

# SHRI JAWANTHRAJ TEJRAJ SURANA JAIN VIDYALAYA

(Affiliated to Central Board of Secondary Education, New Delhi)

Affiliation No. 1930113 Exam Code : 55072

**(ESTD. 1983)**

2, Badrian Garden Lane, Park Town, Chennai - 600 003

Phone : 2535 7691, 2536 8472 Fax : 4201 8449

Email : info@suranaschool.com

Website : www.suranaschool.com

ERP Login : <https://blazeerp.com/UI/indexJTSJV.php>



**Owned and Managed by :**  
**TEJRAJ SURANA TRUST**



*Since this hand book is a vital link between the school and the parents,  
it must be brought to school daily.*



## 1. The land marks of our journey in the past 41 years

Shri. Jawanthraj Surana and his son Shri. Tejraj Surana were embodiments of simplicity and righteousness combined with generosity for the poor and the needy. Their compassion and kindness towards all fellow beings earned them the good will and respect of the local community. Shri. Tejraj Surana always dreamt of starting a charitable trust to found a school that would cater to the needs of the local Hindi-speaking business community. But, unfortunately, his dream could not be fulfilled during his lifetime because of his untimely death.

Later his sons Shri. Pannalaji, Gautamji and Ugamrajji, having been inspired by the nobility of their forefathers, determined to translate his dream into a reality. At the insistence of their venerable mother, Smt. Pusi Bai, they utilised the amount received from the LIC policy of Shri Tejraj to form the Tejraj Surana Trust and established the only CBSE school in Sowcarpet in the year 1983.

The Smt. Pusi Bai Tejraj Surana Jain Block, with all the necessary infrastructure, houses the Primary Section from Classes I to V with a conducive ambience for reaching and learning.

The Surana Group of Institutions celebrated its PEARL JUBILEE in the year 2013 and its CORAL JUBILEE in 2018. The highly qualified sons of (late) Shri. Pannalaji, who have taken up the management presently, are determined to take the institution to greater heights. This is not the end of a dream circle but a spiral that has been initiated towards the sky. On 24th Aug 2016 the foundation stone for Surana International School was laid by Mr. Seshasayee, Chairman, Infosys in the holy presence of Muni Rishi Maharajji.

The year 2024 marks 41 years of completion of our journey and school has joined the league of International School by founding Surana High Tech International School at Besant Nagar which become fully functional as an IB School (International Baccalaureate Curriculum) in June 2023. The School has the state of art building with fully equipped Science Lab, Innovation Lab, Makers Set, Robotics Engineering Lab, Art Room and Music Room etc. to develop skills and competency to survive in the highly competitive and technology driven world.

May God shower His grace on everyone associated with this institution to serve with mental stamina, physical verve and vigour to contribute their might for the betterment and progress of pupils

1983	School was founded
1991	Sr. Secondary School established
2009	Surana Montessori "VAATSALYAA" was established
2010	A high-tech air-conditioned auditorium was inaugurated
2010	High-tech Math lab was initiated
2011	Inauguration of Robotics Lab by Kapil Dev, Indian cricketer
2011	Play Arena for KG children was established
2012	KG Activity Room was inaugurated
2012	Multipurpose open air Auditorium was inaugurated
2013	Inauguration of Tab Lab by Dr. A.P.J. Abdul Kalam
2014	Inauguration of Sole Lab (Self organized learning environment) by Shri Sugata Mitra
2014	Inauguration of Language Lab by Krishnamachari Srikanth Indian cricketer
2015	Inauguration of 3D Printer LAB by Padma Bhushan Virendra Raj Mehta
2016	Laid the foundation stone for Surana International School
2017	Inauguration of IOT (ATAL) LAB by Padma Shri D R Mehta Former Governor, RBI
2018	Inauguration of the Coral Jubilee Celebrations & unveiling the bust of Chief donor Shri Tejraj Surana by Shri Gopichand P Hinduja & Shri Ashok P Hinduja
2019	Inauguration of Artificial Intelligence (AI) Lab by Dr. David S.Touretzky, Research Professor, Carnegie Mellon University, Pittsburgh, PA
2020	Launching of "Surana Tech Stars" a YouTube channel with AR/AI in education by BRAHMAKUMARI SISTER SHIVANIJI
2021	Launching of "Artificial intelligence for empowerment of teachers" by Dr.Prathap C Reddy
2022	Launching of Surana High Tech International School (SHIS) at the hands of Dr. Ponmudi and MOU signed between Hightech High of San Digo USA and SHIS fo Project Based Learning
2023	Surana International School was inaugurated by Sri Anil Agarwal Chairperson Vedanta Group



## REDEFINED VISION AND MISSION OF SURANA SCHOOL

In the information driven world under the unavoidable impact of science and technological revolution on our daily life, the onus of preparing the body and minds of students entrusted to our care falls on the shoulders of school management. Taking our duties with sincerity and commitment, all our efforts have been taken by us to equip children with 21st century skills. Gone are the days when educational emphasis was on rote learning and reading and writing. Will that suffice to survive in 21st century when we all witness VUCA society? (Volatility, Uncertainty, Complexity and Ambiguity). It is a challenge to prepare students, equipping them with 21st century skills that emphasize on 5Cs (Communication, creativity, collaboration, critical thinking and citizenship) to survive in this world full of uncertainty, chaos, fast changing and high level competition. Here are details of what we are already doing to serve this noble cause.

SKILLS DEVELOPED	ACTIVITY	INDICATORS OF ACTION AND RESULTS
Skill as team leaders, team work and collaboration	SOLE LAB (self-organized learning environment)	Group tasks provide challenges to solve, explore, experiment, and contributing to group's achievement of goals as a Team Member
Effective communication	PBL (project based or problem based projects) Language Lab	When performing leadership roles in project execution or working as a team member, participants use appropriate communication to describe, synthesize, share information and persuade audience with conviction on social causes, issues at a local, national and global level with empathy
Skills as creative thinkers, critical analysis and innovative skills	Robotic Engineering, ATAL Innovators club activities, IOT and Artificial Intelligence	Students use critical and creative thinking skills applying their knowledge, analyze and innovate and take pride in their innovations as well as inspiring peers to follow suit

T. Sanikade



SKILLS DEVELOPED	ACTIVITY	INDICATORS OF ACTION AND RESULTS
Skills for citizenship	KARUNA CLUB, JAINOLOGY, COMMUNITY SERVICE	Students display qualities of caring, morality and ethics in interpersonal relationship, respect beliefs and feelings of others as a secular being and display these qualities of empathy and kindness in actions
Conflict resolution skills	MUN (Mock United Nations) SKYPE SESSIONS with SISTER SCHOOLS ACROSS THE GLOBE	Children choose a topic that affect humans at national and international level, gather information and playing different roles express their opinions without fear or inhibition, face criticism squarely and also find practical solutions to PROBLEMS. They become sensitive to eternal values, develop metacognition skills and self awareness.
Finding the LEADER IN ME	PHYSICAL EDUCATION, VOLUNTARY SERVICE, ORGANIZING SCHOOL EVENTS, SCOUTS	Students are able to identify concepts of true leadership, character and values that characterize leaders. Evaluate similarities and differences between concepts of leadership to different fields. They try to emulate inspirational leaders
Emotional and spiritual skills	SOCIAL AND RELIGIOUS FUNCTIONS EDUCATIONAL TOURS AND FIELD TRIPS ORGANIZED AT SCHOOL	Children learn right attitudes from schoolmates and respect value systems, develop camaraderie working together with altruism, adjustment and spirit of accommodation, sharing and giving without expectations



