



# Bunts Sangha's S. M. Shetty High School & Junior College



**PRE-PRIMARY 2020-21**

Name: \_\_\_\_\_

Class: \_\_\_\_\_ Div: \_\_\_\_\_ Roll No. \_\_\_\_\_ Mobile no. \_\_\_\_\_

# BUNTS SANGHA'S S. M. SHETTY HIGH SCHOOL & JUNIOR COLLEGE

(REGISTERED UNDER PUBLIC TRUST ACT)  
ISO 9001 : 2015 CERTIFIED

Hiranandani Gardens, Powai, Mumbai - 400 076.  
Tel : 022-61327309 / 7311 Website : [www.sshettyinstitute.org](http://www.sshettyinstitute.org)  
E-mail : [school@sshettyinstitute.in](mailto:school@sshettyinstitute.in)



Affix a recent  
stamp  
size photo of  
student in  
school uniform

## CALENDAR

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Surname	Name	Father's Name	Mother's Name
Std./Div. _____	Roll No. _____	G.R.No. _____	House _____
Father's Ph.no. _____		Mother's Ph.no. _____	
Specimen Signature of			
_____	_____	_____	
Father	Mother	Guardian	

## CALENDAR

1. This calendar is an important document containing records about the pupil's performance in school and is also a medium through which important information is sent to the parents / guardians.
- 2. Parents / guardians are requested to go through it daily. The pupil must bring this calendar to school every day.**
3. Loss of this calendar should be communicated to the office immediately and a duplicate should be obtained at an additional cost after filing an application.
4. The calendar should be properly preserved and entries in it should be neat and legible.
5. The pupil should get the calendar signed regularly by the parent / guardian and class teacher.

## **OUR SCHOOL LOGO**



### **OUR SCHOOL LOGO STANDS FOR AND IMPLIES THAT ...**

Learning has qualities of the wish yielding cow (Kamadhenu), which yields fruits at all times. By utilizing it to one's advantage one can not only satisfy one's survival needs, but also reach great heights of enlightenment.

***This entails that our students become fruitful and worthy citizens thereby achieving our School's Mission of 'PERSONALITY DEVELOPMENT FOR NATION BUILDING.'***

# BUNTS SANGHA'S S. M. SHETTY HIGH SCHOOL & JUNIOR COLLEGE

## ABOUT US

Bunts Sangha's S. M. Shetty High School and Junior College is managed by the Powai Education Committee on behalf of Bunts Sangha, Mumbai. The foundation stone of the school was laid in 1998 on a prime piece of land measuring about 2 acres, allotted by the Government of Maharashtra through MHADA. Today we are growing to become one of the finest schools in Mumbai offering a diverse choice of curriculum.

The school is a co-education institution with English as the medium of instruction. It is open to all communities irrespective of caste, creed or colour.

Equal emphasis is given to academic and non-academic subjects in order to bring overall development of child. Every child is given an opportunity to develop his / her talents and blossom into full-fledged citizen of the society.

## OUR MISSION

"Personality Development for Nation Building "

## OUR VISION

India is on its growth path of developing through different industries and agriculture. World is becoming smaller and globalization has come to stay. In this process of inevitable changes in the world, there is a need to prepare value driven global citizens and technically competent socially conscious people for building India.

In S. M. Shetty Educational Institutions we will prepare the critical mass of human resources for preparing "New India." We will continually provide the environment and facilitate students to discover and develop their potential. This will be done through unique learning centres, which will become the benchmark for academic institutions globally.

## INTERACTION SCHEDULE

Name of the person	Days / Time
School Principal - <b>Mrs. Seema Sabhlok</b>	<b>With prior written appointment only</b>
School Vice Principal - <b>Mrs. Reshma Rao</b>	<b>With prior written appointment only</b>
Pre-Primary Headmistress - <b>Mrs. Neha Bhawe</b>	<b>With prior written appointment only</b>
Primary Headmistress - <b>Mrs. Kumudni Rana</b>	<b>With prior written appointment only</b>
Teachers - Pre-Primary	Mondays - 11:15 a.m. to 11:30 a.m.
Teachers - Primary	Mondays - 12:00 Noon to 12:30 p.m.
Teachers - Secondary	Wednesdays - 12:30 p.m. to 1:00 p.m.

## SCHOOL TIMING

Class	Days	Timing
Pre Primary-Morning Shift	Monday to Friday	7:45 a.m. to 10:45 a.m.
Pre Primary-Afternoon Shift	Monday to Friday	11:45 a.m. to 2:45 p.m.
I to V	Monday to Friday	12:50 p.m. to 6:15p.m.
VI to X	Monday to Friday	6:50 a.m. to 12:30 p.m

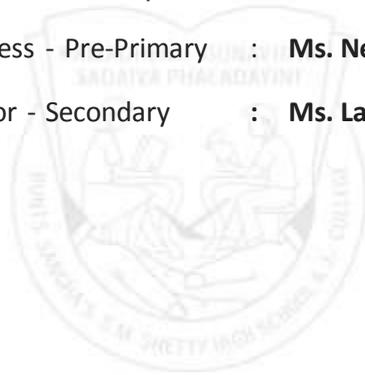
## SCHOOL OFFICE AND BANK WORKING HOURS

	Days	Timings
School Office	Monday to Saturday	9.30 a.m. to 12.30 p.m.
Bank Hours-Cosmos Bank	Monday to Saturday (Bank will be closed on 2nd & 4th Saturdays)	9.30 a.m. to 1.30 p.m. (Lunch Break-1.30 p.m. to 2.30 p.m.) 2.30 p.m. to 5.30 p.m.

