

ALMANAC 2026-27

VIRTUE ALONE ENNOBLES



SJC KHANDWA

ST. JOSEPH'S CONVENT HR. SEC. SCHOOL ESTD. 1892

ST. JOSEPH'S CONVENT HR. SEC. SCHOOL, KHANDWA
100% RESULT IN CLASS XII
CBSE CLASS XII OVERALL TOPPERS (2024-25)

100% RESULT IN CLASS XII
CBSE CLASS XII SUBJECT WISE TOPPERS (2024-25)

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Be the vessel and voice of hope.

**Dear Patron St. Joseph
Bless this Josephite Family**



**ENABLE US TO DREAM FOR A
BETTER ME AND WE**

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)

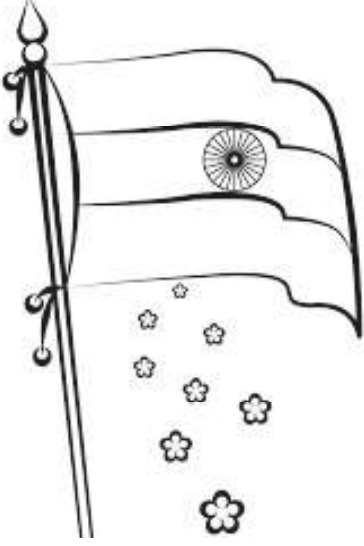
Cell Phone

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

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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 !

राष्ट्र गीत

वंदे मातरम्, वंदे मातरम् !
सुजलाम्, सुफलाम्, मलयज शीतलाम्,
शस्यश्यामलाम्, मातरम्! वंदे मातरम् !
शुभ्रज्योत्स्ना पुलकितयामिनीम्,
फुल्लकुसुमित द्रुमदलशोभिनीम्,
सुहासिनीं सुमधुर भाषिणीम्,
सुखदां वरदां मातरम् !
वंदे मातरम् !



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	: 7610730527
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 KG - Monday to Friday - 8:30 a.m. to 12:30 p.m.
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.

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 at the following times :

For Students : 12:30 p.m. to 1:30 p.m.

For Teachers : 1:30 p.m. to 3:00 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.

Every Saturday is a holiday for the KG Section

Parents' Teachers' Meet for Nursery to UKG will be held on every 2nd Saturday between 9 a.m. to 11 a.m.

Parents are free to meet and interact with the teachers on every Thursday.

Primary Section : 2.00 p.m. to 3.00 p.m.

High School : 1.30 p.m. to 2.30 p.m.

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.

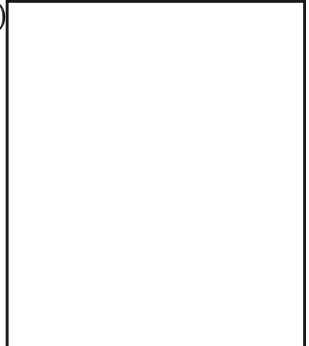


STUDENT'S DECLARATION FORM

(To be filled in by the Parent / Guardian)

STUDENT'S COPY (2026-27)

(to be filled in block letters only)



Pupil's Name:

Class: Section: House: Roll No.:

Date of Birth:

Admission No. :

SSSM ID :

Aadhar No. : Gender: M F

Student's Bank Account No.: IFS Code:

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

Father's Name : is alive? : Yes No

Occupation : Govt. 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 Siblings studying in this school:

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

PTO

MEDICAL INFORMATION OF THE CHILD

Blood Group : Height : Weight :
 Vision: (Left)(Right) Oral Hygiene:

S. No.	Particulars	Please (✓) at relevant option	If yes, then mention the name of medicines
1.	Is the child a case of Fits/Epilepsy?	<input type="checkbox"/> Y <input type="checkbox"/> N	
2.	Is the child a case of Bronchial Asthma?	<input type="checkbox"/> Y <input type="checkbox"/> N	
3.	Is the child suffering from any allergic condition with drug etc.?	<input type="checkbox"/> Y <input type="checkbox"/> N	
4.	Is the child a case of Haemophilia and bleeding disorder?	<input type="checkbox"/> Y <input type="checkbox"/> N	
5.	Is your child a case of Juvenile Diabetes?	<input type="checkbox"/> Y <input type="checkbox"/> N	
6.	Any other health Information of your child (Including operations undertaken in the past)	<input type="checkbox"/> Y <input type="checkbox"/> N	

SPECIMEN SIGNATURES

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

1. Mother's Name
2. Father's Name
3. Guardian's Name
 Relationship with the Pupil
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

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

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 and co-ordination 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 the 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 the 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 are arranged by 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, parents/guardians must present the parent ID card and the child will only be handed over to individuals whose details are documented on the card.
20. Parents must submit applications for school related tasks at least three days in advance.