**2. THE MEMBERS OF MANAGEMENT COMMITTEE**

Managing and Founder Trustee

**SMT. CHANCHAL P SURANA**

President

**SHRI. KAILASHMULL DUGAR**

Secretary

**SHRI. ANAND P SURANA**

Committee Members

**SHRI. VINOD SURANA**

**SHRI. SUDARSHAN SURANA**

**SHRI. RAJESH SURANA**

**SMT. SUNANDA SURANA**

Academic Director

**SMT. JAYANTHI BALACHANDRAN**

*[Handwritten signature in green ink]*

*T. Santhosh*



**3A. स्कूल गाना****सुर में आना, सुर में आना, सुर में आकर बना दो सुराना ।**

- |   |   |
|---|---|
| 1. सात स्वर है सुगम संगीत में,<br>मिल कर बनता गीत स्वरों में<br>नन्हें बच्चों, प्यारे छात्रों,<br>आओ, आओ मिलकर गाओ        | विद्या पाकर जगा दो ज्ञान,<br>फर्ज निभाकर दो बलिदान  |
| 2. खुशी-खुशी से तुम सब जीयो,<br>खुशी से भरकर जीने भी दो<br>यही है नारा जैन धर्म का,<br>बने आदर्श जीवन सबका                | 6. विद्यालय वाणी का मंदिर,<br>विद्या का दान होता अंदर<br>शांत रहे नील गगन और सागर,<br>खिले रहें विकसित मन सुंदर |
| 3. प्रकृति भी लय में चलती है,<br>धरती की भी लय में गति है<br>सूरज चन्दा में भी नियम है,<br>अनुशासन ही मनुज-धर्म है        | 7. कभी न भूलें वचन हमारा,<br>बनेंगे जीवन सब उजियारा<br>सुराना स्कूल है सब से प्यारा,<br>तुकराना मत अपना नारा    |
| 4. सत्यं शांति धर्म अहिंसा,<br>प्रेम को अपना लक्ष्य बना दो<br>देश भक्ति है महा तपस्या-इस,<br>आग को दिल में तुरंत जला दो । | 8. असतो मा सद्गमय,<br>तमसो मा ज्योतिर्गमय ।<br>मृतयोर्मा अमृतं गमय,<br>अहिंसा ही परमो धर्म ॥                    |
| 5. माता-पिता है साक्षात् भगवान,<br>गुरुजनों को दो सम्मान  |   |

**3B. SCHOOL ANTHEM**

- |   |                      |
|---|----------------------|
| 1. March ahead! March ahead!<br>Stable and safe at each step and tread.<br>It's time to rejoice with joy and glee,<br>So much to celebrate for us with glee<br>(March ahead, Surana March ahead ! | (Chorus)             |
| 2. Our values we shall adhere too,<br>Novel paths we shall carve out too,<br>Lofty aspirations riding high-with<br>lots of dreams to reach the sky.   | (March ahead, .....) |
| 3. Respecting our culture and traditions<br>Globalizing without trepidation,<br>Fearless of all intimidation,<br>Keeping a pace with all innovation   | (March ahead, .....) |
| 4. With newer visions imbued by all<br>And newer missions charging us all   | (March ahead, .....) |



## 4. राष्ट्रगान

जन गण मन अधिनायक जय हे,  
 भारत भाग्य विधाता !  
 पंजाब, सिन्ध, गुजरात, मराठा,  
 द्राविड, उत्कल बंगा,  
 विन्ध्य, हिमाचल, यमुना, गंगा,  
 उच्छल जलधि तरंग  
 तव शुभ नामे जागे,  
 तव शुभ आशीष मांगे,  
 गाहे तव जय गाथा ।  
 जन गण मंगल दायक जय हे,  
 भारत भाग्य विधाता !  
 जय हे ! जय हे ! जय हे !  
 जय जय जय जय हे !!



**National anthem's playing time is approximately 52 seconds.  
 The following is Tagore's English rendering of the anthem :**

Thou art the ruler of the minds of all people,  
 Dispenser of India's destiny.  
 Thy name rouses the hearts of Punjab, Sind,  
 Gujarat and Maratha,  
 Of the Dravida and Orissa and Bangla;  
 It echoes in the hills of the Vindhya and Himalayas,  
 mingles in the music of Yamuna and Ganges and is  
 chanted by the waves of the Indian Ocean.  
 They pray for thy blessings and sing thy praise.  
 The saving of all people waits in thy hand,  
 Thou dispenser of India's destiny.  
 Victory, victory, victory to thee

## தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்  
 சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்.  
 தெக்கணமும் அதிர்சிறந்த தீராவிடநல் திருநாடும்  
 தக்கசிறு பிறைநுகலும் தரித்தநறுந் திலகமுமே !  
 அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற  
 எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே ! தமிழணங்கே !  
 உன் சீரிளமைத் திறம்வியந்து  
 செயல் மறந்து வாழ்த்துதுமே ! வாழ்த்துதுமே ! வாழ்த்துதுமே !

- மனோன்மணியம் வ. சுந்தரம்பிள்ளை



**S.J.T. SURANA JAIN VIDYALAYA**

#2, Badrian Garden Lane, Park Town, Chennai – 600 003

**5. PERSONAL DETAILS OF THE PUPIL***(To be filled in by the parents at the beginning of the year)*

PHOTO

Name : .....

Class : ..... Sec. .... House .....

Admission No : ..... Year of Joining .....

Date of Birth : ..... Blood Group.....

Student Aadhar No : ..... EMIS No.....

Religion : ..... Community BC / SC / ST / OBC / FC

Residential Address : .....

Phone : Landline ..... Mobile .....

Email ID : (Personal).....

Mother Tongue : .....

Father's Name : .....

Guardian Name if applicable : .....

Educational Qualification : .....

Please be clear and specific about occupation and Business. Avoid vague terms like 'Business', 'Service' etc.,

Occupation (give specific details) : .....

Office Address : .....

Phone No. ....

Office Email ID .....

Mother's Name : .....

Educational Qualification : .....

Office Address : .....

Occupation : .....

Phone No: .....

Email ID: .....

Annual Income of parents : .....

**Name of your own children already studying in this school:**

Name ..... Class ..... Sec. ....

Name ..... Class ..... Sec. ....

Mother's Signature

Father's Signature

T. Santhosh



**S.J.T. SURANA JAIN VIDYALAYA**

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Residential Address : .....

Phone : Landline ..... Mobile .....

Email ID : (Personal).....

Mother Tongue : .....

Father's Name : .....

Guardian Name if applicable : .....

Educational Qualification : .....

Please be clear and specific about occupation and Business. Avoid vague terms like 'Business', 'Service' etc.,

Occupation (give specific details) : .....

Office Address : .....

Phone No. ....

Office Email ID .....

Mother's Name : .....

Educational Qualification : .....

Office Address : .....

Occupation : .....

Phone No: .....

Email ID: .....

Annual Income of parents : .....

**Name of your own children already studying in this school:**

Name ..... Class ..... Sec. ....

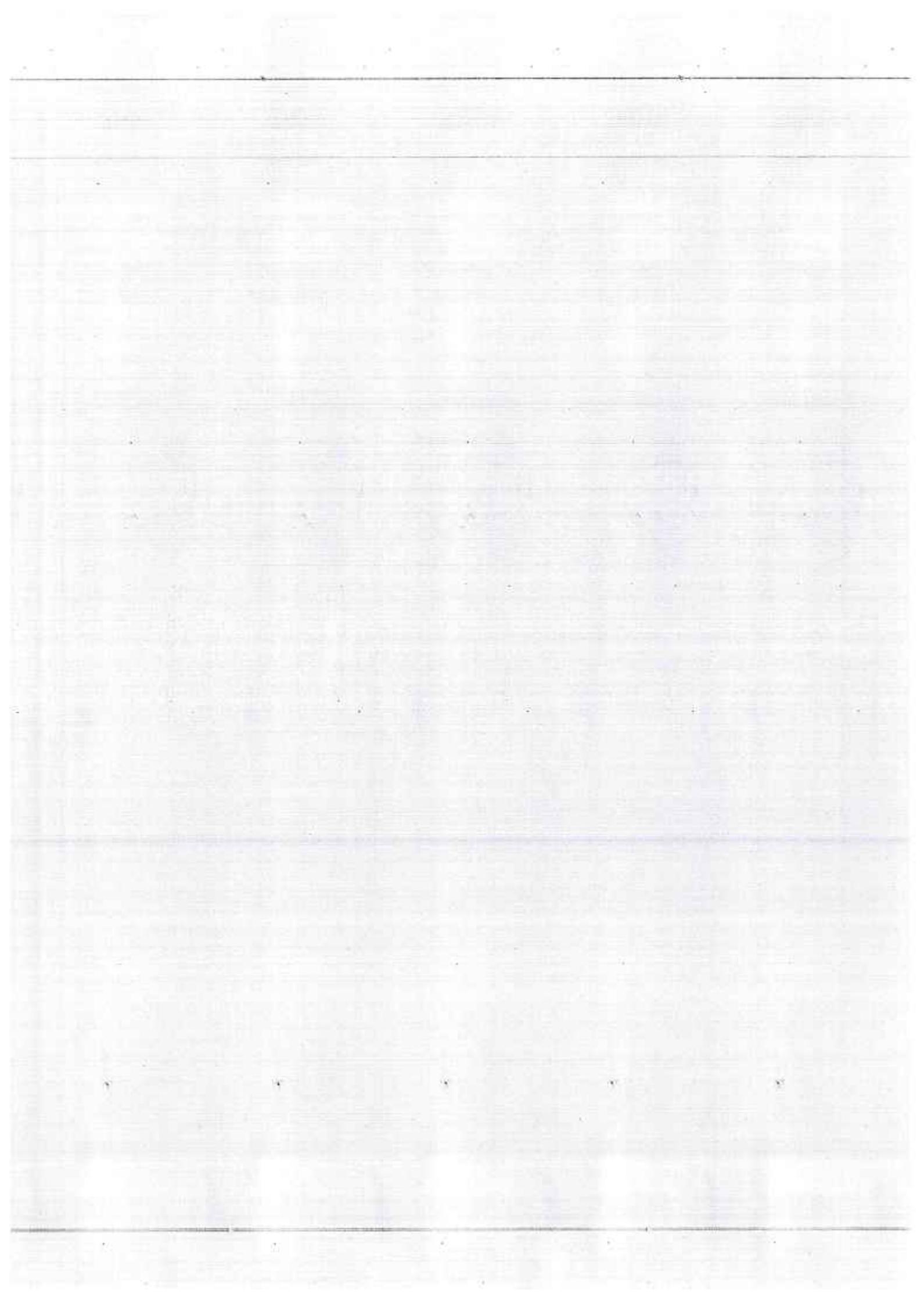
Name ..... Class ..... Sec. ....

