below 33% will be treated as failed.

In the co-scholastic domain assessment will be on a five point scale (A to E) Tentative dates of the examination for all classess are

First Mid term (P.T.1)	- July 22 to July 30
Term I (Half Yearly)	- October 9 to October 19.
Second Mid term(P.T.2)	- January 6 to January 14
Annual Exam	- March 16 to 27

If there is any change in the examination dates, the same will be intimated to the students through the respective columns in this hand book (pp: 32-41)

As per the new guidelines of CBSE the School Management Committee is Constituted with the following members.

1. Nimmy Antony
2. Dr. Augustine Joseph
3. Rev. Fr. Joseph Thadathil
4. Rev. Fr. Thomas Manalel
5. Shri Thomas Pulikkiyil
6. Shri. Pious Kurian Orathel
7. Shri Sunil A. Karickal
8. Shri. Sunny Cherian
9. Smt. Suma Joseph
10. Smt. Rani Issac
11. Shri. Roy Joseph
12. Smt. Daisy Jomon
13. Dr. Lavina Manoj
14. Smt. Vineetha Tomy
15. Smt. Liji Manuel
16. Smt. Jancy K.M.

Co-Curricular Activities

Competition

Name of the Student _____

Class: _____ House _____ Category _____

Participating Items:

Single

- 1.
- 2.
- 3.
- 4.
- 5.

Group

- 1.
- 2.

Signature of the Parent

Sports

Name of the Student _____

Class: _____ House _____ Category _____

Participating Items:

Single

- 1.
- 2.
- 3.
- 4.
- 5.

Group

- 1.
- 2.

Signature of the Parent

PARENT'S REMARKS

Date	Remarks	Signature of Teacher

ABSENCE RECORD				
Name..... Class..... Sec.....				
Date of absence	Date of return	Reason for absence	Parent's/ Guardian's signature	Signature of Class Tr.

Portion for Examination Periodic Test I (First Mid-Term)		
	Subject	
1	English	
2	Malayalam	
3	Hindi	
4	Mathematics	
5	General Science	
6	Social Science	
7	Computer	
8	General Knowledge	
9	Moral Science	
10	Catechism	

Student's Hand Book

Date	Day	Time	Score	Teacher's Signature	Parent's Signature

Portion for Examination Half Yearly Exam. Term I		
	Subject	
1	English	
2	Malayalam	
3	Hindi	
4	Mathematics	
5	General Science	
6	Social Science	
7	Computer	
8	General Knowledge	
9	Moral Science	
10	Catechism	

Student's Hand Book

Date	Day	Time	Score	Teacher's Signature	Parent's Signature

Portion for Examination Periodic Test II (Second Mid-Term)		
	Subject	
1	English	
2	Malayalam	
3	Hindi	
4	Mathematics	
5	General Science	
6	Social Science	
7	Computer	
8	General Knowledge	
9	Moral Science	
10	Catechism	

Student's Hand Book

Date	Day	Time	Score	Teacher's Signature	Parent's Signature

Portion for Examination Model Exam		
	Subject	
1	English	
2	Malayalam	
3	Hindi	
4	Mathematics	
5	General Science	
6	Social Science	
7	Computer	
8	General Knowledge	
9	Moral Science	
10	Catechism	

Student's Hand Book

Date	Day	Time	Score	Teacher's Signature	Parent's Signature

Portion for Examination Annual Exam		
	Subject	
1	English	
2	Malayalam	
3	Hindi	
4	Mathematics	
5	General Science	
6	Social Science	
7	Computer	
8	General Knowledge	
9	Moral Science	
10	Catechism	

Student's Hand Book

Date	Day	Time	Score	Teacher's Signature	Parent's Signature

JUNE - 2019			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parents Signature
1	Sat		
2	Sun	Holiday	
3	Mon		
4	Tue		
5	Wed	Holiday - ID-UL-FITR	
6	Thu		

JUNE - 2019			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parents Signature
7	Fri		
8	Sat	2nd Saturday - Holiday	
9	Sun	Holiday	
10	Mon		
11	Tue		
12	Wed		

JUNE - 2018			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
13	Thu		
14	Fri		
15	Sat		
16	Sun	Holiday	
17	Mon		
18	Tue		

JUNE - 2019			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
19	Wed		
20	Thu		
21	Fri		
22	Sat		
23	Sun	Holiday	
24	Mon		

JUNE - 2019			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
25	Tue		
26	Wed		
27	Thu		
28	Fri		
29	Sat		
30	Sun	Holiday	

JULY - 2019			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
1	Mon		
2	Tue		
3	Wed	St. Thomas Day - Holiday	
4	Thu		
5	Fri		
6	Sat		

JULY - 2018			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
7	Sun	Holiday	
8	Mon		
9	Tue		
10	Wed		
11	Thu		
12	Fri		