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 Chambery 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". What makes a student 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 would 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, the 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.
7. There will be no internal transfers permitted for students between our branches or schools operated by the society managing this institution.
8. The amount paid at the time of admission is non-refundable under any circumstances. Parents are therefore advised to seek admission only if they are genuinely interested in continuing their ward's education in the school.

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.

SCIENCE STREAM	COMMERCE STREAM	ARTS/HUMANITIES STREAM
English Core	English Core	English Core
Physics	Accountancy	Political Science
Chemistry	Business Studies	History
Core Maths/Biology	Economics	Geography
Computer Science/ Physical Education/ Psychology	Computer Science/ Physical Education/ Psychology/ Core Mathematics	Physical Education/ Psychology
Painting	Painting	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 stuck 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.
5. For Class XI: Students who have passed the Class X board exams and withdraw their Transfer Certificate (TC) from the month of June onwards will be required to pay the first instalment of the school fees of class XI.
6. School authorities have the right to refuse admission or continuation of studies to any candidate/student whose conduct, attendance or progress in studies is unsatisfactory, such as

- a). Behavioural problems
- b). Moral breach considered to be serious by the school
- c). Involving in activities that are detrimental of the unity, integrity and secular spirit of the country
- d). Constant weakness in studies
- e). Irregularity in payment of fees
- f). Habitual late coming
- g). Irregular attendance
- h). Repeated poor performance in studies
- i). Failing for two consecutive times in the same class
- j). Indifference to the school activities.

DISMISSAL

1. The school reserves the right to dismiss those students 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 with a white background.
4. One recent passport size family photo with a white background.
5. Proof of residence (voter ID card, driving licence, electricity bill)
6. Photocopy of Child's, Father's and Mother's Aadhar card.
7. Vaccination card/Medical or fitness report of the child.
8. Blood Group report of the child.
9. Attested copies of legal documents if the child is being brought up by a single parent.
10. For parents to be considered Alumni, required to submit the self attested photocopy of marksheet (Class X, XII).

11. Samagra ID of the candidate.
12. The photocopy of father's caste certificate. - in case of ST/SC/OBC.
13. Original T.C. from Previous School for Admission in classes II-XII.
14. 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 with 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 a 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 without permission.
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 the 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, the server room 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 closing 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.
30. If the child is taken home during school hours due to personal interests, it will be recorded as an absent.

IDENTITY CARD : STUDENT

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 (Charges applicable). 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.

PARENT

Parent ID card is mandatory for student exemption during school hours. The ID card remains valid for the duration of your ward's enrollment in the school.

In the event of a lost card, inform the office immediately to prevent misuse and the issuance/ updation of a new ID card is chargeable and may take at least 20 days from the date of application.

CCTV SURVEILLANCE

CCTV cameras are strategically placed throughout the school campus to monitor students' activity and ensure safety inside as well outside. This constant surveillance serves to deter misconduct, provides evidence in case of incidents, and promotes accountability among students. This measure helps maintain discipline and safety within the school premises and outside the school gates, as well as providing a means to address any behavioural issues that may arise.

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. Maintain perfect silence and discipline here.
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 completely put off and covered with a dust proof cover.
12. Make sure you place back the stools while you leave your seat.

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 be issued only for classes IX and upward.
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 five days provided that they are not in demand by other borrowers.
8. Students are expected to take sufficient care of all the 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. The cost of the book will be calculated as per the new book in the market if the book is lost or badly damaged.
9. All the 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 (Computer), 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, Physics and Biology practicals, a student must have his/her lab coat. Without the lab coat, entrance into the Chemistry, Physics and Biology 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 and in case should inform the teacher.
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, Cricket, etc.

COUNSELLING SERVICE

Counselling service is provided to help students cope with academic and other emotional problems. Slow learners with reports of behaviours and other problems are given special counselling sessions. Career guidance is also given to those who seek options in subject's choice and career opportunities. A Trained Counsellor is on full time duty in the Counselling Cell.

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.
3. Absent will be marked for those students who frequently visit the dispensary without any health related issues and rest during the school hours.

