

ST. MONTFORT'S SENIOR SECONDARY SCHOOL

(Affiliated to CBSE, New Delhi)



SCHOOL DIARY

2022 - 2023

Balarampur, P. O. Madarat, P. S. Baruipur, Kolkata,
PIN-743610

Helpline: 9432357378

Email: saintmontfort@yahoo.in

Website: www.montfortkolkata.in

Parents Portal: www.smsbcampuscare.in

THIS DIARY MUST BE BROUGHT TO SCHOOL DAILY.

ST. MONTFORT'S SR. SEC. SCHOOL
BALARAMPUR, BARUIPUR



Name :

Class : Sec. : Roll No.:

Ad. No. :

Date of Birth :

D	D

M	M

Y	Y	Y	Y

 Blood Group :

Mother's Name :

Mother's Occupation :

Father's Name :

Father's Occupation :

Full Home Address :

.....
.....

Contact No. (R) :

Contact No. (O) :

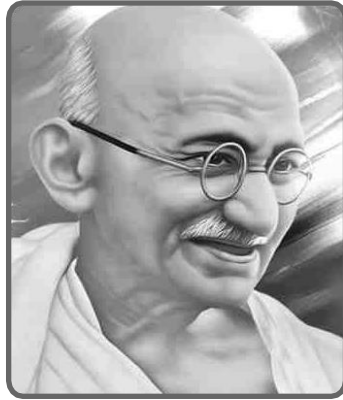
Contact No. of close relative / friend :

Own Brothers / Sisters studying in St. Montfort's Sr. Sec. School or Montfort Montessori Home:

Name	Class	Sec.	Roll. No.
1.			
2.			
3.			

Signature of the Class Teacher

NO CORRECTION OR OVERWRITING IS ALLOWED ON THIS PAGE



By Education I mean all-round drawing out of the best in the child and man-body, mind and spirit. Literacy is not the end of education nor even the beginning. It is one of the means whereby men and women can be educated. Literacy in itself no education.

”

- Gandhiji

THE LORD'S PRAYER

Our Father, who art in heaven,
hallowed be thy name;
thy kingdom come,
thy will be done on earth / as it is in heaven.
Give us this day / our daily bread,
and forgive us / our trespasses,
as we forgive / those who trespass / against us;
and lead us not / into temptation,
but deliver us / from evil.

PRAYER BEFORE CLASS

O God
Who are truth
And origin of all knowledge
We bow to Thee / in humble adoration.
We beg Thee / to enlighten our minds
Strengthen our memories / direct our wills
Towards what is right / and to save us from dangers.
We pray Thee / to guide our rulers / in the paths of wisdom
And to protect our country / from perils.
Grant us / to seek the truth always / and make us truly wise.

PRAYER AFTER CLASS

O God / thank You for all the knowledge
I have gained / through my teachers and books.
It is possible / that I may have offended You
By wasting my time
By misbehaving with others.
I am sorry for the shortcomings.
I promise / that I will never offend You again.
Help me Lord,
To please You always
By my good behavior.

NATIONAL PLEDGE

(Written by **Swami Vivekananda**)

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 respect my parents, teachers
and all elders / and treat everyone / with courtesy.
To my country / and my people, I pledge my devotion.
In their well being / and prosperity alone, lies my happiness.

NATIONAL ANTHEM

(Composed by **Rabindranath Tagore**)

Jana-gana-mana-adhinayaka, jaya he
Bharata-bhagya-vidhata.
Punjab-Sindh-Gujarat-Maratha
Dravida-Utkala-Banga
Vindhya-Himachala-Yamuna-Ganga
Uchchala-Jaladhi-taranga.
Tava shubha name jage,
Tava shubha asisa mage,
Gahe tava jaya gatha,
Jana-gana-mangala-dayaka jaya he
Bharata-bhagya-vidhata.
Jaya he, jaya he, jaya he,
Jaya jaya jaya, jaya he!

NATIONAL SONG

(Composed by **Bankimchandra Chatterji**)

Vande Mataram!
Sujalam, suphalam, malayaja shitalam,
Shasyashyamalam, Mataram!
Vande Mataram!
Shubhrajyotsna pulakitayaminim,
Phullakusumita drumadala shobhinim,
Suhasinim sumadhura bhashinim,
Sukhadam varadam, Mataram!
Vande Mataram, Vande Mataram!

SPECIMEN SIGNATURE

The specimen signature of the Parents / Guardians who are responsible for signing the Report Cards, Leave Applications, Remarks made by the Principal or Teachers should be given below.

SIGNATURE

Relationship with the pupil & Address

1. _____

Contact Number : _____

2. _____

Contact Number : _____

NB: While writing to the school about your ward, always mention full Name, Class, Section, Roll No. and Admission No.



*“God alone is my tenderness,
God alone is my support,
God alone is my every good,
my life and my wealth.”*

- Saint Louis de Montfort



*“God is our father, and we are all his children
we are all brothers and sisters. Let there be
no distinctions of race, colour or creed.”*

- Saint Mother Teresa

The Explanation of the School Logo



1. The Book at the centre of four concentric circles: The four concentric circles represent four dimensions of human nature-physical, mental, emotional and spiritual. The book at the centre represents education. The school strives to impart holistic education.

"Everyone is a house with four rooms: Physical, mental, emotional and spiritual. Unless we go into every room every day, even if only to keep it aired, we are not a complete person." - **Rumer Godden**

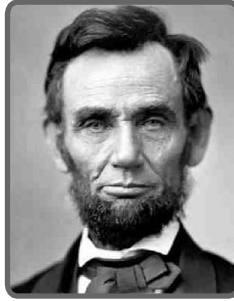
"By education I mean all-round drawing out of the best in the child and man-body, mind and spirit." - **Gandhiji**

"The children find themselves in an exciting atmosphere, almost like that of a game or play." - **St. Louis de Montfort, Rule for Daughters of Wisdom**
2. **D + S:** This symbol signifies St. Louis-Marie de Montfort's motto: God Alone. D stands for DIEU, a French word meaning GOD and S stands for SEUL, a French word meaning ALONE. The cross represents Jesus Christ who revealed God as a loving and caring Father. The Students will be encouraged to be in contact with the divine.

"St. Louis-Marie de Montfort adopted as his motto these simple words: 'God Alone.' He sang: 'God alone is my tenderness, God alone is my support, God alone is my every good, my life and my wealth' (Canticle 55, 11). His love for God was total. It was with God and for God that he went towards other people and walked the roads of the mission." - **St. Pope John Paul II**

"Love, to be true, has to begin with God, in prayer. If we pray, we will be able to love, and if we love, we will be able to serve." - **St. Mother Teresa**
3. **Dare to Care...Strive to Excel:** This is the motto of the school. The prayerful contact with the divine will give courage and strength to the students to care for one another and to strive for excellence in all that they do.
4. **Let your light shine:** This is the Scriptural inspiration of the school. It is taken from the Bible. The students will glow brightly because of their caring attitude and the excellent performance.

"Let your light shine before others, so that they may see your good works and give glory to your Father in Heaven." (Mt 5:16)
5. **Eight Rays:** The eight rays represent the eight dimensions of Montfortian Education. They are: a spiritual vision, inclusive education, incarnational methodology, innovation & creativity, the best interest of the child, partnership & networking, respect for the community of life and quest for excellence. The management and staff shall strive for the promotion of these eight dimensions.



“ A child is a person who is going to carry on what you have started. He is going to sit where you are sitting, and when you are gone, attend to those things which you think are important. You may adopt all the policies you please, but how they are carried out depends on him. He will assume control of your cities, states and nations. He is going to move in and take over your churches, schools, universities, and corporations. All your books are going to be judged, praised or condemned by him. The fate of humanity is in his hands. So it might be well to pay him some attention. ”

- Abraham Lincoln

To be successful we need- vision, action and passion.