**\* Only parents will be allowed to attend open days and they will have to compulsorily carry the Parents Identity card whenever they visit the school.**

**\* Students accompanying parents on open day have to be compulsorily dressed in complete school uniform.**

School Principal : **Ms. Seema Sabhlok**  
School Vice Principal : **Ms. Reshma Rao**  
Headmistress - Primary : **Ms. Kumudni Rana**  
Headmistress - Pre-Primary : **Ms. Neha Bhave**  
Coordinator - Secondary : **Ms. Lalita Kadam**



## QUALITY POLICY

Our school is committed to imparting quality education to students, which will ensure their all-round development into responsible and confident individuals. We strive to provide the best possible learning environment and facilities to enable them to achieve their full potential in academics, sports and other co-curricular pursuits. We stress on inculcating moral and human values in order that they grow into committed citizens, aware of their individual and social responsibilities.

We provide a fulfilling work environment to the teachers which enables them to contribute their fullest in the above endeavour.

We are committed to meeting all regulatory requirements and have established a Quality Management System in line with ISO 9001:2015 and through its effective implementation, we strive to continually improve all our processes to meet the changing needs of both children and parents.

Sd/-  
**Chairman**

## **NATIONAL ANTHEM**

Jana-Gan-Mana-Adhinayaka, Jaya He

Bharata-Bhagya-Vidhata

Punjab-Sindhu-Gujarata-Maratha

Dravida-Utkala-Banga

Vindhya-Himachala-Yamuna-Ganga

Uchchhala-JaladthaTaranga

Tava Subha Name Jage

Tava Subha Ashisa Mage

Gahe Tava Jaya Gatha.

Jana-Gana-Mangala Dayaka, Jaya He

Bharata-Bhagya-Vidhata,

Jaya He, Jaya He, Jaya He,

Jaya, Jaya, Jaya, Jaya He

## **VANDE MATARAM**

Vande Mataram

Sujalam sufalam Malayaja Shitalam

Sasya Shyal Malam. Mataram.

Vande Mataram.

Shubhra Jyotsna Pulakit Yaminim

Fulla kusumita drumadala Shobhinim

Suhasinim, Sumadhur bhashinim,

Sukhadam varadammatararam

Vande Mataram.

## PASAYADAN

Ata vishwatmake deve | Yene vadyadne toshave |

Toshoni maj dyave pasayadan he | |

Je khalanche vyankati sando | Taya satkarmi rati vadho |

Bhutan paraspare pado | Maitra jivanche | |

Durintanche timir javo | Vishwa swadharma surye paho |

Jo je vancheel to te laho | Pranijat

Varshata sakala mangali | Ishwar nishthanchi mandiyali |

Ana varata bhumandali | bhetatu bhutan | |

Chala kalpataruचे arava | Chetna chintamaniche gava |

Bolate je arnava | piyushache | |

chandrame je alanchana | martanda je taaphina |

te sarvanhi sada sajjana | soyare hotu | |

Kimbahuna sarva sukhi | purna hovoni tinhi loki |

Bhajijo adi purushi | akhandita ||

Ani granthopajiviye | vishesi loki iye |

Drushtadrushta vijaye | ho aaweji | |

Yetha mhane shri visveswara ho | ha hoi dana pasavo |

Yene vare dnyandevo | sukhiya zala | |

***Pasayadan is a book of nine verses written by Sant Dnyaneshwar. "Pasayadan" literally means a request, asking for boons from God. Through the medium of this composition, Dnyaneshwar prayed for the well being of entire mankind***

## पसायदान

आता विश्वात्माकें देवें । येणें वाग्यजें तोषावें ।  
तोषोनि मज द्यावें पसायदान हें ॥१॥  
जे स्रळांची व्यंकटी सांडो । तयां सत्कमीं रति वाडो ।  
भूतां परस्परें पडो । मैत्र जीवाचें ॥२॥  
दुरितांचे तिमिर जावो । विश्व स्वधर्म सूर्ये पाहो ।  
जो जो बांछील तो तें लाहो । प्राणिजात ॥३॥  
वर्षत सकळ मंगळी । ईश्वर निष्ठांची मांदियाळी ।  
अनवरत भूमंडळीं । भेटतु या भूतां ॥४॥  
चसां कल्पतरुंचे आरव । चेतना चिंतामणीचे गांव ।  
बोलते जे अर्णव । पियुषांचे ॥५॥  
चंद्रमें जें अलांछन । मार्तंड जें तापहीन ।  
ते सर्वाही सदा सज्जन । सोयरे होतु ॥६॥  
किंबहूना सर्वसुखी । पूर्ण होऊनि तिहीं लोकीं ।  
भगिजो आदिपुरुखी अर्चुंडित ॥७॥  
आणि शंभोपजीविये । विशेषी लोकीं इयें ।  
दृष्टादृष्ट विजयें । होआवें जी ॥८॥  
तेच म्हणे श्री विशेशरावो । हा होईल दानपसावो ।  
येणें वरे ज्ञानदेवो । मुखिया ज्ञासा । मुखिया ज्ञासा ॥९॥

*Pasayadan is a book of nine verses written by Sant Dnyaneshwar. "Pasayadan" literally means a request, asking for boons from God. Through the medium of this composition, Dnyaneshwar prayed for the well being of entire mankind*



# SCHOOL PRAYER

## Prayer Before Study

ओम असतोमा सद्गमय  
तपसोमा ज्योतिर्गमय  
मृत्योर्मा अमृतम् गमय

ओम् तत्सत् श्री नारायण तू  
पुरुषोत्तम गुरु तू  
सिद्ध बुद्ध तु, स्कंद विनायक  
सविता पावक तू (२)

ब्रह्म मज्ज तू यव्हा शक्ति तू  
यशु पिता प्रभु तू  
रुद्र विष्णु तू, राम कृष्ण तू  
रहीम तावो तू (२)

वासुदेवगो विश्व रूप तू (२)  
चिदानन्द हरि तू  
अद्वितीय तू अकाल निर्भय  
आत्मलिंग शिव तू (२)

ओम तत् सत् श्री नारायण तू  
पुरुषोत्तम गुरु तू  
सिद्ध बुद्ध तू स्कंद विनायक  
सविता पावक तू (२)

