

**ST. JOSEPH'S CONVENT HIGHER  
SECONDARY SCHOOL  
KHANDWA (M.P.)**

Email : sjc\_khandwa@yahoo.com  
Tel. : 0733 - 2228190



Name .....

Class ..... Section ..... Roll No. ....

House ..... Admission No. ....

Mother's Name .....

Father's Name .....

Full Address .....

Phone (Resi.) .....

(Office) .....

Cell Phone .....

**Note :** This handbook should be brought to school everyday.  
Do not mutilate or tear any page from it.

## राष्ट्र गान

जन - गण- मन अधिनायक जय है,  
भारत भाग्य – विधाता,  
पंजाब, सिन्ध, गुजरात मराठा,  
द्राविड़, उत्कल बंग,  
विन्ध्य, हिमाचल यमुना – गंगा  
उच्छल, जलधि तरंग ।  
तव शुभ नामे जागे,  
तव शुभ आशीष माँगे,  
गाहे तव जय गाथा ।  
जन - गण-मंगलदायक जय है,  
भारत भाग्य – विधाता,  
जय हे ! जय हे ! जय हे !  
जय, जय, जय, जय हे !

## SCHOOL ANTHEM

We the students of St. Joseph's Convent  
To our motto we prove to be true  
Its virtue alone that ennobleth  
In all that we say and do (2)  
May our heavenly Patron bless us  
As onward we march through life  
Obedient, just and faithful  
Give us courage in the strife (2)  
So forward, onward, forever  
Our banner aloft we will raise  
Like St. Joseph, try to be ever  
And spread peace and joy and love always  
Peace and joy and love always  
Let us serve with love without measure  
Doing right at any cost whatever  
Placing duty before all pleasure  
Be this our Fervent Prayer

## THE PREAMBLE

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a SOVEREIGN, SOCIALIST, SECULAR, DEMOCRATIC, REPUBLIC and to secure to all its citizens:

JUSTICE, social, economic and political;

LIBERTY of thought, expression, belief, faith and worship;

EQUALITY of status and of opportunity; and to promote among them all

FRATERNITY assuring the dignity of the individual and the unity and integrity of the Nation;

IN OUR CONSTITUENT ASSEMBLY this 26th day of November, 1949, do HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.

## **THE PLEDGE**

India is my country and 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 respect to 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.

- Jawaharlal Nehru

## **SCHOOL DETAILS**

NAME	: ST. JOSEPH'S CONVENT HIGHER SECONDARY SCHOOL
ADDRESS	: WARD NO. 03, NEAR POLICE GROUND, CIVIL LINES KHANDWA,
PRINCIPAL	: SR. SHINI MATHEW (SR. NEHA)
MAIN OFFICE	: 0733-2228190
MOBILE (WhatsApp)	: 8839423170
PRIMARY	: 0733-2221031
KG	: 0733-2222533
E-mail	: sjc_khandwa@yahoo.com
CBSE Affiliation	: 1030437
CBSE School Code	: 50402
DISE CODE	: 23290709709
SANKUL	: Govt .H.S.S. SURAJKUND, KHANDWA

THE SCHOLASTIC YEAR IS FROM APRIL TO MARCH

### **SCHOOL TIMING**

Class I-V - Monday to Saturday - 7:45 a.m. to 2:00 p.m.  
Class VI -XII - Monday to Saturday - 7:10 a.m. to 1:30 p.m.  
Class KG - Monday to Friday - 8.00 a.m. to 12.30 p.m.

### **OFFICE HOURS**

Monday to Saturday - 9.00 a.m. to 12.00 Noon for Parents

(Parents are requested to follow this time-schedule and kindly give proper information of your child's admission no., class and section for the smooth functioning).

### **PRINCIPAL'S/HEAD MISTRESS' VISITING HOURS**

The Principal will meet the students / parents / visitors on the working days (except Saturday) at the following times as well as by appointment.

**For Students :** 12.30 p.m. to 1.30 p.m.

**For Visitors / Parents :**

Summer : 09.00 a.m. to 10.30 a.m.

Winter : 10.30 a.m. to 12.00 Noon

### **IMPORTANT NOTE**

Timings shown above are subject to change according to the weather conditions and other exigencies.

No School Transactions will be held on holidays

Parents Teachers Meet for Nursery / KG will be held on every 1<sup>st</sup> Saturday (9.00 a.m. to 11 a.m.)

Primary & High School : Parents are free to meet and interact with the teachers on every Thursday from 1.30 p.m. to 2.30 p.m.

**The School Management has decided to change the Winter Uniform for the Academic Year 2024-25.**

### **PURCHASE OF BOOKS AND UNIFORMS**

Parents are free to purchase Books and Uniforms from any shop as per the list displayed on the school notice board.



## STUDENT'S DECLARATION FORM

(To be filled in by the Parent / Guardian)

STUDENT'S COPY (2023 - 24)

(to be filled in block letters only)

Pupil's Name: .....

Class: ..... Section: ..... House: ..... Roll No.: .....

Date of Birth:

Admission No. :

SSSM ID :

Aadhar No. :

Student's Bank Account No.: ..... IFS Code: .....

Religion : ..... Caste : ..... Category: SC/ST/OBC/GEN

Father's Name : ..... is alive? : Yes  No

Occupation : Gvt.  Pvt.  Business  Farming  Other

Designation: ..... Mob :

Office Address : .....

Is Income Tax Payee?: Yes  No  Annual Income .....

Mother's Name: ..... is alive? : Yes  No

Occupation : Gvt.  Pvt.  Business  Farming  House Wife  Other

Designation: ..... Mob :

Home Address: .....

Is Income Tax Payee?: Yes  No  Annual Income .....

Contact No. (Residence) :

Emergency Contact No.:

Name of Real Sisters/Brothers studying in this school:

Sl	Name	Class & Section	Admission No.
1.			
2.			
3.			

### DECLARATION

I have read the rules and regulations of the school and I promise to abide by them and see that my child also conforms to the standard required of him/her in conduct and studies.

Father's Sign ..... Mother's Sign .....

Guardian's Sign ..... Date .....

**SPECIMEN SIGNATURES**

The specimen signature of the Parents and Guardians responsible for signing the report cards and remarks made by the Principal or Teachers should be given below:

1. Mother's Name .....

Specimen Signature .....

2. Father's Name.....

Specimen Signature .....

3. Guardian's Name .....

Relationship with the Pupil .....

Specimen Signature .....

4. Auto/Van Driver's Name .....

Contact No. ....

Auto / Van No. ....

**P.S.** When writing to the school about your child always quote his / her full name, class, section and Admission No.



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**STUDENT'S COPY**

**MEDICAL INFORMATION OF CHILD FROM PARENTS**

Name of the Student .....  
.....  
Class ..... Section .....  
Admission No. ....  
Blood Group..... Height ..... Weight .....  
Vision : (Left) ..... (Right) .....  
Oral Hygiene .....  
Contact No. in case of emergency .....



S. No.	Particulars	Please (✓) at relevant option	If yes, then mention the name of medicines
1.	Is the child a case of Fits / Epilepsy	Yes/No	
2.	Is the child a case of Bronchial Asthma ?	Yes/No	
3.	Is the child suffering from any heart ailments ?	Yes/No	
4.	Is the child suffering from any allergic condition with drug etc.?	Yes/No	
5.	Is the child a case of Haemophilla and bleeding disorder.	Yes/No	
6.	Is your child a case of Juvenile Diabetes ?	Yes/No	
7.	Any other Health Information regarding your child. (Including any operation undertaken in the past)	Yes/No	

## **RECOMMENDATION TO PARENTS**

1. Parents must check the school bag of their ward before going to the school and returning from the school.
2. Parents must fill correct bio-data of the child and the same should be carried in all documentation including the declaration form of the school diary.
3. Class I Admission form details will not be changed later.
4. Parents are advised to keep a check on their children, their interaction with friends, use of mobile, Internet, T.V. etc.
5. Students are not allowed to bring digital wrist watches and any fancy articles to school.
6. Parents are earnestly requested to enforce regularity and discipline at home from the early age of their wards.
7. The responsibility of bringing the child to school and taking him/her rests entirely with parents.
8. Never send your child in an overcrowded auto rickshaw, mini bus etc.
9. Students are requested to take other students' copies from the school to cover the incomplete work. No student will go to their friends' house for taking copies.
10. Parents must check the copies, books, school diary etc. regularly.
11. Parents must make sure that their ward reaches school in time.
12. Co-operation between parents and the school authorities is of paramount importance for the ultimate achievement of the child's successful school career.
13. Parents, with the school authorities, are expected to enforce regularity and discipline and see that children prepare their lessons, do their homework/assignments, take an active interest in the activities of the school and come to the school in clean and full uniform.
14. Parents are hereby informed that occasional reports from the teachers are continuously sent through the school diary. A monthly report about conduct and application of the ward can be obtained by the parents or guardians when they meet the teachers on Parents-Teachers Meeting day.
15. Parents are particularly expected to sign messages, progress reports or any other similar documents when so requested. Failure to do this would put their children to great inconvenience. They should also keep an eye on the attendance report and discipline records.
16. If a pupil is absent because of illness or any other reason for more than a week the Principal must be informed at once. Also, when leave is requested it should be sent on a neat paper enclosed in an envelope.
17. Remedial classes could be arranged through the school for the children who are weak in certain subject.



18. Parents, guardians or other persons are not allowed to see pupils or interview their teachers during school hours without the permission of the Principal.
19. To take your ward home, you must either come in personally or send an authority letter duly signed by you.

## **ST. JOSEPH'S CONVENT HR. SEC. SCHOOL**

**KHANDWA, M.P.**

St. Joseph's Convent School, Khandwa was founded on 11th February 1892 by the Indian Province of the Sisters of St. Joseph of Chambéry as per the provisions of the Constitution of India Part III Article 30 (i). It is administered by the Sisters of St. Joseph's Convent, Khandwa in accordance with general rules governing the above Congregation.

The school is recognized by the Central Board of Secondary Education, New Delhi. It prepares students for All India Secondary and Senior Secondary School Certificate Examinations.

**This School is lovingly dedicated to St. Joseph. Its Motto**

**"VIRTUE ALONE ENNOBLES"**

aims at forming noble characters through the practice of virtues. According to the Holy Scriptures, ST. JOSEPH was a JUST man. He is called JUST on account of having all virtues in a perfect degree. God had found in St. Joseph a man after His own heart, to whom he could commit securely, His heart's closest and most sacred secrets. Honouring St. Joseph as the Patron Saint of the School, every Josephite student and teacher is asked to inculcate in their lives, the virtues of St. Joseph such as HIS AVAILABILITY, SIMPLICITY, HOSPITALITY, OBEDIENCE, CHEERFULNESS, PURITY, COURAGE, FAITH and HUMBLE LOVING SERVICE

### **SCHOOL MOTTO**

Every Institution has its own motto to give it a special identity. This motto is inscribed within an emblem which is special to an institution / school or an organization. A student studying at St. Joseph's Convent, must know its motto, the meaning of the school emblem and be worthy of it.

Inscribed within the emblem are the words "VIRTUE ALONE ENNOBLES". That makes a girl / boy noble is not education or the colour of the skin or the race to which she / he belongs. It is character, which is formed by the practice of certain virtues. Inculcating these virtues is a life-long task. So the students of St. Joseph's Convent have to work at becoming noble, all through their lives. They cannot take a single holiday from this work.

Wherever they are, wherever they go and in whatever they do, they must remember this important work of becoming noble through the practice of virtues. This is their prerogative to be kind, gentle, respectful, helpful, cheerful, hard-working and enthusiastic at all times. This is what makes them different from others. This is what makes them noble and great. The LILY flower in the emblem is a symbol of our Patron St. Joseph. Like the Lily, a student of St. Joseph's gives to others the soft fragrance of goodness. The whiteness of the Lily signifies the purity of thoughts, words and actions. They will not do or say anything that will hurt God or their neighbour. They unfold and become like the Lily at all times and in all places.