JULY - 2018			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
13	Sat	2nd Saturday - Holiday	
14	Sun	Holiday	
15	Mon		
16	Tue		
17	Wed		
18	Thu		

JULY - 2019				
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER			Parent's Signature
19	Fri			
20	Sat			
21	Sun	Holiday		
22	Mon		I Mid Term Examination	
23	Tue			
24	Wed			

JULY - 2019				
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER			Parent's Signature
25	Thu		I Mid Term Examination	
26	Fri			
27	Sat			
28	Sun	Feast of Bl. Alphonsa - Holiday		
29	Mon			
30	Tue			
31	Wed	Karkidaka vavu - Holiday		

AUGUST - 2019			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
1	Thu		
2	Fri		
3	Sat	Class PTA Meeting	
4	Sun	Holiday	
5	Mon		
6	Tue		

AUGUST - 2019			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
7	Wed		
8	Thu		
9	Fri		
10	Sat	Second Saturday - Holiday	
11	Sun	Holiday	
12	Mon		

AUGUST - 2019			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
13	Tue		
14	Wed		
15	Thu	Independence Day - Holiday	
16	Fri		
17	Sat		
18	Sun	Holiday	

AUGUST - 2019			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
19	Mon		
20	Tue		
21	Wed		
22	Thu		
23	Fri	Sri Krishna Jayanti - Holiday	
24	Sat		

AUGUST - 2019			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
25	Sun	Holiday	
26	Mon		
27	Tue		
28	Wed	Ayyankali Jayanti	
29	Thu		
30	Fri		
31	Sat		

SEPTEMBER - 2019			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent’s Signature
1	Sun	Holiday	
2	Mon		
3	Tue		
4	Wed		
5	Thu	Teacher’s Day Celebrations Working Day	
6	Fri		

SEPTEMBER - 2019				
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER			Parent's Signature
7	Sat		Onam Holidays	
8	Sun	Holiday		
9	Mon			
10	Tue			
11	Wed			
12	Thu			

SEPTEMBER - 2019				
Date				Parent's Signature
13	Fri		Onam Holidays	
14	Sat			
15	Sun	Holiday		
16	Mon	School re-opens		
17	Tue			
18	Wed			

SEPTEMBER - 2019			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
19	Thu		
20	Fri		
21	Sat	Sree Narayana Guru Samadhi - Holiday	
22	Sun	Holiday	
23	Mon		
24	Tue		

SEPTEMBER - 2019			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
25	Wed		
26	Thu		
27	Fri		
28	Sat		
29	Sun	Holiday	
30	Mon		

OCTOBER - 2019			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
1	Tue		
2	Wed	Gandhi jayanthi - Holiday	
3	Thu		
4	Fri		
5	Sat		
6	Sun	Holiday	

OCTOBER - 2019			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
7	Mon	Holiday - Mahanavami	
8	Tue	Holiday - Vijayadasami	
9	Wed		Half Yearly Exam
10	Thu		
11	Fri		
12	Sat	2 nd Saturday - Holiday	

OCTOBER - 2019				
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER			Parent's Signature
13	Sun	Holiday		
14	Mon		Half Yearly Exam	
15	Tue			
16	Wed			
17	Thu			
18	Fri			
19	Sat			

OCTOBER - 2019			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent’s Signature
20	Sun	Holiday	
21	Mon		
22	Tue		
23	Wed		
24	Thu		
25	Fri		

OCTOBER - 2019			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
26	Sat	Class PTA Meeting	
27	Sun	Holiday	
28	Mon		
29	Tue		
30	Wed		
31	Thu		

NOVEMBER - 2019			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
1	Fri		
2	Sat		
3	Sun	Holiday	
4	Mon		
5	Tue		
6	Wed		

NOVEMBER - 2019			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
7	Thu		
8	Fri		
9	Sat	Nabidinam - Holiday	
10	Sun	Holiday	
11	Mon		
12	Tue		

NOVEMBER - 2019			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
13	Wed		
14	Thu	Children's Day Celebrations	
15	Fri		
16	Sat		
17	Sun	Holiday	
18	Mon		

NOVEMBER - 2019			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
19	Tue		
20	Wed		
21	Thu		
22	Fri		
23	Sat		
24	Sun		

NOVEMBER - 2019			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
25	Mon		
26	Tue		
27	Wed		
28	Thu		
29	Fri		
30	Sat		

DECEMBER - 2019			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
1	Sun	Holiday	
2	Mon		
3	Tue		
4	Wed		
5	Thu		
6	Fri		

DECEMBER - 2019				
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER			Parent's Signature
7	Sat			
8	Sun	Holiday		
9	Mon		Model exam for class X	
10	Tue			
11	Wed			
12	Thu			