Om asatoma sadgamaya  
Tamasoma jyotirgamaya  
Mrutyorma amrutam gamaya

Om tat sat shree narayan tu  
Purushottam guru tu  
Siddha Buddha tu, Skanda vinayak  
Savita pavak tu (2)

Brahma majda tu yavha shakti tu  
Yeshu pita prabhu tu  
Rudra Vishnu tu ramkrishna tu  
Rahim tao tu (2)

Vasudev go- vishvaroop tu (2)  
Chidanand hari tu  
Advitiya tu akaal nirbhaya  
Atmalinga shiv tu (2)

Om tat sat shree narayantu  
Purushottam guru tu  
Siddha Buddha tu, Skanda vinayak  
Savita pavak tu (2)



## FLAG SONG

Vijayi vishwa tiranga pyaara  
Jhanda uncha rahei(n) hamara  
Sadaa shakti sarsaane waala,  
Prem sudha barsaane waala,  
Veero ko harshaane waala,  
Maatru bhoomi ka tan-man saara,  
Jhanda uncha rahei(n) hamara.  
Aao, pyaare veero! Aao;  
Desh-dharm par bali-bali jao  
Ek saath sab mil kar gao,  
"Pyaara Bhaarat desh hamaara,  
Jhanda uncha rahei(n) hamaara.  
Iski shaan na jaane paaye,  
Chaahe jaan bhale hi jaye,  
Vishwa vijay karke dikhlaaye,  
Tab hove praan poorna hamaara  
Jhanda uncha rahei(n) hamaara,  
Vijayi vishwa tiranga pyaara."

### सरस्वती वंदना

वीणावादिनी वर दे ।  
प्रिय स्वतंत्रत्व अमृतमंत्र  
नव भारत में भर दे  
काट अंध उर के बंधन स्तर  
बहा जननी ज्योतिर्मय निझर  
कलुष भेद तम हर प्रकाश भर  
जगमग जग कर दे  
नवगति नवलय ताल छंद नव  
नवलकेट ख जलद मद ख  
नवनभ के नव विहंग वृद्ध को  
नवपर नवस्वर दे



## BUNTS SANGHA'S S. M. SHETTY HIGH SCHOOL & JUNIOR COLLEGE

### APPEAL TO THE PARENTS

*We at Bunts Sangha earnestly feel that  
a lot can be achieved in our path to MOULD a child's'  
character and personality with your help and co-operation.  
We therefore request you to regularly MONITOR your wards'  
appearance, behaviour, discipline and progress.*

*You are therefore requested to go through  
the finer details regarding the SAME and abide by THEM.*

## IMPORTANT INSTRUCTIONS

### ADMISSION

1. Application for admission should be in prescribed form of the school (**WHICH IS ONLINE**) and it should be made by the parent or guardian of the pupil who will be responsible for the pupil in all respects.
2. A pupil seeking admission should submit a valid Birth Certificate along with application. A pupil who has attended any recognized school before seeking admission to this school must produce the School Leaving Certificate from the school last attended.
3. In case of a pupil coming from a school outside State of Maharashtra, the School Leaving Certificate must be countersigned by the Educational officer-in-charge of the State from which they come.
4. Admission to school is strictly based on school rules. Admission fee, tuition fee and first term fee will be collected from every student newly admitted.

### SCHOOL FEES

1. The school has to be self-supporting. Hence the fee structure will have to be revised as and when the need arises, to meet the expenditure. If such changes are to be made, parents will be informed by a circular, before the new academic year starts.

**Fees Payment Details :** Fees should be paid by following modes:

**For 1st Quarter :** Cheque/Pay Order/DD drawn in favour of **“Bunts Sangha’s S. M. Shetty High School & Junior College”** in Pink Paying-in Slip Book into Cosmos Bank A/c.No.SB/9190501073.

**For 2nd, 3rd & 4th Quarter :**

- i. Fees can be paid by online/offline mode from Institutes Website through Axis Bank. (Refer Annexure 1 given below)

OR

- ii. Cash / Cheque / DD / PO can be deposited in Cosmos Bank which is located in School Premises.

**Bank Time:** Fees will be accepted by the bank between 9:30 am and 12:30 pm. on bank working days.

**Cheque Bounced Charges:** In case fees paid through cheque is returned/bounced (Any reason), parent has to pay penalty of Rs.300/- per transaction to the school.  
Note: In cheque bounce cases, payment will be accepted only by DD/Pay Order.

**Details of Students:** Please fill in all the details of students Name, Std & Contact No. in the space provided in all three counterfoils of pay in slip to enable the School to maintain proper records in the computerized system as this system is updated from the pay in slip received from the bank.

**Late Fees Payments:** There will be no late fee if the fees are paid on or before the last date of month in which fees are due to be paid. A late fee of Rs 100/- per week will be charged thereafter.

### Annexure 1

#### Steps for Online Fees Payment

Step 1: Browse for [http://www.smsheettyinstitute.org/bs\\_highschool/](http://www.smsheettyinstitute.org/bs_highschool/) on Internet.  
Step 2: Then click on “**Parents Login**” which appears on upper right corner of website.

Step 3: Login with Username & Password which is printed on Students Calendar.

Step 4: Then Click on “**My Fees Section**” which appears on Left side of Screen.

Step 5: Then Click on “**Pay Online**” under Make Online Payment Section

Step 6: Then Click on check box representing the fees head you desire to pay

Step 7: Read the Terms & Conditions and click on “I Agree” check box.

Step 8: The Site will be redirected to Payment Portal. Select the desired mode of Payment i.e. Debit Card / Credit Card / Internet Banking.

Step 9: Fill in the details as required by payment gateway.

Step 10: On Successful payment of Fees an Acknowledgment will be generated stating that the transaction is completed successfully. This Acknowledgment is just a confirmation of Successful Fees payment.

Step 11: Computer Generated Receipt will be available for download in “Fees Receipt” head under “My Fees Section” tab, within 10 days of fees payment. This Receipt being system generated doesn’t require authentication.