If you have vision, you know where you are going.

If you believe in action, you would take steps to reach your destination.

If you have passion, you would sustain the enthusiasm with three Ds-Dedication, Devotion and Determination.

ABOUT THE SCHOOL

St. Montfort's Senior Secondary School was founded on 4th April 2011. It is an unaided minority school under article 30 (1) of the Constitution of India. It is a co-education school and the medium of instruction is English. It is established and managed by BROTHERS OF ST. GABRIEL EDUCATION SOCIETY, **belongs to the Catholic Church.** (Registration No. 332/84-85, Patna).

The members of this Society are drawn from the Religious Society of Montfort Brothers of St. Gabriel, an international Congregation of the Catholic Church. The Congregation was founded by St. Louis de Montfort (1673-1716) in 1715 in France. The Congregation started its educational projects in India in 1903. Today, it has seven Provinces and manages over 190 educational projects in India. The Province of Ranchi administers educational projects in the states of Bihar, Jharkhand, Orissa and West Bengal.

The members of the Congregation are religious men inspired by Jesus Christ; promise to live in communities having everything in common, and no individual member claiming anything as his own.

The educational service rendered by the Society is essentially a service to humanity as it draws its inspiration from the life and teachings of Jesus Christ who taught people to love and serve their fellow human beings. The society cooperates with other like-minded agencies to develop healthy, God-fearing personalities and leaders of the nation through the process of Human Resources Development.

DIMENSIONS OF MONTFORTIAN EDUCATION

1. A Spiritual Vision.
2. Inclusive Education.
3. Incarnational Methodology.
4. Innovation and Creativity.
5. The Best Interests of the Child.
6. Partnership and Networking.
7. Respect for the Community of Life.
8. Quest for Excellence.

SCHOOL MOTTO

Dare to Care... Strive to Excel

SCRIPTURAL INSPIRATION

“Let your light shine before others,
so that they may see your good works
and give glory to your Father in heaven.” (Mt 5:16)

VISION

To promote human development,
universal brotherhood
and national growth.

MISSION

To prepare citizens of character and quality
by providing value-based, qualitative
and inclusive education.

AIMS

1. To enable the students to develop a spiritual vision of life that helps them to seek the truth and live by it.
2. To cultivate attitudes of co-operation, collaboration, respect and concern for all.
3. To contribute to the personal and social transformation by providing opportunities for involvement, self-giving and sharing in the situations of people.
4. To form men and women of character, competence, courage, conscience and compassion through innovative curriculum.
5. To organize the school giving utmost priority to the welfare of the students.
6. To promote team spirit and interaction beyond school community.
7. To instill respect and care for the nature and its resources.
8. To create conducive learning environment that helps every student, each according to his/her aptitudes, to develop a high level of social, human, spiritual, emotional, physical and academic competencies.

CURRICULUM

The school administration is responsible for designing the curriculum so as to achieve the aims of the school. It will be broadly based on the national curriculum framework and the syllabus proposed by NCERT.

It is a CBSE affiliated Sr. Secondary School. The school has been upgraded to Senior Sec. School (+2) from the Central Board of Secondary Education (CBSE).

SUBJECT

CLASSWISE SUBJECTS FOR CLASS I-V			
SN	CLASS - I	CLASS - II & III	CLASS - IV & V
A	SCHOLASTIC AREA :		
1.	English - Writing	English - Writing	English - Writing
2.	Bengali - Writing	Bengali - Writing	Bengali - Writing
3.		Hindi	Hindi
4.	Mathematics	Mathematics	Mathematics
5.	Science	Science	Science
6.			Social Science
7.	English - Gra. & Comp.	English - Gra. & Comp.	English - Gra. & Comp.
1.1	English - Reading	English - Reading	English - Reading
1.2	English - Speaking	English - Speaking	English - Speaking
1.3	English - Handwriting	English - Handwriting	English - Handwriting
2.1	Bengali - Reading	Bengali - Reading	Bengali - Reading
2.2	Bengali - Speaking	Bengali - Speaking	Bengali - Speaking
2.3	Bengali - Handwriting	Bengali - Handwriting	Bengali - Handwriting
4.1	Mental Mathematics	Mental Mathematics	Mental Mathematics
5.1		Hindi - Speaking	Hindi - Speaking
8			Value Education
9		General Knowledge (III)	General Knowledge
B	CO-SCHOLASTIC AREA :		
1	I.T	I.T	I.T
2	Art Education	Art Education	Art Education
3	Health & Physical Education	Health & Physical Education	Health & Physical Education
C	DISCIPLINE		

CLASSWISE SUBJECTS			
SN	CLASS - VI & VII	CLASS - VIII	CLASS - IX & X
1.	English	English	English
2.	Bengali	Bengali	Bengali / Hindi
3.	Hindi	Hindi	Foundations of IT
4.	Mathematics	Mathematics	Mathematics
5.	Science	Science	Science
6.	Social Science	Social Science	Social Science
7.	Value Education	Value Education	Value Education
8.	General Knowledge	General Knowledge	
9.	I.T	I.T	
10.	Art Education	Art Education	Art Education
11.	Health & Physical Education	Health & Physical Education	Health & Physical Education

ASSESSMENT

EXAMINATIONS : CLASS - I to VIII

TERM - I (100 Marks)		TERM - II (100 Marks)	
Periodic Test	10	Periodic Test	10
Notebook / Class Test	5	Notebook / Class Test	5
Subject Enrichment	5	Subject Enrichment	5
Half Yearly Exam	80	Yearly Exam	80
	100		100

EXAMINATIONS : CLASS - IX to XII

TERM - I		TERM - II	

SYLLABUS FOR ASSESSMENT:

First Mid-Term: Whatever has been taught till First Mid-Term shall be the syllabus of First Mid-Term Assessment.

Half Yearly Exam: Whatever has been taught till Half Yearly shall be the syllabus of Half Yearly Exam.

Second Mid-Term: Whatever has been taught after Half Yearly Exam and some specified portion of First term shall be the syllabus of Second Mid-Term Exam (Std I VIII)

Yearly Exam: Whatever has been taught after Half Yearly and some important portion of First Term shall be the syllabus of Annual Exam- (Std I-VIII), STD IX - XII: As per the Board instruction.

ABSENTEES OF EXAMINATION:

Medical leave (ML) may be granted to absentees of examination if an application with all medical records submitted in the school office before the last date of the examination. Those granted ML are exempted from the Exam. Re-examination shall not be conducted.

REPORT CARD DAY / PARENT TEACHER MEETING

It is compulsory for the Parent / Guardian to collect the Report Card on the specified date and time. In case of unavoidable circumstances and application must be submitted to the Principal. The Report Card will not be issued to an unauthorized person.

ADMISSION

1. Parents/Guardians seeking admission for their wards must procure Application Form by paying the prescribed fee. The duly filled Application Form along with photocopy of Age Proof must be submitted in the school office on or before the last date of submission.
2. Effective from academic session 2013-14, the minimum age for admission to Class-I is 6 (on 31 March) Govt. Notification.
3. To be eligible for admission to any Class, the candidate must have minimum level of knowledge required for that Class. The eligibility will be ascertained during the Interaction on the specified date. During the Interaction, original documents such as Age Proof, Report Card of the previous School etc. must be produced.

4. The selected candidates are admitted on remittance of prescribed fees in the specified Bank and on producing duly filled Admission Form along with original transfer certificate/ valid Age Proof, photocopy of Blood Group & RH Certificate, Address proof and two photographs.
5. DATE OF BIRTH, NAME OR SURNAME ONCE RECORDED AT THE TIME OF ADMISSION; WILL NOT BE CHANGED BY THE SCHOOL.

