



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

ISO 21001:2018 Certified



2021-22

Name: _____

Class: _____ Div: _____ Roll No: _____ Mobile no: _____

BUNTS SANGHA'S
S. M. SHETTY HIGH SCHOOL & JUNIOR COLLEGE
ISO- 21001:2018 Certified
(REGISTERED UNDER PUBLIC TRUST ACT)

Hiranandani Gardens, Powai, Mumbai - 400 076.
Tel : 022-61327309 / 7311 Website : www.smsheettyinstitute.org
E-mail : school@smsheettyinstitute.in



Affix a recent
stamp
size photo of
student in
school uniform

CALENDAR

Surname _____ Name _____ Father's Name _____ Mother's Name _____
Std./Div. _____ RollNo. _____ 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.
6. **Parents are requested to fill the page numbers from 89 to 95 and submit all the filled in details, within a week.**

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 HIGHSCHOOL & 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 centers, which will become the benchmark for academic institutions globally.

INTERACTION SCHEDULE

Name of the person	Days / Time
School Principal - Mrs. Seema Sabhlok	With prior written appointment only
School Vice Principal - Mrs. Reshma Rao	With prior written appointment only
Pre-Primary Headmistress - Mrs. Neha Bhave	With prior written appointment only
Primary Headmistress - Mrs. Kumudni Rana	With prior written appointment only
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

SUBJECT HEADS FOR ACADEMIC YEAR 2021-22

Subject	Subject Head
English	Ms. Manjit Kaur Bhoee
Hindi & Sanskrit	Mr. Rajendra Gaikwad
Marathi	Ms. Shlesha Dhurat
Mathematics	Ms. Neha Tulsian
Science	Ms. Meena Babujaya
Social Science	Ms. Anupriya Shetty
ICT	Ms. Padmakshi Joshi
Physical Education	Mr. Sanjay Nagalkar
Self-Development & Art Appreciation	
Water Security	Ms. Vandana Singh
Defence Studies	Ms. Sarika Lad

MY TEACHERS ARE

My class teacher is _____

Subject	Name of the teacher
English	
Mathematics	
EVS / Science	
Social Science	
Hindi	
Marathi	
Sanskrit / Hindi Composite / Sanskrit Composite	
Art and Craft	
ICT	
Physical Education	
Music (Up to Std VIII)	
Dance & Drama (VI & VII)	
Library	
Defence Studies (For Std IX & X)	
Water Security (For Std IX)	
Self Development and Art Appreciation (For Std X)	

The P.T.A Representative of the class is _____

Phone No. : _____ Contact between _____

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- 21001:2018 and through its effective implementation, we strive to continually improve all our processes to meet the changing needs of both children and parents.

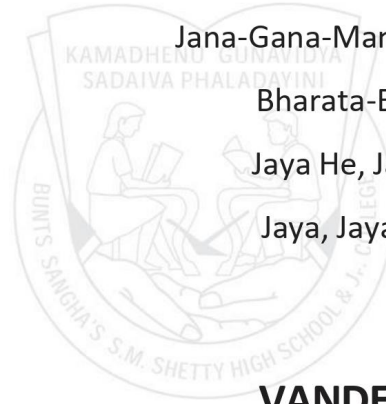
Sd/-
Chairman

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 Shyalmalam. Mataram.
Vande Mataram.
Shubhra Jyotsna Pulakit Yaminim
Fulla kusumita drumadala Shobhinim
Suhasinim, Sumadhur bhashinim,
Sukhadam varadammatararam
Vande Mataram.