Mother's Signature

Father's Signature

T. Sanikal





## SCHOOL TOPPERS

Year	X Std.	XII Std.	
2007	Jayakumari	N. Priyanka Baghma Anusha Sudgarsanmoorthi	
2008	Ponam R. Jain	Motilal M.Dhariwal Nitin B.Jain	(Science Group) (Arts)
2009	Ankit U Jain	Yashika R. Hardik	(Science Group) (Arts)
2010	Keshavrai Goud Sripal Kumar	Poonam R. Jain B. Pooja A. Jain Hema Bagrecha P. Shruthi L. Bafna	(Science Group) (Science Group) (Arts) (Arts)
2011	Sandhya S.	Ankit U.Jain Akshay	(Science Group) (Commerce Group)
2012	N.Abhishek	Sripal Kumar B. Nikhil Sanghvi	(Science Group) (Commerce Group)
2013	Ankitha P. Doshi	Kinjal M.Jain Sharad O. Chandak	(Commerce Group) (Science Group)
2014	Anush A Baghmar Chirag Khater Vidushi Jain	Akshita A Baghmar Yash A Jain	(Commerce Group) (Science Group)
2015	Chetan M Vagesh Rai Goud S Durga Devi	Yashvi Hrithik	(Commerce Group) (Science Group)
2016	Ayushi, Pooja Bhavika, Pranesh	Sonal Jaswanth	(Commerce Group) (Science Group)
2017	M Akash/ R Balaji Chirag D Jain / Deshna M Jain Hanisha V jain / Jakkala Jashwanth Khushi / Taniya / Vishal Kumar Jain Anisha R Gandhi / AnokhiDiksha Kumari Preethi / Rahul M Khatri Tarun Kumar P Jain / Ishita / Khushi V Gandhi / Krishi Jain / Palak / Riya R Nagar / C M Swaathi / B Tanish	Ruchit Kothari Chetan H	(Commerce Group) (Science Group)
2018	Sulsa	Pooja R Jain Prakash	(Commerce Group) (Science Group)
2019	Karina	Kushi Sonigara Chirag Kushi Gandhi	(Commerce Group) (Science Group) (Science Group)
2020	Diya	Akash Sulsa	(Science Stream) (Commerce Stream)
2021	Shruthi Agarwal	Karina Adithi R Rathi	(Science Stream) (Commerce Stream)
2022	Anand Jain	Diya Harshith	(Science Stream) (Commerce Stream)
2023	Amirthavalli	Qm J Shah Dimple	(Science Stream) (Commerce Stream)
2024	Yuvraj Singh	Puniet Ram Pandey A. Yogitha	(Science Stream) (Commerce Stream)

**6. MEDICAL REPORT (2024-2025)**

Gender	
Class & Section	
Date of Birth Age as on ( )	
Height (in Cms)	
Weight (in Kgs)	
Chest Measurement (in Cms)	

**DOCTOR'S OBSERVATION**

ENT	
Dermatology	
Cardio - Thorasic	
Oral Cavity	
Vision	
Others if any	

**DOCTOR'S ADVICE / REMARKS, IF ANY :**

Seal	Name of the Doctor
	Doctor's Signature



**7. EXAMINATION AND EVALUATION SYSTEM****EXAMINATION AND ASSESSMENT POLICY FOR THE CLASSES I TO VIII**

The whole session is divided into 2 Terms, having 2 cycles of periodic assessments in each Term. Assessment is done on the basis of marks obtained in cycle tests and 2 Terminal Examination. Assessment in each subject and in each Term will be on the following criteria:

S.No.	Term 1 Internal Assessment	Term 2 Internal Assessment
1	5 marks (Periodic Assessment - Pen Paper Test conducted in that Term)	5 marks (Periodic Assessment - Pen Paper Test conducted in that Term)
2	5 marks (Multiple Assessment - Quiz, Debate, Group Discussion, Peer Assessment, Self-Assessment Etc.)	5 marks (Multiple Assessment - Quiz, Debate, Group Discussion, Peer Assessment, Self-Assessment Etc.)
3	5 Marks (Portfolio - Classwork, Assignment, Achievement of the student in the subject throughout the year Etc.)	5 Marks (Portfolio-Classwork, Assignment, Achievement of the student in the subject throughout the year Etc.)
4	5 marks (Subject Enrichment)	5 marks (Subject Enrichment)
5	80 marks (Term Examination)	80 marks (Term Examination)
6	Total 100 Marks	Total 100 Marks

Syllabus division in both the Terms

S.No.	Assessments	Portions
1.	Periodic Assessment 1	25% of the First Term Syllabus
2.	Periodic Assessment 2	Next 25% of the First Term Syllabus
3.	First Term	50% of the complete syllabus
4.	Periodic Assessment 3	First 25% of the Final Term Syllabus
5.	Periodic Assessment 4	Next 25% of the Final Term Syllabus
6.	Final Term Exam	Whole Syllabus of Final Term + 30% from First Term Syllabus

Student scoring 35% marks for each subject as well as in aggregate will qualify for promotion to the next class. Passing in all subject with a minimum of 35% marks is mandatory to be considered for promotion. A Minimum of 80% attendance required.

T. Sanika



**EXAMINATION AND ASSESSMENT POLICY FOR CLASS IX**

There will be continuous assessment during the whole session and Final result will be declared on the basis of following criteria:

S.No.	Final Result
1.	5 marks (Internal Assessment) based on periodic assessments during the session.
2.	5 Marks (Portfolio)
3.	5 marks (Multiple Assessment)
4.	5 marks (Subject Enrichment Activity)
5.	80 marks (Final Term)
6.	Total 100 Marks

Syllabus division in both the Terms

S.No.	Assessments		Portions
1.	Periodic Test 1	Unit Test 1	25% of the First Term syllabus
		Unit Test 2	Next 25% of the First Term syllabus
2.	Periodic Test 2	First Term Exam	50% of the complete syllabus
3.	Periodic Test 3	Unit Test 3	First 25% of the Final Term syllabus
		Unit Test 4	Next 25% of the Final Term syllabus
4.	Final Term Exam		80% of the entire syllabus. (As per CBSE guidelines)

Student scoring 35% marks for each subject as well as in aggregate will qualify for promotion to the next class. Student failing in one subject will be given compartment exam in that subject, only clearing which the student will be allowed to promote in next class.