WORKING DAYS

Regular Classes are held from Monday to Friday. The holidays are indicated in the School Calendar attached at the end of this Diary. Special classes will be held on Saturdays if the school loses working days due to unforeseen circumstances.

TRANSPORT

Parents have to make their own arrangement for transportation of their wards. The school does not provide transport service.

UNIFORM

For Girls:

1. Skirt with 5 box pleats. (S. Kumars, Uniform Co-ordinates 55). Navy blue slacks are compulsory.
2. Half sleeve shirt with collar and school logo. (S. Kumars, Uniform Co-ordinates 55)
3. Black school shoes with white knee high socks.
4. School tie and belt, White ribbon / White hairband
5. Blazer- Navy Blue-Sugam Fab Premium Trouser king plus, No. 16 (in winter only)
6. White leggings - optional in winter.
7. Identity Card
8. House dress (Wednesday)

For Boys :

1. Full pants. (S. Kumars, Uniform Co-ordinates 55)
2. Half sleeve shirt with collar and school logo. (S. Kumars, Uniform Co-ordinates 55)
3. Black school shoes with white knee high socks.
4. School tie and belt.
5. Blazer- Navy Blue-Sugam Fab Premium Trousers king plus, No. 16 (in winter only)
6. Muffler (optional, in winter)
7. Identity Card
8. House dress (Wednesday)

Students must have a clean handkerchief. Shoes must be polished every day. Wearing of bindi, kajal, nail polish, ornaments, fancy clips, bangles, rings, mehndi, colouring hair, tattoo is prohibited

Students are required to put on clean and full uniform on all working days. Students are not allowed to wear colourful cloths on any occasion.

All the books should be covered with brown wrapper and labelled.

FEES

1. The total fee to be paid in the academic session, the amount to be paid at the time of Admission, the amount of quarterly payments and other related details are communicated to parents well before the commencement of each academic session.
2. Payment is to be made in INDIAN OVERSEAS BANK, BARUIPUR before 20th of the specified month. Failure to do so will entail late fine of Rs. 50/- per month. If payment is not made by the last day of the following month, the name of the defaulter shall be struck off the rolls.
3. **The student who takes T.C. after Half Yearly Exam should deposit the entire fee of the Academic Session.**

4. If the Fee Book is lost, a duplicate will be issued on payment of Rs 100/-.
5. The fees will be revised in the beginning of every academic session. At least 10% increase is envisaged in every academic session.

MISCELLANIOUS FEES

Transfer Certificate	:	Rs. 400/-
Re-Admission fee	:	Rs. 1,000/-
Duplicate School Diary	:	Rs. 100/-
Duplicate Identity Card	:	Rs. 100/-
Duplicate fee book	:	Rs. 100/-
Duplicate Report Card	:	Rs. 50/-
Late fine (fee) - per month	:	Rs. 50/-
Bonafide certificate	:	Rs. 50/-
Misc.certificates	:	Rs. 50/-

CO-CURRICULAR ACTIVITIES

In order to promote holistic education, the school conducts various co-curricular activities and competitions such as Recitation, Debate, Elocution, Quiz etc.

Marks are awarded to each participant. Top performers are given First, Second, Third and Encouragement prizes. Top-10 prizes may be given in events where participants are numerous.

ACHIEVEMENT AWARDS

The total Marks obtained by each participant in all the competitions will be calculated. A certain percentage of top performers of each Class will be given Achievement Awards. Each year the school management will decide the percentage eligible for the Achievement Award.

REGULARITY AWARD

Students securing 100% Attendance in each Academic Year shall be given Regularity Award.

ANNUAL FUNCTION

The school organizes an Annual Function every year. Students will put up various sports/cultural activities. The parents of the participants of the Annual Function will have to provide costumes costing Rs 500 to Rs. 1000 depending on the item.

SCHOOL REGULATIONS

1. **Punctuality and Regularity:** The school insists on strict punctuality, regular school attendance, regulations regarding uniform, cleanliness in dress, good grooming and fidelity to study and assignments. Absence from school for merely social functions will be strongly discouraged.
2. **Attendance:** Every student should have at least 90% Attendance, for the desired progress. In the Report Card; Attendance less than 90% will be marked in Red.
3. **Library Books:** Every student should take care of the library books and it should be returned on time. If a book is lost or damaged, the cost with fine of Rs. 50/- will be charged.
4. **Care of the school property:** Take due care of the school property. Furniture and equipments must be handled with care. Trees, plants and flowers must be protected.
5. **Class room norms:** Every student must maintain dignity and decorum at all times. Students are not allowed to leave their classrooms without the permission of the respective teacher.
6. **Rule of Language:** English must be spoken at all times in the school premises. Use of offending names or nicknames is not permitted.
7. **Re-opening days:** Students must be present on the re- opening days without fail.
8. **Maintenance of order and silence:** When students move along corridors or verandhas and when changing classes, they must maintain silence and walk in a single line or double line.
9. **Earlier departure:** If an occasion arises that the pupil has to go earlier than the leaving time, the parent has to come and meet the Principal with an application. To get the attendance, a child needs to attend minimum 3 periods.
10. **Contagious disease:** A pupil suffering from contagious disease will not be permitted to attend the school.
11. **Unapproved articles: Unapproved books, magazines, comics, papers, electronic devices or any material other than meant for learning should not be brought to the school.**
12. **Care of belongings:** Pupils must look after their own belongings. They are advised not to bring costly articles such as wrist watches, gold ornaments etc. Only simple and small ear rings may be worn. Wrist watches may be worn on the days of Summative Assessment. The school is not responsible for the lost or stolen articles.
13. **Morning Assembly:** The morning Assembly helps each child to display his / her talent and ensure a robust start to the day. It is the most serene feature of the school curriculum where students learn

- the value of collective prayer and are exposed
14. **Uniform:** Uniform constitutes an important part of the school's philosophy and the standardization of the dress code abolishes class distinction identifying each child only as a student. Students are not allowed to wear colourful clothes on any occasion. Every student must come to the school in neat and tidy school uniform.
 15. **Grooming:** Students should take pride in their grooming and personal appearance. Hair should be neat, clean, well brushed and well combed. Extremes of hair cut or styling / colouring are not appropriate and should not be worn by either boys or girls. Bringing cosmetics to school is prohibited.
 16. **Discipline:** Every student is expected to observe all rules of good conduct. Respect parents, teachers and elders. Respect and care for all the students of the school. Take due care of the school property. Take due care of one's own belongings and that of other students.
Bullying is strictly prohibited inside the school campus and no such act will go unnoticed or unpunished.
 17. **Late Arrival :** A fine of Rs. 100/- will be charged for every 10 Late Arrivals.
 18. **Collection of money:** Collection of money for any purpose without the permission of the Principal is not allowed.
 19. Mobile phones are banned in school campus. **If mobile phones recovered from students, Rs. 500/- will be fined.**

FOR PARENTS

1. **Cooperation:** The child is the product of both the Home and the School. Parents are requested to cooperate with the school authorities in re-enforcing the educational values of neatness, politeness and courtesy both at home and in the school.
2. **School Dairy:** Parents should check the School Dairy regularly and countersign remarks made on it and act upon it as and when necessary. The School Diary must be brought to the school daily; else a fine of Rs. 10 per day will be charged.
3. **Leave Application:** Provision for Leave application is given in the School Diary. The reason for leave or absence must be written on the Leave Application sheet in the school Diary and get it signed by the Principal / Vice-Principal before resuming the class. The parents may collect the missed out lesson from the teachers on the rejoining day with the permission of the Principal / Vice-Principal. Absentee student's books / copies will not be accepted in advance.
4. **Clean Uniform:** Send your wards to school spick and span. Ensure that they are in complete uniform and reach the school well in time.

