

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 / 311 Website : www.smsheettyinstitute.org
School E-mail : school@smsheettyinstitute.org



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 informed 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 _____ to _____ 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 cast, 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 citizens of the society.

OUR VISION

"Personality Development for Nation Building"

OUR MISSION

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 Bhawe	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 6:15 p.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 Address: The Cosmos Co-Op. Bank Ltd. Crystal, CTS No. 10/9, Village Chandivali, Near Gopal Sharma School, Powai. Mumbai – 400076.	Monday to Saturday (Bank will be closed on 2nd & 4th Saturdays)	10.00 am to 1.00 pm 2.00 am to 3.30 pm

* 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.

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 endeavor.

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

Bharat-Bhagy-Vidhata

Punjab-Sindhu-Gujarata-Maratha

Dravid-Utkal-Banga

Vindhya-Himachal-Yamuna-Ganga

Uchchhal-Jaladhi Taranga

Tava Subh Name Jage

Tava Subha Ashisa Mage

Gahe Tava Jaya Gatha.

Jana-Gana-Mangal Dayaka, Jaya He

Bharat-Bhagya-Vidhata,

Jaya He, Jaya He, Jaya He,

Jaya, Jaya, Jaya, Jaya He

VANDE MATARAM

Vande Mataram

Sujalam suphalam Malayaj Shitalam

Sasya Shyal Malam. Mataram.

Vande Mataram.

Shubhra Jyotsna Pulakit Yaminim

Phulla kusumit drumadal Shobhinim

Suhasinim, Sumadhur bhashinim,

Sukhadam varadam mataram

Vande Mataram.



SCHOOL PRAYER

Prayer Before Study

ओम् असतोमा सद्गमय
तपसोमा ज्योतिर्गमय
मृत्योर्मा अमृतम् गमय

• Om asatoma satgamaya
• Tamasoma jyotirgamaya
• Mrutyorma amrutam gamaya

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

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

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

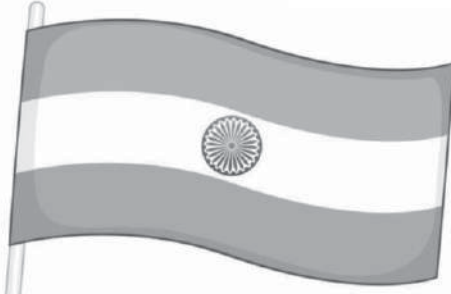
• Brahma majda tu yavha shakti tu
• Yeshu pita prabhu tu
• Rudra Vishnu tu ramkrishna tu
• Rahim tao tu (2)

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

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

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

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



FLAG SONG



Vijayi vishwa tiranga pyaara
Jhanda uncha rahei(n) hamaara
Sadaa shakti sarsaane waala,
Prem sudha barsaane waala,
SADAIVA PHALADAYINI
Prem sudha barsaane waala,
Veero ko harshaane waala,
Maatru bhoomi ka tan-man saara,
Jhanda uncha rahei(n) hamaara
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.”

प्रार्थना

हमको मन की शक्ति देना

हमको मन की शक्ति देना मन विजय करें-
दूसरों की जय से पहले खुद को जय करें...

हमको मन...

भेद-भाव अपने दिल से साफ करे सकें

दूसरों से भूल हो तो माफ कर सकें

झूठ से बचे रहे सच का दम भरे

दूसरों की जय से..

हमको मन की शक्ति देना...

मुश्किले पड़ें जो हम पे इतना कर्म कर...

साथ दे तो धर्म का चलें तो धर्म पर...

खुद पे हौसला रहे वदी से न डरे...

दूसरों की जय से

तुम्हीं हो माता पिता

तुम्हीं हो माता पिता तिम्हीं हो,

तुम्हीं हो बंधु सखा तुम्हीं हो ।

१. तुम्हीं हो साथी तुम्हीं ही सहारे

कोई ना अपना सिवा तुम्हारे

तुम्हीं हो नैया तुम्हीं स्वेवैया

तुम्हीं हो बंधु सखा तुम्हीं हो ।

२. जो खिल सके ना वो फूल हम है,

तुम्हारे चरणों की धूल हम है,

दया की दृष्टी सदा ही रखना (२)





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

APPEAL TO THE PARENTS

Bunts Sangha's S M Shetty High School & Junior College earnestly feels that a lot can be achieved in our path to mould a child's character and personality with your help and cooperation.