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 through 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 the student 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 compulsorily 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 written 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 the 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 and if held for the final examination it will be reflected as supplementary in that particular subject on the report card.
6. Answer papers of the Final Examination will not be shown to the parents under any circumstances.
7. The admit card will be issued for each exam conducted. In the event of loss of admit card a fine of Rs. 10/- will be charged for the issuance of a new one, with 'Duplicate' mentioned on the card. An application must be submitted for the same.

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 THE PAYMENT OF FEES

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 st Installment	10 th June 2026
2 nd Installment	10 th August 2026
3 rd Installment	10 th October 2026
4 th Installment	10 th December 2026

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.

The Red House - Duty before pleasure

The Blue House - Right at any cost

The Green House - Serve with love

The 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 for their ward.
7. The school reserves the right to capture photographs and videos of students during functions, assemblies, sports, and other events. These may be published on the school's official website and social media handles for promotional purposes. However, all photos and videos are strictly for school use and will not be shared or provided to anyone, including parents or the student, under any circumstances.
8. Parents must be given to understand that they cannot dictate to the Management but that the Management has the right to say on what conditions they will admit or retain their wards in the school.

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 does not download 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 does not make 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.

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

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!

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. 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

15. 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.

16. MOVE IN ME PRECIOUS LORD

Move in me, Precious Lord (3)

One more time

To fulfil your every word

Every promise we have made

Move in me, Precious Lord

One more time.

Pray with me, precious lord (3)

One more time

To fulfil your every word

Every promise we have made

Pray with me, precious lord

one more time.

Stay with me, precious lord (3)

All the time

To fulfil your every word

Every promise we have made

Stay with me, precious lord

all the time.

17. GOD WILL MAKE A WAY

God will make a way

Where there seems to be no way

He works in ways we cannot see

He will make a way for me

He will be my guide

Hold me closely to His side

With love and strength for each new day

He will make a way, He will make a way

By a roadway in the wilderness, He'll
lead me

Rivers in the desert will I see

Heaven and earth will fade but His Word
will still remain

And He will do something new today

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 में 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 डरे
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 क्यूँ 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 आधियां 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
 धामकर 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 अस्मान है धरती पे रूप....

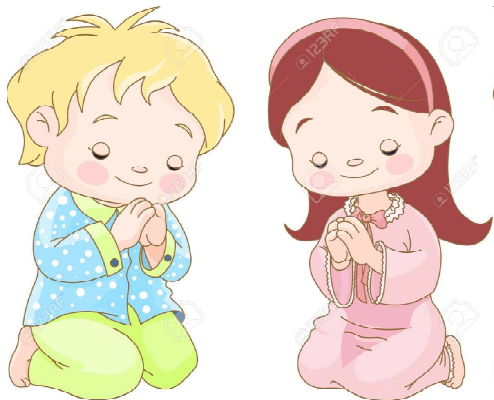
30. हे प्रभु तेरे प्रेम से
हे प्रभु तेरे प्रेम से
मेरा दिल भर जाए (2)
तेरे प्रेम से (2) प्रेम से भर जाए
इस राह में प्रभु
मेरे साथ रहना सदा - (2)
मैं कभी भी न भटकू
खो जाओ तुझ में सदा

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।

32. 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.....

33. 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

34. हर तरफ, हर जगह, हर कही पेहै,
हर तरफ, हर जगह, हर कही पेहै,
हा.. उसी का रूप...
हा उसी का रूप
रौशनी का कोई दरिया तो है,
हा कही पे जरूर
रौशनी का कोई दरिया तो है
हा कही पे जरूर
ये आसमान, ये ज़मी, चांद और सूरज
क्या बना सका है कभी कोई भी कुदरत...
कोई तो है जिसके आगे है आदमी मजबूर...
हर तरफ, हर जगह, हर कही पे है
हा.. उसी का रूप
इंसान जब कोई है राह से भटका
इसने दिखा दिया, उसको सही रास्ता...
कोई तो है जो करता है मुश्किल हमारी दूर...
हर तरफ, हर जगह, हर कही पेहै
हा.. उसी का रूप
रौशनी का कोई दरिया तो है
हा कही पे जरूर ...