*P. G. H. K.*

*T. Sanikal*



**EXAMINATION AND ASSESSMENT POLICY FOR CLASS XI**

The whole session is divided into 2 terms, having 2 cycles of periodic assessments in each term. Assessment is done on the basis of marks obtained in cycle tests and 2 Terminal Examination. Assessment in each subject and in each term will be on the following criteria.)

S.No.	Nature of Test	Max. Marks	Syllabus
1.	Periodic Test (four cycles)	50 each	The whole syllabus will be divided into four equal parts.
2.	First Terminal	As per the CBSE Criteria in different subject	50% of entire syllabus
3.	Final Terminal		Complete syllabus of Final term + Important topics ( $\leq 20\%$ ) from First Term Syllabus as per CBSE guidelines

- ❖ Student scoring 35% marks (in Theory and Practicals separately) for each subject as well as in aggregate will qualify for promotion to the next class.
- ❖ Student failing in one subject will be given compartment exam in that subject, only clearing which the student will be allowed to sit in class XII.
- ❖ Student failing in more than one subject will have to repeat the class/ change Group / apply for TC.

**CLASS X (AS PER THE CBSE GUIDELINES)**

- ❖ Average of Periodic Test & Pre-Board Exams will be taken for internal assessment (5% weightage).
- ❖ Multiple Assessment (5% weightage), Subject enrichment activity (5% weightage) & Portfolio (5% weightage)
- ❖ CBSE Examination conducted in the month of March will carry 80% weightage.
- ❖ Letter grades (5 point scale) will be given in the following areas of learning Work Education, Art Education (Visual & Performing Arts), Health & Physical Education



Letter grades (5 point scale) will also be given for discipline in the following elements :

- ❖ Attendance
- ❖ Sincerity
- ❖ Behaviour
- ❖ Values

❖ **Class XII (as per the CBSE guidelines):**

Letter grades will be given in the following areas of learning :

- ❖ Work Experience
- ❖ Physical Education
- ❖ General Health

**5 POINT SCALE**

GRADE
A
B
C
D
E

**Grading Scale for Scholastic:**

	Marks Range	Grade
1	91 – 100	A1
2	81 – 90	A2
3	71 – 80	B1
4	61 – 70	B2
5	51 – 60	C1
6	41 – 50	C2
7	33 – 40	D
8	32 & Below	E

Note: 'E' for (Classes upto VIII) is considered as Needs Improvement, for Class IX – 'E' is considered as Fail.

Co – Scholastic Activities are graded on a 3– point grading scale:

A – Outstanding, B – Very Good and C – Fair

**B. Documentation :**

Records pertaining to the internal assessment of the students done by the schools will be maintained for a period of three months from the date of declaration of result for verification at the discretion of the Board. subjudiced cases, if any or those involving RTI / Grievances may however be retained beyond three months.

**3 POINT SCALE**

GRADE
A
B
C

*Signature*

*T. Sarikol*



**EXAMINATION SCHEDULE 2024 - 2025 FOR I STD to XII STD**

EXAM	STD	MONTH
PERIODIC TEST I	I - XII	JULY 8 - 13
PERIODIC TEST II	I - XII	AUG 23 - 30
I TERMINAL EXAM	I - XII	SEP 30 - OCT 10
REVISION EXAM I	X & XII	NOV 19 - 29
PERIODIC TEST III	I - IX & XI	DEC 9 - 14
REVISION EXAM II	X & XII	DEC 12 - 24
PRE BOARD I	X & XII	JAN 3 - 13
PERIODIC TEST IV	I - VIII	JAN 27 - FEB 01
PRE BOARD II	X & XII	JAN 27 - FEB 07
ANNUAL EXAM	IX & XI	FEB 10 - 20
ANNUAL EXAM	I & VIII	MAR 3 - 13

**SCHEME OF STUDIES**

I to V	English, Tamil, Maths, EVS, Hindi, Computer Science, PT, Art, Music, Yoga, MI KIDS (Std I & II), Library, Robotics (Std V Only)
VI to VIII	English, Tamil, Maths, Science, Social Science, Hindi, Information Technology (IT), Robotics, PT, Art Education, Library, Language Lab
IX & X	English, Hindi or Tamil, Maths, Science, Social Science (History, Geography, Economics, Disaster management), Information Technology (IT), Robotics, PT, Art Education, Library, Language Lab
XI & XII	<p><b>Science Stream</b> English, Physics, Chemistry, Maths, Biology or Computer Science, PT, Artificial Intelligence, Foundation Studies, Library, Work Experience, Yoga &amp; Meditation</p> <p><b>Commerce Stream</b> English, Accounts, Business Studies, Maths or Marketing, Economics or Entrepreneurship or Computer Science, Artificial Intelligence, PT, Library, Work Experience, Yoga &amp; Meditation</p>



**APRIL - 2024**

APRIL	DAY	ACADEMIC PLAN
1	MONDAY	<b>ACADEMIC YEAR COMMENCES</b>
2	TUESDAY	
3	WEDNESDAY	
4	THURSDAY	
5	FRIDAY	
6	SATURDAY	
7	<b>SUNDAY (H)</b>	
8	MONDAY	
9	<b>TUESDAY (H)</b>	<b>UGADI</b>
10	WEDNESDAY	
11	THURSDAY	<b>RAMZAN</b>
12	FRIDAY	
13	<b>SATURDAY (H)</b>	
14	<b>SUNDAY (H)</b>	<b>TAMIL NEW YEAR</b>
15	MONDAY	
16	TUESDAY	
17	WEDNESDAY	
18	THURSDAY	
19	FRIDAY	
20	SATURDAY	
21	<b>SUNDAY (H)</b>	<b>MAHAVEER JAYANTHI</b>
22	MONDAY	
23	TUESDAY	
24	WEDNESDAY	
25	THURSDAY	
26	FRIDAY	<b>LAST WORKING DAY</b>
27	SATURDAY	<b>SUMMER VACATION STARTS</b>
28	<b>SUNDAY (H)</b>	
29	MONDAY	
30	TUESDAY	

No. of Working Days - 20

T. Sanika



## JUNE - 2024

JUNE	DAY	ACADEMIC PLAN
1	<b>SATURDAY (H)</b>	
2	<b>SUNDAY (H)</b>	
3	MONDAY	<b>TEACHERS' REPORTING DAY</b>
4	TUESDAY	
5	WEDNESDAY	
6	THURSDAY	<b>SCHOOL RE-OPENS AFTER SUMMER VACATION</b>
7	FRIDAY	
8	SATURDAY	
9	<b>SUNDAY (H)</b>	
10	MONDAY	
11	TUESDAY	
12	WEDNESDAY	
13	THURSDAY	
14	FRIDAY	
15	<b>SATURDAY (H)</b>	
16	<b>SUNDAY (H)</b>	
17	MONDAY	<b>BAKRID</b>
18	TUESDAY	
19	WEDNESDAY	
20	THURSDAY	
21	FRIDAY	<b>INTERNATIONAL YOGA DAY &amp; INVESTITUTRE CEREMONY</b>
22	SATURDAY	
23	<b>SUNDAY (H)</b>	
24	MONDAY	
25	TUESDAY	
26	WEDNESDAY	
27	THURSDAY	
28	FRIDAY	
29	SATURDAY	
30	<b>SUNDAY (H)</b>	

No. of Working Days: 25

T. Sankeel



## JULY - 2024

JULY	DAY	ACADEMIC PLAN
1	MONDAY	
2	TUESDAY	
3	WEDNESDAY	
4	THURSDAY	
5	FRIDAY	
6	<b>SATURDAY (H)</b>	
7	<b>SUNDAY (H)</b>	
8	MONDAY	<b>PERIODIC TEST I STARTS FOR I - XII</b>
9	TUESDAY	
10	WEDNESDAY	
11	THURSDAY	
12	FRIDAY	
13	SATURDAY	<b>PERIODIC TEST I ENDS FOR I - XII</b>
14	<b>SUNDAY (H)</b>	
15	MONDAY	
16	TUESDAY	
17	WEDNESDAY	<b>MUHARRAM</b>
18	THURSDAY	
19	FRIDAY	
20	<b>SATURDAY (H)</b>	
21	<b>SUNDAY (H)</b>	
22	MONDAY	
23	TUESDAY	
24	WEDNESDAY	
25	THURSDAY	
26	FRIDAY	
27	SATURDAY	
28	<b>SUNDAY (H)</b>	
29	MONDAY	
30	TUESDAY	
31	WEDNESDAY	