## **WHAT WE WOULD LIKE THE STUDENTS OF ST. JOSEPH'S TO BE**

### **Students**

- with a strong faith in God, themselves and their fellow beings.
- with a sense of their personal worth and that of every person created by God.
- with a keen sensitivity to the needs of others around them, especially to those less fortunate than themselves, the poor and the marginalized.
- with a strong sense of mission and ambition.
- with a great deal of zest for life and clean living.
- with a cheerful and friendly disposition.
- with capacity to discern right and wrong, the good and lasting values of life, from the merely passing and flippant values.
- with a strong sense of responsibility, punctuality and honesty.
- with a spirit of true sportsmanship.
- with a spirit of inner discipline.
- with a spirit of inquiry, the ability to think critically and make good judgments.
- with a spirit of industry and perseverance.
- who can say "THANK YOU" readily and can accept their mistakes by saying "I AM SORRY".
- who love to give, rather than to receive.
- who are polite, kind, generous, hard-working, simple and modest.
- who display great courage and faith in facing difficulties.
- who work to unite, rather than to divide.

*This, then, is the challenge we present to you dear students of St. Joseph's, as we invite you to strive from the very start to acquire these qualities, so that each of you can become the beautiful and unique person God has meant you to be. Make your unique and singular contribution to the peace, progress and prosperity of your family, school, country and the World at large.*

## **ADMISSION DETAILS**

### **Admission Policy**

1. Parents must understand that the Management has the right to make the conditions on which they will admit or retain pupils in the school.
2. The school follows the common Admission criteria formulated by the Education Commission of the School Managing Body.
3. Admission is granted to students who come from outside Khandwa, depending on the vacancy in each class. An entrance Examination is conducted in all major subject of learning. On the basis of merit in this entrance examination, student will be given admission.
4. No donation is accepted for admission or any other purposes. Offer of donation in whatever form will disqualify the student for admission.
5. At the time of the admission of your ward into the school, Original Transfer Certificate from the previous school attended, duly countersigned by the Department concerned, Original Report Card of the Annual Examination from the previous school with two photocopies, and other testimonials should be produced while registering for Admission.
6. If you desire to withdraw your child because of Transfer or for any Personal reason, kindly send in an application signed by parents, to the Principal. T.C. will be given in three days after the submission of the application. Before the T.C. is issued all dues are to be cleared.

### **Admission / Subject Selection in Class XI**

Admission to the Senior Secondary Section is primarily reserved to our own students of the Secondary Section. Optional subjects once selected by the students cannot be changed after 30th July. The school offers following subjects and combinations.

<b>SCIENCE STREAM</b>	<b>COMMERCE STREAM</b>	<b>ARTS/HUMANITIES STREAM</b>
English Core	English Core	English Core
Physics	Accountancy	Political Science
Chemistry	Business Studies	History
Maths/Biology	Economics	Geography
Computer Science/ Fashion Studies/ Physical Education/ Psychology/ Painting	Computer Science/ Fashion Studies/ Physical Education/ Psychology/Painting/ Core Mathematics/ Entrepreneurship	Computer Science/ Fashion Studies/ Physical Education/ Psychology/ Painting

### **MATHEMATICS STREAM**

For the eligibility to Mathematics stream, a student should have obtained 80% of marks for theory in Maths and Science in the Secondary School Examination-CBSE Board.

### **BIOLOGY STREAM**

For the eligibility to the Biology stream, a student should have obtained 80% of marks for theory in science and 70% marks in Maths in the Secondary School Examination-CBSE Board.

### **COMMERCE STREAM**

For the eligibility to the Commerce stream, a student should have obtained 70% of marks in main 3 Subjects-English, Social Studies and Mathematics.

For those students who wish to take Computer Science have to clear the entrance exam.

As the seats are limited, all the students cannot be admitted to the above groups. Therefore, the criteria for selection and admission will be done on the basis of Academic Criteria, Conduct of the student and overall performance in Classes IX & X.

### **HUMANITIES / ARTS STREAM**

For the eligibility to the Humanities Stream , a student should have obtained an overall of 65% of marks in the Secondary School Examination - CBSE Board.

**N.B.** Students will be called for counselling along with their parents.

### **WITHDRAWAL**

1. For the withdrawal from school a written application is required from the parents and it should be given a month in advance or else the fee for the following month will be charged.
2. No Transfer Certificate or the School Leaving Certificate will be given until all dues of the school have been paid in full, and Library books returned.
3. Students who leave the school without prior notice and students whose names have been struck off the rolls for unexpected absence without leave application for more than one week or for non-payment of fees are, as a rule, not re- admitted. If re- admitted, admission fee will be charged again.
4. A student who fails twice in the same class will not be permitted to continue his/her studies in the school.

### **DISMISSAL**

1. The school reserves the right to dismiss those whose parents or guardians show little interest in the progress of their wards or whose conduct is harmful to others. Immorality or any act subversive of discipline or rudeness, stealing, smoking, drinking, taking drugs, riotous or disorderly behaviour inside the school premises, or wilful damage to school property are sufficient reasons for immediate dismissal.
2. Any student who is found tampering with marks in the answer book when shown or in the Report Card and in other school certificates will be asked to leave the school.
3. The Principal's decision is final in all cases of dismissal.

## **DOCUMENTS REQUIRED FOR ADMISSION**

1. An attested copy of the date of Birth Certificate issued by the Municipal Corporation and the Christian candidates must attach the attested photocopy of the Baptism Certificate.
2. All Christian candidates must bring a letter from their respective Parish priests/pastors testifying to the membership and practising of their faith.
3. Two recent passport size photographs of the child.
4. One recent postcard size family photo.
5. Proof of residence (voter ID card, driving licence, electricity bill)
6. Photocopy of Child's Aadhar card.
7. Vaccination card/Medical or fitness report of the child along with the blood report.
8. Attested copies of legal documents if the child is being brought up by a single parent.
9. For parents to be considered Alumni, required to submit the self attested photocopy of marksheet (Class X, XII).
10. Samagra ID of the candidate.
11. The photocopy of father's caste certificate. - in case of ST/SC/OBC.
12. Original T.C. from Previous School for Admission in classes II-XII.
13. Photocopy of Child's Bank Passbook

## **SCHOOL DISCIPLINE**

1. Punctuality is essential at all times and students who do not observe this rule without a valid reason will be penalized.
2. Before the school begins, students are requested to keep their bags in their respective classrooms and come to the ground for the assembly. Nobody is allowed to remain in the class or walk and talk in the corridors. At the stroke of the first bell, all must stop talking and move in silence to stand in a line with their respective classes. Everyone is expected to stand at perfect attention and in silence until the second bell. At the stroke of the second bell, the school family prays together.
3. The school begins with the assembly and all (students as well as teachers) are expected to be present for the same.
4. Late comers must make a separate line. Habitual late coming or coming to school with improper / incomplete uniform may call for disciplinary action inclusive of being sent back home. And on such occasions the school declines all responsibility for their safe return.
5. All students must come to school clean and tidy. The uniform should be neat, clean and ironed. Hair should be properly combed, shoes should be well polished and should be in good condition.
6. Boys are not allowed to come to the school with long hair or funky hair styles.
7. Nails must be kept short and well-trimmed. Girls are not allowed to put nail polish,

Bangles, Lipstick or Mehendi.

8. Chains, rings, nose-pin and other accessories or anything of gold or which looks like gold or jewellery of any kind is not allowed to be worn in the school.
9. Ear-rings should be small and only one pair is allowed. Cosmetics, specially eyeliners are not allowed.
10. Anyone found wearing articles which are not allowed, shall have the same confiscated and disciplinary action will be taken against the offender.
11. Students are not to be found making noise while passing by the classrooms or office where work is being done.
12. No student should enter another classroom other than his / her own without permission and no one is allowed to stay in the classroom during games or recess.
13. Care should be taken of all school property and no student should scratch or spoil the desk, chairs or damage any school furniture. Any kind of scribbling on the walls, notice board and on the toilet walls or damaging the property of the school, misappropriation of the things belonging to the other, etc., are considered serious faults. Damage done even by accident should be reported at once to the class teacher or to the Principal. Any damage done will be made good by the one who does it. Anyone who finds something damaged should report the matter even if he / she does not know who has done it. Each class will be responsible for looking after the class property.
14. Every precaution is taken to avoid accidents, yet if accidents occur parents will be informed. Hospital expenses are to be met by the parents.
15. No objectionable reading or articles, video or audio material should be brought to school or exchanged in the school.
16. Students are forbidden to bring mobile phone, crackers, explosives and other dangerous materials to school. Playing Holi or celebrating any feast in the class or school premises is strictly prohibited. Offenders will be punished.
17. No one is allowed to collect money for any function without the permission of the Principal.
18. There should be complete silence during the change of the periods. When moving along the corridors or stairways, always "KEEP LEFT AND WALK IN A SINGLE FILE."
19. No student is allowed to leave the school premises without the permission of the Principal.
20. Rude and argumentative behavior with teachers and cabinet members will be strictly dealt with.
21. Coming out of the classes after the teacher leaves the class and before the arrival of the next teacher is strictly prohibited.
22. Assignments and other homework should be submitted on time.
23. No student is permitted to enter the staffroom or allowed to receive visitors during

the school hours.

24. The class will be dismissed only after the prayer, after which the last double bell will be sounded.
25. Attendance is compulsory on days of school reopening and school functions for both the staff and the students. Disciplinary action will be taken against the absentees.
26. Students found cheating during the examination will not be allowed to answer the rest of the paper. If caught for a second time he/she will be automatically dismissed.
27. Students are advised not to throw any paper bits or waste material in the premises of the toilets or into the closet. Such articles should be deposited in the dustbin which is kept there for the purpose.
28. During lunch time, students are requested to throw all waste material in the dustbin and not on the ground.
29. Students must be in school uniform during the school hours for any formal or informal work.

### **IDENTITY CARD**

For the security of the students, the school provides identity cards to all students which should be maintained by the holder for the required session. No student shall be permitted to enter the school premises without the identity card. In case the identity card is lost by the student, it shall be mandatory to get a new card as soon as possible. Students must show their identity card at the gate when they come for morning or evening games on the school grounds. They must also carry the same for all the functions outside the school in which they take part, be it at game, competition or cultural programme.

### **COMPUTER ROOM**

The school provides computer education to the students, so that they may be capable of moving along well, in tune with the trend of the fast-changing modern world.

1. Before entering the computer room, students should remove their shoes and keep them in order, on the rack outside the computer room.
2. Students can have practice on the computer only under the supervision of the concerned teachers.
3. One should bear in mind that the computer room is not a place for chit-chatting and discussions.
4. No game should be played on the computer in the absence of the computer teacher.
5. Computers must be used in such a way that there should not be any damage caused to them. Those students who use carelessly and cause damage to the system will be asked to do the needful.
6. If the office finds it difficult to identify the students who cause damage to the system the whole class present in the room will be held responsible and will be duty fined.

7. The computer room is a place for serious work and practice and the behaviour of every student should reflect the same there.
8. Misbehaviour and mishandling of any article in the computer room will result into disciplinary action against the concerned students.
9. Everyone should try to make use of the maximum benefit within the time made available in the computer room.
10. Nobody is allowed to use pendrives brought from outside or copy any file or software from the computer without the permission of the computer teacher.
11. Before leaving the computer room, the computer should be put off and covered with a dust proof cover.

### **SCHOOL LIBRARY**

The School Library is well equipped with books to provide the student with reference material. They should try to draw the maximum benefit from them.