We therefore request you to regularly monitor your wards' appearance, behavior, 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 have UDISE number
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:

Fees can be paid by online mode from Institutes "Edusprint +"Application through

Axis Bank

OR

Cheque/Pay Order/DD drawn in favour of "Bunts Sangha's S. M. Shetty High School & Junior College" in Green Paying-in Slip Book into Cosmos Bank A/c.No.SB/91905501064 or cash.

Bank Time: Fees will be accepted by the bank between 10.00 am. to 12:30 pm. on bank working days.

OR

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 8:** The Site will be redirected to Payment Portal. Select the desired mode of Payment i.e. Debit Card / Credit Card / Internet Banking/UPI.
- Step 9:** Fill in the details as required by payment gateway.
- Step 10:** 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@smshettyinstitute.org

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 Cosmo (Address given on page no-5)

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@smshettyinstitute.org

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._____**
- 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 duly 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.
- 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 sent 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)
- 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 the 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 parents should come to school to collect their ward **or send a responsible person with an authority letter.**
- e) **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 :** **Yellow T-shirt with Red divided pants**
2. **Hairdo** : Red Ribbons , Clips - Red / Red elastic cotton hair band.
 Long hair is to be worn in two plaits or two pony tails.
Footwear: Black leather Velcro shoes and white socks with red stripes.
Sports : House Uniform. **(Nur to Sr.Kg- Sports Uniform to be worn on Tuesday)**
 White Canvas Shoes, white socks with red stripes
- Boys :** **Yellow T-shirt with Red pants white vest (compulsory)**
- Hairdo** : **Boys need to sport short and decent haircut**
 Hair needs to be oiled and combed neatly on a regular basis.
- Footwear:** Black leather Velcro shoes and white socks with red stripes.
- Sports :** House Uniform.
 White Canvas velcro Shoes, white socks with red stripes. (Black sandals to be worn from June to September)
 (Black Velcro shoes to be worn from October to April)
- I. Card :** The I. Card provided by the school has to be worn every day.
- Winters :** Red 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/mehendi and 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 surroundings 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.

COUNSELING CENTER

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 of charge) 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 mold 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. **Ek coin, Ek value**
4. **Dandiya Nights**
5. **Joy of Giving**
6. **Dildari Ki Dukan**

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 2022-2023.

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 2022-2023.

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 be allowed to distribute any one chocolate to their classmates. Cost of each needs to be under 10 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 the school, in writing, regarding any change in the residence address or telephone number without delay.
5. Books, magazines, newspapers or CDs, not approved of by the Principal are not allowed to be brought to school. This stands true in the 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:**
12. **Pre primary Section**
 - Morning shift:** Monday to Friday from 7:45 am to 10:45 am.
 - 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.**



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 whom 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

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 :

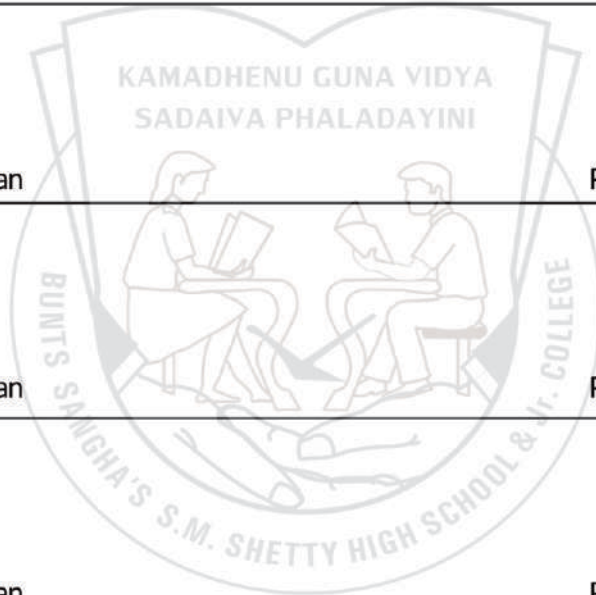
Parent / Guardian

Principal / VP / HM

Date :