PASAYADAN

Ata vishwatmake deve | Yene vanyagadne 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 | Praniyat

Varshata sakala mangali | Ishwar nishthanchi mandiyali |

Ana varata bhumandali | bhetatu bhutan ||

Chala kalpataruche 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 | visheshi 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 विश्वात्माके देवे । येणे वाग्यहें तोषावे ।
तोषोनि मज घावे पसायदान हें ॥१॥

जे खळांची व्यंकटी सांडो । तयां सत्कमीं रति वाडो ।
भूतां परस्परें पडो । मैत्र जीवाचें ॥२॥

दुरितांचे तिमिर जावो । विश्व स्वधर्म सूर्ये पाहो ।
जो जो वांछील तो तें साहो । प्राणिजात ॥३॥

वर्षत सकळ मंगळी । ईश्वर निष्ठांची मांदियाळी ।
अनवरत भूमंडळीं । भेटतु या भूतां ॥४॥

चलां कल्पतरुंचे आरव । चेतना चिंतामणीचे गांव ।
बोलते जे अर्णव । पितृपांचे ॥५॥

चंद्रमें जें अलांछन । मार्तंड जें तापहीन ।
ते सर्वाही सदा सज्जन । सोयरे होतु ॥६॥

किंबहूना सर्वसुखी । पूर्ण होऊनि तिहीं लोकीं ।
भ्रजिजो आदिपुरुखी अखंडित ॥७॥

आणि ग्रंथोपजीविये । विशेषी लोकीं इयें ।
दृष्टादृष्ट विजयें । होआवें जी ॥८॥

तेच म्हणे श्री विश्वेश्वराचो । हा होईल दानपसावो ।
येणें वरे ज्ञानदेवो । सुखिया ज्ञाना । सुखिया ज्ञाना ॥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 narayan tu
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 gaao,
"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 स्वतंत्रव 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
नवलकंठ स्व जलद मंद स्व
नवनभ के नव विहग 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)
- ii. Fees can be paid by online mode through Edusprint + app.

OR

- iii. 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 10.00 am -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 (Edusprint+ Application)

- Step 1:** Login into “Edusprint+” application into your mobile.
- Step 2:** Enter the School Group Code as “SMS”.
- Step 3:** Login with Username & Password as provide by school office.
- Step 4:** Click on the menu option which is at left-side upper corner.
- Step 5:** Then Click on “Fees”.
- Step 6:** Then Click on “Online Payment”.
- Step 7:** 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 9:** The Site will be redirected to Payment Portal. Select the desired mode of Payment i.e. Debit Card / Credit Card / Internet Banking/UPI.
- Step 10:** Fill in the details as required by payment gateway.
- Step 11:** On Successful payment of Fees, “Fees Receipt” will be generated. You can download the same in PDF format.

For any query or doubt feel free to write us on onlinequery@smsheettyinstitute.in

Steps for Offline Fees Payment

- Step 1:** Visit the school office counter no. 3 and collect the fees pay-in-slip.
- Step 2:** Fill in the pay-in-slip with all details i.e. Name of Student, Std, Div, Amount and Payment details.
- Step 3:** Deposit the fee in Cash/Cheque/DD at the Cosmos Bank located within the school premises.
- Step 4:** Computer Generated Receipt will be available for download in “Fees” head, within 3-4 days of fees payment. You can download the same in PDF format.

For any query or doubt feel free to write us on 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. Online classes- A student will be marked present only if he attends all the classes scheduled for the day.
3. 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.
4. Attendance on the opening / re-opening day after vacations is mandatory.
5. 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.
6. No child is permitted to leave the school premises during or otherwise, except with the permission of the Head Mistress / Principal.
7. Attendance is compulsory at all school functions including Independence Day and Republic Day Celebration.
8. 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 pg. 85 & 86
- (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 - **refer pg. 87.**
- (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. **(For Format see pg. 87)**
- 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.**

UNIFORM

All pupils are required to be dressed smartly in school uniform. Students in improper school uniform will be either sent home or the parents will be called to make the ward change the uniform in school in the first half an hour of the day.

1. **Girls** : Blue checks frock with school emblem
Blue cycling shorts (compulsory)

Hairdo : Ribbons white, Clips - white / White elastic cotton hair band. Long hair is to be worn in two plaits or two pony tails.