NOTICE BOARD COMPETITION THEMES

MONTH	TOPIC-THEMES
APRIL	Topic: Book Buzz Bulletin Theme: "Summer Days and Learning ways"
JULY	Topic: Mental Health Theme: "Positive News Channel"
AUGUST	Topic: Independence Day Theme: "Culture Chronicle"
SEPTEMBER	Topic: Teachers' Day Theme: "A Tribute to our teachers"
OCTOBER	Topic: Exploration & Celebrations Theme: "Science Scoop"
NOVEMBER	Topic: Children's Day Theme: "Colourful Childhood"
DECEMBER	Topic: Christmas Theme: "Gratitude Gazette"
JANUARY	Topic: Resolution Theme: "New Year New Vision"
FEBRUARY	Topic: Emotional Awareness Month Theme: "Emotions Express Station"

HR. SEC. SCHOOL KHANDWA (M.P.)

Calender 2026-27



8 9 10 11 12 13 14 15

				SUN			Tree of love and care (I)
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						SUN	
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				SUN		Aero Fold Challenge (I)	Blindfold Penguin Race Fun Activity (II)
PA-I for Classes I to XI							

PA II (Att. +Cl. Perf.) VI-XI	SUN	Freedom Footsteps (II)	Pillars of Our Nation (III)	Echoes of Freedom (IV)	3D Diorama (V)	Stone Spark Art (V)	INDEPENDENCE DAY
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Probability Jar Experiment (IX&X)				MUN (VI-XII)	SUN		
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	Samvaadh Pratiyogita (VI-VIII)		SUN	Mock Election Competition (IX-XII)			
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HOLIDAY

MAJOR EVENTS



ST. JOSEPH'S CONVENT

Academic

CBSE AFFILIATION NO.1030437

	1	2	3	4	5	6	7
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A P R			GOOD FRIDAY		SUN		
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J U N							SUN
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J U L					SUN		
	PA-I for Classes I to XI						

A U G		SUN					Voices of Unity (I)
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S E P				JANMA -SHTAMI		SUN	
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O C T		GANDHI JAYANTI		SUN			
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SUNDAY

EXAM

HR. SEC. SCHOOL KHANDWA (M.P.)

Calender 2026-27



23 24 25 26 27 28 29 30 31

Radio Show (IX & X)	Mystery Object Talk (V)		SUN					
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Colourful Monsoon (II)	The Mosaic Harvest (III)	Ginger Bread House (IV)	MUHAMMAD RRAM	Colour Craze Challenge (V)	SUN		Investiture Ceremony (High School)	
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Investiture Ceremony (IV-V)	Poetry in the air (VI-VIII)	Young Thespians (VI-VIII)	SUN		Young Thespians (IX-XII)			
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SUN		Moral Story Comic (VI-VIII)	ID-E-MILAD				SUN	
-----	--	-----------------------------	------------	--	--	--	-----	--

				SUN				
TERM-I (I-XII)								

		SUN			Oratory Competition (VI-VIII)		Elocution Competition (IX-XII)	Annual Function (I-V)
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HOLIDAY

MAJOR EVENTS



ST. JOSEPH'S CONVENT

Academic

CBSE AFFILIATION NO.1030437

	16	17	18	19	20	21	22
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A P R	Finger Print Art (II)	Symmetry Art Challenge (VI - VIII)	The Tapered Touch (IV)	SUN	Anchoring Competition (VI-VIII)	Moulding Clay Activity Class-IV	World Earth Day (I-V)

J U N					YOGA DAY (IV-V)	SUN	The Perfect Balance Challenge (I)

J U L	The Imagination Inn (IV)	Rhythm Rumble (V)	Dazzle in the drizzle (III)	SUN			

A U G	SUN	Sports Day (VI-XII)			Social Issues Street Play (VI-VIII)		Press Vigyapati (IX & X)
		PA- II Examination (I-V)					

S E P					SUN		
		TERM-I (I-XII)					

O C T			SUN		DUSS EHRA		

SUNDAY

EXAM

HR. SEC. SCHOOL KHANDWA (M.P.)

Calender 2026-27



8	9	10	11	12	13	14	15
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DIWALI				Budget Making (IX&XI)	PA III (Att.+ Cl. Perf.) VI-XI	Budget Making (IX&XI)	SUN
SUN							

		Mini Labs (VII&VIII)		Youth Parliament (IX-XII)	SUN	Winter Fruit Fiesta (I)	Speed Baton Sprint (II)
PA- III Examination (I-V)							

		SUN	Fugly Fashion Frenzy (I)	Twirl the Ring (II)	Flutter Fest (III)	Verbal Recall Challenge (IV)	One Nation Many Tradition (V)
PA IV (VI-XI)							

						SUN	
TERM-II EXAMINATION (VI-IX & XI)							