Parent / Guardian

Principal / VP / HM



LIST OF HOLIDAYS 2022 –23

Month	DATE	DAY	HOLIDAY
August	09.08.2022	Tuesday	Muharram
	11.08.2022	Thursday	Rakshabandhan
	15.08.2022	Monday	Independence Day*
	16.08.2022	Tuesday	Parsi New Year
	19.08.2022	Friday	Krishna Janmashtami
	31.08.2022	Wednesday	Ganesh Chaturthi
September	09.09.2022	Friday	Anant Chaturdashi
October	05.10.2021	Wednesday	Dussehra
	20.10.2022 to 3.11.2022	Thursday onwards	Diwali Vacation
November	4.11.2022	Friday	School Reopens
	8.11.2022	Tuesday	Gurunanak Jayanti
December	25.12.2021 to 1.01.2023	Sunday onwards	Christmas
January	02.01.2023	Monday	School Reopens
	26.01.2023	Thursday	Republic Day*
February	18.02.2023	Saturday	Mahashivratri
	19.02.2023	Sunday	Shivaji Jayanti
March	08.03.2023	Wednesday	Holi
	22.03.2023	Wednesday	Gudipadwa
	30.03.2023	Thursday	Ram Navami
April	04.04.2023	Tuesday	Mahavir Jayanti
	07.04.2023	Friday	Good Friday
	14.04.2023	Friday	Ambedkar Jayanti
May	22.04.2023	Saturday	Ramzan Eid
	1.05.2023	Monday	Maharashtra Day*

Snacks Schedule



Days	Food
Monday	Upma, Sheera, Sandwich
Tuesday	Rice preparations (Poha, Idli, Dosa, etc.)
Wednesday	Sprouts & Fruits.
Thursday	Chapati -Bhaji, Paratha.
Friday	Child's favorite food.

Note: No egg preparation & non-veg. food allowed.

Healthy Eating



Nursery Fun Session 2022- 23



Puzzle Time: July



Clay Moulding: August



Rhyme Recitation: September



Memory Game: November



Colouring: February



Mono Acting: March

Show and Tell

Show and Tell: April



Jr. Kg Fun Session 2022-2023



Colouring - July



Fun with ice-cream sticks - August



Ad Mad Show - September



Best out of waste - November



Origami - January



Let's be magician - March



Countries of the world - February



Salad Decoration - April

Sr.Kg. Fun Sessions 2022-2023



Recitation: July



Drawing and Colouring: August



Origami: September



Khana Khazana: November



Creative bottle decoration: January



Puppet Making: February



Fun With Experiments: March



Singing: April

Nursery P.E. Activities & Races -2022-2023

Objectives

- To build listening skills.
- To develop fine motor & gross motor skills.
- To make them wait for their turns.
- To learn to handle the materials.

Month	Indoor Activities	Outdoor Activities	Races
JUNE	<ul style="list-style-type: none"> • Building Blocks • Stringing Beads 	--	--
JULY	<ul style="list-style-type: none"> • Rolling the ball/Exercise • Passing the ball/Exercise 	--	Sorting Fruits and Vegetables
AUGUST	<ul style="list-style-type: none"> • Bowling/Pegging 	<ul style="list-style-type: none"> • Tunnels 	Running Race
SEPT	--	<ul style="list-style-type: none"> • Throw & Catch 	Zigzag Race
OCT- NOV	<ul style="list-style-type: none"> • Kick the ball & hit the target • Ring toss game 	<ul style="list-style-type: none"> • Yoga • Footprints Mat 	Beading Race
DEC - JAN	Sports Day Practice	Sports Day Practice	Sports Day Practice
FEB.	--	<ul style="list-style-type: none"> • Brain Gym(Lacy B)/Basketball 	Tunnel Race
MARCH	<ul style="list-style-type: none"> • Colour ,colour which colour Game 	<ul style="list-style-type: none"> • Crossing Midline Exercise • Brain Gym 	Hopping Race

Jr.Kg. P.E Activities & Races - 2022-2023

Objectives

- To build listening skills.
- To develop fine motor & gross motor skills.
- To learn to play cooperatively, sharing & using acceptable manners.