Footwear: Black leather buckled shoes and white socks with blue stripes.

Sports : House Uniform. **(Std. I to Std. V - Sports Uniform to be worn on Monday)**
(Std. VI to Std. X - Sports Uniform to be worn on Thursday)
White Canvas Shoes, white socks with blue stripes
(Black shoes to be worn from June to October)
2. **Boys** : Blue checks shirt with school emblem
Navy Blue tie, white vest (compulsory)

Hairdo : **Boys need to sport short and decent hair cut**
Hair needs to be oiled and combed neatly on a regular basis.

Footwear: Black leather laced shoes and white socks with blue stripes.

Sports : House Uniform.
White Canvas Shoes, white socks with blue stripes.
(Black shoes to be worn from June to October)
3. **I. Card** : The I. Card provided by the school has to be worn every day.
4. **Winters** : Navy Blue sweaters.

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 concerned pupil.
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 classroom, 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.)

DEPARTURE

1. 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.
2. Parents are requested not to change the escorts often as this will create problem in identification by the Teacher / Staff.
3. Parents should strictly adhere to the school timings.
4. Parents are not permitted to go to the classrooms or meet the teachers during regular teaching periods.

(Applicable to Offline school)

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.

EXAMINATIONS

All tests and examinations including unit tests, oral and practical test will be conducted as per the directives from the Education Department. (Regular assessment will be conducted as per school requirement)

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.

(CODE OF CONDUCT FOR ONLINE CLASSES)

ONLINE ASSESSMENT RULES

- a. The assessment schedule & syllabus will be provided to the students 1 week prior to the assessment.
- b. No RE-ASSESSMENT will be conducted for the absent students.
- c. Students need to inform the class teacher in case of any technical issues.
- d. Students need to keep their camera on during the assessment.

PROGRESS REPORT

1. Results and marks obtained by the pupil in the exams are given in the progress report, which will be handed over to each student after each semester.

AWARD SCHEME

School has instituted an award scheme by which students who have 100% attendance in an academic year receive a 100% Attendance Certificate.

HOUSE SYSTEM

- ◆ House system occupies a prominent position in the field of co-curricular activities which are organized in a healthy competitive spirit.
- ◆ Each student is allotted a particular house at the beginning of the new session. It helps the students to learn the great ideals of self-discipline, leadership, loyalty and sense of belongingness to the institution.

Our school has four houses

1. Shaheed Bhagat Singh House - Blue House
2. Rabindranath Tagore House - Green House
3. Lokmanya Tilak House - Red House
4. Swami Vivekanand - Yellow House

Note :

- ◆ House meeting is held once in a month during house games for the respective house.
- ◆ Each house has its own flag.
- ◆ The house masters and house teachers are responsible for the working of the houses. The students get opportunities to take part in literary, academic and cultural activities.
- ◆ The performance of each house is assessed throughout the year. The best house is awarded the **Rotating Trophy** at the annual sports function every year.
- ◆ The house allotted to a student at the time of admission will not be changed.

STUDENTS' COUNCIL

With the intention to equip the pupil with confidence, problem solving attitude and decision making skills, the Students' Council is constituted every year. The council consists of the House Captains, the Vice Captains and Sports Captains along with the House Prefects. The Council is headed by the democratically elected Head Boy, Head Girl, Assistant Head Boy, Assistant Head Girl.

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.

(Online Parent Teacher Meeting-It is mandatory for either parent to be present for the Online open day)

COUNSELING CENTRE

The school has a Counseling center run by a team of well trained Counselors, Special & Remedial Educators. The center is on the third floor. The counseling services (free ofcharge) can be availed by the parents with prior appointment only during the school hours. Contact no of the center head : 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 2021-2022.

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 2021-2022.