1. Before entering the library, students should remove their shoes and keep them in order.
2. Books from the school library will be issued to the student during the library period. Only one book is issued at a time. Reference books will not be issued.
3. All books must be entered in the library register before they are taken from the library.
4. Every student is allowed to borrow only one book per week.
5. Books are issued for the use of the borrower only. Hence he/ she may not lend or exchange them with his/her classmates or other friends of other schools.
6. Books must be examined by the borrower before leaving the library and any damage must be brought to the notice of the librarian. The borrower will be held responsible for any damage to the books while it is in his / her custody.
7. Books should not be kept for more than seven days. They may, however be kept for a further period of seven days provided that they are not in demand by other borrowers.
8. Students are expected to take sufficient care of all library books. If a book is lost or damaged and in whose name it was issued will have to make good either the loss or the damage.
9. All library books must be returned one month before the Terminal and Final Examination.
10. No bags or books other than those belonging to the library may be taken in and no magazine or consultation book (From the particular area) may be borrowed. These must be used in the library itself.
11. While using the library books, they should be kept covered with paper. Because of our climate, our hands are often damp with perspiration and if this dampness sinks into the cover of the books, they will soon be spoiled.



12. No mark should be made on the library books, not even with pencil. If one wishes to take notes or reference from the books, it should be noted down in one's own note book.
13. A book mark should be used instead of folding corners of the pages. Thick cards, pencils, wooden scales, note books or any other book should not be used to mark a book, for these will damage the binding and make the books lose its shape.
14. One's hands should be clean when using a book. One should not run one's hands through one's hair and then rest on the book. This could leave oil marks on the pages.
15. One should avoid dropping books and throwing them around like a ball. This may damage the binding and spoil the books.
16. Books should not be left lying around on window sills or anywhere else. They will be exposed to the rays of the sun or to rain which will damage the book.
17. Habitual carelessness in handling books of the library and unruly conduct towards the librarian will render a student liable to suspension from further use of the library.

### **SCHOOL LABORATORY**

The School Laboratory (Physics, Chemistry, Biology, Maths, Geography, Fashion Studies) is well equipped with all modern and advanced instruments to facilitate the students to do their Science experiments in Physics, Chemistry & Biology with utmost accuracy and results. Students should try to draw maximum benefit from the school laboratory. However, students must keep in their mind the following points.

1. Entrance to the laboratory is restricted to the period given for the practicals. This means that students are allowed to use the school laboratory only during the practicals. Entrance to the laboratory besides practical periods is strictly prohibited and requires permission of the Principal provided that the Laboratory Assistant is present.
2. For Chemistry practicals, a student must have his/her lab coat. Without the lab coat, entrance into the Chemistry Laboratory for the practicals is prohibited.
3. Without prior preparation for practicals, be it Physics, Chemistry or Biology the student is not allowed to do his/ her practicals.
4. Students are not allowed to take / touch any of the salt, solution or apparatus without the instruction given by the teacher.
5. After use, all the acids, solution and apparatus must be kept in their respective places.
6. The test tubes and other glasswares must be washed properly by the students after use. Used filter papers or any waste materials must be thrown into the dustbin by the students.
7. For any accidental events, students will be responsible themselves.

8. Any damage done in the laboratory must be made good by the student, and if the student is not identified, then by the class that had used the laboratory.
9. Every precaution and safety suggestion made by the teacher/ lab-assistant must be followed.
10. Absolute silence and discipline must be maintained in the laboratory.
11. Habitual carelessness in using laboratory instruments or chemicals or material and unruly behavior towards the laboratory assistant will render a student liable to suspension from further use of the laboratory.
12. The school laboratory is not a place to take any class or to practice any play, dance or song. Prior permission of the Lab-Assistant and of the Principal is required for any such use of the laboratory.

### **PHYSICAL TRAINING**

1. Games and sports are compulsory activities of the school curriculum. No student will be exempted unless a medical certificate from a govt. hospital (one original and one true copy) is produced. Both the copies should be signed by the Principal. The original will be retained in the office and the student should keep the true copy with him/her always. Those who are exempted must be present with the class during the P.T. period.
2. Outdoor games are encouraged. Students must take part in any of the following games: Basket Ball, Volley Ball, Football, Kabbadi, Kho-kho, Throw Ball or Cricket.

### **DISPENSARY**

1. The school provides normal medical facility and one should take prior permission from the Principal to make use of this facility.
2. The school dispensary does not function for the regular treatment of the patient. It is meant solely for the immediate medical assistance on occasions of necessity.

### **RECEPTION**

1. The reception counter is one of the important places of any institution. So it is not a place of casual talks. It is a place where one is expected to show his/her dignity and manners.
2. No one should be seen roaming around the counter and its premises. The instruction of the receptionist should be followed.

### **TELEPHONE**

1. The school phone is meant mainly for the affairs of the school office and one can make phone calls during school hours only in case of an emergency.
2. Neither the students nor the staff will be called out from the class to attend calls except in case of emergency.

3. During the school hours, no parent, whatsoever be the reason, can contact the teacher on the phone.
4. Rs. 10/- will be charged for each call made from the telephone.

### **SISTERS' RESIDENCE**

1. The Sisters' residence is a private area and also a residence within the school campus. It is not a place meant for the public to get in and move around.
2. No one should be seen loitering around the premises of the Sisters' residence and the passers - by should maintain perfect silence there.

### **SCHOOL GARDEN**

The garden is the crown of the school building. Flowers give a warm welcome and joyful thoughts to everyone. They refresh our hearts and mind. Don't be selfish and cruel when you look at a flower, rather appreciate the creator and enjoy the beauty of it in its fullness. It is everyone's responsibility to keep the garden and the lawn well maintained. Walking or playing on the lawn is strictly prohibited.

### **BREACH OF DISCIPLINE AND CARD SYSTEM**

The Student will be issued 'PINK', 'YELLOW' and 'RED' cards for serious or habitual breach of discipline. The card, when issued, has to be returned on the next day signed by the parent; otherwise the student will not be admitted to the class.

#### **PINK CARD**

To be issued to the defaulter student for the following :

- Repeated careless and irregular work.
- Irregular attendance.
- Coming late to school.
- Coming to school without uniform.
- Disturbing the class in the absence of the teachers.
- Disrupting classroom teaching.
- Loitering out of the class without purpose.
- Missing class, assembly, library, P.T. periods etc.
- Throwing pieces of chalk, paper and such things.
- Not bringing the school diary.

#### **YELLOW CARD**

To be issued to the defaulter student concerned in the presence of the co-coordinators and the parents for the following:

- Being disobedient.
- Using abusive language.
- Rude or insolent behavior with the teacher.
- Bullying fellow students and juniors - causing physical injury and hurts.
- Using unfair means during any examination.

- Damaging the school property (a fine will also be imposed).
- Forging signature of the parents, teachers or the Principal.
- Any other similar offences.

### **RED CARD**

To be issued to the defaulter student in the presence of the Principal and parents for the following:

- Misbehaving with a teacher.
- Negative influence.
- Bursting crackers in the school campus.
- Misbehaving with girls/boys.
- Bringing mobile or any other electronic gadgets.

#### **Note:**

- Three Pink Cards will be equivalent to One Yellow Card.
- The Yellow Card will mean suspension from the school for a week.
- Two Yellow Cards will be equivalent to One Red Card.
- The Red Card will mean suspension from the school for 2 weeks and expulsion from the school at the end of the academic year.

### **REGARDING ATTENDANCE**

The Management has decided not to excuse any student for an absence of more than 20 days in a session, except in case of serious illness. This means a student absent for more than 20 days will not be allowed to continue her / his studies in this school, even if he/she passes the examination.

If you are ready to discipline your daughter/son with respect to this norm of regularity, take admission / continue studies in this school. If not you may kindly withdraw your daughter / son and seek admission elsewhere.

### **ATTENDANCE/LEAVE RULES CONCERNING ABSENCE**

1. Leave of absence is not granted except on PRIOR WRITTEN APPLICATION from parents / guardians (except in case of unforeseen circumstances). All applications for leave shall be made to the Principal through the class teacher and must be signed by the parent or guardian of the child on the prescribed form given in the diary.
2. Every absence (sick leave or otherwise) must be entered briefly in the REGULARITY RECORD pages found towards the end of this diary and signed by a parent or guardian.
3. Absence from school during or prior to test will adversely affect the student's grade in the tests.
4. Repeated absence without permission for more than six consecutive days render a boy / girl liable to have his / her name struck off the rolls.
5. A student returning to school after suffering from an infection of contagious disease

should produce a doctor's certificate permitting him / her to rejoin. Students suffering from the following must observe prescribed period of quarantine before returning to class. Chicken Pox: 6 days after the disappearance of the first crop of vesicles. Measles: 7 days from rash.

6. After holidays (Summer, Winter, Diwali, Dussehra) students should be present on the day appointed for the reopening of the school. Late comers are liable to be fined Rs. 50 or struck off the rolls. Re-admission may be considered on repayment of admission fee of Rs. 500. In case of absence due to illness the Principal must be informed in writing on the closing and opening day whichever is applicable. Absenteeism before examination will mean deduction of 2 marks from each subject.
7. If the student having come to school, attends class for a period / a few periods and then bunks or if a student having started for school from home is found to be roaming instead of being present in the school, in either case the said student is liable to dismissal from school.

### **REMEDIAL CLASSES**

Remedial classes for weak students are available in school from 1.30 p.m. to 2.00 p.m. for class VI to XII and 2.30 p.m. to 3.00 p.m. for class I to V.

### **EXAMINATIONS**

1. Students absent in the examination for any reason are not re-examined and those absent from the examination without valid, grave and genuine reasons will be considered as having failed. In case of illness, a doctor's certificate will have to be produced. No candidate will be admitted to Final Exam unless all school dues have been paid in full.
2. Wilful breaking of any of the regulations for the conduct of examination is punishable with expulsion from the examination or, if subsequently discovered, with the cancellation of the paper.
3. The students are strictly forbidden to borrow any stationery / articles from other students in the examination hall.
4. Copying, consulting and carrying answer slips to the examination hall will be liable to punishment such as the cancellation of the paper.
5. No examination or unit test will be held for the absentees before or after the scheduled time.
6. Answer papers of the Final Examination will not be shown to the parents under any circumstances.

### **ELIGIBILITY FOR PROMOTION**

1. No student is generally eligible to appear in the Final Examination unless she / he has attended at least 75 % of the actual teaching / working days in a session as per the school calendar.

2. In genuine cases the Principal may, however, condone the shortage in attendance not exceeding 10% of the actual teaching working days of a session.
3. Promotion is based on pupil's performance throughout the year.
4. Results once declared are final in all respects and will neither be reconsidered nor will the answer papers be shown to the parents. It will not be possible to hold re-test at any time.
5. The school will not entertain appeals from the parents of students or others regarding failed students. The time to take appropriate remedial action is prior to the declaration of result.
6. The decision of the Principal with regard to the promotion is final. Students remaining in the same class for more than two years he / she will have to discontinue their studies in the school.
7. If failed students wish to seek admission elsewhere, must inform the school within eight days of the declaration of results.
8. Regularity and quality of day-to-day participation in the class is taken into consideration.
9. Performance in written work and projects assigned by the project teachers as well as class teachers opinions are considered. Parents are required to sign the report cards of their children each time they come for the parents-teachers meeting.
10. Improvement test will be conducted for those students who score less than 40 in one subject only.

### **RULES FOR PAYMENT OF FEE**

Parents and students are requested to pay the fees only through online mode.

If the student attends the school for a few days in a month he/she is liable to pay the fee for the entire month.

Fees will have to be paid as long as the pupil's name is on the rolls. No fee will be refunded if the pupil is withdrawn from the school.