		EID AL -FITR				SUN	
TERM-II EXAMINATION BEGINS (I-V)							

HOLIDAY

MAJOR EVENTS



ST. JOSEPH'S CONVENT

Academic

CBSE AFFILIATION NO.1030437

	1	2	3	4	5	6	7
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N O V	SUN							Fabric Painting (VI-IX)

D E C						SUN		
	PA- III Examination (I-V)							

J A N	HAPPY NEW YEAR		SUN					
						PA IV (VI-XI)		

F E B							SUN	
	TERM-II EXAMINATION (VI-IX & XI)							

M A R						MAHA SHIV RATRI	SUN	
	TERM-II EXAMINATION BEGINS (I-V)							

SUNDAY

EXAM

HR. SEC. SCHOOL KHANDWA (M.P.)

Calender 2026-27



23 24 25 26 27 28 29 30 31

MP Times – Junior Edition (V)	GURU NANAK JAYANTI		Annual Function (VI-XII)			SUN		
						PA- III Examination (I-V)		

		CHRIST MAS		SUN				
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	SUN		REPUBLIC DAY			Hand writing Competition (I-V)	My Neighbourhood Map (VI-VIII)	SUN
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					SUN		
TERM-II EXAMINATION (VI-IX & XI)							

			GOOD FRIDAY		SUN			
--	--	--	----------------	--	-----	--	--	--

HOLIDAY

MAJOR EVENTS



ST. JOSEPH'S CONVENT

Academic

CBSE AFFILIATION NO.1030437

	16	17	18	19	20	21	22
--	-----------	-----------	-----------	-----------	-----------	-----------	-----------

N O V		Nature's Symphony (I)	Action Charades (II)	Harmonious Resonance (III)	Bright Brains Maths (IV)	Twig Photo Frame (IV-V)	SUN
	Chess (V)						

D E C	Merry Loops (III)	Christmas blooming (IV)	Frosty's Winter Challenge (V)	Kabaddi (IV)	SUN	Sanskrit Natika (VI-VIII)	

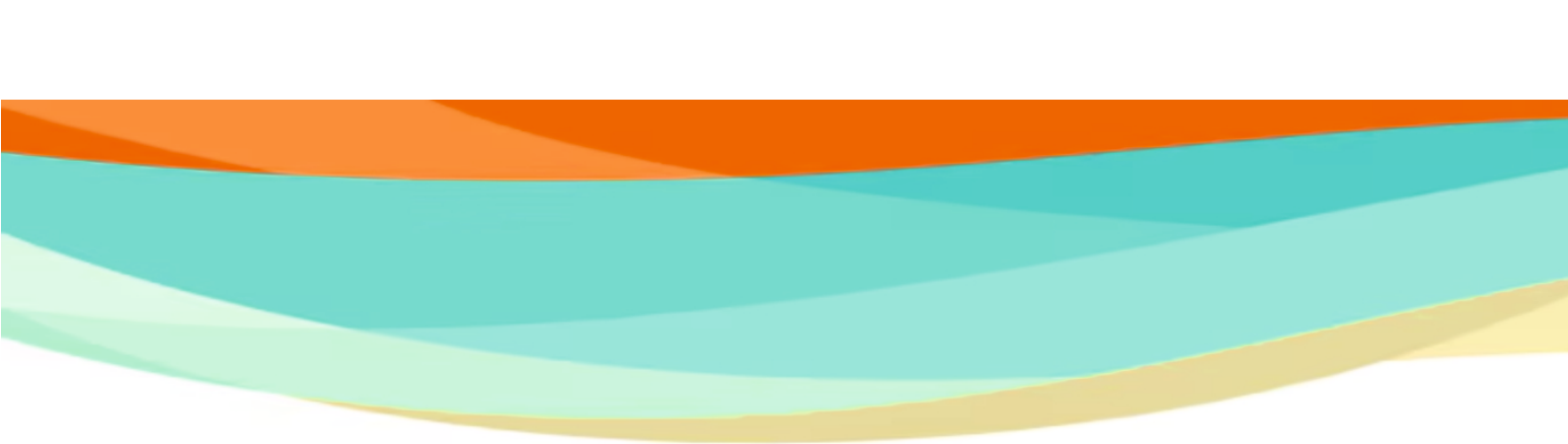
J A N	Up, Up and Away (I&II)	SUN					
			PA- IV Examination (I-V)				

F E B						SUN	
	TERM-II EXAMINATION (VI-IX & XI)						

M A R						SUN	HOLI

SUNDAY

EXAM



*“Education is not the learning of facts,
but the training of the mind to think.”*

— Albert Einstein

*“Dream, dream, dream. Dreams transform
into thoughts and thoughts result in action.”*

— A. P. J. Abdul Kalam

*“Success is not final, failure is not fatal: it is the courage
to continue that counts.*

*What matters most is the determination
to keep moving forward.”*

— Winston Churchill

*“The beautiful thing about learning is that no one can take it away
from you. Knowledge gives you the power to shape your future.”*

— B. B. King

“Your attitude, not your aptitude, will determine your altitude.”