DECEMBER - 2019			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
13	Fri		
14	Sat		
15	Sun	Holiday	
16	Mon		
17	Tue		
18	Wed		

DECEMBER - 2019				
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER			Parent's Signature
19	Thu			
20	Fri	School Annual Day		
21	Sat		Christmas Holidays	
22	Sun			
23	Mon			
24	Tue			
25	Wed			
26	Thu			
27	Fri			
28	Sat			
29	Sun	Holiday		
30	Mon	School re-opens		
31	Tue			

JANUARY - 2020				
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER			Parent's Signature
1	Wed			
2	Thu	Mannam Jayanti		
3	Fri			
4	Sat			
5	Sun	Holiday		
6	Mon		Mid-term exam	

JANUARY - 2020				
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER			Parent's Signature
7	Tue		Second Mid-term exam for classes I - IX Model exam for class X	
8	Wed			
9	Thu			
10	Fri			
11	Sat	Second Saturday - Holiday		
12	Sun	Holiday		

JANUARY - 2020			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
13	Mon		Mid-term exam I - IX Model exam for class X
14	Tue		
15	Wed		
16	Thu		
17	Fri		
18	Sat	Class PTA Meeting	

JANUARY - 2020			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent’s Signature
19	Sun	Holiday	
20	Mon		
21	Tue		
22	Wed		
23	Thu		
24	Fri		

JANUARY - 2020				
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER			Parent's Signature
25	Sat			
26	Sun	Republic Day - Holiday		
27	Mon		Model Exam for Class X	
28	Tue			
29	Wed			
30	Thu			
31	Fri			

FEBRUARY - 2020			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent’s Signature
1	Sat		
2	Sun		
3	Mon		
4	Tue		
5	Wed		
6	Thu		

FEBRUARY - 2020			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
7	Fri		
8	Sat	Second Saturday - Holiday	
9	Sun	Holiday	
10	Mon		
11	Tue		
12	Wed		

FEBRUARY - 2020			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent’s Signature
13	Thu		
14	Fri		
15	Sat		
16	Sun	Holiday	
17	Mon		
18	Tue		

FEBRUARY - 2020			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
19	Wed		
20	Thu		
21	Fri	Sivarathri - holiday	
22	Sat		
23	Sun	Holiday	
24	Mon		

FEBRUARY - 2020			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
25	Tue		
26	Wed		
27	Thu		
28	Fri		
29	Sat		

MARCH - 2020			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
1	Sun	Holiday	
2	Mon		
3	Tue		
4	Wed		
5	Thu		
6	Fri		

MARCH - 2020			
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER		Parent's Signature
7	Sat		
8	Sun	Holiday	
9	Mon		
10	Tue		
11	Wed		
12	Thu		

MARCH - 2020				
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER			Parent's Signature
13	Fri			
14	Sat			
15	Sun	Holiday		
16	Mon		Annual Examination	
17	Tue			
18	Wed			

MARCH - 2020				
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER			Parent’s Signature
19	Thu		Annual Examination for classes I - IX	
20	Fri			
21	Sat			
22	Sun	Holiday		
23	Mon			
24	Tue			

MARCH - 2020				
Date	HOME WORK ASSIGNMENTS AND OTHER POINTS TO REMEMBER			Parent's Signature
25	Wed		Annual Examination	
26	Thu			
27	Fri			
28	Sat			
29	Sun	Holiday		
30	Mon			
31	Tue	Closes for summer vacation		

CLASS TESTS AND WORKSHEET - MALAYALAM				
Date	Chapters	Marks Scored	Parent's Signature	Teacher's Signature

CLASS TESTS AND WORKSHEET - HINDI				
Date	Chapters	Marks Scored	Parent's Signature	Teacher's Signature

CLASS TESTS AND WORKSHEET - SCIENCE				
Date	Chapters	Marks Scored	Parent's Signature	Teacher's Signature

CLASS TESTS AND WORKSHEET - COMPUTER				
Date	Chapters	Marks Scored	Parent’s Signature	Teacher’s Signature

SCHOOL BUS - FARE PAYMENT CARD

Name: Std & Div No

Bus boarding point

Month	Receipt No.	Amount Paid	Date	Sd/- of Clerk	Sd/- of Parent
June					
July					
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					

Annual Charges						
Sl. No.	Items	Amount Paid	Date	Signature of Clerk		
1	Magazine Charges					
2	School-Day Celebration					
3	House Activities					
4						
5						
6						
Scholarship						
Name of Exam	Rg. Date	Fee	Date of Exam	My choice (Please Tick)	Teacher's Sd/-	Parent's Sd/-

CO-CURRICULAR FEE

Months	Painting	Dance	Music	Karate	Yoga	Signature of Clerk
I st Semester						
II nd Semester						
SCHOOL FEE						
I st Installment						
II nd Installment						
III rd Installment						