5. **Identity at School Gate:** Parents / Guardians are required to produce the Identity Card at the School Gate when they come to pick up their wards. The Identity Cards will be supplied by the school. The Parents/ Guardians of newly admitted students need to produce Admit Card until Identity Cards are supplied. Parents are urged to take their wards from the school promptly after the school gets over.
6. **Interaction with Teachers:** Should you feel that your ward doesn't make the desired progress or if he / she has any other problem in the school, the Principal / concerned teacher should be contacted at the earliest.
Immediately after the school hours, the Principal/ Vice-Principal and Teachers are available for interaction on Wednesday and Friday except during exams/Tests.
7. **Meeting Teachers during School Hours:** During school hours, parents are not permitted to meet the teachers except with the permission of the Principal.
8. **Soliciting Private Tuition:** Parents are strictly advised to refrain from soliciting Private Tuition from the teaching staff of the school, as this might give way to nepotism and favouritism which in the long run prove to be disastrous for the children.
9. **Gifts to Staff:** Parents are strictly advised to refrain from giving personal gifts to staff expecting any special favours for their wards. Gifts / Tips are not permitted even on Birthdays or Festivals.
10. **Timely payment of fees:** Parents are requested to pay all the fees well in time.
11. **Sick Children:** A child who is ill and needs immediate health care should not be sent to school. Requests for half-day leave, short leave etc. are to be avoided.
12. **Criticism of a teacher or the school:** Criticism of a teacher or the school in the presence of the child should be avoided, as it causes the child to lose respect for the teacher with consequent failure to learn from the school.
13. **Encourage self-help:** As your children advances in age, guide them to become a resourceful and useful member of the family, society and country. Encourage self-help for work and study. They should be taught to keep their room tidy, make their own bed, polish their own shoes, wash their own cloths, carry their own bags etc. Formation of such habits early in life instills in them the sense of dignity of work, a fundamental personal virtue, necessary for a successful career in life.
14. **Healthy Tiffin:** Parents are requested to provide healthy food in the tiffin box.

15. **Plastic free Tiffin:** Avoid plastic and help us to keep the school campus plastic free.
16. **Complaint against others:** Complaint against any other student of the school, if any, should be brought to the notice of the Class Teacher/Vice-Principal/Principal. Parents are requested not to take the matter to the concerned parents without the consent of the Principal.
17. **Grievance Redress:** Grievances, if any, should be redressed immediately. The Teachers / Vice-Principal / Principal are available after the class hours on every working day. They may be contacted over the phone (033 27017378 / 9748722915) also from 2:00 p.m. to 2:30 p.m. on every working day. Apart from this, you may meet the Principal during visiting hour (9.00 a.m. to 10.00 a.m.) or any other time with prior appointment. **Suggestion Box is available in the office.**
18. **Home Tutors:** Home Tutor, if any, is not allowed to solve Problems / Exercises in the Text Books / Exercise books. Home tutors are not allowed to meet teachers.
19. **Birthdays / Home Celebrations:** On the occasion of Birthdays / Home celebrations gifts / sweets may be distributed among the students and staff. No personal gifts are permitted for any staff.
20. **Electronic devices, blade, needle, knife, scissors, matchbox, fire crackers, tobacco products, chewing gum, toys etc are not permitted in the school campus.**

WITHDRAWALS & DISMISSAL

1. Application for withdrawal should bear both parent's signature.
2. The Transfer Certificate will be issued on full payment of all dues to the school and submission of the prescribed T C fee. TC will be issued after 5 working days.
3. The names of those students who are absent for 5 days or more continuously without any leave application / information will be removed from the rolls.
The names of those students who do not clear school fees as per the requirement will be removed from the rolls.
Such students may be re-admitted subject to the compliance of the rules and regulations and submission of the prescribed Re-admission fee.
4. If the continuation of a student would be injurious to other students or undermine the discipline and reputation of the school; such a student will be dismissed from the school.
5. A student caught using any unfair means during the examination may be suspended / detained in the same class. A student who is not able to cope up with studies or detained in two consecutive years in the same class will be asked to take the T.C.

1.

ASATO MA SAD GAMAYA

(Brhadaranyaka Upanisad, I.iii.28)

Om Asato Maa Sad-Gamaya
Tamaso Maa Jyotir-Gamaya
Mrtyor-Maa Amrtam Gamaya
Om Shaantih Shaantih Shaantih

Meaning:

*Lead us from Ignorance/Unreal to the Real/Truth,
Lead us from the Darkness to the Light,
Lead us from the Fear of Death to the Knowledge of
Immortality.
Om Peace, Peace, Peace.*

2.

OM SARVE BHAVANTU SUKHINAH

Om Sarve Bhavantu Sukhinah
Sarve Shantu Nir-Aamayaah
Sarve Bhadraanni Pashyantu
Maa Kashcid-Duhkha-Bhaag-Bhavet
Om Shaantih Shaantih Shaantih

Meaning:

*Om, May All become Happy,
May All become free from Illness.
May All see what is Auspicious,
Let no one Suffer.
Om Peace, Peace, Peace*

3.

OM BHUUR BHUVAH SVAH

(Gayatri Mantra)

Om Bhuur Bhuvah Svah
Tat-Savitur Varenyyam
Bhargo Devasya Dhiimahi
Dhiyo Yo Nah Pracodayaat

Translation by Swami Sivananda:

*We meditate on the glory of the Creator,
Who has created the Universe,
Who is worthy of worship,
Who is the embodiment of Knowledge and Light,
Who is the remover of sins and ignorance,
May he enlighten our Intellect.*

4. MANGAL DEEP JELE

Mangal deep jele
Andhakarer duchokh aloy bhora probhu
Tobu jara biswas korena tumi acho
Tader marjona karo probhu

A a a a a a a a a a a a
O o o o o o o o o o o o
O o o o o o o o o o o o
O o o o o o o o o o o o
O o o o o o o o o o o o

Je tumi alo dite protidin surjo othao
Oder bujhiye dao sei tumi pathoreo phool je photao
Jibon morute karunadahray jharo probhu
Mangal deep jele.....

Balo tar ki aporadh janmo hoyeche jar panke
Tomar khoma diye tumi photao padmo kore take
Bhul pothe gele tumi ese haat dharo probhu
Mangal deep jele.....

5. AGUNER PARASHMANI

Aguner parashmani choyao prane
(E jibon punya karo) - 3
E jibon punya karo dahon dane
Aguner parashmani choyao prane

Amar ei dehokhani tule dharo
Tomar oi debaloye pradip karo
(Nishi din alok shikha jaluk gane)-2
Aguner parashmani choyao prane

(Anadharer gaye gaye parash tabo
Sara rat photak tara nabo nabo)-2

Nayaner drishti hote ghnuchbe kalo
Jekhane purbe sethay dekhbe alo

(Byatha mor uthbe jale urdhapane)-2
Aguner parashmani choyao prane
(E jibon punya karo)-3
E jibon punya karo dahon dane
Aguner parashmani choyao prane

6. WE ARE GATHERING

1. We are gathering together unto Him (2)
Unto Him shall the gathering of the people be
We are gathering together unto Him.
2. Singing 3. Offering 4. Praying

7. PRAISE HIM

1. Praise Him, Praise Him
Praise Him in the morning
Praise Him in the noontime
Praise Him, Praise Him
Praise Him when the sun goes down.
2. Trust Him 3. Serve Him 4. Thank Him

8. MAKE ME A CHANNEL OF YOUR PEACE

(Prayer of St. Francis of Assisi)

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

Chorus:

- Oh, Master grant that I may never seek
So much to be consoled as to console
To be understood as to understand
To be loved as to love with all my soul.
2. Make me a channel of your peace
Where there's despair in life, let me bring hope
Where there is darkness, only light
And where there's sadness, ever joy.
 3. Make me a channel of your peace
It is in pardoning that we are pardoned
In giving to all men that we receive
And in dying that we're born to eternal life.