Only those pupils who have paid complete school fee are permitted to appear for the Annual Examination.

*\* St. Joseph's Convent School receives no Government or Private Aid. Fees are its only income. Hence Fees may be increased 10% to 15% yearly to keep up with rising costs and salaries.*

1. No pupil against whom there are arrears will be admitted at the beginning of a term.
2. If the student is removed from the school, no certificate will be issued until her/his school account has been cleared in full.

3. All fees are to be paid before the due dates failing which Rs. 10/- per day fine will be added to the fee. Parents are not to expect concession for two or more children studying in the school. Due dates are :-  
1<sup>st</sup> Installment                      10<sup>th</sup> June 2023  
2<sup>nd</sup> Installment                        10<sup>th</sup> August 2023  
3<sup>rd</sup> Installment                        10<sup>th</sup> October 2023  
4<sup>th</sup> Installment                        10<sup>th</sup> December 2023
4. Students must clear all their dues before appearing for the examination. Fees once paid are non refundable.
5. E-receipts are issued for each online payment made.
6. Kindly update the **school application** whenever an update intimation is given.

### **CO-CURRICULAR ACTIVITIES**

1. St. Joseph's Convent School aims at preparing the students to face life in a responsible manner. Various activities are organized as per the school planner to foster independent thinking, honesty, fellow feeling, team spirit and self-discipline.
2. The house system is introduced with the view of leadership to many students. This offers a spirit of healthy competition, co-operation and teamwork. It implies striving after high standards of moral character. It is the house system that channelizes discipline in the school and directs and energizes the talents of the students.
3. The students are divided into 4 houses in the school - Red, Blue, Green, Yellow. Each house has its house motto to live out.  
Red House        -        Duty before pleasure  
Blue House        -        Right at any cost  
Green House       -        Serve with love  
Yellow House     -        Spread sunshine everywhere

All the houses rally under the school banner with the motto - "**VIRTUE ALONE ENNOBLES.**"

Students are assigned to a house shall not change it at will.

### **RESPONSIBILITIES OF THE PRIME MINISTER/ DEPUTY PRIME MINISTER**

1. He/ She should ensure that the leaders carry out their duties in a responsible and impartial manner.
2. He/ She should command the whole school into discipline at prayer assemblies every morning and all the school gatherings.

3. He/ She should lead the school into taking the country's pledge at morning prayer assemblies.
4. He/ She should be constantly alert, observant and sensitive to the needs of the school and act promptly after consulting and getting orders from the Principal.
5. He/ She should show exemplary behaviour, providing a shining example of leadership, trust, courtesy, love and goodness.

### **RESPONSIBILITIES OF THE HOUSE** **CAPTAINS / VICE CAPTAINS**

The Captains and Vice Captains should try :-

1. To constantly urge students to set up new records in athletics, to get better merit in examinations and to win laurels for their house.
2. To keep up their House Spirit and the Motto.
3. To conduct various house activities, concerts, inter house contests and competitions as per the planner.
5. To work with the members of their House in team spirit and with collective effort.
6. To see that every house member sincerely works at inculcating in themselves, the qualities and virtues of a true Josephite after our dear Patron St. Joseph.
7. To encourage all the house members to stand by the school at all times in a spirit of love and loyalty and to face life and its problems with a spirit of determination, optimism and humour.
8. To nip in the bud all inclinations towards evil in themselves and in others.
9. To give a report to the House Mistress and the Principal of all their undertakings and to seek guidance from them constantly.

### **RESPONSIBILITIES OF THE MONITORS**

Special attention is paid by the Class Teacher in selecting suitable monitors. Names are submitted to the Principal before the appointment. Monitors must be as far as possible exemplary in conduct and industrious in their studies.

1. They are employed for all assistance in the class, maintaining discipline, collecting or distributing books, attending to cleanliness and neatness of the class room, bringing charts, maps etc.
2. They must erase the writing on the Black Board immediately after each period.
3. The monitor, especially in the higher classes will write each day on the Black Board the date and the number of students present out of the total, in their class.



4. The monitors ought to realize that, to be a monitor is a special privilege and honour. To betray the trust and confidence reposed in them is to commit a most degrading act. They can be changed every month, to give a change to another.
5. In the event of a teacher being absent, they must inform the Principal the first minute from the commencement of the period. In the absence of the class monitor, the assistant shall function in the same capacity.

### **CO-OPERATION FROM PARENTS**

Parents and guardians are not allowed to walk into class rooms or interview teachers. Those who wish to find out the progress of their children may meet the teachers on the appointed day or by special appointments.

1. Private tuitions are strongly discouraged. Teachers are available to help the students after the school hours for half an hour.
2. Parents are expected to co-operate in the work of the school by enforcing regularity and discipline and by taking general interest in child's progress.
3. Parents should check and sign the diary and note the teacher's remarks if any.
4. Parents should insist on punctuality and regularity in attending the class.
5. The school does not guarantee the success of a pupil's studies unless the parents or guardians co-operate with the school authorities.
6. This institution has a strong tradition of parents - school relationship in many constructive ways. Therefore parents are requested to respect the decision made by the Principal towards their ward.

### **DECLARATION**

I have read the rules of the school and I promise to see that they are strictly observed by my child / ward.

.....  
Parent's / Guardian's Signature

## **CYBER HYGINE AND CYBER LAWS**

Dear Parents, with an ever-increasing usage of smart phones across the globe, the mass participation of people on cyber space, which has led to several threats affecting the lives of individuals. Cybercrimes are considered to be the biggest threat and means to mitigate them is quite a challenging task. Hence, cyber education is essential to prevent such threats.

- ❖ Parents should make sure that their ward is not downloading any unknown apps in the mobile phones. (Eg. Speak to Strangers, Tik Tok, PUBG etc.)
- ❖ If your child engages himself/herself in violent/psycho driven games that encourage violence of any sort, be sure it may affect his/her mental frame and may try to actualize those violent acts in real life.
- ❖ Make sure your child is not making any fake ID's on social network.
- ❖ Time and again do check the content your child browses on the net. It should not be obscene.
- ❖ The Indian Information Technology Act 2000 (amended in 2008) is the main law dealing with cyber crimes and technology related to the issues. It lists various crimes and its punishments.
- ❖ Children below-18 years are not allowed to create profiles on social media platforms either with or without the knowledge of the parents. They may be influenced by the content available on such sites, or they may themselves become victims of such cyber crimes. Placing the right checks and balances with your child at an early age will allow him/her to develop his/her own sense of responsibility when he/she is old enough to be on social media.
- ❖ Teach your child to respect property, privacy and person. Many cyber crimes relate to infringement of property rights, privacy rights and other personal rights of individuals. It may include hacking account of others, uploading personal details or photos of other persons without permission.
- ❖ Downloading of installing pirated software, applications etc. are not only illegal but also increases vulnerability to potential cyber threats.
- ❖ Do not let your children be a part of any chat group where you do not know the admin or the purpose of the group seems shady.
- ❖ Several outfits spread their propaganda over social media and influence impressionable individual to support them and share their posts. This is considered as a crime against the government and punishable by law. So the children should be taught not to participate in any such propaganda by supporting or sharing such posts.

**N.B.; If your ward is found to be indulging/breaking any of the above mentioned laws the school will take strict disciplinary action, which you have to abide by.**

## **PRAYER OF A STUDENT**

### **CREATOR GOD**

Help me to always have a positive attitude  
To study to the best of my abilities  
And to always remember that  
Your grace is sufficient for me  
To meet every challenge I may face.  
I offer my parents and my  
family members  
My School, my friends and my teachers,  
My country and all my brethren  
And the World at large  
To be blessed by your ever lasting  
peace and love

### **OUR FATHER**

Our Father in Heaven  
Holy be your name  
Your kingdom come  
Your will be done  
On earth as in Heaven.  
Give us this day our daily bread  
Forgive us our sins  
As we forgive those who sin against us  
Do not bring us to the test  
But deliver us from evil.

### **UNIVERSAL PRAYER**

God our friend, mother and father  
May you be praised  
In your diversity of names and forms by  
the whole universe!  
May we experience a world  
Guided by your values of justice, fraternity,  
equality,  
Freedom, peace, hope and love!

May your will  
Be the motive force of all our dreams and  
actions.  
Give us our daily food for body, mind and  
soul!  
Strengthen us to forget and forgive without  
counting the cost!  
Forgive us our offences  
As we forgive those offended us in the past.  
Bless all those who offend us now;  
With your Peace!  
Strengthen us always to stand for truth,  
without fear,  
and walk in the path of light  
with hope, trust, optimism and creativity!  
Protect us from all evil forces And liberate  
us from hatred, despair and depression!

**OM SHANTI! SHANTI !! SHANTI !!!**

### **PRAYER FOR PEACE**

Lord make me an instrument of your Peace;  
Where there is hatred, let me sow Love;  
Where there is injury, Pardon;  
Where there is doubt, Faith;  
Where there is despair, Hope;  
Where there is darkness, Light;  
Where there is sadness, Joy;

O' Divine Master, grant that I may not seek  
To be consoled as to console;  
To be understood as to understand;  
To be loved as to love;  
For it is in giving that we receive;  
It is in pardoning that we are pardoned;  
And it is in dying that we are born to eternal  
life.

## **SJC MELODY**

### **1. ON THIS SCHOOL YOUR BLESSING**

On this School your blessing Lord  
On this School your grace bestow  
On this School your blessing Lord  
May it come and never go  
Bringing peace and joy and happiness  
Bringing love that knows no end  
On this School your blessing Lord  
On this School your grace bestow  
On this School your Love O Lord  
May it overflow each day  
On this School your Love O Lord  
May it come with us to stay  
Drawing us in love and unity  
By the love received from you  
On this School your Love O Lord  
May it come each day a new

### **2. WE SHALL OVER COME**

We shall overcome (3) some day  
O deep in my heart, I do believe  
We shall overcome some day  
We'll walk hand in hand (3) some day  
O deep in my heart, I do believe  
We'll walk hand in hand some day  
We shall live in peace (3) some day  
O Deep in my heart, I do believe  
We shall live in peace some day

### **3. SHOWERS OF BLESSING**

There shall be showers of Blessing  
This is the promise of love  
There shall be seasons refreshing  
Sent from the Saviour above  
Ch: Showers of blessing  
Showers of blessing we need  
Mercy drops round us are falling  
But for the showers we plead

There shall be showers of blessing  
Send them upon us, O Lord  
Grant to us now a refreshing  
Come and now honour Thy Word  
There shall be showers of blessing  
O! that today they might fall  
Now as to God we're confessing  
Now as on Jesus we call

### **4. GOD'S LOVE IS WONDERFUL**

God's Love is so wonderful (3)  
O wonderful love  
So high you can't get over it  
So deep you can't get under it  
So wide you can't get around it  
O, wonderful love

### **5. JUST LIKE A CHILD**

Just like a child, who trusts his father dear  
And who delights to feel his presence near  
Just like a child whose mind has not a doubt  
And whose heart is never proud  
Here I come, O Lord,  
Here I come, just like a child  
Just like a child so weak he cannot stand  
But who holds firm and tight his mother's hand  
Just like a child who sings in bright day light  
Fearing not the long dark night

### **6. THE WORLD STANDS**

The world stands in need of  
liberation my Lord  
It still has to feel your power  
the blind and the deaf, the dumb  
and the maimed  
All need to feel your healing touch  
The world stands in need of  
liberation my Lord  
It still has to learn to love

There are those who have eyes  
but refuse to see,  
The inhumanity that's done  
There are those who have ears  
but refuse to hear  
The cries of those in agony  
There are those who have mouths  
but refuse to speak  
Against injustice done to some  
There are those who have hands  
but refuse to reach  
Them out in love and charity  
There are those who have talents  
they do not use  
To build a true community  
And we know that we all have the  
talent to love  
But leave it buried in ourselves.