For any query or doubt feel free to write us on [onlinequery@smsheettyinstitute.in](mailto:onlinequery@smsheettyinstitute.in)

#### Steps for Offline Fees Payment

Step 1 to Step 7 remains same as above.

Step 8: The Site will be redirected to Payment Portal. Parents need to select the desired mode of Payment i.e. Cash, Cheque/DD/PO and NEFT/RTGS.

Step 9: Prefilled Payment Slip will appear on website and the same needs to be downloaded and Printout has to be taken.

Step 10: Parents can visit any AXIS bank branch for depositing Cash, Cheque/DD/PO along with the prefilled slip. Bank will return the Prefilled slip.

Step 11: Computer Generated Receipt will be available for download in “**Fees Receipt**” head under “**My Fees Section**” tab, within 10 days of fees payment. This Receipt being system generated doesn’t require authentication.

For any query or doubt feel free to write us on [onlinequery@smsheettyinstitute.in](mailto:onlinequery@smsheettyinstitute.in)

## **WITHDRAWAL**

1. Notice of withdrawal should be given in the prescribed form available in the school office before the fifteenth of the first month of the respective quarter or else the fees for that following quarter will be charged. The first quarter begins in the month of June. Such notices should be given by the person responsible for the pupil.
2. No leaving certificate will be granted unless all dues are paid.
3. Leaving certificate will be issued free of charge, if application is made within a year from the date of leaving the school
4. After this period a stipulated amount of fee will be charged. A fine will be charged for the duplicate copy of a Leaving Certificate or for any extract from the school register.

## **DISMISSAL**

The following reasons justify dismissal :

1. Repeated absence.
2. Irregular attendance, unjustified absence or unexplained absence for more than seven days.
3. Habitual idleness, disobedience and objectionable moral influence.
4. A student resorting to any kind of fraudulent method at the examinations.

## **ATTENDANCE**

1. Regularity and punctuality in attendance of the student are prerequisites for his / her continued association with the school.
2. Late arrivals in the class and early departures from the class will not be permitted except in emergencies. On both instances, either of the parents should accompany the child.
3. Attendance on the opening / re-opening day after vacations is mandatory.
4. Every student must be in school five minutes before the first bell. If the students are late they are liable to be sent home at the parent's own risk.
5. No child is permitted to leave the school premises during or otherwise, except with the permission of the Head Mistress / Principal.
6. Attendance is compulsory at all school functions including Independence Day and Republic Day Celebration.
7. Students who do not have 90% attendance without a valid reason will be liable to lose 20% marks in their annual exam.

## LEAVE

- (a) **Leave of absence is granted only for genuine reasons. The reason for absence for 1/2/3 days must be clearly mentioned in writing by the parent or guardian in the 'Record of non-attendance' page provided in the Calendar**
- (b) Unauthorized absence from school for a month or more renders a pupil's name liable to be struck off from the roll.
- (c) Except on dully certified grounds, no extension of vacation is allowed.
- (d) **No half day leave will be granted.**
- (e) A pupil reporting to school without a leave note is liable to be sent home.
- (f) Leave notes for absence of more than 3 days or medical leave (with medical certificate attached) should be submitted to the Principal / school office after duly furnishing the details of name, class and division of the student in the prescribed format -
- (g) Leave for more than 3 days is to be taken only if permission is sanctioned by the school Principal. In case of emergencies the intimation of the same has to be send via an e-mail or a telephone call to the school office.
- (h) Parents are requested to confirm the dates of the vacations with the school before booking the tickets as all dates mentioned are tentative and there can be last minute changes.

## SICKNESS

- a. Sickness should be intimated by the parent / guardian in writing on the earliest possible date.
- b. No sick child should be sent to school. A fitness certificate from a doctor for the period of absence due to sickness must be submitted along with a written application when the child resumes.
- c. **Pupils suffering from contagious diseases like chicken pox and measles will not be permitted to attend the school for 2 weeks. This is a rule as per the norms laid down by the board. (It is a preventive measure in interest of the other students) Therefore no such student, despite having a doctor's certificate will be allowed to attend school for 15 days.**
- d. In case of any sickness during school hours either of the parent should come to school to collect their ward **or send a responsible person with an authority letter.**

- e. In case of any medical emergency, school will call the parents.
- f. No medicine will be administered to the child without the consent of the parents. Amendment added after ISO Audit with effect from 4<sup>th</sup> January 2021



## **APPEARANCE**

1. A pupil must come to school and go from school in complete school uniform.
2. Any student without uniform or whose appearance is untidy is liable to be sent home in case of he / she having got 3 remarks.
3. Long finger nails / nail polish or ornaments are prohibited.
4. Hair should be oiled regularly and should be maintained neatly.

**Please note:** Parents visiting the school for any purpose at any hour need to be formally dressed.

## **PUPIL'S CODE OF CONDUCT**

**Responsibility, Citizenship, Kindness, Respect, Honesty, Self control, Tolerance and Cooperation are the foundation of Code of student conduct at our institution.**

## **DISCIPLINE**

1. A pupil is strictly forbidden from leaving the school premises during the regular school hours.
2. Pupil who expect to return home late from school must inform their parents in advance
3. A pupil indulging in undesirable activities such as stealing will be strictly dealt with.
4. Care should be taken to keep the school surrounding clean.
5. School property willfully/negligently damaged will be replaced by the parents of the concernedpupil.
6. A pupil is responsible for his/her own belongings. Pupils are advised to bring their books etc. in a secure bag, label their water bottles, pencil boxes etc.
7. Speaking in English is compulsory within the school premises be it the class-room, school corridor, school staircase or school playground.
8. Pupils should be particular to use the dust bin and not litter.
9. Pupil should refrain from running around, shouting or jumping down the stairs.
10. Pupils are not allowed to chew gum or consume eatables during class hours.
11. Pupil should maintain silence and order in the hall during assembly and other activities.

12. Pupil should be courteous to teachers, staff members, parents, visitors and fellow students.
13. Pupil should be punctual -in aspects of arrival to school, getting back to class after short break etc.
14. It is advisable to send normal and plain stationery instead of fancy ones.
15. Pupil should be in proper school uniform whenever in the school premises. (Open day, Saturday, Extra class.)