PICNIC

- 1. Place _____
- 2. Amount _____
- 3. Last date of registration _____
- 4. Departure date _____ Time: _____
- 5. Things to carry: _____

Parent's Signature

PROJECTS			
Date	Subject	Details	Sd/- of Parent

LIBRARY RECORD					
Date	Author & Title of the book	Book No.	Date of issue	Date of return	Initial

LIBRARY RECORD					
Date	Author & Title of the book	Book No.	Date of issue	Date of return	Initial

HOME TIME TABLE - JUNE						
Date	Wake up	Prayer Time	Study Time	News Paper reading	Parent's Sd/-	Teacher's Sd/-
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
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25						
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27						
28						
29						
30						

HOME TIME TABLE - JULY						
Date	Wake up	Prayer Time	Study Time	News Paper reading	Parent's Sd/-	Teacher's Sd/-
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
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29						
30						
31						

HOME TIME TABLE - AUGUST						
Date	Wake up	Prayer Time	Study Time	News Paper reading	Parent's Sd/-	Teacher's Sd/-
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
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27						
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29						
30						
31						

HOME TIME TABLE - SEPTEMBER

Date	Wake up	Prayer Time	Study Time	News Paper reading	Parent's Sd/-	Teacher's Sd/-
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
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22						
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24						
25						
26						
27						
28						
29						
30						

HOME TIME TABLE - OCTOBER						
Date	Wake up	Prayer Time	Study Time	News Paper reading	Parent's Sd/-	Teacher's Sd/-
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
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28						
29						
30						
31						

HOME TIME TABLE - NOVEMBER						
Date	Wake up	Prayer Time	Study Time	News Paper reading	Parent's Sd/-	Teacher's Sd/-
1						
2						
3						
4						
5						
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7						
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9						
10						
11						
12						
13						
14						
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24						
25						
26						
27						
28						
29						
30						

HOME TIME TABLE - DECEMBER						
Date	Wake up	Prayer Time	Study Time	News Paper reading	Parent's Sd/-	Teacher's Sd/-
1						
2						
3						
4						
5						
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7						
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9						
10						
11						
12						
13						
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29						
30						
31						

HOME TIME TABLE - JANUARY

Date	Wake up	Prayer Time	Study Time	News Paper reading	Parent's Sd/-	Teacher's Sd/-
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
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29						
30						
31						

HOME TIME TABLE - FEBRUARY						
Date	Wake up	Prayer Time	Study Time	News Paper reading	Parent's Sd/-	Teacher's Sd/-
1						
2						
3						
4						
5						
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9						
10						
11						
12						
13						
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24						
25						
26						
27						
28						
29						

HOME TIME TABLE - MARCH						
Date	Wake up	Prayer Time	Study Time	News Paper reading	Parent's Sd/-	Teacher's Sd/-
1						
2						
3						
4						
5						
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9						
10						
11						
12						
13						
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INDIVIDUAL GRADING : 20 - 20	
Code	Particulars
<i>Negative Points</i>	
N1	Breaking the rule of language
N2	Talking in the class/Running
N3	Breaking the rule of touch/Fighting
N4	Late arrival to class
N5	Home work/Assignment not done on time
N6	Study materials not brought
N7	Bringing unwanted things to school
N8	Untidy dress/bag/shoes/ improper uniform
N9	Misplacing one's belongings
N10	Resistance to obey the teachers
N11	Un-polished language/behaviour
N12	Misbehaviour in the exam hall
N13	Tampering marks
N14	Non-involvement in school activities and assignments
N15	Damaging school property
N16	Non Compliance with teachers' orders

Positive Points

- P1 Participation in school activities/
Sahodaya competitions
- P2 Regularly keeping the rule of language
- P3 Achievements : within school
- P4 Outside school
- P5 Good deed/exemplary behaviour
- P6 Leadership qualities
- P7 Submitting assignments on time
- P8 Regularity and punctuality
- P9 Showing respect to teachers
- P10 Neatness in dress
- P11 Keeping the books tidy
- P12 Neat handwriting
- P13 Complying with the rules and regulations of the School
- P14 Improvement in performance in exams.
- P15 Greeting teachers and students.
- P16 Compliance with teachers' orders

- 1. Points against each code will be awarded based on the gravity and repetitive nature of incidents.**
- 2. Total points will also be considered for the Academic proficiency award.**
- 3. Those who get a cumulative minus 100 points will have to call parents.**
- 4. Those who get -200 points will have to call the parents a second time.**
- 5. If one gets a cumulative total of 300 minus point, TC will be issued.**

TIME TABLE							
Days	I	II	III	IV	V	LUNCH BREAK	VI
MON							
TUE							
WED							
THU							
FRI							
SAT							