9. THIS IS MY PRAYER

(Rabindranath Tagore)

Chorus:

This is my prayer to thee, my Lord,
Strike, strike at the root of penury in my heart.

1. Give me the strength lightly to bear my joys and sorrows.
2. Give me the strength to make my love fruitful in service.
3. Give me the strength never to disown the poor
or bend my knees before insolent might.
4. Give me the strength to raise my mind
high above daily trifles.
5. And give me the strength to surrender
my strength to thy will with love.

10. THERE ARE NUMEROUS STRINGS

(Rabindranath Tagore)

Chorus:

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 life will be one with your song.

Amidst your numberless stars
Let me place my own little lamp.

In the dance of your festival lights
my heart will throb and my life
will be one with your smile.

11. I HAVE A DREAM

I have a dream, a song to sing, to help me cope with anything
If you see the wonder of the fairy tale
You can take the future even if you fail
I believe in angels, something good in everything I see
I believe in angels, when I know the time is right for me
I'll cross the stream, I have a dream

I have a dream, a fantasy, to help me through reality
And my destination makes it worth the while
Pushing through the darkness still another mile
I believe in angels, something good in everything I see
I believe in angels, when I know the time is right for me
I'll cross the stream, I have a dream
I'll cross the stream, I have a dream

I have a dream, a song to sing, to help me cope with anything
If you see the wonder of a fairy tale
You can take the future even if you fail
I believe in angels, something good in everything I see
I believe in angels, when I know the time is right for me
I'll cross the stream, I have a dream
I'll cross the stream, I have a dream

12. WE SHALL OVERCOME

1. We shall overcome
We shall overcome
We shall overcome some day

CHORUS:

- Oh, deep in my heart I do believe
We shall overcome some day
2. We are not afraid...
3. We shall be all right...
4. We shall live in peace...
5. We'll walk hand in hand ...
6. We shall overcome...

13. GLORY TO MONTFORT

Glory to thee, Montfort, the loving preacher
Of Jesus' Cross and Mary's rosary
The love of God and of His Holy Mother
Both in thy heart found a fair sanctuary.

The early thoughts of Montfort were for
Mary And in her love he grew ever more strong
Her virtues well he endeavoured to copy
To her sweet self, he desired to belong

How well he loved, to call her, his dear Mother
When in her heart, he would pour out his heart
How much he cared during life, and forever
Her bounteous power to the whole world impart

14. HYMN TO ST. LOUIS MARIE DE MONTFORT

Every nation owns a leader
honoured more than all the rest.
Every household has a father
love of men the first and best.
Thou our father, thou our leader,
Bless our studies, bless our play.
Glorious Montfort, dearest Founder
Lead us upward day by day.

On to God lead us through Mary,
Safest path, our whole life long;
Gentle to the old and weary,
Clean of heart and kind and strong.
Shield us when the tempter whispers,
Guide us home from all stain free,
Keep us true to our sweet Saviour,
True to Mary and to Thee.

Thou dost see the Saviour's bounty,
Hear the Mother, fair and sweet.
Pleading to thy throne of mercy,
Moon and stars beneath her feet.
Youth flies from us, life goes over,
Morning slips from noon and night;
Lead us upward, lead us onward,
Make us victors in the fight.

Only they who fight will conquer,
And be crowned when life is done.
Help us then, Montfort, to battle,
Till the great reward is won.
Children we of saints and martyrs,
Heroes named with love and pride,
And we'll cherish as our lifeblood
That grand faith for which they died.

15. TUMHI HO MATA, PITA TUMHI HO

Tumhi ho Mata, Pita Tumhi ho
Tumhi ho bandhu, sakha Tumhi ho

Tumhi ho sathi, Tumhi sahare
Koyee na apna siva Tumhare

Tumhi ho naiya Tumhi khavaiya
Tumhi ho bandhu sakha Tumhi ho

Jo khil sake na woh phool ham hain
Tumhare charano ki dhool ham hain

Daya ki drishti sada hi rakhna
Tumhi ho bandhu sakha Tumhi ho

Tumhi ho Mata, Pita Tumhi ho
Tumhi ho bandhu, sakha Tumhi ho

16. ITANII SHAKTI HAMEN DE NA DAATAA

Itanii Shakti Hamen De Na Daataa
Manakaa Vishvaas Kamazor Ho Naa (2)
Ham Chalen Nek Raaste Pe Hamase
Bhuulakar Bhii Koi Bhuul Ho Naa
Itanii Shakti ...

Duur Agyaan Ke Ho Andhere
Tu Hamen Gyaan Kii Raushanii De
Har Buraai Se Bachake Rahen Ham
Jitani Bhii De, Bhalii Zindagii De
Bair Ho Naa Kisikaa Kisiise
Bhaavanaa Man Men Badale Kii Ho Naa
Ham Chale...

Ham Na Sochen Hamen Kyaa Milaa
Hai Ham Ye Sochen Kiyaa Kyaa Hai Arpan
Phuul Khushiyon Ke Baaten Sabhii Ko
Sabakaa Jiivan Hii Ban Jaaye Madhuban
Apanii Karunaa Ko Jab Tu Bahaa De
Karade Paavan Har Ik Man Kaa Konaa
Ham Chale...

Itanii Shakti Hamen De Naa Daataa,
Manakaa Vishvaas Kamazor Ho Naa

17. HUM KO MAN KI SHAKTI DENA

Hum ko man ki shakti dena, man vijay kare
Dusaron ki jay se pahale, khud ko jay kare

Bhedabhav apane dil se saaf kar sake
Dosaron se bhool ho to maaf kar sake
Jhoot se bache rahe, sach ka dam bhare
Dusron ki jay se pahale, khud ko jay kare

Hum ko man ki

Mushkile pade ho hum pe itana karam kar
Sath de to dharam ka, chale to dharam par

Khud pe hausala rahe, badi se naa dare
Dusaron ki jay se pahale, khud ko jay kare

Hum ko man kee shakti dena, man vijay kare
Dusaron ki jay se pahale, khud ko jay kare !!

18. BUILDING UP THE TEMPLE

Building up the temple (3) of the Lord
Teachers come and help me
Parents come and help me
Building up the temple of the Lord
I am a temple (3) of the Lord

.....
You are a temple (3) of the Lord

.....
We are a temple (3) of the Lord

19. ROW, ROW, ROW YOUR BOAT

Row, row, row your boat,
Gently down the stream,
Merrily, merrily, merrily, merrily,
Life is but a dream.

Row, row, row your boat,
Gently down the stream,
If you see a crocodile,
Don't forget to scream.

20.

CLAP YOUR HANDS

Clap your hands (2)
Listen to the music and clap your hands
Jump up high (2)
Listen to the music and jump up high
Turn around (2)
Listen to the music and turn around

21.

IF YOU'RE HAPPY AND YOU KNOW IT

If you're happy and you know it
Clap your hands. One...two...three (2)

If you're happy and you know it
And you really want to show it
If you're happy and you know it
Clap your hands. One...two...three

If you're happy and you know it
Stomp your feet. One...two...three (2)

If you're happy and you know it
And you really want to show it
If you're happy and you know it
Stomp your feet. One...two...three

If you're happy and you know it
Click your fingers. One...two...three (2)

If you're happy and you know it
And you really want to show it
If you're happy and you know it
Click your fingers. One...two...three

If you're happy and you know it
Shout hurray. One...two...three (2)

If you're happy and you know it
And you really want to show it
If you're happy and you know it
Shout hurray.

