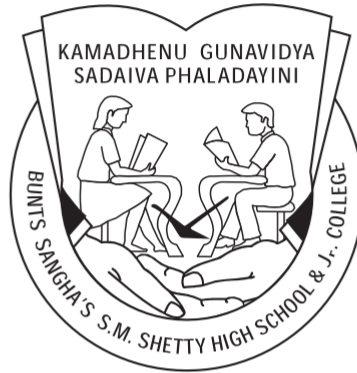


# BUNTS SANGHA'S S. M. SHETTY HIGH SCHOOL & JUNIOR COLLEGE

(REGISTERED UNDER PUBLIC TRUST ACT)  
ISO 21001 : 2018 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

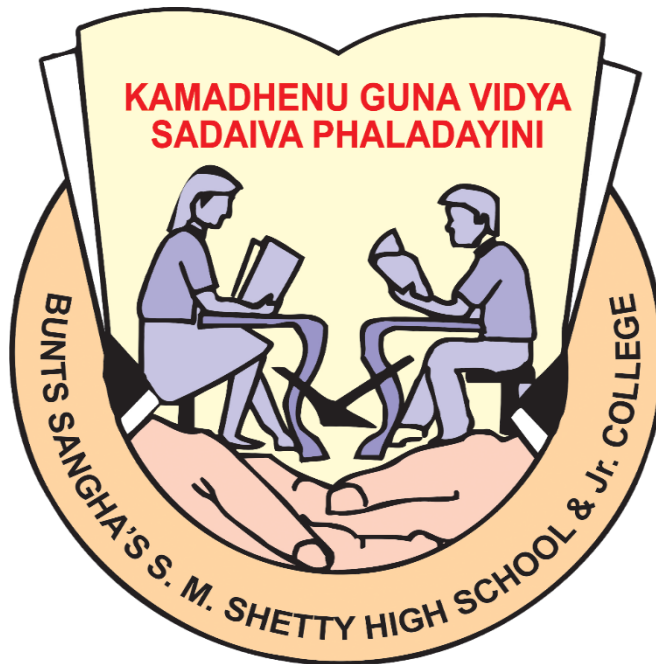
## CALENDAR

_____	_____	_____	_____
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.
6. **Parents are requested to fill the page numbers from 48 to 53 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 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 (Offline school)

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(Offline school)

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**

## 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 (Up to Std VII)	
Drama (VI & VII)	
Library	
Defence Studies (For Std IX & X)	
Self Development and Art Appreciation (For Std IX & 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 Shyal Malam. Mataram.

Vande Mataram.

Shubhra Jyotsna Pulakit Yaminim

Fulla kusumita drumadala Shobhinim

Suhasinim, Sumadhur bhashinim,

Sukhadam varadam mataram

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 | Pranjat

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 |

Bhajjo 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 विश्वात्माके देवें । येणें वाग्यलें तोषावें ।  
तोषोनि मज छावें पसायदान हें ॥१॥  
जे खळांची व्यंकटी सांडो । तयां सत्कमीं रति वाढो ।  
भूतां परस्परें पडो । मैत्र जीवाचें ॥२॥  
दुरितांचे तिमिर जावो । विश्व स्वधर्म सुखें 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 । पियुषांचे ॥५॥  
चंद्रमे जें अलांछन । मार्तंड जें तापहीन ।  
ते सर्वाही सदा सज्जन । सोयरे होतु ॥६॥  
किंबहूना सर्वसुखी । पूर्ण होऊनि तिहीं लोकीं ।  
भगिजो आदिपुरुखी अर्चंडित ॥७॥  
आणि ग्रंथोपजीविये । विशेषी लोकीं इयें ।  
दृष्टादृष्ट विजयें । होआवें जी ॥८॥  
तेच म्हणे श्री विशेशरवो । 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  
Yesu 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 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 बंदना

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 बुड 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 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 (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 o

[onlinequery@smsheettyinstitute.in](mailto: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](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 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. 46.**
- (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.**

- e. I hereby authorize the school to contact me in case of medical emergency during the school hours.
- f. No medicine will be administered to the child without the consent of the parents.

## 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 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**

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. 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.

### **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 :**

- ◆ 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 selected 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 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 class.
- (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/ OFFLINE**. In case of any difficulty, parents can approach the ICT teachers during school hours /all working Saturdays as per the schedule given below:

### Preprimary 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		

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

Date :

Parent / Guardian

Principal / VP / HM

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Date :

Parent / Guardian

Principal / VP / HM

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Date :

Parent / Guardian

Principal / VP / HM

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Date :

Parent / Guardian

Principal / VP / HM

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Date :

Parent / Guardian

Principal / VP / HM

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Date :

Parent / Guardian

Principal / VP / HM

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Date :

Parent / Guardian

Principal / VP / HM

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## LIST OF HOLIDAYS 2021 - 22