### **Complaint Handling –**

In case of complaints and queries, students and parents can approach the

- The Class teacher
- The Coordinator
- HM
- The Vice principal
- The Principal
- The designated member of the Management.



### **Process of Handling Complaints**

1. Customer Complaints are received through the suggestion box kept in the School, emails, PTM's or Teachers WhatsApp group.
2. The complaints are identified as Concerns or formal complaints.
3. Suggestion box complaints are reviewed by the Hon. Secretary and discussed with the Principal and with the School Managing Committee to determine the root cause.
4. The mails received are acknowledged and sent to the respective person to whomever it is marked. (Principal/VP/HM) and replied accordingly, either in person, telephonically or via email depending on the nature of complaint.
5. The identity of the complainant is kept in strict confidence where required.
6. Suitable corrective action is taken on the complaint.
7. The action taken is recorded on the complaint

## **DEPARTURE**

Children should be brought to school and picked up from school by either of the parent or their authorized servants whom the child can recognize and who holds a copy of the identity card.

Parents are requested not to change the escorts often as this will create problem in identification by the Teacher / Staff.

Parents should strictly adhere to the school timings.

(Amendment added after ISO audit with effective from 4<sup>th</sup> January 2021)

Dispersal during exceptional situations where the child needs to be delivered to people not identified as authorized to do so in the child's individual file

A circular is sent to parents to identify one person apart from the two people with escort cards who will pick the child up in case of exceptional situations

The duly filled information is saved by the class teachers as a hardcopy for every child

Parents inform school through e-mail/phone call/almanac about the exceptional situation. The child is delivered to the identified person after he/she presents a photo id proof to the class teacher/coordinator.

## **LIBRARY RULES**

1. Students should handle the books carefully. Any damage done will have to be compensated.
2. Before the book is returned to the library, the necessary entry must be made in the handbook on the page reserved for the same.
3. Books lost shall have to be paid for by the student.
4. It is mandatory to maintain silence in the library.
5. Language development and enrichment in our institution is integrated with fostering reading habits, vocabulary building and critical thinking in the curriculum. To fulfill these objectives, it is mandatory for the students to subscribe to 'The Young Explorer Magazine' and 'Times NIE Student Edition Newspaper'. All the activities will be discussed in class and formative assessments will contain subject matter from these publications. Payments for the same needs be made online.

## **EXAMINATIONS**

All tests and examinations including unit tests, oral and practical test will be conducted as per the directives from the Education Department.

## **RULES REGARDING EXAMINATIONS & ASSESSMENTS**

- (a) A pupil may not be allowed to appear the examination if he or she does not put in a minimum of 90 percent of attendance in the academic session.
- (b) In case of those pupils who were unable to appear the Annual Examination on genuine medical grounds and produce a medical certificate to that effect, the School will consider the pupil(s) for promotion on the basis of the year's work and average of other test / exams. Final decision on such matters rests with the School Authorities.

- (c) The decision of the School Authorities in matters of promotion shall be final.
- (d) Promotion to next higher class will be based on the average marks obtained from the various tests / exams held throughout the academic year.
- (e) On the day of the results, in case a parent is not able to attend then they should send a letter of authority with their representative.
- (f) In case a student misses his / her internal assessment due to reasons other than sickness the assessments will not be conducted again.

## OPEN DAY

**The parents /guardians are expected to attend the Parent Teacher Meeting to discuss the academic progress and overall performance of their ward, personally with the concerned teacher. It is mandatory to carry the Parents Identity card on every visit.**

## COUNSELING CENTRE

The school has a Counseling center run by a team of well trained Counselors, Special & Remedial Educators. The centre is on the third floor. The counseling services (free of charge) can be availed by the parents with prior appointment only during the school hours. Contact no of the centrehead : 02261327344

## SSR INITIATIVE

The SSR initiative started with the novel concept of 'Care to Share' in the academic year 2015-16. The purpose of this endeavor was to inculcate values among children and mould their personality, standing true to the mission of our school.

Over the years, the school has participated in several initiatives including some recent additions as:

1. Newspaper donation by students on every Thursday
2. Children's artwork exhibition
3. Green Sole initiative
4. Ek coin, Ek value
5. Dandiya Night

The proceeds of the same are diverted for the welfare of the needy and deserving.

## PARENTS - TEACHERS ASSOCIATION (PTA)

The parent teacher association is an advisory, supportive body to help the smooth working of the existing system of the school. The purpose of PTA is to provide a structure through which parents can come together and work in the best interest of the school and welfare of the children. The sole objective of organizing this association is to bring forward real, practical and viable ideas which will help in achieving our Vision and Mission.

## RULES OF THE PARENT TEACHER ASSOCIATION

- (a) Every parent is a member of the PTA
- (b) PTA consists of the following members :
  - (i) President (Principal)
  - (ii) One parent member from each standard.
  - (iii) One teacher member from each section.
- (c) The term of the PTA executive body is of one academic year.
- (d) The executive body of the PTA will meet quarterly and the general body will meet once each term.
- (e) A parent holding a post of the executive body member of the PTA for one year will not contest for the post in the next five years.

If interested, kindly fill in the nomination form for the election of the Executive Committee of PTA for the year 2020-2021.

I the undersigned Mr./Mrs. \_\_\_\_\_ Mother/ Father of  
\_\_\_\_\_ studying in Std. \_\_\_\_ Div \_\_\_\_\_

would like to submit my nomination form and contest for being a PTA member  
for the academic year 2020-2021.

I assure you that I will be in a position to spare time for the activity of the PTA  
when required.