#### 7. IN HIS TIME

In His time, in His time  
He makes all things beautiful in His time  
Lord, please show me every day  
As you're teaching me your way  
That you do just what you say in your time  
In your time, in your time  
You make all things beautiful in your time  
Lord my life to you I bring  
With its winter and its spring  
May I fathom everything in your time  
There's a time, there's a time  
Both for sowing and for reaping  
there's a time  
Time for losing, time for gain  
Time for joy and time for pain  
Every purpose under heaven has a time

#### 8. GOD STILL LOVES THE WORLD

Every tiny star that twinkles in the night sky  
Every drop of morning dew  
Every spark of fire blazing in the furnace  
Every captivating view  
Every rainbow in the sky,  
every pretty butterfly

Tells the fascinating news to those  
who dare to hope  
And the message is:  
God still loves the world  
God still, still loves the world  
So throw your life into his hands  
Day by day discern his plans  
God is passionately busy  
loving you and me  
Every ocean wave that breaks  
upon the sea-shore  
Every stalk of golden wheat  
Every silver stream that gushes  
down the mountain  
Every drop of honey sweet  
Every eagle flying high,  
every worm that wriggles by  
Tells the ..... You and me

Every man and woman pledged  
in love for ever  
Every little new born child  
Every voice in favour of a  
needy neighbour  
Every radiating smile  
Every hand that offers love,  
every surging flow of blood  
Every the ..... You and me

#### 9. THIS WORLD YOU HAVE MADE

This world you have made is a beautiful place  
It tells the power of your love  
We rejoice in the beauty of your world  
from the seas to the heavens above  
The morning whispers of purity  
The evening of your peace  
The thunder booms your exuberance  
In the awesome power you release  
The tenderness of a new born child  
The gentleness of the rain  
Simplicity in a single cell  
Complexity in a brain  
Your stillness rests in a silent pool  
Infinity drifts in space  
Your grandeur straddles the mountain tops  
And we see your face in each face.

**10. GOD IS SO GOOD**

God is so good,  
God is so good,  
God is so good,  
He's so good to me!  
He cares for me,  
He cares for me,  
He cares for me,  
He's so good to me!  
I'll do His will,  
I'll do His will,  
I'll do His will,  
He's so good to me!  
I praise His name,  
I praise His name,  
I praise His name,  
He's so good to me!

**11. CHANGE MY HEART**

Change my heart Oh Lord,  
make it ever true.  
Change my heart Oh Lord,  
may I be like You. (2)  
You are the potter, I am the clay,  
Mould me and make me,  
this is what I pray.

**12. EVERYTHING I AM**

Everything I am -2  
Everything I'll be -2  
I give it to you Lord -2  
And do it thankfully thankfully  
    Every song I sing  
    Every praise I bring  
    Everything I do  
    Is a gift to you  
Everything I have -2  
All you've given me -2  
I give it to you Lord -2  
And do it thankfully thankfully

**13. YOU ARE WITH ME WHEREVER GO**

You are with me Wherever I go  
Every moment Your life in me flows  
You're always there close by my side,  
You are there, O Lord both day and night  
    You are with me in my mother's womb  
    You are with me in days of gloom  
    You helped me stand against all odds.  
    And you filled me with your strength O Lord.  
In times of sorrow in times of grief,  
You give me hope, strengthened my belief  
When I did fall and was in pain,  
Lord, You set me on my feet again

**14. LISTEN, LET YOUR HEART**

Listen, let your heart keep seeking;  
Listen to his constant speaking;  
Listen to the Spirit calling you.  
Listen to the Spirit calling you.  
Listen to his inspiration;  
Listen to his invitation;  
    He's in the sound of the thunder,  
    in the whisper of the breeze.  
    He's in the might of the whirlwind,  
    in the roaring of the seas.  
He's in the laughter of children,  
in the patter of the rain.  
Hear him in cries of the suffering,  
in their moaning and their pain

**15. MAKE ME A CHANNEL**

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 is doubt true faith in You  
    Make me a channel of your peace  
    Where there is despair in life  
    let me bring hope  
    Where there is darkness light  
    And where there's sadness ever joy

Oh, Master grant that 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  
Make me a channel of your peace  
It is in pardoning that we are pardoned  
It is in giving to all men that we receive  
And in dying that we are born  
to eternal life

**16. BLESS THE LORD, O MY SOUL,**

Bless the Lord, O my soul, O my soul,  
worship His holy Name.  
Sing like never before, O my soul.  
I'll worship Your holy Name.  
The sun comes up, it's a new day dawning;  
It's time to sing Your song again.  
and whatever lies before me,  
Let me be singing when the evening comes.  
You're rich in love and You're slow to anger,  
Your Name is great and Your heart is kind;  
For all Your goodness will keep on singing,  
Ten thousand reasons for my heart to find.  
And on that day when my strength is failing,  
The end draws near and my time has come;  
Still my soul sings Your praise unending,  
Ten thousand years and then forever  
more.

**17. OH THE WORD OF MY LORD**

Oh The Word Of My Lord  
Deep within my being,  
Oh the word of my Lord,  
You have filled my mind.  
Before I formed you in the womb  
I knew you through and through,  
I choose you to be mine.  
Before you left your mother's side  
I called to you, my child, to be my sign.  
I know that you are very young,  
But I will make you strong  
I'll fill you with my word;  
And you will travel through the land,  
Fulfilling my command  
Which you have heard.

**18. तुम्हीं हो माता-पिता**

तुम्हीं हो माता-पिता तुम्हीं हो,  
तुम्हीं हो बन्धु सखा तुम्हीं हो।  
तुम्हीं हो साथी तुम्हीं सहारे  
कोई न अपना सिवा तुम्हारे  
तुम्हीं हो नैया, तुम्हीं खेवैया,  
तुम्हीं हो बन्धु सखा तुम्हीं हो।  
जो खिल सके ना वो फूल हम हैं,  
तुम्हारे चरणों की धूल हम हैं।  
दया की दृष्टि सदा ही रखना,  
तुम्हीं हो बन्धु सखा तुम्हीं हो।

**19. प्यासा हिरण**

प्यासा हिरण जैसे ढूँढे है जल को  
ऐसे प्रभु मैं तुझे खोज रहा !  
तूही मेरे मन की अभिलाषा  
तेरी पूजा निस दिन करता रहूँ मैं।  
सोना चाँदी मैं तो न माँगू  
मन तेरे प्रेम से भरता रहूँ मैं।

**20. हम होंगे कामयाब**

हम होंगे कामयाब (3) एक दिन  
ओ.... मन में है विश्वास, पूरा है विश्वास  
हम होंगे कामयाब एक दिन  
हम चलेंगे साथ-साथ डाल हाथों में हाथ  
हम चलेंगे साथ-साथ एक दिन  
ओ.... मन में है विश्वास, पूरा है विश्वास  
हम चलेंगे साथ-साथ एक दिन  
होगी शान्ति चारों ओर (3) एक दिन  
ओ.... मन में है विश्वास, पूरा है विश्वास  
होगी शान्ति चारों ओर एक दिन

## 21. तू प्यार का सागर है

तू प्यार का सागर है- 2  
तेरी एक बूँद के प्यासे हम  
लौटा जो दिया तूने  
चले जायेंगे यहां से हम  
तू प्यार का सागर है  
घायर मन का पागल पंछी,  
उड़ने को बेकरार  
पंख है कोमल आँख है धुंधली  
जाना है सागर पार  
अब तू ही इसे समझा राह भूले थे  
कहाँ से हम तू प्यार का सागर है  
इधर झूमके गाये जिन्दगी, उधर है मौत खड़ी  
कोई क्या जाने कहाँ है सीमा, उलझन आन पड़ी  
कानों में जरा कह दे कि आये कौन दिशा से हम  
तू प्यार का सागर है

## 22. इतनी शक्ति

इतनी शक्ति हमें देना दाता,  
मन का विश्वास कमजोर हो ना  
हम चले नेक रास्ते पर हम से  
भूलकर भी कोई भूल हो ना  
इतनी शक्ति .....

दूर अज्ञान के हो अंधेरे,  
तू हमें ज्ञान की रोशनी दे  
हर बुराई से बचते रहे हम  
जितनी भी दे भली जिन्दगी दे  
बैर हो ना किसी का किसी से,  
भावना मन में बदल की हो ना  
हम चले .....

हम न सोचें हमें क्या मिला है,  
हम यह सोचे किया क्या है अर्पण  
फूल खुशियों के बांटे सभी को,  
सबका जीवन ही बन जाये मधुबन  
अपनी करुणा का जल तू बहा के  
कर दे पावन हर एक मन का कोना  
हम चलें .....

## 23. तू मेरी ज्योति

तू मेरी ज्योति, तू मेरा घर, तू ही मेरी राह तू हमसफर  
तू जो मेरे साथ तो, काहे को डरूँ  
तू जो मेरा पास तो, काहे घबराऊँ  
तेरी कृपा मेरी पूजा मिल के गाये गीत  
मैं हूँ तोरी प्रीत प्रभु तू मेरा गीत  
मेरा तू सवेरा प्रभु तू ही मेरी शाम  
तू प्रभु जग की मधुर मुस्कान  
मैं हूँ बंसी तू रागिनी हो जाए संगीत  
तेरी वीणा गाये मुझमें गए नवगीत  
मेरी तू उमंग प्रभु तू मेरी लगन  
तू है मेरी मंजिल तू ही साहिल  
तू है मेरा सपना तू ही आईना  
तू है मेरा नाविक तू ही नैया

## 24. हम को मन की शक्ति देना

हम को मन की शक्ति देना मन विजय करे  
दूसरों की जय से पहले खुदको जय करे .....

भेद-भाव अपने दिल से साफ कर सके  
दूसरों से भूल होतो माफ कर सके  
झूठ से बचे रहे, सच का दम भरे  
दूसरों की जय से पहले खुदको जय करे .....



झूठ से बचे रहे, सच का दम भरे  
दूसरों की जय से पहले खुदको जय करे .....  
मुश्किलें पड़े तो हम पर इतना कर्म कर  
साथ दे तो धर्म का चले तो धर्म पर  
खुद पे हौसला रहे बदी से न उरे  
दूसरों की जय से पहले खुदको जय करे .....

**25. ऐ मालिक तेरे बन्दे हम**

ऐ मालिक तेरे बन्दे हम  
ऐसे हो हमारे करम  
नेकी पर चले और बदी से टलें  
ताकि हँसते हुए निकले दम  
ये अंधेरा घना छा रहा तेरा इंसान घबरा रहा  
हो रहा बेखबर कुछ न आता नजर  
सुख का सूरज छिपा जा रहा  
है तेरी रोशनी में जो दम  
तू अमावस को कर दे पूनम      नेकी .....

जब जुल्मों का हो सामना तब तू ही हमें थामना  
वो बुराई करे हम भलाई भरे  
ना ही बदले की हो भावना  
बढ़ उठे प्यार का हर कदम  
और मिटे बैर का यह भरम      नेकी....

**26. तेरी है जमीन तेरा आसमान**

तेरी है जमीन तेरा आसमान  
तू बड़ा मेहरबान तू बख्शिश कर  
तेरी है जमीन तेरा आसमान  
तू बड़ा मेहरबान तू बख्शिश कर  
सभी का है तू भी तेरे खुदा मेरे तू बख्शिश कर  
तेरी है.....

ओ तेरी मर्जी से ऐ मालिक हम  
इस दुनिया में आये हैं  
तुम लोग चुप क्यों हो गए  
गाओ ना बच्चों गाओ  
तेरी मर्जी से ऐ मालिक हम  
इस दुनिया में आये हैं  
तेरी रहमत से हम सबने  
ये जिस्म और जान पाए हैं।  
तू अपनी नजर हम पर रखना  
किस हाल में हैं ये खबर रखना  
तेरी है.....