Month	DATE	DAY	HOLIDAY
July	21.07.21	Wednesday	Bakri Id
	15- 08 - 21	Sunday	Independence Day*
	16- 08 - 21	Monday	Parsi New Year
	19 - 08 - 21	Thursday	Moharram
	31 - 08 - 21	Tuesday	Krishna Janmashtami
September	10 - 09 - 21	Friday	Ganesh Chaturthi
October	02 - 10 - 21	Saturday	Mahatma Gandhi Jayanti
	15 - 10 - 21	Friday	Dussehra
	19 - 10 - 21	Tuesday	Eid-E-Milad
November	01 - 11 - 21 to 13 - 11 - 21	Monday onwards	Diwali Vacation
	19 - 11 - 21	Friday	Gurunanak Jayanti
December	25 - 12 - 21 to 01 - 01 - 22	Saturday	Christmas Vacation
January	03 - 01 - 22	Monday	<b>School Reopens</b>
	26 - 01 - 22	Wednesday	Republic Day**
February	19 - 02 - 22	Saturday	Shiv Jayanti
March	1 - 03 - 22	Tuesday	Mahashivratri
	19 - 03 - 22	Saturday	Holi
April	02 - 04 - 22	Saturday	Gudi Padwa
	14 - 04 - 22	Thursday	Ambedkar Jayanti/ Mahavir Jayanti
	15 - 04 - 22	Friday	Good Friday
May	01 - 05 - 22	Sunday	Maharashtra Day**

## ASSESSMENT SCHEDULE 2021-2022

Sr. No.	Examination	Standard	Schedule (tentative)
1.	First Summative Assessment	I to V	22 <sup>th</sup> October to 29 <sup>th</sup> October
2.	Second Summative Assessment	I to V	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. IX & X)
EVS / Science	
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



<b>Grading System</b>
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<b>Range of %</b>	<b>Grade</b>
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)***

<b>Std.</b>	<b>Formative</b>	<b>Total</b>
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)	<b>80</b>	Written Sci. I (40) + Sci. II(40)	<b>80</b>

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
<b>Yearly Work</b>			
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"> <li>Written Exam – 40 marks</li> <li>Internal Assessment – 10 marks</li> </ul>	<ul style="list-style-type: none"> <li>Written Exam – 40 marks</li> <li>Internal Assessment – 10 marks</li> </ul>
<ul style="list-style-type: none"> <li>Internal Assessment :</li> <li>One Assignment/ Homework-10 marks (converted to 5)</li> <li>Multiple Choice Questions – 10 marks (converted to 5)</li> <li>Total : 10 marks</li> </ul>	<ul style="list-style-type: none"> <li>Internal Assessment :</li> <li>One Assignment/ Homework-10 marks (converted to 5)</li> <li>Multiple Choice Questions – 10 marks (converted to 5)</li> <li>Total : 10 marks</li> </ul>

## SOCIAL SCIENCE – II

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

**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 <b>(A)</b>	Total $40 + 60 = 100$ marks <b>(B)</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
<b>Board Exam- Written Exam – 100 marks</b>	

### 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)	
<b>Board Exam- Math I (40 marks) + Math II (40 marks) + IA (20 marks) = 100 marks</b>	

### 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
<b>Board Exam- Science I (40 marks) + Science II (40 marks) + Practical (20 marks) = 100 marks</b>	

## SOCIAL SCIENCES

<b>First Term</b>	<b>Second Term</b>
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
<b>Board Exam- SS I – 60 marks + SS II – 40 marks = 100 marks</b>	

**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

### Details of Online Events / Competitions: 2021-22

<b>Month</b>	<b>Activities/ Competition</b>	<b>Announcement date</b>	<b>Execution week</b>
<b>July</b>	<b>Earth Day Week Activity (My Mini Farm, My Earning)</b>	<b>12th July</b>	<b>19th July- 23rd July</b>
<b>August</b>	<b>Poetry Writing</b>	<b>17<sup>th</sup> August</b>	<b>23rd August- 27th August</b>
	<b>Competition (I, II &amp; III)</b>		
	<b>Letter Writing</b>		
	<b>Competition (IV &amp; V)</b>		
<b>September</b>	<b>Umbrella/Stone/ Crockery Painting</b>	<b>13th September</b>	<b>20th Sept- 24<sup>th</sup> September</b>
<b>January</b>	<b>Reporter For a Day Competition</b>	<b>10th January</b>	<b>17<sup>th</sup> January- 21st January</b>
<b>February</b>	<b>Scientific Toy Making Competition</b>	<b>7th February</b>	<b>14<sup>th</sup> February- 18th February</b>
<b>March</b>	<b>The Unique Inventor Competition (Game/Quiz/ Musical Instrument)</b>	<b>4th March</b>	<b>14th March - 17th March</b>