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 **ARE FORBIDDEN**.
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

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

PRINCIPAL'S / VICE-PRINCIPAL'S / HEADMISTRESS'S REMARKS

Date :

Parent / Guardian

Principal / VP / HM

Date :

Parent / Guardian

Principal / VP / HM

Date :

Parent / Guardian

Principal / VP / HM

Date :

Parent / Guardian

Principal / VP / HM

Date :

Parent / Guardian

Principal / VP / HM

Date :

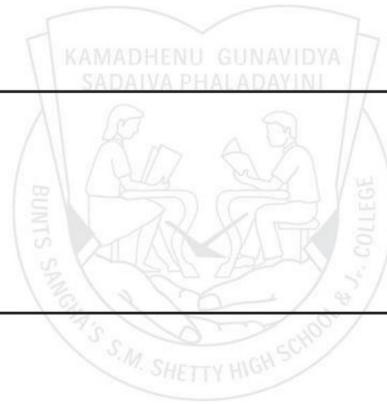
Parent / Guardian

Principal / VP / HM

Date :

Parent / Guardian

Principal / VP / HM



LIST OF HOLIDAYS 2021 - 22

MONTH	DATE	DAY	HOLIDAY
July	21.07.2021	Wednesday	Bakri Id
	15.08.2021	Sunday	Independence Day
August	16.08.2021	Monday	Parsi New Year
	19.08.2021	Thursday	Independence Day*
	31.08.2021	Tuesday	Krishna Janmastami
September	10.09.2021	Friday	Ganesh Chaturthi
	02.10.2021	Saturday	Mahatma Gandhi Jayanti
October	15.10.2021	Friday	Dussehra
	19.10.2021	Tuesday	Eid-E-Milad
November	01.11.2021 to 13.11.2021	Monday onwards	Diwali Vacation
	19.11.2021	Friday	Gurumanak Jayanti
December	25.12.2021 to 1.01.2022	Saturday	Christmas
January	03.01.2022	Monday	School Reopens
	26.01. 2022	Wednesday	Republic Day
February	19.02.2022	Saturday	Shivjayanti
March	01.03.2022	Tuesday	Mahashivratri
	19.03.2022	Saturday	Holi
	2.04. 2022	Saturday	Gudipadwa
April	14.04.2022	Thursday	Ambedkar Jayanti/ Mahavir Jayanti
	15.04. 2022	Friday	Good Friday
May	1.05.2022	Sunday	Maharashtra Day

EXAMINATION SCHEDULE

Sr. No.	Examination	Standard	Schedule
1.	First Formative Assessment/	VI – VIII	July last week
	First Unit Test/	IX – X	August first week
2.	Second Formative Assessment	VI – VIII	September first week
3.	First Summative /Semester	VI - X	October 20 to 30, 2021
4.	First Prelim	X	December second week
5.	Fourth Formative/ Second Unit Test	VI- IX	January third week
6.	Fifth Formative/	VI- VIII	First Week of March
7.	Second Semester	IX	First Week of March
8.	Second Summative	VI to VIII	First Week of April

Continuous & Comprehensive Evaluation

Academic Subjects	Non-Academic Subjects
English	Art
Marathi	Computer/IT
Hindi / Sanskrit	Health & Physical Education
Hindi Composite/ Sanskrit Composite	Defence Studies (Std. IX & X)
Mathematics	Self Development & Art Appreciation (Std. X)
EVS / Science	Water Security (Std.IX)
Social Studies	

Assessment Scheme for Academic Subjects (Each Semester)

Std	*Formative	Summative		Total
		Oral	Written	
Std I & II	70 marks	10 marks	20 marks	100 marks
Std III & IV	60 marks	10 marks	30 marks	100 marks
Std V & VI	50 marks	10 marks	40 marks	100 marks
Std VII	40 marks	10 marks	50 marks	100 marks

Std	Subject	Unit Test I & II	Semester I & II	Total
VIII	Languages (English/Hindi/Marathi)	20	80	100
		20	80	100
	Composite (Hindi/Sanskrit)			
	Hindi	10	40	50
	Sanskrit	10	40	50
			Total	50+50=100

Std	Subjects	*Formative	Summative		Total
			Oral	Written	
VIII	Science/Maths/ Social Science	40 marks	10 marks	50 marks	100 marks

Grading System

Range of %	Grade
91-100	A-1
81-90	A-2
71-80	B-1
61-70	B-2
51-60	C-1
41-50	C-2
31-40	D
21-30	E-1
Less than 20	E-2

- Formative assessments will be conducted throughout the academic year.