तू चाहे तो हमें रखे  
तू चाहे तो हमें मारे  
तू चाहे तो हमें रखे  
तू चाहे तो हमें मारे  
ओ तेरे आगे झुका के सर  
खड़े हैं आज हम सारे  
ओ सबसे बड़ी ताकत वाले  
तू चाहे तो हर आफत टाले  
तेरी है जमीन .....

**27. तू ही राम है तू रहीम है प्रार्थना**

तू ही राम है तू रहीम है,  
तू करीम, कृष्ण, खुदा हुआ,  
तू ही वाहे गुरु, तू ईशू मसीह,  
हर नाम में, तू समा रहा ।  
तू ही राम है तू रहीम है,.....  
तेरी जात पाक कुरान में,  
तेरा दर्श वेद पुराण में,  
गुरु ग्रन्थ जी के बखान में,  
तू प्रकाश अपना दिखा रहा ।

तू ही राम है, तू रहीम है,  
 तू करीम, कृष्ण, खुदा हुआ,  
 तू ही वाहे गुरु, तू ईशू मसीह,  
 हर नाम में, तू समा रहा ।  
 अरदास है, कहीं कीर्तन,  
 कहीं राम धुन, कहीं आव्हन,  
 विधि भेद का है ये सब रचन,  
 तेरा भक्त तुझको बुला रहा ।  
 तू ही राम है, तू रहीम है,  
 तू करीम, कृष्ण, खुदा हुआ,  
 तू ही वाहे गुरु, तू ईशू मसीह  
 हर नाम में, तू समा रहा ।

#### 28. ये मत कहो खुदा से

ये मत कहो खुदा से मेरी मुश्किलें बड़ी हैं  
 इन मुश्किलों से कह दो मेरा खुदा बड़ा है (2)  
 आती हैं आंधियां तो  
 कर उनका खैर मकदम  
 तूफां से ही तो लड़ने खुदा ने तुझे गढ़ा है  
 ये मत कहो खुदा से मेरी मुश्किलें बड़ी हैं  
 इन मुश्किलों से कह दो मेरा खुदा बड़ा है  
 अग्नि में तप के सोना है और भी निखरता  
 दुर्गम को पार कर के हिमालय कोई चढ़ाए  
 लाएगी रंग मेहनत आखिर तुम्हारी इकदिन  
 होगा विशाल तरुवर, वो बीज जो पड़ा है  
 वो सर्व शक्तियों से जब साथ है हमारे  
 हर काम उसके रहते हरदम हुआ पड़ा है  
 कभी हारना ना, हिम्मत के कदम बढ़ाओ  
 हजारों कदम बढ़ाने वो सामने खड़ा है।

#### 29. ये तो सच है की भगवान है

ये तो सच है की भगवान है  
 है मगर फिर भी अन्जान है  
 धरती पे रूप माँ-बाप का  
 उस विधाता की पहचान है।  
 जन्मदाता हैं जो नाम जिनसे मिला  
 थामकर जिनकी उंगली है बचपन चला  
 कांधे पर बैठ के, जिनके देखा जहां  
 ज्ञान जिनसे मिला, क्या बुरा, क्या भला  
 इतने उपकार हैं क्या कहें  
 ये बताना न आसान है धरती पे रूप....  
 जन्म देती है जो, माँ जिसे जग कहे  
 अपनी संतान में, प्राण जिसके रहे  
 लोरियां होंठों पर, सपने बुनती नजर  
 नींद जो वार दे, हँस के हर दुःख सहे  
 ममता के रूप में है प्रभू  
 आपसे पाया वरदान है धरती पे रूप...  
 आपके ख्वाब हम, आज होकर जवां  
 उस परम शक्ति से, करते हैं प्रार्थना  
 इनकी छाया रहे, रहती दुनिया तलक  
 एक पल रह सकें हम न जिनके बिना  
 आप दोनों सलामत रहें  
 सबके दिल में ये अरमान है धरती पे रूप....

#### 30. हे प्रभु तेरे प्रेम से

हे प्रभु तेरे प्रेम से  
 मेरा दिल भर जाए (2)  
 तेरे प्रेम से (2) प्रेम से भर जाए  
 इस राह में प्रभु  
 मेरे साथ रहना सदा - (2)  
 मैं कभी भी न भटकू  
 खो जाओ तुझ में सदा

### 31. ज्योति तुम्हारी सतत् जलेगी

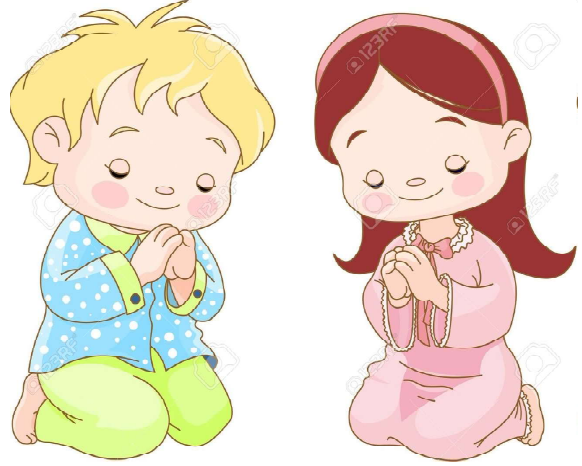
ज्योति तुम्हारी सतत् जलेगी  
आया हूँ उजाला लेने,  
प्रभु आया उजाला लेने।  
चारों दिशाएँ नजर न आये,  
इतना अन्धेरा जीवन में,  
कितनी चमक तेरी दर्शन में।  
सारा जगत् अलोकित होता,  
तेरा उजाला पाकर ही,  
चाँद सितारे और सूरज भी ।  
मेरे हृदय में तेरी ज्योति,  
मन का ये मन्दिर रोशन है,  
जग-मग मेरा घर आँगन है।

### 31. तेरी आराधना करूँ

तेरी आराधना करूँ  
तेरी आराधना करूँ  
पाप क्षमा कर, जीवन दे दे  
दया की याचना करूँ  
तू ही महान, सर्वशक्तिमान  
तू ही हैं मेरे जीवन का संगीत  
हृदय के तार, छेड़े झनकार -2  
तेरी आराधना है मधुर गीत  
जीवन से मेरे तू महिमा पाये  
एक ही कामना करूँ पाप क्षमा कर...  
सृष्टि के हर एक कण कण में  
छाया है तेरी ही महिमा का राज,  
पक्षी भी करते हैं तेरी प्रशंसा -2  
हर पल सुनाते हैं आनंद का राग  
मेरी भी भक्ति तुझे ग्रहण हो,  
हृदय से प्रार्थना करूँ,  
पाप क्षमा कर.....

### 32. ये धरती ये आसमा

ये धरती ये आसमा,  
यह वन उपवन, यह पवन चमन,  
मेरे प्रभु की सांसे हैं -2  
गाये जय जयकार, गाये बारंबार  
हो जाए गुंजार प्रभु है फुहार। -2  
सत्य वही है राह वही है  
ज्योति वही है जीवन वही है। -2



APRIL 2023				
DT.	DAY	HIGH /HR. SECONDARY	PRIMARY SECTION	PRE-PRIMARY SECTION
1	SAT	VI - CANVAS PAINTING - INSPIRED BY WILD LIFE VII - DRAWING/PAINTING THEME - "HEALING NATURE - A PLANET ON THE EDGE" VIII - GLASS PAINTING - THEME : MARINE LIFE X - LETS REUSE THE WASTE XI & XII - ELOQUENCE COMPETITION		
2	SUN			
3	MON			
4	TUE	MAHAVIR JAYANTI		
5	WED		I - ZIG ZAG RUN	
6	THU			
7	FRI	GOOD FRIDAY		
8	SAT			
9	SUN	EASTER		
10	MON		II - SHUTTLE RUN	
11	TUE	VII & VIII - SANSKRIT SAMVADAM	III - STORY IN MY POCKET	
12	WED	KABADDI H. S. BOYS	IV - BLIND ARTIST	
13	THU	KABADDI H. S. GIRLS	V - BIRD FEEDER MAKING	
14	FRI	AMBEDKAR JAYANTI		
15	SAT	PA I BEGINS	PA I BEGINS	
16	SUN			
17	MON			
18	TUE			
19	WED			
20	THU			
21	FRI			
22	SAT	EID-UL-FITR		
23	SUN			
24	MON			
25	TUE	X - ROLE PLAY	CELEBRATING SUMMER SEASON	
26	WED			
27	THU			
28	FRI			LAST WORKING DAY FOR L.K.G.& U.K.G.
29	SAT			
30	SUN	PTM ON 01/05/2023	PTM ON 01/05/2023	

JUNE 2023				
DT.	DAY	HIGH /HR. SECONDARY	PRIMARY SECTION	PRE-PRIMARY SECTION
1	THU			
2	FRI			
3	SAT			
4	<b>SUN</b>			
5	MON			
6	TUE			
7	WED			
8	THU			
9	FRI			
10	SAT			
11	<b>SUN</b>			
12	MON			
13	TUE			
14	WED			
15	THU			
16	FRI			
17	SAT	IX & X - DESIGNING BIRTHDAY WISHES USING DIFFERENT FONT STYLES VIII - PAPER QUILLING (ACCESSORIES) VI & VII - CHOCOLATE BOUQUET XI & XII - GROUP DISCUSSION	I - ENGLISH READING COMPETITION	
18	<b>SUN</b>			
19	MON			<b>SCHOOL REOPENS FOR U.K.G. &amp; NURSERY</b>
20	TUE		II - PASSING THE WATER	
21	WED		III TO V - MARCH TOWARDS FITNESS - INTERNATIONAL YOGADAY	
22	THU		IV - SKATING COMPETITION	
23	FRI	TUG OF WAR BOYS & GIRLS (MIDDLE SCHOOL)		
24	SAT	TUG OF WAR BOYS & GIRLS (HIGH SCHOOL)	V - SJC MASTER CHEF	
25	<b>SUN</b>			
26	MON			<b>SCHOOL REOPENS FOR L.K.G</b>
27	TUE			
28	WED			
29	<b>THU</b>	<b>BAKRI-ID</b>		
30	FRI			

JULY 2023				
DT.	DAY	HIGH /HR. SECONDARY	PRIMARY SECTION	PRE-PRIMARY SECTION
1	SAT	VI & VII - GROUP DANCE COMPETITION (FOLK DANCES OF NEIGHBOURING STATES ) VIII - 3D DRAWING		
2	SUN			
3	MON		<b>GURU PURNIMA</b>	
4	TUE			
5	WED	BADMINTON H. S. BOYS & GIRLS		
6	THU			PICKING PAPER WITH STRAW (U.K.G.)
7	FRI		I & II - ROYAL DAY – ENACTING A TALE & III - G.K QUIZ COMPETITION	SOLO DANCE COMPETITION (L.K.G.)
8	SAT	IX & X - HINDI QUIZ COMPT.		
9	SUN			
10	MON		<b>PA II BEGINS</b>	HAND PAINTING (TREE - NURSERY)
11	TUE			
12	WED			
13	THU			MOM & I ( FASHION SHOW - U. K.G.)
14	FRI			
15	SAT	XI & XII - ENACTING & DEPICTING THE CHARACTER		<b>PTM</b>
16	SUN			
17	MON			
18	TUE			
19	WED			
20	THU	<b>PA II BEGINS</b>		SPORTS ACTIVITY WITH L.K.G.
21	FRI			TRACE THE STROKE (NURSERY)
22	SAT		INVESTITURE CEREMONY	
23	SUN			
24	MON			FRUITS DAY
25	TUE			
26	WED			
27	THU		<b>PTM</b>	
28	FRI		I TO V - WELCOMING MONSOON	
29	SAT		<b>MUHARRAM</b>	
30	SUN			
31	MON		V - THE MYSTERY BOX & IV - DISPLAY ON SAFETY RULES & TRAFFIC SIGNALS	