If you're happy and you know it
Do all four. (2)

If you're happy and you know it
And you really want to show it
If you're happy and you know it
Do all four.

22. HOORAY! HOORAY! IT'S A HOLI-HOLIDAY

Digge di ding digge digge ding
Hey - di - hey - di - hoh
Digge di ding digge digge ding
Hey - di - hey - di - hoh

There's a place I know / where we should go - heydiheydihoh
Won't you take me there / your lady fair - heydiheydihoh
There's a brook near-by /the grass grows high - heydiheydihoh
Where we both can hide/ side by side - heydiheydihoh

Hooray! Hooray! It's a holi-holiday
What a world of fun for everyone, holi-holiday
Hooray! Hooray! It's a holi-holiday
Sing a summer song; skip along, holi-holiday
It's a holi-holiday

There's a country fair/ not far from there - heydiheydihoh
On a carousel/ the dingdong bell - heydiheydihoh
On the loop di loop/ we swing and swoop - heydiheydihoh
And what else we'll do/ is up to you - heydiheydihoh

Hooray! Hooray! It's a holi-holiday
What a world of fun for everyone, holi-holiday
Hooray! Hooray! It's a holi-holiday
Sing a summer song; skip along, holi-holiday
It's a holi-holiday

23. EVERY SINGLE CELL IN MY BODY

Every single cell in my body is happy
Every single cell in my body is good
I thank you God, I feel so good
For every single cell in my body is good.

24. THIS LITTLE GUIDING LIGHT

This little guiding light of mine
I'm going to let shine
Let it shine all the time
Let it shine.

1. Hide it under a bushel
Oh no.....
2. Take my little lamp round
the world.....

25. A SONG ON MY LIPS

A song on my lips, a song in my heart
We want to welcome you
With beautiful flowers and heart filled with cheer
We want to welcome you dear / today

On this happy day we've gathered
Just to show our love so true
And to tell you we are happy
This is our welcome wish for you

Wishes warm and true we bring you
Choicest blessings from on high
Joy and peace abide dear friends
This is our welcome wish for you.

26. CARRY YOUR CANDLE

1. There is a candle in every soul
Some brightly burning, some dark and cold
There is a Spirit who brings fire
Ignites a candle and makes His home

Chorus:

- Carry your candle, run to the darkness
Seek out the helpless, confused and torn
Hold out your candle for all to see it
Take your candle, go light your world
Take your candle, go light your world
2. Frustrated brother, see how he's tried to
Light his own candle some other way
See now your sister, she's been robbed and lied to
Still holds a candle without a flame

27. HAND IN HAND

1. See the fire in the sky
We feel the beating of our hearts together
This is our time to rise above
We know the chance is here to live forever
For all time
 Hand in Hand we stand
 All across the land
 We can make this world
 A better place in which to live
 Hand in Hand we can
 Start to understand
 Breaking down the walls
 That come between us for all time Arirang
2. Every time we give it all
We feel the flame eternally inside us
Lift our hands up to the sky
The morning calm helps us to live in harmony
For all time

ENGLISH TRANSLATION OF NATIONAL ANTHEM

Thou art the ruler of the minds of all people,
Dispenser of India's destiny.
Thy name rouses the hearts of Punjab, Sind,
Gujarat and Maratha,
Of the Dravida and Orissa and Bengal;
It echoes in the hills of the Vindhya and Himalayas,
mingles in the music of Jamuna and Ganges and is
chanted by the waves of the Indian Sea.
They pray for thy blessings and sing thy praise.
The saving of all people waits in thy hand,
Thou dispenser of India's destiny.
Victory, victory, victory to thee.

ENGLISH TRANSLATION OF NATIONAL SONG

(By Sri Aurobindo)

I bow to thee, Mother,
richly-watered, richly-fruited,
cool with the winds of the south,
dark with the crops of the harvests,
The Mother!
Her nights rejoicing in the glory of the moonlight,
her lands clothed beautifully with her trees in flowering bloom,
sweet of laughter, sweet of speech,
The Mother, giver of boons, giver of bliss.

INTO THAT HEAVEN OF FREEDOM

(Rabindranath Tagore)

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 led forward by thee into ever-widening thought
and action-
Into that heaven of freedom, my Father, let my country awake.

ABOU BEN ADHEM
(James Henry Leigh Hunt)

Abou Ben Adhem (may his tribe increase!)
Awoke one night from a deep dream of peace,
And saw, within the moonlight in his room,
Making it rich, and like a lily in bloom,
An angel writing in a book of gold: –
Exceeding peace had made Ben Adhem bold,
And to the Presence in the room he said
“What writest thou?” – The vision raised its head,
And with a look made of all sweet accord,
Answered “The names of those who love the Lord.”
“And is mine one?” said Abou. “Nay, not so,”
Replied the angel. Abou spoke more low,
But cheerly still, and said “I pray thee, then,
Write me as one that loves his fellow men.”

The angel wrote, and vanished.
The next night It came again with a great wakening light,
And showed the names whom love of God had blessed,
And lo! Ben Adhem's name led all the rest.

STOPPING BY WOODS ON A SNOWY EVENING
(Robert Frost)

Whose woods these are I think I know.
His house is in the village though;
He will not see me stopping here
To watch his woods fill up with snow.
My little horse must think it queer
To stop without a farmhouse near

Between the woods and frozen lake
The darkest evening of the year.
He gives his harness bells a shake
To ask if there is some mistake.
The only other sound's the sweep
Of easy wind and downy flake.

The woods are lovely, dark and deep.
But I have promises to keep,
And miles to go before I sleep,
And miles to go before I sleep.

ONE SOLITARY LIFE
(Dr James Allan © 1926)

He was born in an obscure village
The child of a peasant woman
He grew up in another obscure village
Where he worked in a carpenter shop
Until he was thirty

He never wrote a book
He never held an office
He never went to college
He never visited a big city
He never travelled more than two hundred miles
From the place where he was born
He did none of the things
Usually associated with greatness
He had no credentials but himself

He was only thirty three
When the tide of public opinion
turned against him.

His friends ran away
One of them denied him
He was turned over to his enemies
And went through the mockery of a trial
He was nailed to a cross between two thieves
While dying, his executioners gambled for his clothing
The only property he had on earth

When he was dead
He was laid in a borrowed grave
Through the pity of a friend
Nineteen centuries have come and gone
And today Jesus is the central figure of the human race
And the leader of mankind's progress
All the armies that have ever marched
All the navies that have ever sailed
All the parliaments that have ever sat
All the kings that ever reigned put together
Have not affected the life of mankind on earth
As powerfully as that one solitary life

“I HAVE A DREAM”

*(Delivered on 28 August 1963, at the Lincoln Memorial,
Washington D.C
by Martin Luther King, Jr.)*

... Let us not wallow in the valley of despair, I say to you today, my friends.

And so even though we face the difficulties of today and tomorrow, I still have a dream. It is a dream deeply rooted in the American dream.

I have a dream that one day this nation will rise up and live out the true meaning of its creed: “We hold these truths to be self-evident, that all men are created equal.”

I have a dream that one day on the red hills of Georgia, the sons of former slaves and the sons of former slave owners will be able to sit down together at the table of brotherhood.

I have a dream that my four little children will one day live in a nation where they will not be judged by the color of their skin but by

the content of their character. I have a dream today!

I have a dream that one day every valley shall be exalted, and every hill and mountain shall be made low, the rough places will be made plain, and the crooked places will be made straight; “and the glory of the Lord shall be revealed and all flesh shall see it together.”