Full name of the parent \_\_\_\_\_

Tel.: \_\_\_\_\_

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

## DO'S AND DON'T'S

1. **Gift to Teachers** : Birthday presents, seasonal gifts etc. to the teachers and staff of the school **AREFORBIDDEN**.
2. **Birthday Celebrations** : Students will wear school uniform on their birthday. They are allowed to distribute any one stationery item (pencil, pen, eraser, sharpener, ruler) to their classmates. Cost of each needs to be under 5 Rs or contribute a story book to the class library. Under no circumstances, gifts in any form will be allowed to be distributed by the students. Parents should also refrain from inviting staff members to parties.
3. Application of mehendi during festivals, marriages and any other functions must be restricted to the palms (inner side of the hand) only. Prior permission should be taken for the same. If violated, students will not be allowed entry to the school premises.
4. **Change of Address** : Parents are requested to intimate to the school, in writing, regarding any change in the residence address or telephone number without delay.
5. Books, magazines, newspaper or CDs, not approved of by the Principal are not allowed to be brought to school. This stands true in case of all kinds of electronic gadgets. If found they are liable to be confiscated.
6. Pupils must refrain from bringing junk food in their tiffin and cultivate the habit of eating only healthy food.
7. Pupils of this school are strictly forbidden to buy anything from the street hawkers. Parents are requested to restrain from giving large amounts of cash as pocket money to their children as we wish to inculcate the habit of thrift among our children.
8. No pupil is exempted from games and physical training without a medical certificate. The period of exemption should be specified.
9. **A pupil must carry his / her tiffin, water bottle, stationery etc. as it will not be accepted in the middle of a session for security reasons.**
10. Students will not be granted entry to the school premises without ID card and proper uniform.
11. All payments (fees/ field trip/ class photograph/ etc) needs to be done ONLINE ONLY. In case of any difficulty, parents can approach the ICT teachers during school hours /all working Saturdays as per the schedule given below:

### Pre primary Section

<b>Morning shift</b>	: Monday to Friday from 7:45 am to 10:45 am. 1st, 3rd and 5th Saturday from 8 am to 1 pm.
<b>Afternoon shift</b>	: Monday to Friday from 11:45 am to 2:45 pm. 1st, 3rd and 5th Saturday from 10 am to 2 pm.
<b>I to V</b>	: Monday to Friday 12:50 pm to 6:15 pm. 1st, 3rd and 5th Saturday from 10 am to 3 pm.
<b>VI to X</b>	: Monday to Friday and 1st, 3rd and 5th Saturday from 6:50 a.m. to 12:30 p.m

### SCHOOL BUS

The school has made arrangements with a contractor for school bus facility. This will be governed by separate rules and regulations.

## MEASURES TO ENSURE DISCIPLINE

Our main goal is to ensure

- ◆ The safety of our students
- ◆ To create an environment conducive to learning
- ◆ To boost self esteem, confidence and sense of responsibility.

Sr.No.	Misdeed	First step	Second step	Third step
1.	Disruptive Behaviour : In the class : In the bus : Anywhere in and around the school	Warning by the class teacher and remark in the calendar.	Warning by the Headmistress/ Vice Principal	Parents to be called for a meeting with the Principal.
2.	Misbehavior : Harassment : Verbal abuse : Physical fights : Bullying : Teasing : Destruction of school property	Warning by the class teacher and remark in the calendar.	Parents to be called for a meeting with the Headmistress/ Vice Principal	Refer to the in- house counselor
3.	Personal possessions : Carrying books other than the prescribed timetable : Fancy stationery causing distraction in class. : Cell phone / tablet/ any other gadget	Item if confiscated will not be returned		
4.	Forgery / Theft	Parents to be called for a meeting with the Headmistress / Vice Principal Case referred to the in- house counselor		
5.	Substance abuse	Parents to be called and case referred to the in-house counselor		
6.	Unfair means in examination	Principal's decision will be final		



## LIST OF HOLIDAYS 2020 - 21

Month	DATE	DAY	HOLIDAY
August	01 – 08 – 20	Saturday	Bakri Id
	12 – 08 – 20	Wednesday	Krishna Janmashtami
	15– 08 – 20	Saturday	Independence Day*
	16– 08 – 20	Sunday	Parsi New Year
	22 – 08 – 20	Saturday	Ganesh Chaturthi
	30 – 08 – 20	Sunday	Moharram
September	01 – 09 – 20	Tuesday	Anant Chaturdasi
October	02 – 10 – 20	Friday	Mahatma Gandhi Jayanti
	25 – 10 – 20	Sunday	Dussehra
	30 – 10 – 20	Friday	Eid
November	14 – 11 – 20 to 29 – 11 – 20		Diwali Vacation
	30 – 11 – 20	Monday	Gurunanak Jayanti
December	25 – 12 – 20	Friday	Christmas
	25 – 12 – 20 to 01 – 01 – 21		Christmas Vacation
January	02 – 01 – 21	Friday	<b>School Reopens</b>
	26 – 01 – 21	Tuesday	Republic Day**
	11 – 02 – 21	Thursday	Mahashivratri
February	19 – 02 – 21	Friday	Shiv Jayanti
March			
	29 – 03 – 21	Monday	Holi
April	02 – 04 – 21	Friday	Good Friday
	13 – 04 – 21	Tuesday	Gudi Padwa
	14 – 04 – 21	Wednesday	Ambedkar Jayanti
	25 – 04 – 21	Sunday	Mahavir Jayanti
May	01 – 05 – 21	Saturday	Maharashtra Din**

## Format for Application of Leave

(In case of leave for more than three days)

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

From,

Ms/Mr. \_\_\_\_\_

Parent of \_\_\_\_\_ Std \_\_\_\_\_ Div \_\_\_\_\_

To,

The Principal

Bunts Sangha's S. M. Shetty High School & Jr. college

Days / Dates of Absence :

Reason :

Reporting Date :

Enclosed :

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Signature of Principal



## FORMAT OF CONSENT LETTER

### Consent letter

To,  
The Principal,

I Mr./Mrs. \_\_\_\_\_, give permission to my ward.

Mast/ Ms \_\_\_\_\_, studying in Std. \_\_\_\_ Div. \_\_\_\_ to  
participate in the \_\_\_\_\_ Annual day / Sports day.