No. of Working Days - 25

T. Sanikol



**AUGUST - 2024**

AUGUST	DAY	ACADEMIC PLAN
1	THURSDAY	
2	FRIDAY	
3	<b>SATURDAY (H)</b>	
4	<b>SUNDAY (H)</b>	
5	MONDAY	
6	TUESDAY	
7	WEDNESDAY	<b>FOUNDER'S DAY &amp; ANNUAL DAY</b>
8	THURSDAY	
9	FRIDAY	
10	SATURDAY	
11	<b>SUNDAY (H)</b>	
12	MONDAY	
13	TUESDAY	
14	WEDNESDAY	
15	<b>THURSDAY (H)</b>	<b>INDEPENDENCE DAY</b>
16	FRIDAY	
17	<b>SATURDAY (H)</b>	
18	<b>SUNDAY (H)</b>	
19	<b>MONDAY (H)</b>	<b>RAKSHA BANDHAN</b>
20	TUESDAY	
21	WEDNESDAY	
22	THURSDAY	
23	FRIDAY	<b>PERIODIC TEST II STARTS FOR I - XII</b>
24	SATURDAY	
25	<b>SUNDAY (H)</b>	
26	<b>MONDAY (H)</b>	<b>KRISHNA JAYANTHI</b>
27	TUESDAY	
28	WEDNESDAY	
29	THURSDAY	
30	FRIDAY	<b>PERIODIC TEST II ENDS FOR I - XII</b>
31	SATURDAY	

No. of Working Days - 22

T. Sankeel



## SEPTEMBER - 2024

SEPTEMBER	DAY	ACADEMIC PLAN
1	<b>SUNDAY (H)</b>	<b>PARYUSHAN</b>
2	<b>MONDAY (H)</b>	<b>PARYUSHAN</b>
3	<b>TUESDAY (H)</b>	<b>PARYUSHAN</b>
4	<b>WEDNESDAY (H)</b>	<b>PARYUSHAN</b>
5	<b>THURSDAY (H)</b>	<b>PARYUSHAN / TEACHER'S DAY</b>
6	<b>FRIDAY (H)</b>	<b>PARYUSHAN</b>
7	<b>SATURDAY (H)</b>	<b>PARYUSHAN / GANESH CHATHURTHI</b>
8	<b>SUNDAY (H)</b>	<b>PARYUSHAN</b>
9	MONDAY	<b>SCHOOL RE-OPENS AFTER PARYUSHAN HOLIDAYS</b>
10	TUESDAY	
11	WEDNESDAY	
12	THURSDAY	
13	FRIDAY	
14	SATURDAY	
15	<b>SUNDAY (H)</b>	
16	MONDAY	<b>MILAD-UN-NABI</b>
17	TUESDAY	
18	WEDNESDAY	
19	THURSDAY	
20	FRIDAY	
21	<b>SATURDAY (H)</b>	
22	<b>SUNDAY (H)</b>	
23	MONDAY	
24	TUESDAY	
25	WEDNESDAY	
26	THURSDAY	
27	FRIDAY	
28	SATURDAY	
29	<b>SUNDAY (H)</b>	
30	MONDAY	<b>TERM I EXAM STARTS FOR I - XII</b>

No. of Working Days - 18

T. Sanika



**OCTOBER - 2024**

OCTOBER	DAY	ACADEMIC PLAN
1	TUESDAY	
2	<b>WEDNESDAY (H)</b>	<b>GANDHI JAYANTHI</b>
3	THURSDAY	
4	FRIDAY	
5	SATURDAY	
6	<b>SUNDAY (H)</b>	
7	MONDAY	
8	TUESDAY	
9	WEDNESDAY	
10	THURSDAY	<b>TERM I EXAM ENDS FOR I - XII</b>
11	<b>FRIDAY (H)</b>	<b>SARASWATHI POOJAI</b>
12	<b>SATURDAY (H)</b>	<b>VIJAYA DASAMI</b>
13	<b>SUNDAY (H)</b>	
14	MONDAY	
15	TUESDAY	
16	WEDNESDAY	
17	THURSDAY	
18	FRIDAY	
19	<b>SATURDAY (H)</b>	
20	<b>SUNDAY (H)</b>	
21	MONDAY	
22	TUESDAY	
23	WEDNESDAY	
24	THURSDAY	<b>SPORTS DAY</b>
25	FRIDAY	
26	SATURDAY	
27	<b>SUNDAY (H)</b>	
28	MONDAY	
29	TUESDAY	
30	WEDNESDAY	
31	<b>THURSDAY (H)</b>	<b>DIWALI</b>

No. of Working Days - 22

T. Sanile



## NOVEMBER - 2024

NOVEMBER	DAY	ACADEMIC PLAN
1	<b>FRIDAY (H)</b>	<b>DIWALI</b>
2	<b>SATURDAY (H)</b>	
3	<b>SUNDAY (H)</b>	
4	MONDAY	
5	TUESDAY	
6	WEDNESDAY	
7	THURSDAY	
8	FRIDAY	
9	SATURDAY	
10	<b>SUNDAY (H)</b>	
11	MONDAY	
12	TUESDAY	
13	WEDNESDAY	
14	THURSDAY	<b>CHILDREN'S DAY</b>
15	FRIDAY	
16	<b>SATURDAY (H)</b>	
17	<b>SUNDAY (H)</b>	
18	MONDAY	
19	TUESDAY	<b>REVISION EXAM I STARTS FOR X &amp; XII</b>
20	WEDNESDAY	
21	THURSDAY	
22	FRIDAY	
23	SATURDAY	
24	<b>SUNDAY (H)</b>	
25	MONDAY	
26	TUESDAY	
27	WEDNESDAY	
28	THURSDAY	
29	FRIDAY	<b>REVISION EXAM I ENDS FOR X &amp; XII</b>
30	SATURDAY	

No. of Working Days: 19



**DECEMBER - 2024**

DECEMBER	DAY	ACADEMIC PLAN
1	<b>SUNDAY (H)</b>	
2	MONDAY	
3	TUESDAY	
4	WEDNESDAY	
5	THURSDAY	
6	FRIDAY	
7	<b>SATURDAY (H)</b>	
8	<b>SUNDAY (H)</b>	
9	MONDAY	<b>PERIODIC TEST III STARTS FOR I - IX &amp; XI</b>
10	TUESDAY	
11	WEDNESDAY	
12	THURSDAY	<b>REVISION EXAM II STARTS FOR STD X &amp; XII</b>
13	FRIDAY	
14	SATURDAY	<b>PERIODIC TEST III ENDS FOR I - IX &amp; XI</b>
15	<b>SUNDAY (H)</b>	
16	MONDAY	
17	TUESDAY	
18	WEDNESDAY	
19	THURSDAY	
20	FRIDAY	
21	<b>SATURDAY (H)</b>	
22	<b>SUNDAY (H)</b>	<b>NATIONAL MATHEMATICS DAY</b>
23	MONDAY	
24	TUESDAY	<b>REVISION EXAM II ENDS FOR STD X &amp; XII</b>
25	<b>WEDNESDAY (H)</b>	<b>CHRISTMAS VACATION STARTS</b>
26	<b>THURSDAY (H)</b>	
27	<b>FRIDAY (H)</b>	
28	<b>SATURDAY (H)</b>	
29	<b>SUNDAY (H)</b>	
30	<b>MONDAY (H)</b>	
31	<b>TUESDAY (H)</b>	<b>CHRISTMAS VACATION ENDS</b>