This is our hope, and this is the faith that I go back to the South with.

With this faith, we will be able to work together, to pray together, to struggle together, to go to jail together, to stand up for freedom together, knowing that we will be free one day.

And this will be the day – this will be the day when all of God's children will be able to sing with new meaning :

My country 'tis of thee, sweet land of liberty, of thee I sing. Land where my fathers died, land of the Pilgrim's pride, From every mountainside, let freedom ring!

Let freedom ring from the mighty mountains of New York.
Let freedom ring from the heightening Alleghenies of Pennsylvania.
Let freedom ring from the snow-capped Rockies of Colorado.

But not only that:

Let freedom ring from Stone Mountain of Georgia.
Let freedom ring from every hill and molehill of Mississippi. From every mountainside, let freedom ring.

And when this happens, when we allow freedom ring, when we let it ring from every village and every hamlet, from every state and every city, we will be able to speed up that day when all of God's children, black men and white men, Jews and Gentiles, Protestants and Catholics, will be able to join hands and sing in the words of the old Negro spiritual :

Free at last! Free at last!
Thank God Almighty, we are free at last!

A FATHER'S LETTER TO HIS SON'S TEACHER

“He will have to learn, I know,
that all men are not just.
But teach him also that
for every scoundrel there is a hero;
that for every selfish politician,
there is a dedicated leader...
Teach him for every enemy there is a friend.

“Steer him away from envy, if you can,
teach him the secret of quiet laughter.

“Let him learn early that the bullies
are the easiest to lick...
Teach him, if you can,
the wonder of books...
But also give him quiet time
to ponder the eternal mystery
of birds in the sky,
bees in the sun,
and the flowers on a green hillside.

“In the school teach him
it is far honourable to fail than to cheat...
Teach him to have faith in his own ideas,
even if everyone tells him they are wrong...
Teach him to be gentle with gentle people,
and tough with the tough.

“Try to give my son the strength
not to follow the crowd
when everyone is getting on the bandwagon...
Teach him to listen to all men...
but teach him also to filter
all he hears on a screen of truth,
and take only the good
that comes through.

“Teach him if you can,
how to laugh when he is sad...
Teach him there is no shame in tears,
Teach him to scoff at cynics
and to beware of too much sweetness...
Teach him to sell his brawn
and brain to the highest bidders,
but never to put a price-tag
in his heart and soul.

“Teach him to close his ears
to a howling mob
and to stand and fight
if he thinks he's right.
Treat him gently,
but do not cuddle him,
because only the test
of fire makes fine steel.

“Let him have the courage
to be impatient...
let him have the patience to be brave.
Teach him always
to have sublime faith in himself,
because then he will have
sublime faith in mankind.

“This is a big order,
but see what you can do...
He is such a fine fellow, my son!”

ON CHILDREN *(Kahlil Gibran)*

Your children are not your children.
They are the sons and daughters of Life's longing for itself.
They come through you but not from you,
And though they are with you yet they belong not to you.

You may give them your love but not your thoughts,
For they have their own thoughts.
You may house their bodies but not their souls,
For their souls dwell in the house of tomorrow,
which you cannot visit, not even in your dreams.
You may strive to be like them,
but seek not to make them like you.
For life goes not backward nor tarries with yesterday.

You are the bows from which your children
as living arrows are sent forth.
The archer sees the mark upon the path of the infinite,
and He bends you with His might
that His arrows may go swift and far.
Let your bending in the archer's hand be for gladness;
For even as He loves the arrow that flies,
so He loves also the bow that is stable.

TRYST WITH DESTINY BY JAWAHARAL NEHRU

(First paragraph of Prime Minister Jawaharlal Nehru's speech on the midnight of August 14, 1947 to India's Constituent Assembly - precursor to Parliament).

“Long years ago we made a tryst with destiny, and now the time comes when we shall redeem our pledge, not wholly or in full measure, but very substantially. At the stroke of the midnight hour, when the world sleeps, India will awake to life and freedom. A moment comes, which comes but rarely in history, when we step out from the old to the new, when an age ends, and when the soul of a nation, long suppressed, finds utterance. It is fitting that at this solemn moment we take the pledge of dedication to the service of India and her people and to the still larger cause of humanity ...”

COMMON PROVERBS

- 1 A chain is only as strong as its weakest link.
- 2 A penny saved is a penny earned.
- 3 A picture is worth a thousand words.
- 4 A watched pot never boils.
- 5 Absence makes the heart grow fonder.
- 6 Actions speak louder than words.
- 7 All good things must come to an end.
- 8 Beauty is in the eye of the beholder.
- 9 Beggars can't be choosers.
- 10 Better late than never.

- 11 Birds of a feather flock together.
- 12 Cleanliness is next to godliness.
- 13 Discretion is the greater part of valor.
- 14 Do unto others as you would have them do unto you.
- 15 Don't bite the hand that feeds you.
- 16 Don't count your chickens before they hatch.
- 17 Don't put all your eggs in one basket.
- 18 Early to bed and early to rise makes a man healthy wealthy and wise.
- 19 Easy come, easy go.
- 20 Empty vessels make the most noise.
- 21 Enough is enough.
- 22 Every dark cloud has a silver lining.
- 23 Every dog has his day.
- 24 Every stick has two ends.
- 25 Everybody wants to go to heaven but nobody wants to die.
- 26 Failing to plan is planning to fail.
- 27 Faith will move mountains.
- 28 Familiarity breeds contempt.
- 29 First things first.
- 30 Fish and guests smell after three days.
- 31 Flattery will get you nowhere.
- 32 Fools rush in where angels fear to tread.
- 33 Fortune favors the bold.
- 34 God helps those who help themselves.
- 35 Good fences make good neighbours.
- 36 Good things come to those who wait.
- 37 Great minds think alike.
- 38 Honesty is the best policy.
- 39 Hope for the best, but prepare for the worst.
- 40 If a job is worth doing, it is worth doing well.

- 41 If at first you don't succeed try, try and try again.
- 42 If it ain't broke, don't fix it.
- 43 If life deals you lemons, make lemonade.
- 44 If wishes were horses beggars would ride.
- 45 If you can't beat them, join them.
- 46 If you can't stand the heat get out of the kitchen.
- 47 If you want something done right, you have to do it yourself.
- 48 In the kingdom of the blind the one eyed man is king.
- 49 It goes without saying.
- 50 It never rains but it pours.
- 51 It takes a thief to catch a thief.
- 52 It's better to give than to receive.
- 53 It's better to have loved and lost than never to have loved at all.
- 54 It's better to light a candle than curse the darkness.
- 55 It's better to travel hopefully than to arrive.
- 56 It's never too late.
- 57 It's not worth crying over spilt milk.
- 58 It's the early bird that gets the worm.
- 59 It's the empty can that makes the most noise.
- 60 Jack of all trades, master of none.
- 61 Keep your chin up.
- 62 Keep your friends close and your enemies closer.
- 63 Laugh and the world laughs with you, weep and, you weep alone.
- 64 Laughter is the best medicine.
- 65 Let bygones be bygones.
- 66 Let not the sun go down on your wrath.
- 67 Let sleeping dogs lie.
- 68 Let the punishment fit the crime.
- 69 Life begins at forty.
- 70 Life is what you make it.