— Zig Ziglar

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

**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

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

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

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												
Saturday												

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

Whether part of NCC :

Reason for leaving

Address

.....

..... Mobile (Whatsapp)

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.
- 4) Once issued, the Transfer Certificate (TC) cannot be cancelled under any circumstances. If re-admission is sought, applicable charges will be levied.
- 5) Postal Charges will be applicable other than the TC Charges if it has to be sent via post as requested by the parents.

Date.....

Principal's Signature

NO DUES CERTIFICATE

Name:
Class: Section: Roll No.:

ACCOUNTS SECTION

This is to certify that the above-named student has paid all the school fees and may be issued the Transfer Certificate.

Signature:

Accountant

LIBRARY

This is to certify that the above-named student has returned all the library books and cleared all library dues. He/She may be issued the Transfer Certificate.

Signature:

Librarian

Science Laboratory

This is to certify that there are no dues pending from the Science Laboratory. He/She may be issued the Transfer Certificate.

Signature:

Lab In-charge

Sports Department

This is to certify that the above-named student has returned all sports items and cleared all sports dues. He/She may be issued the Transfer Certificate.

Signature:

Sports Teacher

NCC

This is to certify that the above-named student was / was not a member of the NCC, and there are no dues pending. He/She may be issued the Transfer Certificate.

Signature:

NCC In-charge

Class Teacher

This is to certify that the student has returned all school badges and his/her name has been struck off from the Attendance Register.

Conduct: Subjects:

Attendance up to: Total Working Days: Total Days Present.....

He/She may be issued the Transfer Certificate.

Signature:

Class Teacher

FIRST WARNING

For Being undisciplined/Unbecoming behaviour

Name of the Student:

Class & Section

Date:

Your Ward Master/ Miss is not found interested in his/her studies and causes disturbance in the class/busses, disobeys the instruction of the teachers, fights with other students, disrespect the teaches, bunk classes etc. this has been communicated to you and your ward many times.

So, it is an information to the parents that he/she may be asked to discontinue his/her studies here, if he/she continues this kind of behaviours. If at all allowed to continue, thill the end to the academic year, he/she will not be given admission in the next academic year.

Signature of Principal :

Signature of Class Teacher :

Signature of Parents :

SECOND WARNING

For Being undisciplined/Unbecoming behaviour

Name of the Student:

Class & Section

Date:

Your Ward Master/ Miss is not found interested in his/her studies and causes disturbance in the class/busses, disobeys the instruction of the teachers, fights with other students, disrespect the teaches, bunk classes etc. this has been communicated to you and your ward many times.

So, it is an information to the parents that he/she may be asked to discontinue his/her studies here, if he/she continues this kind of behaviours. If at all allowed to continue, thill the end to the academic year, he/she will not be given admission in the next academic year.

Signature of Principal :

Signature of Class Teacher :

Signature of Parents :

FINAL WARNING

For Being undisciplined/Unbecoming behaviour

Name of the Student:

Class & Section

Date:

Your Ward Master/ Miss is not found interested in his/her studies and causes disturbance in the class/busses, disobeys the instruction of the teachers, fights with other students, disrespect the teaches, bunk classes etc. this has been communicated to you and your ward many times.

So, it is an information to the parents that he/she may be asked to discontinue his/her studies here, if he/she continues this kind of behaviours. If at all allowed to continue, thill the end to the academic year, he/she will not be given admission in the next academic year.