No. of Working Days - 18

T. Sanilce



**JANUARY - 2025**

DECEMBER	DAY	ACADEMIC PLAN
1	<b>WEDNESDAY (H)</b>	<b>NEW YEAR</b>
2	THURSDAY	<b>SCHOOL RE-OPENS</b>
3	FRIDAY	<b>PRE BOARD I STARTS FOR X &amp; XII</b>
4	<b>SATURDAY (H)</b>	
5	<b>SUNDAY (H)</b>	
6	MONDAY	
7	TUESDAY	
8	WEDNESDAY	
9	THURSDAY	
10	FRIDAY	
11	SATURDAY	<b>PRE BOARD I ENDS FOR X &amp; XII</b>
12	<b>SUNDAY (H)</b>	
13	MONDAY	
14	<b>TUESDAY (H)</b>	<b>PONGAL</b>
15	<b>WEDNESDAY (H)</b>	<b>THIRUVALLUVAR DAY</b>
16	<b>THURSDAY (H)</b>	<b>UZHAVAR THIRUNAL</b>
17	FRIDAY	
18	SATURDAY	
19	<b>SUNDAY (H)</b>	
20	MONDAY	
21	TUESDAY	
22	WEDNESDAY	
23	THURSDAY	
24	FRIDAY	
25	SATURDAY	
26	<b>SUNDAY (H)</b>	<b>REPUBLIC DAY</b>
27	MONDAY	
28	TUESDAY	<b>PERIODIC TEST IV STARTS FOR I - VIII, PRE BOARD II STARTS FOR STD X &amp; XII</b>
29	WEDNESDAY	
30	THURSDAY	<b>MARTYR'S DAY</b>
31	FRIDAY	

No. of Working Days - 22

T. Sanika



**FEBRUARY - 2025**

FEBRUARY	DAY	ACADEMIC PLAN
1	SATURDAY	<b>PERIODIC TEST IV ENDS FOR I - VIII</b>
2	<b>SUNDAY (H)</b>	
3	MONDAY	
4	TUESDAY	
5	WEDNESDAY	
6	THURSDAY	
7	FRIDAY	<b>PRE BOARD II ENDS FOR STD X &amp; XII</b>
8	SATURDAY	
9	<b>SUNDAY (H)</b>	
10	MONDAY	<b>ANNUAL EXAM STARTS FOR IX &amp; XI</b>
11	TUESDAY	
12	WEDNESDAY	
13	THURSDAY	
14	FRIDAY	
15	<b>SATURDAY (H)</b>	
16	<b>SUNDAY (H)</b>	
17	MONDAY	
18	TUESDAY	
19	WEDNESDAY	
20	THURSDAY	<b>ANNUAL EXAM ENDS FOR IX &amp; XI</b>
21	FRIDAY	
22	SATURDAY	
23	<b>SUNDAY (H)</b>	
24	MONDAY	
25	TUESDAY	
26	<b>WEDNESDAY (H)</b>	<b>MAHA SHIVRATRI</b>
27	THURSDAY	
28	FRIDAY	

No. of Working Days - 22

T. Sanjay



**MARCH - 2025**

MARCH	DAY	ACADEMIC PLAN
1	<b>SATURDAY (H)</b>	
2	<b>SUNDAY (H)</b>	
3	MONDAY	<b>ANNUAL EXAM STARTS FOR I - VIII</b>
4	TUESDAY	
5	WEDNESDAY	
6	THURSDAY	<b>NEW CLASS X &amp; XII BEGINS</b>
7	FRIDAY	
8	SATURDAY	
9	<b>SUNDAY (H)</b>	
10	MONDAY	
11	TUESDAY	
12	WEDNESDAY	
13	THURSDAY	<b>ANNUAL EXAM ENDS FOR I - VIII</b>
14	<b>FRIDAY (H)</b>	<b>HOLI</b>
15	<b>SATURDAY (H)</b>	
16	<b>SUNDAY (H)</b>	
17	MONDAY	
18	TUESDAY	
19	WEDNESDAY	
20	THURSDAY	
21	FRIDAY	
22	SATURDAY	
23	<b>SUNDAY (H)</b>	
24	MONDAY	
25	TUESDAY	
26	WEDNESDAY	<b>RESULT DECLARATION FOR ALL CLASSES</b>
27	THURSDAY	
28	FRIDAY	
29	SATURDAY	
30	<b>SUNDAY (H)</b>	<b>UGADI</b>
31	MONDAY	<b>RAMZAN</b>

No. of Working Days - 24

T. Sanika



**APRIL - 2025**

APRIL	DAY	ACADEMIC PLAN
1	TUESDAY	
2	WEDNESDAY	
3	THURSDAY	<b>ACADEMIC YEAR COMMENCES FOR ALL CLASS</b>
4	FRIDAY	
5	<b>SATURDAY (H)</b>	
6	<b>SUNDAY (H)</b>	
7	MONDAY	<b>WORLD HEALTH DAY</b>
8	TUESDAY	
9	WEDNESDAY	
10	<b>THURSDAY (H)</b>	<b>MAHAVEER JAYANTHI</b>
11	FRIDAY	
12	SATURDAY	
13	<b>SUNDAY (H)</b>	
14	<b>MONDAY (H)</b>	<b>TAMIL NEW YEAR</b>
15	TUESDAY	
16	WEDNESDAY	
17	THURSDAY	
18	<b>FRIDAY (H)</b>	<b>GOOD FRIDAY</b>
19	<b>SATURDAY (H)</b>	
20	<b>SUNDAY (H)</b>	
21	MONDAY	
22	TUESDAY	
23	WEDNESDAY	
24	THURSDAY	
25	FRIDAY	
26	SATURDAY	<b>LAST WORKING DAY</b>
27	<b>SUNDAY (H)</b>	<b>SUMMER VACATION STARTS</b>
28	MONDAY	
29	TUESDAY	
30	WEDNESDAY	

Total No. of working days in 2024 - 25 = 239

No. of Working Days - 17

T. Sanskar



**8. LIST OF TEACHERS****PRINCIPAL****Ms. T. Sasikala**

M.Sc., M.Phil., M.Ed.

**MIDDLE / SECONDARY / SENIOR SECONDARY SECTION****English Department**

Mr. F. Joseph Daniel

M.A., B.Ed.

Ms. Nithyapradha

M.A., B.Ed.

Ms. Kavitha Satish

M.Com, B.Ed., BECI.

Ms. Priya

M.A., B.Ed.

Mr. Edward Madhan Raj

B.A., B.Ed., D.Ei.Ed.

**Hindi & Tamil Department**

Ms. Rakhi Tyagi

M.A., B.Ed.

Ms. Meera Yadav

M.A., B.Ed.

Ms. Pramila Shah

M.A., B.Ed.

Mr. Jitendra Kumar Sinha

M.A.

Ms. S.P. Gayathri

M.A., D.T.Ed, B.Ed., M.Phil.

Ms. S.P. Renuka

M.A., B.Ed., M.Phil., Ph.D

Ms. P. Parameswari

M.A., B.Ed.

**Mathematics Department**

Mr. Dinesh Kumar D.

M.Sc., B.Ed., M.Phil.

Ms. Rajeswari

M.Sc., B.Ed.

Ms. Revathi. S

M.Sc., B.Tech., B.Ed.

Mr. Sarath Kumar

M.Sc., B.Ed.

**Science Department**

Mr. A.Raja

M.Sc., B.Ed., M.A.

Ms. K. Santhanalakshmi

B.Sc., B.Ed, D.T.Ed.

Ms. Padma

B.Sc., B.Ed.

Mr. S. Sasikumar

M.Sc.

Ms. Rilwana

M.Sc., B.Ed.

Ms. Gayathri

M.Sc., B.Ed.



**SOCIAL SCIENCE DEPARTMENT**

Ms. D. Devika Rani	M.A., M.S., M.Ed., M.Phil.
Ms. Safica Banu	B.A., B.Ed., MBA
Ms. Kanmani. R	M.A., M.Phil.

**COMMERCE DEPARTMENT**

Ms. Jothi .R	M.Com., M.Ed., M.Phil.
Ms. Gayathri Senthil	M.A., B.Ed., DCA
Mr. Niraj Sharma	M.Com, B.Ed.
Mr. Gowtham SM	B.Com, M.B.A., DTP, DAST
Ms. Sumithra .S	B.Com., M.B.A., PGDCA, B.Ed.
Ms. Madhu Priya D	M.Com, B.Ed., M.B.A.

**COMPUTER SCIENCE DEPARTMENT**

Mr. S.M.Senthil Kumar	B.Sc., NIIT (grad), B.Ed., (M.Sc.)
Ms. Vani Priya Praghadish	MCA, MA, PGDCA, CIDTL
Ms. Monisha .N	B.Com, Adv. Dip. In Montessori

**PHYSICAL EDUCATION DEPARTMENT**

Mr. Adhikesavan	B.P.E, M.P.Ed, M.Phil,P.G Yoga
Ms. Suganya	B.A., B.Ped.,
Ms. Bhuvaneshwari	BPES

**ART DEPARTMENT**

Mr. S. Senthilvelan	Dip.in Arts, TTC
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**MUSIC & BAND**

Mr. Rukmangadan	
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**ROBOTICS ENGINEERING**

Ms. Sahira Banu	M.Sc.
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**LIBRARIAN**

Ms. S. Usha	B.A, M.LIS, M.Phil.
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**SYSTEM ADMIN**

Mr. Murugesha Pandian .M	M.C.A.
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**PRIMARY SECTION****PRIMARY CO-ORDINATOR**

Ms. Rajalakshmi .R M.E, M.C.A., MDSM, B.Ed.