## Details of Online Sports Events / Competitions: 2021-22

<b>Std</b>	<b>Activity</b>	<b>Months</b>	<b>Competition</b>
<b>I</b>	Toss the Balloon	June	-
	Aiming at the target (ring and the bottle)	July	Ball, Go Round
	Shhh..... I am concentrating..... (Simon says & Freeze Game, Making pattern with dots & Rearranging colours)	August	Step up and down
	Good habits (diet & nutrition)- corn bhel	September	Virtual Run
	Collecting Marbles with legs	October	--
	Physical Fitness workout	November	
	Yoga	December	
	The Fitness pack	January	Sports Day Celebration
	Surya namaskar	February	Quiz-Cricket
	Gym & joy	March	Gymnastics
<b>II</b>	Physical Fitness workout	June	-
	Let us concentrate (sorting of different beans, what is missing? patterns with dots)	July	Roly Poly
	Yoga Stretching-basic yoga poses,	August	Jammin Jammers
	Good habits (diet & nutrition)- corn bhel	September	Virtual Run
	Obstacle race (Sack race with hurdles)	October	--
	Shhh..... I am concentrating..... (Balancing ball on bottle, Simon says & Freeze Game, Making patterns with both hands)	November	
	Let's play with Cardboard	December	
	The Fitness pack	January	Sports Day Celebration
	Surya Namaskar	February	Quiz- Football
	Gym & joy	March	Gymnastics
<b>III</b>	Physical Fitness workout	June	-
	Bull's eye (Aeroplane Throw, eye on the wheel, Puff the air)	July	Stumbling blocks
	Yoga Stretching-basic yoga poses,	August	Let's leap

	Action Reaction (Pop up Game with paper ball, pop up game with balloon,	September	Virtual Run
	Shhh..... I am concentrating..... (Simon says & Freeze Game, Reverse Numbers, Hit Bindi on a wall with ball)	October	
	Good habits (diet & nutrition) = sprout bhel	November	
	Agility Drill	December	--
	The Fitness pack	January	Sports Day Celebration
	Surya Namaskar	February	Quiz-Badminton
	Let's Fly (various types of Jump)	March	Surya Namaskar
<b>IV</b>	Physical Fitness workout	June	-
	Let's play Carrom with our Friends	July	Let's Perform Crunches
	Shhh..... I am concentrating..... (Simon says & Freeze Game, writing number in reverse order, Backward Walking)	August	Fling the ball
	Achieve your Goal (towel and a socks ball)	September	Virtual Run
	Yoga	October	
	Good habits (diet & nutrition) = salad making	November	
	Paper Fitness	December	--
	The Fitness pack	January	Sports Day Celebration
	Surya Namaskar	February	Quiz-Chess
	Let's Fly (various types of Jumps)	March	Aerobics
<b>V</b>	Physical Fitness workout	June	-
	Let's play Chess with our Friends	July	See-saw with parent
	Yoga Stretching-basic yoga poses,	August	Rope masters
	Good habits (diet & nutrition )=salad making	September	Virtual Run
	Shhh..... I am concentrating..... (Simon says, Freeze Game, Trataka and Dart game)	October	
	ABC workout	November	
	Paper Fitness	December	--
	The Fitness pack	January	Sports Day Celebration
	Surya Namaskar	February	Quiz – Kabaddi

Let's Fly (various types of Jumps)	March	Aerobics
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## 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 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. _____ 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 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.

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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,

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

Signature of Parent / Guardian

**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 2020 \_\_\_\_\_ Height: \_\_\_\_\_ cm. Weight: \_\_\_\_\_

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

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

Immunization administered on :

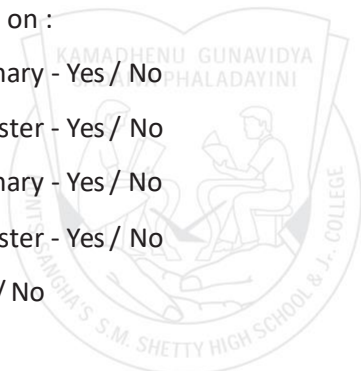
Triple Antigen - Primary - Yes / No

- 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 (2021-2022)  
(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 \_\_\_\_\_

Mobile No. \_\_\_\_\_

## 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 _____	_____	
Application _____		Class Teacher
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		
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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		
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26			26			26			26			26			26		
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					

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

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'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.



**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
<b>MONDAY</b>						B					
<b>TUESDAY</b>						R					
<b>WEDNESDAY</b>						E					
<b>THURSDAY</b>						A					
<b>FRIDAY</b>						K					

## MY DEAR SCHOOL

*I love to go to my school,  
Friends and teachers, it's so cool.  
Going to school is my permanent rule,  
School is like a tool box and we students are like its tools.*

*I love my school as it gives me happiness,  
But never ever given me sadness.  
All the teachers like our friends,  
Fully updated like the modern trends.*

*Schools give us many opportunities,  
For me school is my first priority.  
I love my dear school, awesome, fabulous and definitely cool!*

*Vedansh Jain- VII A*