Assessment Scheme for Non-Academic Subjects (Each Semester)

Std.	Formative	Total
I to X	Taken through the semester	100 Marks

SCHEME OF EVALUATION-STD-IX
LANGUAGES (ENGLISH, HINDI, MARATHI AND SANSKRIT)

ENGLISH

<u>First Term</u>	<u>Second Term</u>
Written Exam – 80 marks Internal Assessment – 20 marks	Written Exam – 80 marks Internal Assessment – 20 marks
Internal Assessment : ➤ Two Assignments - 5 marks each Total – 10 marks ➤ Oral Exam Listening skills – 5 marks Speaking skills – 5 marks	Internal Assessment : ➤ Two Assignments - 5 marks each Total – 10 marks ➤ Oral Exam Listening skills – 5 marks Speaking skills – 5 marks

HINDI

<u>First Term</u>	<u>Second Term</u>
Written Exam – 80 marks Internal Assessment – 20 marks	Written Exam – 80 marks Internal Assessment – 20 marks
Internal Assessment : ➤ Two Assignments - 5 marks each Total – 10 marks ➤ Oral Exam Listening skills – 5 marks Speaking skills – 5 marks	Internal Assessment : ➤ Two Assignments - 5 marks each Total – 10 marks ➤ Oral Exam Listening skills – 5 marks Speaking skills – 5 marks

HINDI COMPOSITE

<u>First Term</u>	<u>Second Term</u>
Written Exam – 40 marks Internal Assessment – 10 marks	Written Exam – 40 marks Internal Assessment – 10 marks
Internal Assessment : ➤ One Assignments - 5 marks each ➤ Oral Exam Listening skills – 3 marks Speaking skills – 2 marks	Internal Assessment : ➤ One Assignments - 5 marks each ➤ Oral Exam Listening skills – 3 marks Speaking skills – 2 marks

SANSKRIT



<u>First Term</u>	<u>Second Term</u>
Written Exam – 80 marks Internal Assessment – 20 marks	Written Exam – 80 marks Internal Assessment – 20 marks
Internal Assessment : ➤ Two Assignments - 5 marks each Total – 10 marks ➤ Oral Exam Listening skills – 5 marks Speaking skills – 5 marks	Internal Assessment : ➤ Two Assignments - 5 marks each Total – 10 marks ➤ Oral Exam Listening skills – 5 marks Speaking skills – 5 marks

SANSKRIT COMPOSITE

<u>First Term</u>	<u>Second Term</u>
Written Exam – 40 marks Internal Assessment – 10 marks	Written Exam – 40 marks Internal Assessment – 10 marks
Internal Assessment : ➤ One Assignments - 5 marks each ➤ Oral Exam Listening skills – 3 marks Speaking skills – 2 marks	Internal Assessment : ➤ One Assignments - 5 marks each ➤ Oral Exam Listening skills – 3 marks Speaking skills – 2 marks

MARATHI

<u>First Term</u>	<u>Second Term</u>
Written Exam – 80 marks Internal Assessment – 20 marks	Written Exam – 80 marks Internal Assessment – 20 marks
Internal Assessment : ➤ Two Assignments - 5 marks each Total – 10 marks ➤ Oral Exam Listening skills – 5 marks Speaking skills – 5 marks	Internal Assessment : ➤ Two Assignments - 5 marks each Total – 10 marks ➤ Oral Exam Listening skills – 5 marks Speaking skills – 5 marks