**STAFF**

Ms. K.P. Easwari B.Sc., B.Ed., CTET  
 Ms. Durgavathi M M.A., B.Ed., Dip. in Montessori  
 Ms. Vallikkannu. L MCA., M.Phil., M.B.A., CIDTL  
 Ms. Devi.P B.Sc., B.Ed., CTET  
 Ms. Deebathershini M.Sc., B.Ed., CTET  
 Ms. Sumitra Abar M.A., B.Ed., Dip. in Montessori  
 Ms. Sumathi.A B.A, Dip. in Montessori  
 Ms. Madhubala B.Sc., B.Ed., D.T.Ed., PGDCA, TNTET, CTET  
 Ms. Suganya S. B.E., CIDTL  
 Ms. Deepika A. M.Sc.,  
 Ms. R.L. Kalaivani B.Com  
 Ms. R. Manjula B.Sc., B.Ed., Dip. in Montessori  
 Ms. D. Akshara B.A., B.Ed.  
 Ms. R. Sharmila Gupta B.B.A.  
 Ms. S. Divya Sri M.Com

**SPECIAL EDUCATORS**

Ms. Ayesha. N.M B.Com., M.A., B.Ed. (Spl), Montessori Trained  
 Ms. Hemamalini.T M.Com., B.A., Montessori Trained, B.Ed (Spl)  
 Ms. Aswini R. M.A., B.Ed., (Spl)

**MONTESSORI SECTION****MONTESSORI CO-ORDINATOR**

Ms. Sheeba Ebenezer BCA., Adv. Dip. Montessori Edn.

**STAFF**

Ms. K.K Thanuja Montessori Trained, DCA  
 Ms. Swetha Bhoopathy Montessori & Kindergarten trained, DCA  
 Ms. Swetha Damani B.Com  
 Ms. R. Rivetha B.Com., Dip. in Montessori



**OFFICE STAFF**

Mr. Thirunavukarasu	C.R., M.Com, M.B.A, M.Phil., Dip. in Tax
Ms. Karpagam	MBA., HDCA., M.A., DECE, B.Ed.
Ms. S. Radhika	
Ms. Kavitha Amarnath	M.A, Dip. in Montessori, PGDCA
Mr. Sathish Kumar	M.A., HDCA (Admin)
Mr. Ajith Kumar	MBA (Admin)
Mr. Paul Ebinezer	B.Sc. (Lab Assistant)
Mr. Nanda Kumar V.N	Peon
Mr. Pushparaj	Driver
Mr. B Thiyagarajan	Peon

**SERVICE STAFF**

Ms. G. Swarnalatha  
 Ms. Mary  
 Ms. Amrutha  
 Ms. Sivakami  
 Ms. Gayathri  
 Ms. Subhalakshmi V. S  
 Ms. Koteshwari G  
 Ms. Nageshwari  
 Ms. Indira Kumari  
 Ms. Kumudha  
 Ms. Glory Florence B  
 Ms. Arogyamary  
 Ms. Roothamma  
 Ms. Premila  
 Ms. Shanthi C H  
 Ms. Lakshmi  
 Ms. Savithri  
 Ms. Manjulamma  
 Ms. Kasturi  
 Ms. Eshwari  
 Ms. Rathna  
 Ms. Mariyamma

**SECURITY STAFF**

Mr. Jesudass  
 Mr. Balan



**9. SCHOOL TIMINGS : 2024-25****a) KG SECTION**

Pre KG	9:00 a.m - 12:00 noon
LKG & UKG	9:00 a.m - 2:00 p.m

**b) PRIMARY SECTION**

I Std. to V Std.

TIMINGS	PERIOD
8:25 a.m	I Bell
8:30 a.m	II Bell
8:25 a.m - 8:30 a.m	Attendance
8:30 a.m - 8:55 a.m	Assembly (Monday to Friday) / Newspaper Reading
8:55 a.m - 9:00 a.m	Settling down
9:00 a.m - 9:40 a.m	I Period
9:40 a.m - 10:20 a.m	II Period
10:20 a.m-10:30 a.m	Short Break
10:30 a.m-11:10 a.m	III Period
11:10 a.m-11:50 a.m	IV Period
11:50 a.m-12:30 p.m	V Period
12:30 pm - 1:00 p.m	Lunch Break
1:00 p.m - 1:40 p.m	VI Period
1:40 p.m - 2:20 p.m	VII Period
2:20 p.m - 3:30 p.m	VIII Period
3:30 p.m	Dispersal

**Remedial classes will be conducted on Saturdays**

**c) MIDDLE / SECONDARY / SENIOR SECONDARY**

VI Std. to XII Std.

TIMINGS	PERIOD
8:25 a.m	I Bell
8:30 a.m	II Bell
8:25 a.m - 8:30 a.m	Attendance
8:30 a.m - 8:55 a.m	Assembly (Monday to Friday) / Newspaper Reading
8:55 a.m - 9:00 a.m	Settling down
9:00 a.m - 9:40 a.m	I Period
9:40 a.m - 10:20 a.m	II Period
10:20 a.m-11:00 a.m	III Period
11:00 a.m-11:10 a.m	Short Break
11:10 a.m-11:50 a.m	IV Period
11:50 a.m-12:30 p.m	V Period
12:30 pm - 1:00 p.m	Lunch Break
1:00 p.m - 1:40 p.m	VI Period
1:40 p.m - 2:20 p.m	VII Period
2:20 p.m - 3:30 p.m	VIII Period
3:30 p.m	Dispersal

- A. Please note that students will not be allowed to go home for lunch.  
 B. Parents should make necessary arrangement to send lunch along with the students.  
 C. **All Saturdays will be holidays for Kinder Garten & I Std. - VStd.**  
 D. **Remedial classes will be conducted for needy children from 3:30 pm to 4:00 pm**



## 10. SCHOOL UNIFORMS

BOYS	GIRLS
<b>STANDARD I to V</b>	
<p><b><u>Monday &amp; *Special Days :</u></b></p> <ol style="list-style-type: none"> <li>1. White shorts with two pockets.</li> <li>2. White Shirt with half sleeves, one pocket and School Logo.</li> <li>3. White canvas Shoes and White socks.</li> </ol> <p><b><u>Tuesday, Wednesday &amp; Thursday :</u></b></p> <ol style="list-style-type: none"> <li>1. Navy Blue Shorts with 2 pockets.</li> <li>2. Lavender Shirt with half sleeves, one pocket and School Logo.</li> <li>3. Black canvas Shoes and White socks</li> </ol>	<p><b><u>Monday &amp; *Special Days :</u></b></p> <ol style="list-style-type: none"> <li>1. White Skirt with two pockets.</li> <li>2. White Shirt with half sleeves and School Logo.</li> <li>3. White canvas Shoes and White socks.</li> </ol> <p><b><u>Tuesday, Wednesday &amp; Thursday :</u></b></p> <ol style="list-style-type: none"> <li>1. Navy Blue Skirt with 2 pockets.</li> <li>2. Lavender Shirt with half sleeves School Logo.</li> <li>3. Black canvas Shoes and White socks</li> </ol>
<b>STANDARD VI to VIII</b>	
<p><b><u>Monday &amp; *Special Days :</u></b></p> <ol style="list-style-type: none"> <li>1. White shorts with two pockets.</li> <li>2. White Shirt with half sleeves, one pocket and School Logo.</li> <li>3. White canvas Shoes and White socks.</li> </ol> <p><b><u>Tuesday, Wednesday &amp; Thursday :</u></b></p> <ol style="list-style-type: none"> <li>1. Navy Blue Shorts with two pockets.</li> <li>2. Lavender Shirt with half sleeves &amp; one pocket and School Logo.</li> <li>3. Black canvas Shoes and White socks.</li> </ol>	<p><b><u>Monday &amp; *Special Days :</u></b></p> <ol style="list-style-type: none"> <li>1. White Pinafore with School Logo.</li> <li>2. White Shirt half sleeves without pocket.</li> <li>3. White canvas Shoes and White socks.</li> </ol> <p><b><u>Tuesday, Wednesday &amp; Thursday :</u></b></p> <ol style="list-style-type: none"> <li>1. Navy Blue Pinafore with School Logo.</li> <li>2. Lavender Shirt half sleeves without pocket.</li> <li>3. Two plaits with white ribbons.</li> <li>4. Black canvas shoes and White socks.</li> </ol>