AUGUST 2023				
DT.	DAY	HIGH /HR. SECONDARY	PRIMARY SECTION	PRE-PRIMARY SECTION
1	TUE	VOLLEY BALL H. S. BOYS		
2	WED			
3	THU			
4	FRI	IX & X - SCHOOL IDOL (SOLO SINGING COMPETITION)		NEW ADVERTISEMENT SHOW (L.K.G.)
5	SAT	<b>PTM</b>	I - THE SKITTLES GAME	
6	<b>SUN</b>			
7	MON		II - PATRIOTIC COSTUME CONTEST	
8	TUE	VOLLEY BALL H. S. GIRLS	III - INDEPENDENCE DAY POTLUCKS	SPEECH COMPETITION ON INDEPENDENCE DAY (U.K.G.)
9	WED			STRAW ACTIVITY WITH LETTERS (NURSERY)
10	THU		IV - ROLE PLAY ON FREEDOM FIGHTERS	
11	FRI		V - PATRIOTIC SONG/DANCE COMPETITION	
12	SAT			
13	<b>SUN</b>			
14	MON			INDEPENDENCE DAY CELEBRATION
15	<b>TUE</b>	<b>INDEPENDENCE DAY</b>		
16	WED			ORIGAMI - PAPER ART(L.K.G.)
17	THU			
18	FRI			
19	SAT	INTER SCHOOL SOCIAL SCIENCE QUIZ COMPETITION		
20	<b>SUN</b>			
21	MON			<b>QUARTERLY EXAMINATION BEGINS</b> (L.K.G. & U.K.G.)
22	TUE	VIII - EXTEMPORE		
23	WED			
24	THU			BALANCE THE BALL ON THE PAPER (NURSERY)
25	FRI	IX & X - HINDI DEBATE		
26	SAT	VI & VII - ALL ABOUT ME XI & XII - GARMENT ILLUSTRATION INSPIRED BY NATURE ILLUSTRATION	I TO V - CELEBRATING RAINBOW DAY	
27	<b>SUN</b>			
28	MON		INDEPENDENCE DAY MOVIE MARATHON	QUARTERLY EXAMINATION ENDS (L.K.G. & U.K.G)
29	TUE	<b>ONAM</b>	NATIONAL SPORTS DAY & IV - V - BADMINTON (GIRLS & BOYS)	RAKHI MAKING COMPETITION (U.K.G.)
30	<b>WED</b>	<b>RAKSHA BANDHAN</b>		
31	THU			

SEPTEMBER 2023				
DT.	DAY	HIGH /HR. SECONDARY	PRIMARY SECTION	PRE-PRIMARY SECTION
1	FRI	VI,VII - GREETING CARD MAKING BY PAPER QUILLING - THEME TEACHER'S DAY VIII & IX - MIMICRY	I & II - ENACTING CARTOON CHARACTERS	
2	SAT			
3	<b>SUN</b>			
4	MON			TEACHER'S DAY CELEBRATION
5	TUE	TEACHER'S DAY CELEBRATION		
6	WED			
7	<b>THU</b>	<b>JANMASTHMI</b>		
8	FRI			HIDDEN TALENT SHOW (L.K.G.)
9	SAT			<b>QUARTERLY EXAM RESULT</b> (L.K.G. & U.K.G.)
10	<b>SUN</b>			
11	MON	<b>TERM I EXAMINATION BEGINS</b>	<b>TERM I EXAMINATION BEGINS</b>	
12	TUE			ZIG-ZAG RACE WITH PARTNER (NURSERY)
13	WED			
14	THU			SALAD DECORATION WITH GRANDPARENTS (U.K.G.)
15	FRI			
16	SAT			
17	<b>SUN</b>			
18	MON			FANCY DRESS COMPETITION (FRUITS & VEGETABLES - NURSERY)
19	<b>TUE</b>	<b>GANESH CHATURTHI</b>		
20	WED			CRAFT COMPETITION (BEST OUT OF WASTE - U.K.G.)
21	THU			SKIT WITH PARENTS (L.K.G.)
22	FRI			
23	SAT			
24	<b>SUN</b>			
25	MON			
26	TUE			
27	WED	BASKET BALL H. S. BOYS & GIRLS		
28	<b>THU</b>	<b>ANANT CHATURDASHI AND EID-E-MILAD</b>		
29	FRI	BASKET BALL M. S. BOYS & GIRLS	V - SHADOW PLAY	
30	SAT	<b>PTM</b>	<b>PTM</b>	



OCTOBER 2023				
DT.	DAY	HIGH /HR. SECONDARY	PRIMARY SECTION	PRE-PRIMARY SECTION
1	SUN			
2	MON	GANDHI JAYANTI		
3	TUE			SPEECH COMPETITION ON MY SELF (NURSERY)
4	WED		I TO V - FRUIT DAY CELEBRATION	
5	THU	FOOTBALL HIGHER SEC. BOYS	I - GROUP ROPE JUMP	WRITING COMPETITION (UKG) & FANCY DRESS COMPETITION(LKG)
6	FRI		II - DRAW SWORDS	
7	SAT			
8	SUN			
9	MON			
10	TUE	THROWBALL H. S. BOYS & GIRLS	III - SAND ART ACTIVITY	
11	WED		IV - BOTTLE DECORATION	
12	THU		V - ENGLISH CALLIGRAPHY	DANCE COMPETITION WITH PARENTS (70s-80s THEME - NURSERY)
13	FRI	VII - SHORT SKIT COMPETITION	IV & V - KHO-KHO BOYS & GIRLS	
14	SAT			
15	SUN			
16	MON		GARBA DAY	
17	TUE			
18	WED			PAPER FOLDING COMPETITION (LKG)
19	THU			RAMP WALK WITH PARENTS (UKG)
20	FRI	"VIVIDHA"		
21	SAT			PTM
22	SUN			
23	MON			
24	TUE	DUSSHERA		
25	WED			
26	THU			
27	FRI	PA III BEGINS	PA III BEGINS	FLOWERS DAY
28	SAT			
29	SUN			
30	MON			
31	TUE			

NOVEMBER 2023				
DT.	DAY	HIGH /HR. SECONDARY	PRIMARY SECTION	PRE-PRIMARY SECTION
1	WED			
2	THU			SPORTING EVENTS WITH PARENTS (NURSERY)
3	FRI		CELEBRATING WINTER	
4	SAT			
5	SUN			
6	MON		I - CARTOON STRIP	
7	TUE		II - OCCUPATION APPAREL	SPEECH COMPETITION (LKG)
8	WED		III - MOTIVATIONAL SPEECH - NEVER GIVE UP ON YOUR DREAMS & IV - ENGLISH EXTEMPORE	
9	THU	DIWALI CELEBRATION		
10	FRI			
11	SAT			
12	SUN	DIWALI		
13	MON			
14	TUE	CHILDREN'S DAY		
15	WED			
16	THU			ICING ON CAKE WITH FATHER (UKG)
17	FRI			
18	SAT	PTM	PTM	PTM
19	SUN			
20	MON	CRICKET H. S. BOYS		HALF YEARLY EXAMINATION BEGINS
21	TUE	XI & XII - ANCHORING COMPETITION		
22	WED			
23	THU	CRICKET M. S. BOYS		
24	FRI			
25	SAT	IX & X - DEBATE COMPETITION		
26	SUN			
27	MON	GURU NANAK JAYANTI		
28	TUE			HALF YEARLY EXAM ENDS
29	WED		IV - GRAND PARENTS DAY	GARDEN DAY
30	THU	VII,VIII - CREATIVE ADVERTISEMENT COMPETITION	IV & V - KABADDI - BOYS & GIRLS	

DECEMBER 2023				
DT.	DAY	HIGH /HR. SECONDARY	PRIMARY SECTION	PRE-PRIMARY SECTION
1	FRI	PRE BOARD I BEGINS		
2	SAT	VI - SPEECH COMPETITION – CONNECT VIRTUES OF ST. JOSEPH TO YOUR LIFE	I TO V - FAMILY TREE DAY	
3	SUN			
4	MON		I TO II - INTER HOUSE POEM COMPETITION	
5	TUE	DOGDE BALL H. S. GIRLS & BOYS		
6	WED		III - ETIQUITES DISPLAY	CARTOON DRAWING COMPETITION (LKG)
7	THU		IV - PRAYER DANCE SOLO	DRAWING COMPETITION (NURSERY)
8	FRI	INTERSCHOOL BASKETBALL COMPETITION	V - INVENTORS SPEAK	
9	SAT			HALF YEARLY RESULT
10	SUN			
11	MON	CHESS H. S. BOYS AND GIRLS		
12	TUE		A VISIT TO AN ORPHANGE	
13	WED			
14	THU			ACTION WORDS WITH PROPS COMPETITION (NURSERY) & STORY TELLING COMPETITION (ENGLISH - LKG)
15	FRI	VII - HINDI POEM RECITATION VIII & IX - MATH'S MODELLING	PA IV BEGINS	VEGETABLES DAY
16	SAT	PTM (FOR PRE-BOARD I)/ DOGDE BALL M. S. GIRLS & BOYS		
17	SUN			
18	MON			CHRITMAS CARDS WITH GRASS AND LEAVES COMPETITION (UKG)
19	TUE			
20	WED	CHESS M. S. BOYS AND GIRLS		
21	THU			
22	FRI			CHRISTMAS GET TOGETHER WITH PARENTS (U.K.G.)
23	SAT	CHRISTMAS CELEBRATION		
24	SUN			
25	MON	CHRISTMAS		
26	TUE			
27	WED			
28	THU			
29	FRI			
30	SAT			
31	SUN			

JANUARY 2024				
DT.	DAY	HIGH /HR. SECONDARY	PRIMARY SECTION	PRE-PRIMARY SECTION
1	MON	HAPPY NEW YEAR		
2	TUE			SCHOOL REOPENS AFTER WINTER VACATIONS
3	WED			
4	THU		I TO V - ENGLISH WRITING COMPETITION	
5	FRI		I - ADVERTISING PRODUCTS	
6	SAT	VI - ENGLISH POEM RECITATION	PTM	
7	SUN			
8	MON	PA IV BEGINS		
9	TUE		II - FANCY DRESS – OUR EARTH	
10	WED		III - MATHS IN HOME DÉCOR	
11	THU		IV - BOOK REVIEW COMPETITION	
12	FRI		V - CULTURAL FIESTA- AROUND THE NATION	
13	SAT			
14	SUN			
15	MON			
16	TUE			
17	WED			
18	THU			
19	FRI			
20	SAT	PTM		PTM
21	SUN			
22	MON			
23	TUE			
24	WED			
25	THU			REPUBLIC DAY CELEBRATION
26	FRI	REPUBLIC DAY		
27	SAT			
28	SUN			
29	MON			
30	TUE			
31	WED			



FEBRUARY 2024				
DT.	DAY	HIGH /HR. SECONDARY	PRIMARY SECTION	PRE-PRIMARY SECTION
1	THU			
2	FRI			
3	SAT			
4	<b>SUN</b>			
5	MON			
6	TUE			
7	WED			
8	THU			
9	FRI			CAP WITH GOGGLE DAY
10	SAT			
11	<b>SUN</b>			
12	MON			
13	TUE			
14	WED			
15	THU			
16	FRI			
17	SAT			
18	<b>SUN</b>			
19	MON			
20	TUE			
21	WED			
22	THU			
23	FRI			
24	SAT	SANT RAVIDAS JAYANTI		
25	<b>SUN</b>			
26	MON			
27	TUE			
28	WED			
29	THU			





<b>MARCH 2024</b>				
<b>DT.</b>	<b>DAY</b>	<b>HIGH /HR. SECONDARY</b>	<b>PRIMARY SECTION</b>	<b>PRE-PRIMARY SECTION</b>
1	FRI			
2	SAT	<b>TERM-II EXAMINATION BEGINS</b>	<b>TERM-II EXAMINATION BEGINS</b>	<b>TERM-II EXAMINATION BEGINS</b>
3	<b>SUN</b>			
4	MON			
5	TUE			
6	WED			
7	THU			
8	FRI			
10	<b>SUN</b>			
11	MON			
12	TUE			
13	WED			
14	THU			
15	FRI			
16	SAT			
17	<b>SUN</b>			
18	MON			
19	TUE			
20	WED			
21	THU			
22	FRI			
23	SAT	<b>RESULT DECLARATION</b>	<b>RESULT DECLARATION</b>	<b>RESULT DECLARATION</b>
24	<b>SUN</b>			
25	MON			
26	TUE			
27	WED			
28	THU			
29	FRI			
30	SAT			
31	SUN	<b>SCHOOL REOPENS ON 1<sup>ST</sup> APRIL 2024</b>		

These dates mentioned for various activities and exams are tentative, that may change according to the circumstances.