I am also willing to pay for the costume.

Parent / Guardian's phone number \_\_\_\_\_

Sign \_\_\_\_\_ Date \_\_\_\_\_

### Consent letter

To,  
The Principal,

I Mr./Mrs. \_\_\_\_\_, give permission to my ward.

Mast/ Ms \_\_\_\_\_, studying in Std. \_\_\_\_ Div. \_\_\_\_ to  
participate in \_\_\_\_\_

Student Exchange Programme

Workshop

Interactive Session

Exhibition (Science)

Sports

Competition (Interschool)

Others

Parent/Guardian's phonenumber \_\_\_\_\_

Sign \_\_\_\_\_ Date \_\_\_\_\_

**YEAR 2020-21**  
**DECLARATION BY PARENT / GUARDIAN**

\_\_\_\_\_  
Surname                      Name                      Father                      Mother

GR.No. \_\_\_\_\_ Class \_\_\_\_\_ Roll No. \_\_\_\_\_ Date of Birth \_\_\_\_\_ Blood-group \_\_\_\_\_  
House \_\_\_\_\_ Bus User : Yes/No Bus No. \_\_\_\_\_ Bus Stop \_\_\_\_\_  
Residential Address \_\_\_\_\_

\_\_\_\_\_  
Mother tongue \_\_\_\_\_ Caste \_\_\_\_\_  
Aadhar Card no. \_\_\_\_\_ UDISE No. \_\_\_\_\_  
Birth Place \_\_\_\_\_ District \_\_\_\_\_ Taluka \_\_\_\_\_ State \_\_\_\_\_  
Areas of interest/ hobbies \_\_\_\_\_  
Father's Occupation \_\_\_\_\_ Designation \_\_\_\_\_  
Educational Qualification: \_\_\_\_\_

email- \_\_\_\_\_  
Name of the firm/company/organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Landline number (Office) \_\_\_\_\_ Mobile No. \_\_\_\_\_

Area of Interest/ Skills \_\_\_\_\_  
Mother's Occupation \_\_\_\_\_ Designation \_\_\_\_\_  
Educational Qualification : \_\_\_\_\_  
Name of the firm/company/organization: \_\_\_\_\_

Address: \_\_\_\_\_  
Landline number (Office) \_\_\_\_\_ Mobile No. \_\_\_\_\_  
Area of Interest/ Skills \_\_\_\_\_

Pupil's Brothers / Sisters studying in this school :  
Name : 1. \_\_\_\_\_ Std. /Div. : \_\_\_\_\_  
Name : 2. \_\_\_\_\_ Std. /Div. : \_\_\_\_\_

Pupil's Cousins studying in this school :  
Name : 1. \_\_\_\_\_ Std. /Div. : \_\_\_\_\_  
Name : 2. \_\_\_\_\_ Std. /Div. : \_\_\_\_\_

The above information provided by me is correct and to the best of my knowledge.

\_\_\_\_\_  
Father's signature

\_\_\_\_\_  
Mother's Signature

### Personal Record 2020-21

Surname : \_\_\_\_\_ Name : \_\_\_\_\_

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

GR No: \_\_\_\_\_ Class: \_\_\_\_\_ Div: \_\_\_\_\_ Roll No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Age as on 1st June 2020 \_\_\_\_\_ Height: \_\_\_\_\_ cm. Weight: \_\_\_\_\_

Blood group \_\_\_\_\_ Vision: \_\_\_\_\_ Dental health: \_\_\_\_\_

Allergies: Food \_\_\_\_\_ Drugs: \_\_\_\_\_

Immunization administered on :

Triple Antigen - Primary - Yes / No

- Booster - Yes / No

OPV - Primary - Yes / No

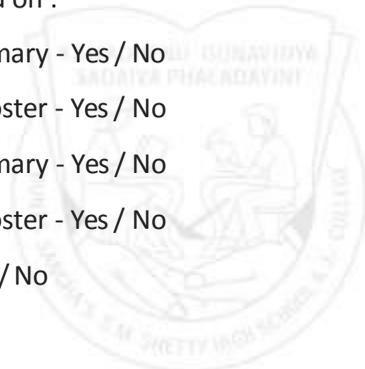
- Booster - Yes / No

B.C.G - Yes / No

Briefly furnish details, if any, of chronic health problems, prolonged medical treatment or any other health related problem.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature : Father \_\_\_\_\_ Mother \_\_\_\_\_



**YEAR 2020-21**  
**DECLARATION BY PARENT / GUARDIAN**

\_\_\_\_\_  
Surname                      Name                      Father                      Mother

GR.No. \_\_\_\_\_ Class \_\_\_\_\_ Roll No. \_\_\_\_\_ Date of Birth \_\_\_\_\_ Blood group \_\_\_\_\_  
House \_\_\_\_\_ Bus User : Yes/No Bus No. \_\_\_\_\_ Bus Stop \_\_\_\_\_  
Residence Address \_\_\_\_\_

\_\_\_\_\_  
Mother tongue \_\_\_\_\_ Caste \_\_\_\_\_  
Aadhar Card no. \_\_\_\_\_ UDISE No. \_\_\_\_\_  
Birth Place \_\_\_\_\_ District \_\_\_\_\_ Taluka \_\_\_\_\_ State \_\_\_\_\_  
Areas of interest/ hobbies \_\_\_\_\_  
Father's Occupation \_\_\_\_\_ Designation \_\_\_\_\_  
Educational Qualification: \_\_\_\_\_

email- \_\_\_\_\_  
Name of the firm/company/organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Landline number (Office) \_\_\_\_\_ Mobile No. \_\_\_\_\_

Area of Interest/ Skills \_\_\_\_\_  
Mother's Occupation \_\_\_\_\_ Designation \_\_\_\_\_  
Educational Qualification : \_\_\_\_\_  
Name of the firm/company/organization: \_\_\_\_\_

Address: \_\_\_\_\_  
Landline number (Office) \_\_\_\_\_ Mobile No. \_\_\_\_\_  
Area of Interest/ Skills \_\_\_\_\_

Pupil's Brothers / Sisters studying in this school :  
Name : 1. \_\_\_\_\_ Std. /Div. : \_\_\_\_\_  
Name : 2. \_\_\_\_\_ Std. /Div. : \_\_\_\_\_

Pupil's Cousins studying in this school :  
Name : 1. \_\_\_\_\_ Std. /Div. : \_\_\_\_\_  
Name : 2. \_\_\_\_\_ Std. /Div. : \_\_\_\_\_

The above information provided by me is correct and to the best of my knowledge.