## SCHOOL UNIFORMS

BOYS	GIRLS
<b>STANDARD IX to XII</b>	
<p><b><u>Monday &amp; *Special Days:</u></b></p> <ol style="list-style-type: none"> <li>1. White full trousers with two pockets.</li> <li>2. White Shirt with half sleeves, one pocket and School Logo.</li> <li>3. White canvas Shoes and White socks.</li> </ol> <p><b><u>Tuesday, Wednesday &amp; Thursday:</u></b></p> <ol style="list-style-type: none"> <li>1. Navy Blue full trousers with two pockets.</li> <li>2. Lavender Shirt with half sleeves, one pocket and School Logo.</li> <li>3. Black canvas Shoes and White socks.</li> </ol>	<p><b><u>Monday &amp; *Special Days:</u></b></p> <ol style="list-style-type: none"> <li>1. White kurti with School Logo.</li> <li>2. White kurti half sleeves without and pocket.</li> <li>3. White canvas Shoes and White socks.</li> </ol> <p><b><u>Tuesday, Wednesday &amp; Thursday:</u></b></p> <ol style="list-style-type: none"> <li>1. Navy Blue pant.</li> <li>2. Lavender kurti half sleeves without pocket.</li> <li>3. Navy Blue Overcoat</li> <li>4. Two plaits with white ribbons.</li> <li>5. Black canvas Shoes and White socks.</li> </ol>

**NOTE:**

- All students will wear "House" T-Shirts with White Pants / White Shorts / White kurti / White Skirt.
- On Mondays & Fridays polished white shoes to be worn.
- Only on Rainy Days, students are permitted to come in Sandals.



## 11. GENERAL INFORMATION FOR THE KIND ATTENTION OF PARENTS

Parents and guardians are expected to render utmost support and cooperation so that their wards will get the best out of the school. They are expected to go through the school hand book, get acquainted with the rules and disciplinary policies of the school and advise their wards accordingly to abide by all the rules.

1. Parents / guardians should intimate any change of address / phone number to the school office & respective class teachers immediately.
2. They are advised to take immediate action on the medical reports of their wards given by the school doctor.
3. Parents should go through the hand book daily and carefully note any entries made in it by their wards or teachers. A close observation of the diary will help in early detection of any deviant behaviour on the part of your wards and enable them to discuss the matter with the teacher / the Principal.
4. They should check the hand book for home work given and ensure that their wards complete the same daily.
5. Parents are requested not to disturb their wards or teachers during class hours. They are welcome to visit the school and meet the teachers on any day between 3:30 pm and 4:00 pm with prior intimation and the permission of the Principal.
6. If parents need to communicate with the teachers but are unable to come personally, they can do so in the section meant for the same in the hand book.
7. Parents should be polite and give due respect to the members of the teaching and non-teaching staff whenever they visit the school seeking information.
8. Parents who seek information should approach the school office after entering details in the register kept stating the purpose of their visit and whom they want to meet.
9. Those who wish to make a complaint for any reason must do so to the Principal and they are requested to be polite while discussing.
10. Parents should refrain from taking their wards on long leave for pilgrimages / religious functions / marriages. Students who go on such long leave without intimation will be issued TC.
11. They should also discourage late attendance and enforce punctuality in their wards. Parents must SIGN THE LATE ATTENDANCE / LEAVE RECORD in the hand book whenever their wards are late to school or avail leave.

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12. Parents should pay due attention to their ward's academic performance and encourage their participation in school activities.
14. Parents / guardian alone can meet the class teacher on specified Open days to discuss the performance of their wards and to collect their report cards. No one else will be permitted to do the same.
15. Such parents / guardians, who are not able to be present on the Open day for any compelling reason, should collect the report cards from the class teachers within the next 5 days between 3:00 pm and 4:00pm. Students will not be permitted to attend school in case of non-cooperation from parents in this regard and whenever parents do not attend the meetings / open days, their wards will lose 10 marks from every subject.
16. Parents are advised to avoid home tuitions completely except when recommended by the teacher concerned. Children should be made to realize their responsibility towards studies. They should be made self-confident and should be encouraged to study on their own with the guidance of the teachers in the school or supervision of parents.
17. Parent / guardian should respond whenever they are called regarding the disciplinary matters of their wards. If they fail to respond even after repeated calls, it will be construed as negligence on their part and we will be forced to issue TC to such wards. We remind the parents that they have signed a declaration at the time of admission that they will not question the school when action is taken on their wards for misconduct. Such issues will be kept confidential.
18. Parents should not give heavy cash to their wards unless notified from school or when absolutely necessary in which case it should be accompanied with a letter to the Principal / class teacher duly signed by the parent / guardian. Unexplained heavy cash will be confiscated.
19. All electronic gadget like cellular phones, cameras, i-pods, memory sticks etc. are strictly prohibited. If found, it will not be returned at any cost. Parents are requested to take note of this and ensure that their wards do not carry the same to school, Unless specifically asked by subject teachers for certain activities.
20. Parents should refrain from sending their wards to school with money / gold / costly jewellery. Any violation in this regards will attract a heavy fine. School will not be held responsible for any loss.



## 12. (i) RULES FOR ADMISSION

1. Subject to the availability of seats, the school admits both boys and girls irrespective of caste, creed, religion or social status.
2. Students seeking admission have to get their names registered first. Thereafter they will be called for a personal interview and if found suitable, will be admitted to the class for which they are found fit. Preference will be given to students from recognized English medium schools.
3. While applying for admission, a photo copy of the following documents must be furnished:
  - a) Birth Certificate
  - b) Transfer Certificate
  - c) Conduct Certificate
  - d) Mark List
  - e) Community Certificate if applicable: BC / MBC / SC / ST
4. Pupils who come from schools affiliated to Boards other than the CBSE have to get their Transfer Certificate counter signed by the respective Educational Officer.

## (ii) WITHDRAWALS & TC

Generally, withdrawals are not permitted in the middle of an academic year.

1. TC will not be issued to any student unless the parent applies for the same in writing giving VALID REASONS for withdrawal. The TC can be collected only after the publication of results.
2. TC will be issued only to the parent or the guardian not to a Messenger after getting signature in counterfoil with date.
3. Application for TC must be submitted as per instruction given by school periodically.
4. TC will be issued only after the payment of the first term fee if the applications are submitted after the last date.
5. TC will not be issued unless all the outstanding dues to the school are paid. If a student fails twice in the same class, he / she will be issued TC automatically in the best interests of the student.
6. If the original TC is lost, a duplicate copy can be obtained after remitting a fee of Rs. 500 along with the application and a Xerox copy of the original.



7. If a parent fails to apply for TC when withdrawing the child from school, an application for TC has to be made within three years from the date of withdrawal. The TC will be issued after remittance of Rs. 500 towards the same.
8. TC cannot be issued after a lapse of three years from the date of Withdrawal from school.
9. If anyone applies for TC in the middle of the academic year, the same will be issued only after the fee for the whole year is paid.
10. If a Student fails in the same class twice, TC will be issued in the best interest of the child.
11. If Students' behavior does not improve even after several warnings, such incorrigible behavior will result in issue of TC.

### (iii) FEE REGULATIONS

1. Fees once paid will not be refunded under any circumstances.
2. Admission Fee: Should be paid at the time of admission.
3. Late Fee: School fees should be paid on or before 30th April of an academic year. If the fee is not paid even by the end of April, the names of students will be struck off from the rolls. Such student may be re-admitted at the discretion of the management.
4. Students of Std. X and XII have to pay the fees for the Board exams and Migration Certificate when intimated.
5. No student will be permitted to take up the Terminal / Board exams unless the school fee is paid in full.



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