MATHEMATICS

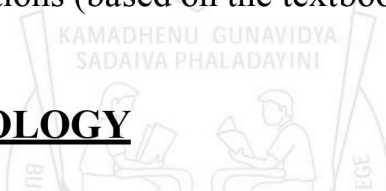
First Term			Second Term		
Written Exam – 80 marks Internal Assessment – 20 marks			Written Exam – 80 marks Internal Assessment – 20 marks		
Written Exam : (80 marks) Math I (Algebra) – 40 marks Math II (Geometry) – 40 marks			Written Exam : (80 marks) Math I (Algebra) – 40 marks Math II (Geometry) – 40 marks		
Internal Assessment : (20 marks) Assignments – 20 marks converted to 10			Internal Assessment : (20 marks) Assignments – 20 marks converted to 10		
Subject	No. of assignments	Total Marks	Subject	No. of assignments	Total Marks
Math I	2	10	Math I	2	10
Math II	2	10	Math II	2	10

First Semester		Second Semester	
Exam	Marks	Exam	Marks
Written Sci. I(40) + Sci. II(40)	80	Written Sci. I(40) + Sci. II(40)	80

Multiple Choice Questions – 20 marks converted to 10			Practical Exam – 20 marks converted to 10		
Subject	No. of tests	Total Marks	Subject	No. of questions	Total Marks
Math I	1	10	Math I	1	10
Math II	1	10	Math II	1	10

Note: *Two questions will be from outside the textbook but based on the syllabus in the Semester exam

*Application based questions (based on the textbook) will be asked in the question paper.



SCIENCE & TECHNOLOGY

First Unit Test- Science I	10	Second Unit Test- Science I	10
Science II	10	Science II	10
Total	20 Converted to 10	Total	20 Converted to 10
Practical - Science I Science II	10 10	Practical -	10 10
Total	20 Converted to 10	Total	20 Converted to 10
Total	20	Total	20
Sem I	80 + 20 = 100	Sem II	80 + 20 = 100
Yearly Work			
Sem I = 100	Sem II = 100	Total = 200	Average out of 100

Note : 2 projects to be done throughout the year

- * Activity Book should be maintained well as it will be useful for both Std. IX & X.
- * In the second semester, 20% weightage will be given to I semester content & 80% to II semester content

SOCIAL SCIENCE – I

First Term	Second Term
<ul style="list-style-type: none">• Written Exam- 40 marks• Internal Assessment – 10 marks	<ul style="list-style-type: none">• Written Exam – 40 marks• Internal Assessment – 10 marks
<ul style="list-style-type: none">• Internal Assessment:• One Assignment/ Homework-10 Marks (converted to 5)• Multiple Choice Questions – 10 marks (converted to 5)• Total : 10 marks	<ul style="list-style-type: none">• Internal Assessment :• One Assignment/ Homework-10 marks (converted to 5)• Multiple Choice Questions – 10 marks (converted to 5)• Total : 10 marks

SOCIAL SCIENCE – II

First Term	Second Term
<ul style="list-style-type: none"> • Written Exam – 40 marks • Internal Assessment – 10 marks 	<ul style="list-style-type: none"> • Written Exam – 40 marks • Internal Assessment – 10 marks
<p>Internal Assessment :</p> <ul style="list-style-type: none"> • One Activity/Project -5 marks • Two Homework – 5 marks (converted to 5) • Multiple Choice Questions – 10 marks (converted to 5) • Total : 10 marks 	<p>Internal Assessment :</p> <ul style="list-style-type: none"> • Three Graphs + Two Maps/ • Diagrams – 5 marks • Two Homework – 5 marks (converted to 5) • Multiple Choice Questions – 10 marks (converted to 5) • Total : 10 marks

Note:

*No separate section of Economics.

* In the second semester, 20% weightage will be given to I semester content.