## LITTLE THINGS THAT MATTER MUCH

Date	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

L - Late Coming

C - No Cleanliness

P - No Parents - Teachers Contact

H - Home Work not done

U - Not in Proper Uniform

## LITTLE THINGS THAT MATTER MUCH

Date	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											

L - Late Coming

C - No Cleanliness

P - No Parents - Teachers Contact

H - Home Work not done

U - Not in Proper Uniform



**BOOKS I HAVE READ**

S.No.	Title	Author	Date

### BOOKS I HAVE READ

S.No.	Title	Author	Date

**CLASS TEACHER'S REMARKS**

Date	Remarks	Class Teacher's Signature	Parent's Signature

**CLASS TEACHER'S REMARKS**

Date	Remarks	Class Teacher's Signature	Parent's Signature

**SUBJECT TEACHER’S REMARKS**

Date	Remarks	Subject Teacher's Signature	Parent's Signature

**SUBJECT TEACHER'S REMARKS**

Date	Remarks	Subject Teacher's Signature	Parent's Signature

## HEAD MISTRESS' REMARKS

Date	Remarks	Head Mistress' Signature	Parent's Signature

**PRINCIPAL'S REMARKS**

Date	Remarks	Principal's Signature	Parent's Signature



### **PARENT'S REMARKS**

Date	Remarks	Parent's Signature	Class Tr's Signature

**PARENT’S REMARKS**

Date	Remarks	Parent’s Signature	Class Tr’s Signature

**RECEIPT OF NOTICES : PINK/YELLOW/RED CARDS issued should  
be Acknowledged Below**

Pink/ Yellow/Red Date of	Issue	Sign of Principal/ Head Mistress	Parent's Signature

## NON-ATTENDANCE & LEAVE RECORD

(To be entered briefly in ink)

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

Date	Reason	Parent's Sign.	Initials of School* Authority	Initials of Class Teacher

Parents should make it a point to use this page when applying for short leave or explaining the absence of their ward.

\*Principal/Headmistress/Office In charge

## NON-ATTENDANCE & LEAVE RECORD

(To be entered briefly in ink)

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

Date	Reason	Parent's Sign.	Initials of School* Authority	Initials of Class Teacher

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## **NON-ATTENDANCE & LEAVE RECORD**

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

Date	Reason	Parent's Sign.	Initials of School* Authority	Initials of Class Teacher

Parents should make it a point to use this page when applying for short leave or explaining the absence of their ward.

\*Principal/Headmistress/Office In charge

**HOME ASSIGNMENT**

Date .....	Subject .....
Teacher's Signature	Parent's Signature
Date .....	Subject .....
Teacher's Signature	Parent's Signature



**HOME ASSIGNMENT**

Date .....	Subject .....
Teacher's Signature	Parent's Signature
Date .....	Subject .....
Teacher's Signature	Parent's Signature

**HOME ASSIGNMENT**

Date .....	Subject .....
Teacher's Signature	Parent's Signature
Date .....	Subject .....
Teacher's Signature	Parent's Signature

## HOME ASSIGNMENT

Date .....	Subject .....
Teacher's Signature	Parent's Signature
Date .....	Subject .....
Teacher's Signature	Parent's Signature

**APPLICATION FOR SCHOOL LEAVING CERTIFICATE**

Admission No. \_\_\_\_\_

To,  
The Principal  
St. Joseph's Convent Higher Secondary School  
Civil Lines, Khandwa - 450 001

Dear Sister,

Please furnish me with the 'School Leaving Certificate' of my ward. The necessary particulars are given below :

Pupil's Name .....

Father's Name .....

Class ..... Section .....

Fee details .....

Reason for leaving .....

Address .....

.....

.....

Date.....

Signature of Parent

**Note :**

- 1) No School Leaving Certificate will be given until all dues to the School have paid in full.
- 2) School Leaving Certificate will be issued after a period of three days.
- 3) Kindly submit a photocopy of previous year marksheet.

Date.....

Principal's Signature



**TIME - TABLE**

Period	1	2	3	4	R E C E S S				5	6	7	8
Time												
Day One												
Day Two												
Day Three												
Day Four												
Day Five												
Day Six												

**TIME - TABLE**

Period	1	2	3	4	R E C E S S				5	6	7	8
Time												
Day One												
Day Two												
Day Three												
Day Four												
Day Five												
Day Six												



## STUDENT'S DECLARATION FORM

(To be filled in by the Parent / Guardian)

OFFICE COPY (2023 - 24)

(to be filled in block letters only)

Pupil's Name: .....

Class: ..... Section: ..... House: ..... Roll No.: .....

Date of Birth:

Admission No. :

SSSM ID :

Aadhar No. :

Student's Bank Account No.: ..... IFS Code: .....

Religion : ..... Caste : ..... Category: SC/ST/OBC/GEN

Father's Name : ..... is alive? : Yes  No

Occupation : Gvt.  Pvt.  Business  Farming  Other

Designation: ..... Mob :

Office Address : .....

Is Income Tax Payee?: Yes  No  Annual Income .....

Mother's Name: ..... is alive? : Yes  No

Occupation : Gvt.  Pvt.  Business  Farming  House Wife  Other

Designation: ..... Mob :

Home Address: .....

Is Income Tax Payee?: Yes  No  Annual Income .....

Contact No. (Residence) :

Emergency Contact No.:

Name of Real Sisters/Brothers studying in this school:

Sl	Name	Class & Section	Admission No.
1.			
2.			
3.			

### DECLARATION

I have read the rules and regulations of the school and I promise to abide by them and see that my child also conforms to the standard required of him/her in conduct and studies.

Father's Sign ..... Mother's Sign .....

Guardian's Sign ..... Date .....



**SPECIMEN SIGNATURES**

The specimen signature of the Parents and Guardians responsible for signing the report cards and remarks made by the Principal or Teachers should be given below:

1. Mother's Name .....

Specimen Signature .....

2. Father's Name.....

Specimen Signature .....

3. Guardian's Name .....

Relationship with the Pupil .....

Specimen Signature .....

4. Auto/Van Driver's Name .....

Contact No. ....

Auto / Van No. ....

**P.S.** When writing to the school about your child always quote his / her full name, class, section and Admission No.



## **STUDENT'S DECLARATION FORM**

(To be filled in by the Parent / Guardian)

**TEACHER'S COPY (2023 - 24) )**

(to be filled in block letters only)

Pupil's Name: .....

Class: ..... Section: ..... House: ..... Roll No.: .....

Date of Birth:

Admission No. :

SSSM ID :

Aadhar No. :

Student's Bank Account No.: ..... IFS Code: .....

Religion : ..... Caste : ..... Category: SC/ST/OBC/GEN

Father's Name : ..... is alive? : Yes  No

Occupation : Gvt.  Pvt.  Business  Farming  Other

Designation: ..... Mob :

Office Address : .....

Is Income Tax Payee?: Yes  No  Annual Income .....

Mother's Name: ..... is alive? : Yes  No

Occupation : Gvt.  Pvt.  Business  Farming  House Wife  Other

Designation: ..... Mob :

Home Address: .....

Is Income Tax Payee?: Yes  No  Annual Income .....

Contact No. (Residence) :

Emergency Contact No.:

Name of Real Sisters/Brothers studying in this school:

Sl	Name	Class & Section	Admission No.
1.			
2.			
3.			

### **DECLARATION**

I have read the rules and regulations of the school and I promise to abide by them and see that my child also conforms to the standard required of him/her in conduct and studies.

Father's Sign ..... Mother's Sign .....

Guardian's Sign ..... Date .....

**SPECIMEN SIGNATURES**

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1. Mother's Name .....

Specimen Signature .....

2. Father's Name.....

Specimen Signature .....

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Relationship with the Pupil .....

Specimen Signature .....

4. Auto/Van Driver's Name .....

Contact No. ....

Auto / Van No. ....

**P.S.** When writing to the school about your child always quote his / her full name, class, section and Admission No.



**ST. JOSEPH'S CONVENT HIGHER  
SECONDARY SCHOOL, KHANDWA (M.P.)**

Email :sjc\_khandwa@yahoo.com

Tel : 0733 - 2228190

OFFICE COPY

**MEDICAL INFORMATION OF CHILD FROM PARENTS**

Name of the Student .....

.....

Class ..... Section .....

Admission No. ....

Blood Group..... Height ..... Weight .....

Vision : (Left) ..... (Right) .....

Oral Hygiene .....

Contact No. in case of emergency .....

Photo  
in School  
Uniform

S. No.	Particulars	Please (✓) at relevant option	If yes, then mention the name of medicines
1.	Is the child a case of Fits/Epilepsy	Yes/No	
2.	Is the child a case of Bronchial Asthma ?	Yes/No	
3.	Is the child suffering from any heart ailments ?	Yes/No	
4.	Is the child suffering from any allergic condition with drug etc.?	Yes/No	
5.	Is the child a case of Haemophilla and bleeding disorder.	Yes/No	
6.	Is your child a case of Juvenile Diabetes ?	Yes/No	
7.	Any other Health Information regarding your child. (Including any operation undertaken in the past)	Yes/No	

## **UNDERTAKING FOR CYBER SECURITY**

I/We, \_\_\_\_\_ (Mother/Father/Guardian) of \_\_\_\_\_ who studies in class \_\_\_\_\_ hereby affirm that my ward does not have an account on any social networking site (eg. Facebook/Twitter/Instagram etc.) as he/she is underage and we also assure the school management that we shall abide by Cyber Security and Usage Laws. We also understand and agree that if my ward is found to be indulging in Cyber bullying or illegal browsing, he/she shall be liable to be suspended or terminated from the school as deemed appropriate by the school

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Father's/Guardian's Signature: \_\_\_\_\_

Mother's/Guardian's Signature: \_\_\_\_\_

## **UNDERTAKING FOR FOLLOWING TRAFFIC RULES**

### **(NO UNDERAGE DRIVING)**

I/We, \_\_\_\_\_ (Mother/Father/Guardian) of \_\_\_\_\_ who studies in class \_\_\_\_\_ hereby affirm that my ward does not drive any motorized vehicle as we are aware that underage driving is punishable by law. We understand that he/she shall be liable to be suspended or terminated from the school as deemed appropriate by school management if our ward is found driving any motorized vehicle (Two wheelers/Four wheelers) to

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Father's/Guardian's Signature: \_\_\_\_\_

Mother's/Guardian's Signature: \_\_\_\_\_