Signature of Principal :

Signature of Class Teacher :

Signature of Parents :

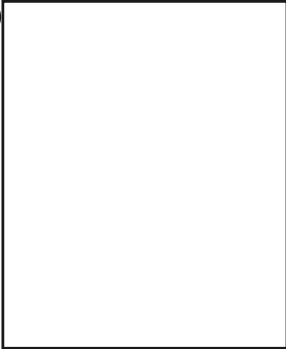


STUDENT'S DECLARATION FORM

(To be filled in by the Parent / Guardian)

OFFICE COPY (2026-27)

(to be filled in block letters only)



Pupil's Name:

Class: Section: House: Roll No.:

Date of Birth:

Admission No. :

SSSM ID :

Aadhar No. : Gender: M F

Student's Bank Account No.: IFS Code:

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

Father's Name : is alive? : Yes No

Occupation : Govt. 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 Siblings studying in this school:

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

PTO

MEDICAL INFORMATION OF THE CHILD

Blood Group : Height : Weight :
 Vision: (Left).....(Right) Oral Hygiene:

S. No.	Particulars	Please (✓) at relevant option	If yes, then mention the name of medicines
1.	Is the child a case of Fits/Epilepsy?	<input type="checkbox"/> Y <input type="checkbox"/> N	
2.	Is the child a case of Bronchial Asthma?	<input type="checkbox"/> Y <input type="checkbox"/> N	
3.	Is the child suffering from any allergic condition with drug etc.?	<input type="checkbox"/> Y <input type="checkbox"/> N	
4.	Is the child a case of Haemophilia and bleeding disorder?	<input type="checkbox"/> Y <input type="checkbox"/> N	
5.	Is your child a case of Juvenile Diabetes?	<input type="checkbox"/> Y <input type="checkbox"/> N	
6.	Any other health Information of your child (Including operations undertaken in the past)	<input type="checkbox"/> Y <input type="checkbox"/> N	

SPECIMEN SIGNATURES

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

1. Mother's Name
2. Father's Name.....
3. Guardian's Name
 Relationship with the Pupil
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

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.....

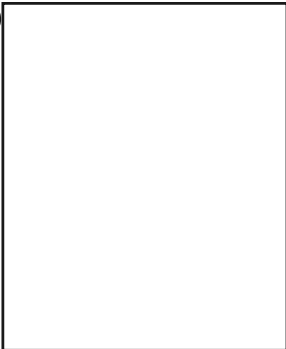
Guardian's Sign: Date



STUDENT'S DECLARATION FORM

(To be filled in by the Parent / Guardian)

TEACHER'S COPY (2026-27)
(to be filled in block letters only)



Pupil's Name:

Class: Section: House: Roll No.:

Date of Birth:

Admission No. :

SSSM ID :

Aadhar No. : Gender: M F

Student's Bank Account No.: IFS Code:

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

Father's Name : is alive? : Yes No

Occupation : Govt. 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 Siblings studying in this school:

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

PTO

MEDICAL INFORMATION OF THE CHILD

Blood Group : Height : Weight :
 Vision: (Left).....(Right) Oral Hygiene:

S. No.	Particulars	Please (✓) at relevant option	If yes, then mention the name of medicines
1.	Is the child a case of Fits/Epilepsy?	<input type="checkbox"/> Y <input type="checkbox"/> N	
2.	Is the child a case of Bronchial Asthma?	<input type="checkbox"/> Y <input type="checkbox"/> N	
3.	Is the child suffering from any allergic condition with drug etc.?	<input type="checkbox"/> Y <input type="checkbox"/> N	
4.	Is the child a case of Haemophilia and bleeding disorder?	<input type="checkbox"/> Y <input type="checkbox"/> N	
5.	Is your child a case of Juvenile Diabetes?	<input type="checkbox"/> Y <input type="checkbox"/> N	
6.	Any other health Information of your child (Including operations undertaken in the past)	<input type="checkbox"/> Y <input type="checkbox"/> N	

SPECIMEN SIGNATURES

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

1. Mother's Name

2. Father's Name

3. Guardian's Name
 Relationship with the Pupil

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

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

UNDERTAKING FOR CYBER SECURITY

I/We, _____ (Mother/Father/Guardian) of
_____ who studies in class _____

hereby affirm that my/our ward does not have an account on any social networking site (eg. Facebook/Twitter/Instagram etc.) as he/she is underage and I/we also assure the school management that we shall abide by Cyber Security and Usage Laws. I/We also understand and agree that if my/our 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: _____