SELF-DEVELOPMENT AND ART APPRECIATION

First Term	Second Term
Chapter 1 – 15 marks	Chapter 4 – 15 marks
Chapter 2 – 15 marks	Chapter 5 – 15 marks
Chapter 3 – 20 marks	Chapter 6 – 20 marks
I semester Total = 50 marks	II semester Total = 50 marks
Average Calculation – $50 + 50 = 100$ marks converted into grades	

DEFENCE STUDIES

First Term	Second Term
Written Exam – 40 marks	Written Exam – 40 marks
Activities – 60 marks	Activities – 60 marks
Total $40 + 60 = 100$ marks (A)	Total $40 + 60 = 100$ marks (B)
Average Calculation – $A + B = 200$ marks / $2 = 100$ marks converted into grades	

HEALTH & PHYSICAL EDUCATION

First Term	Second Term
Practical Exam – 25 marks	Practical Exam – 25 marks
Average Calculation – Term I + Term II = 50 marks converted into grades	

Grading System

60 & Above = A

45-59 = B

35-44 = C

Below 34 = D

SCHEME OF EVALUATION – Std. X

LANGUAGES (ENGLISH, HINDI, MARATHI AND SANSKRIT)

First Term	Second Term
Unit Test- 20 marks	Prelim Exam I -100 marks
Semester Exam- 100 marks	Prelim Exam II -100 marks
Board Exam- Written Exam – 100 marks	

MATHEMATICS

First Term	Second Term
Unit Test – Math I & II – 20 marks each	Unit Test – Math I & II – 20 marks each
Semester Exam-Math I & II – 40 marks each	Prelim Exam I – Math I & II – 40 marks each
Internal Assess. -20 marks (UT I + UT II = $(40 + 40)/8 = 10$ marks and Practical = 10 marks)	
Board Exam- Math I (40 marks) + Math II (40 marks) + IA (20 marks) = 100 marks	

SCIENCE AND TECHNOLOGY

First Term	Second Term
Unit Test – Science I & II – 10 marks each	Prelim I – Science I & II – 40 marks each
Semester – Science I & II – 40 marks each	Prelim II – Science I & II – 40 marks each
Practical exam - 20 marks	Practical Exam – 20 marks
Board Exam- Science I (40 marks) + Science II (40 marks) + Practical (20 marks) = 100 marks	

SOCIAL SCIENCES

First Term	Second Term
Unit Test – SS I & II – 20 marks each	Prelim Exam I – SS I – 60 marks SS II – 40 marks
Semester Exam – SS I – 60 marks SS II – 40 marks	Prelim Exam II – SS I – 60 marks SS II – 40 marks
Board Exam- SS I – 60 marks + SS II – 40 marks = 100 marks	

Note : Evaluation Scheme for the following subjects is the same as Std. IX

- ✓ **SELF-DEVELOPMENT AND ART APPRECIATION**
- ✓ **DEFENCE STUDIES**
- ✓ **HEALTH & PHYSICAL EDUCATION**

Grading System

60 & Above = A

45-59 = B

35-44 = C

Below 34 = D



COCURRICULAR & LITERARY ACTIVITIES

Cultural			
Event	Class	Date	Incharge
Music	VI – X	14.8.21	Bhagat Singh
Group Dance	VI – IX	28.8.21	Tagore
Reel Making	VI – X	25.9.21	Tilak
Art & Craft			
BOW Wow (Best Out of Waste)	VI - VII	31.7.21	Event Managers
Collage Making	VIII	20.11.21	
Calligraphy	VI	4.12.21	
Literary Events			
Book Review Presentation	VI -VIII	15.1.22	Vivekanand
Story Telling	VIII -IX	29.1.22	Event Managers
<u>OTHER ONLINE EVENTS</u>			
Category	Event Name	Date	Mode of Submission
Std. IX & X	Panel Discussion	11.9.21	Record and Post the video
Std. VII & VIII	Documentary	12.2.22	Video