\_\_\_\_\_  
Father's signature

\_\_\_\_\_  
Mother's Signature

To  
The Principal  
Bunts Sangha's S. M. Shetty High School & Junior College,  
Hiranandani Gardens,  
Powai, Mumbai - 400 076.

Dear Sir / Madam,

I have read the rules and regulations laid down in the school Calendar.  
I hereby agree to abide by them and co-operate with the school authorities.  
I will accept the decision of the Principal as regards the interpretation of  
the rules as final.

Master/Miss \_\_\_\_\_

Studying in Std. \_\_\_\_\_ Div. \_\_\_\_\_

Yours faithfully,

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

Signature of Parent / Guardian

**Personal Record 2020-21**  
**(Perforated Copy in Duplicate)**

Surname : \_\_\_\_\_ Name : \_\_\_\_\_

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

GR No: \_\_\_\_\_ Class: \_\_\_\_\_ Div: \_\_\_\_\_ Roll No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Age as on 1st June 2020 \_\_\_\_\_ Height: \_\_\_\_\_ cm. Weight: \_\_\_\_\_

Blood group \_\_\_\_\_ Vision: \_\_\_\_\_ Dental health: \_\_\_\_\_

Allergies: Food \_\_\_\_\_ Drugs: \_\_\_\_\_

Immunization administered on :

Triple Antigen - Primary - Yes / No

- Booster - Yes / No

OPV - Primary - Yes / No

- Booster - Yes / No

B.C.G - Yes / No

Briefly furnish details, if any, of chronic health problems, prolonged medical treatment or any other health related problem.

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Signature : Father \_\_\_\_\_ Mother \_\_\_\_\_

**LETTER OF UNDERTAKING FOR FIELDTRIP/EXCURSION/  
OUTDOOR ACTIVITY/CAMP (2020-2021)**

**(Perforated Copy in Duplicate)**

To,  
The Principal  
**Bunts Sangha's S. M. Shetty High School & Jr College**

Dear Sir/Madam,

I Mr./Mrs. \_\_\_\_\_ Father/Mother of \_\_\_\_\_

studying in Std.: \_\_\_\_\_ Div.: \_\_\_\_\_ highly appreciate the fact that the school conducts various field trips, excursions, outdoor activities and camp for students from time to time in order to contribute effectively towards their learning process.

I undertake the responsibility of my child's conduct and disciplined behavior and will fully indemnify the school management for any damage, injury or loss of property caused due to my child.

I / We absolve the school of any payment or compensation on the account of any damage, injury or loss to life pertaining to my child or other participants should it befall either enroute or at the site.

I understand and agree that the school and organizers will do their best for the safe and smooth conduct of the field trip, excursion, outdoor activity / camp. Still in case of any unnatural happening, I / we will not hold the school responsible.

Yours truly,  
(Parent's Signature)

Name \_\_\_\_\_

MobileNo. \_\_\_\_\_

## APPLICATION FOR SCHOOL LEAVING CERTIFICATE

To  
The Principal,  
Bunts Sangha's S. M. Shetty High School & Junior College

*Dear Sir / Madam,*

Kindly issue me the Leaving Certificate of my son / daughter / ward as per details given below :

G. R. No. _____	Date _____
Name _____	
Date of Birth _____	Class / Standard _____ Div. _____
Date of leaving School _____	
Reason for leaving _____	
Address _____	Signature of Parent / Guardian _____

### FOR USE BY THE SCHOOL STAFF

All fees (including payment in lieu of proper notice) have been paid	_____ Admn. Officer
Name cancelled from Register	
Conduct _____	_____ Class Teacher
Application _____	
All books returned	_____ Librarian
Leaving Certificate may be issued	_____ H. M.

- 1. No Leaving Certificate will be issued until all pending dues to the School have been cleared.*
- 2. Complete Processing of issuing school leaving certificate will take at least 5 working days after submitting the applications in the office.*

## Pupil Regulation Check DISCIPLINARY RECORD (2020-21)

June			July			August			September			October		
	T	P		T	P		T	P		T	P		T	P
1			1			1			1			1		
2			2			2			2			2		
3			3			3			3			3		
4			4			4			4			4		
5			5			5			5			5		
6			6			6			6			6		
7			7			7			7			7		
8			8			8			8			8		
9			9			9			9			9		
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27			27			27			27			27		
28			28			28			28			28		
29			29			29			29			29		
30			30			30			30			30		
			31			31								

**N.B. : Write against the date**

'I' for Improper uniform,

'H' for Hair cut,

'N' for Nails

'L' for Late mark.

'AL' for Abusive language

'MB' for Misbehavior

'DR' Disruptive behavior

'LB' for Language barrier

\* After the 3rd remark (need not be of the same kind) in a month, the pupil will be sent home without any prior intimation.

## VIRTUAL Learning

*We cannot sit JUST in front of television and mobiles,  
As it can SURELY harm OUR eyes,  
BUT yes, we can use them for a good PURPOSE,  
Of course it is learning online.*

*We are experiencing something new,  
Maybe it would TURN OUT to be a blessing in DISGUISE.  
I know that many keep their videos off, as they give a  
common excuse, "Ma'am, I have network issue".*

*This lockdown has made US realize that how cool was our  
awesome school.*

*BUT for learning, STUDYing online is the only tool,  
Really, we are missing OUR dear school,  
Really, we are missing OUR dear school.*