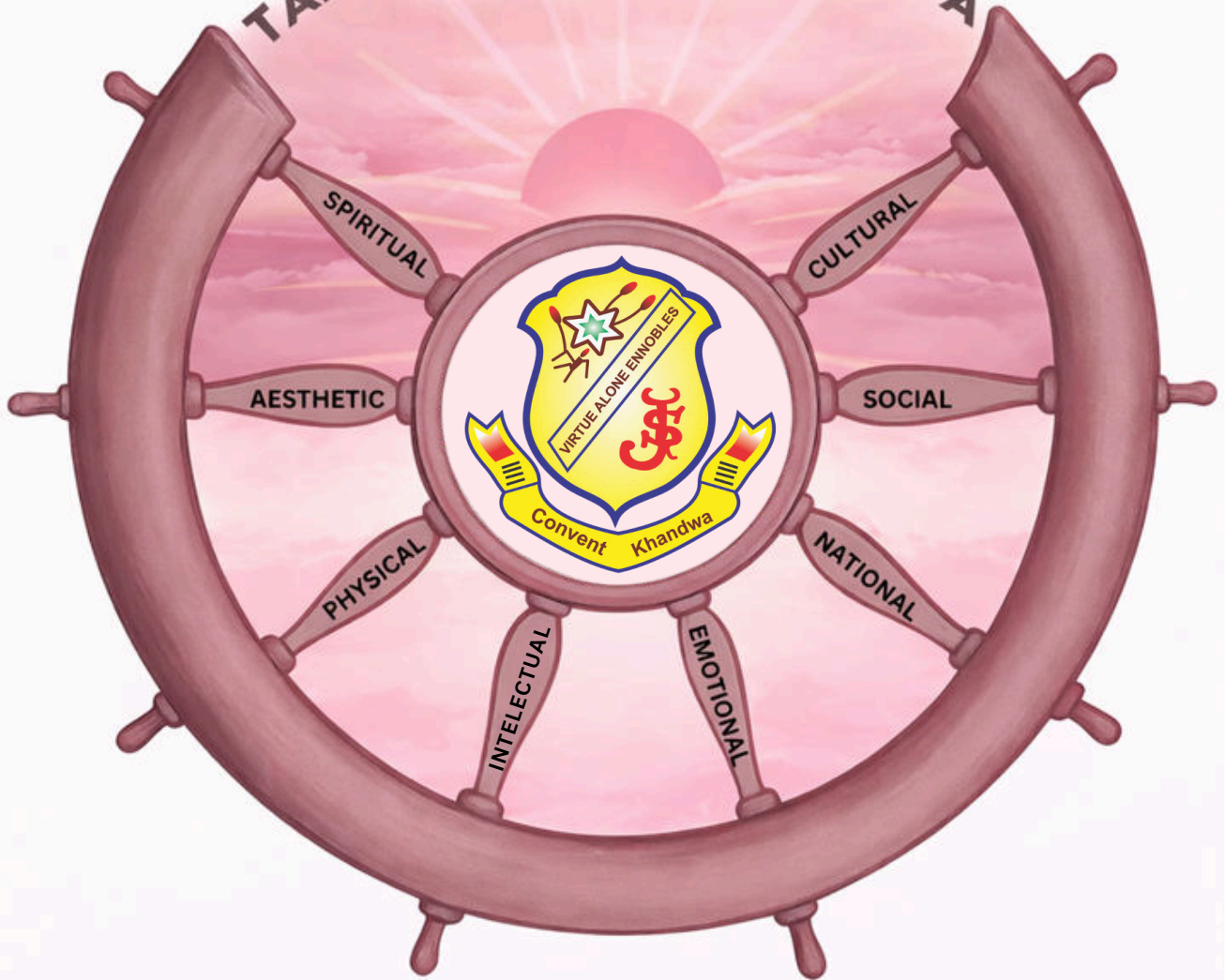
Student's Signature: _____

Father's/Guardian's Signature: _____

Mother's/Guardian's Signature: _____

ST. JOSEPH'S EDUCATION WORLD

TAMSO MA JYOTIRGAMAYA



MISSION

**To make every child a gift
of God to mankind and a
pride of human race**

VISION

**Spirituality of
communion for human
Excellence**

GOAL

**Holistic Education
for human
Excellence**

**“Education is the most powerful weapon
which you can use to change the world.”**

– Nelson Mandela

ST. JOSEPH'S CONVENT HR. SEC. SCHOOL

Ward No.03, Near Police Ground, Civil Lines, Khandwa (MP) 450001

CBSE Affiliated to New Delhi – Affiliation No. 1030437

Tel. No. 0733-2228190, Mob. 8839423170

E-mail– sjc_khandwa@yahoo.com



SJC Khandwa Official



Sjckhandwaofficial



St. Joseph's Convent School Khandwa



sjckhandwa.in