- 71 Lightening never strikes twice in the same place.
- 72 Like father, like son.
- 73 Live for today for tomorrow never comes.
- 74 Look before you leap.
- 75 Man does not live by bread alone.
- 76 Marry in haste, repent at leisure.
- 77 Money doesn't grow on trees.
- 78 Money talks.
- 79 More haste, less speed.
- 80 Necessity is the mother of invention.
- 81 Never judge a book by its cover.
- 82 Never look a gift horse in the mouth.
- 83 Never put off until tomorrow what you can do today.
- 84 No man is an island.
- 85 No one can make you feel inferior without your consent.
- 86 Nothing is certain but death and taxes.
- 87 Oil and water don't mix.
- 88 One man's trash is another man's treasure.
- 89 Opportunity only knocks once.
- 90 People who live in glass houses should not throw stones.
- 91 People who live in glass houses shouldn't throw stones.
- 92 Power corrupts; absolute power corrupts absolutely.
- 93 Practice makes perfect.94 Pride comes before a fall.
- 95 Put your best foot forward.
- 96 Rome wasn't built in a day.
- 97 Spare the rod and spoil the child.
- 98 Speak softly and carry a big stick.
- 99 Still waters run deep.
- 100 Talk is cheap.
- 101 The best defense is a good offence.

- 102 The cobbler always wears the worst shoes.
- 103 The darkest hour is just before the dawn.
- 104 The early bird catches the worm.
- 105 The ends does not justify the means.
- 106 The exception proves the rule.
- 107 The grass is always greener on the other side of the hill.
- 108 The hand that rocks the cradle rules the world.
- 109 The longest journey starts with a single step.
- 110 The pen is mightier than the sword.
- 111 The proof of the pudding is in the eating.
- 112 The squeaky wheel gets the grease.
- 113 There's no place like home.
- 114 There's no such thing as a free lunch.
- 115 There's no time like the present.
- 116 Too many cooks spoil the broth.
- 117 Two heads are better than one.
- 118 Two wrongs don't make a right.
- 119 When in Rome, do as the Romans.
- 120 When the going gets tough, the tough get going.
- 121 You can lead a horse to water, but you can't make him drink.
- 122 You can't always get what you want.
- 123 You can't judge a book by its cover.
- 124 You can't make an omelet without breaking a few eggs.

Work Details

Date

Work Details

Date

“Love and love as no other, the God hidden in your brother and sister.”

Work Details

Date

Work Details

Date

“Take time to read, it is the fountain of wisdom.”

Work Details

Date

Work Details

Date

“Take time to pray, it is the greatest power on earth.”

Work Details

Date

Work Details

Date

“He, who angers you, controls you.” - Chinese Proverb

Work Details

Date

Work Details

Date

“Work is love made visible.” - Khalil Gibran

Work Details

Date

Work Details

Date

“Attitude determines altitude.”

Work Details

Date

Work Details

Date

“Peace begins with a smile.” - Mother Teresa

Work Details

Date

Work Details

Date

“Success is sweet, but its secret is sweat.”

Work Details

Date

Work Details

Date

“The greatest virtue is kindness.”

Work Details

Date

Work Details

Date

“The wisdom of life is to forgive.”

Work Details

Date

Work Details

Date

“It is better to light a candle than to curse darkness.”

Work Details

Date

Work Details

Date

“There is nothing more powerful than the truth.”

Work Details

Date

Work Details

Date

“Even in defeat there are laurels to be won.”

Work Details

Date

Work Details

Date

“There is nothing more honourable than being grateful.”

Work Details

Date

Work Details

Date

“We always find time to do what we like to do.”

Work Details

Date

Work Details

Date

“Move boldly, for there is a hand Above that guide you.”

Work Details

Date

Work Details

Date

“Smooth seas do not make skillful sailors”

Work Details

Date

Work Details

Date

“You are the master of your destiny and captain of your soul”.

Work Details

Date

Work Details

Date

“Be master of your habits, or they will master you.”

Work Details

Date

Work Details

Date

“God gave us two ears but only one mouth-we must listen twice as much as we talk.”

Work Details

Date

Work Details

Date

“In the garden of humanity what is not growing is dying.”

Work Details

Date

Work Details

Date

“If you smile there is no trouble. And if there is any trouble, it will vanish like a bubble, if only you take the trouble just to smile.”

Work Details

Date

Work Details

Date

“Be master of your habits, or they will master you.”

Work Details

Date

Work Details

Date

“You are the master of your destiny and captain of your soul”.

Work Details

Date

Work Details

Date

“Smooth seas do not make skillful sailors”

Work Details

Date

Work Details

Date

“God gave us two ears but only one mouth-we must listen twice as much as we talk.”

Work Details

Date

Work Details

Date

“We always find time to do what we like to do.”

Work Details

Date

Work Details

Date

“Move boldly, for there is a hand Above that guide you.”

Work Details

Date

Work Details

Date

“Love and love as no other, the God hidden in your brother and sister.”

Work Details

Date

Work Details

Date

“Take time to read, it is the fountain of wisdom.”

Work Details

Date

Work Details

Date

“Work is love made visible.” - Khalil Gibran

Work Details

Date

Work Details

Date

“Attitude determines altitude.”

LEAVE APPLICATION

Date/ Dates	No. of days	Reason & Sign. of Parent	Sign. of Principal/ V.P.

LEAVE APPLICATION

Date/ Dates	No. of days	Reason & Sign. of Parent	Sign. of Principal/ V.P.

EARLY DEPARTURE RECORD

Date	April	May	June	July	Aug.	Sept.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31	●		●			●

EARLY DEPARTURE RECORD

Date	Oct.	Nov.	Dec.	Jan.	Feb.	March
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29					●	
30					●	
31		●			●	

VICE-PRINCIPAL'S REMARKS

Date	REMARKS	Sign. of Parent

PRINCIPAL'S REMARKS

Date	REMARKS	Sign. of Parent

RECORD OF ISSUE OF CIRCULARS / NOTICES / MATERIALS

Date	PARTICULARS	Sign. of Teacher	Sign. of Parent

RECORD OF ISSUE OF CIRCULARS / NOTICES / MATERIALS

Date	PARTICULARS	Sign. of Teacher	Sign. of Parent

RECORD OF ISSUE OF CIRCULARS / NOTICES / MATERIALS

Date	PARTICULARS	Sign. of Teacher	Sign. of Parent

RECORD OF ISSUE OF CIRCULARS / NOTICES / MATERIALS

Date	PARTICULARS	Sign. of Teacher	Sign. of Parent

LATE ARRIVAL RECORD

Date	April	May	June	July	Aug.	Sept.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31	●		●			●

LATE ARRIVAL RECORD

Date	Oct.	Nov.	Dec.	Jan.	Feb.	March
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29					●	
30					●	
31		●			●	

A MODEL DAILY SCHEDULE

Time	Details
05.00 a.m.	Rising
05.30 a.m. – 7.30 a.m.	Prayer, Study, Breakfast
07.45 a.m.	To School
08.15 a.m. – 01.30 p.m.	At School
02.30 p.m. – 05.30 p.m.	Rest, Play, Bath etc.
05.30 p.m. – 07.30 p.m.	Study
07.30 p.m. – 09.00 p.m.	Prayer, Supper, T.V. News, Recreation
09.00 p.m. – 10.00 p.m.	Study
10.00 p.m.	To bed

MY DAILY SCHEDULE

Time	Details

.....
Sig. of Student

.....
Sig. of Parent

.....
Sig. of Class Teacher

PHONE CALL RECORD

Date	Contact Person	Reason	Signature

RECORD OF THE BOOKS KEPT IN SCHOOL

Date	Subject	Teacher/Sign.	Location

IMPORTANT DATES

DATES	EVENTS / ACTIVITIES
April	
May	
June	

IMPORTANT DATES

DATES	EVENTS / ACTIVITIES
July	
Aug.	
Sept.	

IMPORTANT DATES

DATES	EVENTS / ACTIVITIES
Oct.	
Nov.	

IMPORTANT DATES

DATES	EVENTS / ACTIVITIES
Jan.	
Feb.	
Mar.	