SPORTS ACTIVITIES

SR No.	STD	Dates	Activity
I TERM			
1	VI to IX	21.6.21	International Yoga Day
2	VI to IX	July	Investiture Ceremony
3	VI to IX	24.7.21	Inter-House Suryanamaskar Competition
4	VI to IX	7.8.21	Inter-House Chess Competition
5	VI to IX	28.8.21	National Sports Day
6	VI to IX	4.9.21	Inter-House Vrikshasana Competition
7	VI to IX	9.10.21	Inter-House Carrom Competition
II TERM			
8	VI to IX	20.11.21	Inter-House Virtual Run Competition
9	VI to IX	4.12.21	Inter-House Push Ups Competition
10	VI to IX	8.1.22	Inter-House Skipping Competition
11	VI to IX	5.2.22	Annual Sports Day 2021-22



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 Program

Workshop

Interactive Session

Exhibition (Science)

Sports

Competition (Interschool)

Others

Parent/Guardian's phone number _____

Sign _____ Date _____

YEAR 2021-22
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. _____ UDISENo. _____

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 2021-22

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 2021-22
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,

Signature of Parent / Guardian

Date : _____

Personal Record 2021-22

(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 2021 _____ Height: _____ cm. Weight: _____

Blood group _____ Vision: _____ Dental health: _____

Allergies: Food _____ Drugs: _____

Immunization administered on :

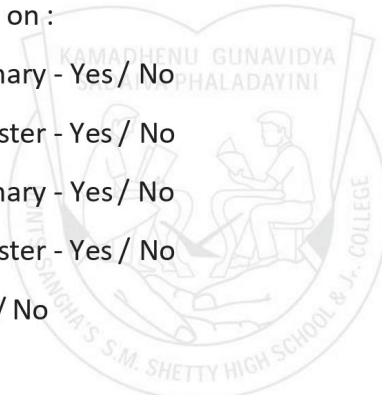
Triple Antigen - Primary - Yes / No

- 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 _____

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 (2021-22)

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		
10			10			10			10			10		
11			11			11			11			11		
12			12			12			12			12		
13			13			13			13			13		
14			14			14			14			14		
15			15			15			15			15		
16			16			16			16			16		
17			17			17			17			17		
18			18			18			18			18		
19			19			19			19			19		
20			20			20			20			20		
21			21			21			21			21		
22			22			22			22			22		
23			23			23			23			23		
24			24			24			24			24		
25			25			25			25			25		
26			26			26			26			26		
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.

Pupil Regulation Check DISCIPLINARY RECORD (2021-22)

November			December			January			February			March			April		
	T	P		T	P		T	P		T	P		T	P		T	P
1			1			1			1			1			1		
2			2			2			2			2			2		
3			3			3			3			3			3		
4			4			4			4			4			4		
5			5			5			5			5			5		
6			6			6			6			6			6		
7			7			7			7			7			7		
8			8			8			8			8			8		
9			9			9			9			9			9		
10			10			10			10			10			10		
11			11			11			11			11			11		
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14			14			14			14			14			14		
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16			16			16			16			16			16		
17			17			17			17			17			17		
18			18			18			18			18			18		
19			19			19			19			19			19		
20			20			20			20			20			20		
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27			27			27			27			27			27		
28			28			28			28			28			28		
29			29			29			29			29			29		
30			30			30						30			30		
			31			31						31					

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TIME - TABLE 2021 - 2022

CLASS : _____

DIV : _____

	PERIOD I	PERIOD II	PERIOD III	PERIOD IV	PERIOD V		PERIOD VI	PERIOD VII	PERIOD VIII	PERIOD IX	PERIOD X
MONDAY						B R E A K					
TUESDAY											
WEDNESDAY											
THURSDAY											
FRIDAY											

My School Promise

Each day I'll do my best,
And I won't do any less.
My work will always please me,
And I won't accept a mess.
I'll color very carefully,
My writing will be neat.
And I will not be happy,
'Till my papers are complete.
I'll always do my homework,
And try my best on every test.
I won't forget my promise,
To do my very best.