Month	Indoor Activities	Outdoor Activities	Races
JUNE	<ul style="list-style-type: none"> ● Body Stretching Exercise ● Yoga ● Throw & Catch the ball/Brain Gym 	-	Stringing Beads
JULY	<ul style="list-style-type: none"> ● Lagori/Walking Stilts ● Brain Gym(Lazy 8) 	-	Sorting Colour Tablets
AUGUST	<ul style="list-style-type: none"> ● Hopscotch (Footprints) 	<ul style="list-style-type: none"> ● Simon Says Game(Body Awareness exercise) 	Running Race
SEPT	-	<ul style="list-style-type: none"> ● Skipping/Kids Parachute 	Ringing the Cone Race
OCT- NOV	<ul style="list-style-type: none"> ● Animal Yoga Poses ● Ring Toss Game 	<ul style="list-style-type: none"> ● Crossing Midline Exercise ● Walking Stilts 	Obstacle Race
DEC - JAN	Sports Day Practice	Sports Day Practice	Sports Day Practice
FEB.	<ul style="list-style-type: none"> ● Introduction of Indoor Games 	<ul style="list-style-type: none"> ● Cricket ● Hockey 	One Minute Game
MARCH	<ul style="list-style-type: none"> ● Carrom ● Snake & ladder 	<ul style="list-style-type: none"> ● Tunnels 	Marble & Spoon

Sr.Kg. P.E Activities & Races - 2022-2023

Objectives

- To give them the opportunity to explore, discover, practice and learn new things.
- To develop their logical thinking, problem solving skills and decision making skills to a greater extent.

Month	Indoor Activities	Outdoor Activities	Races
JUNE	<ul style="list-style-type: none"> · Body Awareness Exercise · Bowling/Bucket Toss · Lagori tiles Building 	-	Building Seven Stones
JULY	<ul style="list-style-type: none"> · Throwing & Catching/Body stretching exercise & Finger exercise · Introduction of Cricket 	-	Potato Race
AUGUST	<ul style="list-style-type: none"> · Hoop pass/Yoga 	<ul style="list-style-type: none"> · Cricket(Practical) 	Hop on 1 Leg Race
SEPT	-	<ul style="list-style-type: none"> · Crossing Midline Exercise · Musical Chairs 	Book Balancing Race
OCT- NOV	<ul style="list-style-type: none"> · Brain Gym · Introduction of Football 	<ul style="list-style-type: none"> · Football(Practical) · Exercise & yoga · Hopscotch/Skipping 	Hurdle Race
DEC - JAN	<ul style="list-style-type: none"> · Sports Day Practice 	<ul style="list-style-type: none"> · Sports Day Practice 	Sports Day Practice
FEB	<ul style="list-style-type: none"> · Introduction of Basketball 	<ul style="list-style-type: none"> · Basketball(Practical) 	Running Race
MARCH	<ul style="list-style-type: none"> · Carrom · Snake & Ladder 	<ul style="list-style-type: none"> · Hockey 	Short Jump Race

Format of 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 & Junior College



Days / Dates of Absence :

Reason :

Reporting Date :

Enclosed :

Signature of Parent

Signature of Principal

YEAR 2022-23

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. _____

Areas of interest / hobbies _____

Father's Occupation _____ Designation _____

Tel No. Office _____ Mobile No. _____

Area of Interest / Skills _____

Mother's Occupation _____ Designation _____

Tel. No. 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 2022-23

Surname : _____ Name : _____

Father's Name _____ Mother's Name _____

GR No: _____ Class: _____ Div: _____ Roll No.: _____ Date of Birth: _____

Age as on 1st June 2022 _____ 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

Covid Vaccine

- Yes/No

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

Signature: Father _____ Mother _____

YEAR 2022-23

DECLARATION BY PARENT /GUARDIAN

(In duplicate - Perforated copy to be submitted to school duly signed)

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:_____

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 2022-23

Surname : _____ Name : _____

Father's Name _____ Mother's Name _____

GR No: _____ Class: _____ Div: _____ Roll No.: _____ Date of Birth: _____

Age as on 1st June 2022 _____ 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

Covid Vaccine - Yes/No

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

Signature: Father _____ Mother _____

**LETTER OF UNDERTAKING FOR
FIELDTRIP/EXCURSION/ OUTDOOR ACTIVITY/CAMP
(2022-2023)**

(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 _____ 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 (2022-23)

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		
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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						31		

N.B. : Write against the date

'I' for Improper uniform,

'L' for Late mark.

'DR' Disruptive behavior

'H' for Hair cut,

'AL' for Abusive language

'LB' for Language barrier

'N' for Nails

'MB' for Misbehavior

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

Pupil Regulation Check DISCIPLINARY RECORD (2022-23)

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		
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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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