



# THE HINDU NURSERY AND PRIMARY SCHOOL

A UNIT OF THE HINDU EDUCATIONAL ORGANISATION

NO. 91, BIG STREET, TRIPPLICANE, CHENNAI- 600 005

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Affix  
Photo

NAME \_\_\_\_\_

CLASS \_\_\_\_\_ SECTION \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

AADHAR NUMBER \_\_\_\_\_

RESIDENTIAL ADDRESS \_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF THE PARENT \_\_\_\_\_

**VISION:**

To create globally successful individuals with traditional Indian values.

**MISSION:**

To educate and inculcate values and morals, thus preparing children for their holistic development and bringing out their abilities to their fullest potential.

**MOTTO:**

SATYAM JNANAM ANANTHAM BRAHMA

**THE HINDU NURSERY AND PRIMARY SCHOOL,  
TRIPPLICANE, CHENNAI-5**

***A UNIT OF THE HINDU EDUCATIONAL ORGANISATION***

**MEMBERS OF THE MANAGING COMMITTEE**

**PRESIDENT**

Dr. K. Ganesan

**SECRETARY**

Sri. Narayan Ramaswamy

**COMMITTEE MEMBERS**

Sri. B.S. Raghavan .I.A.S (Retd)

Sri.L.K. Sankaran

Dr. M. A. Venkatakrisnan

Sri. Achal Krishnaswamy

Sri. T. S. Krishnamurthy

Sri. N. C. Ramesh

Sri. M.O.Ram Manoj

Smt. Lalitha Balakrishnan

**HEAD MASTER**

Sri. S. Raja

*GOOD QUALITIES PUT FORTH THEIR FOOT PRINTS EVERYWHERE.*

## **A GLIMPSE ABOUT THE MANAGEMENT AND THE SCHOOL**

Under the able guidance of eminent persons like Late Sri Rao Bahadur M.A.Singarachariar, M.O. Parthasathy Iyengar, Rao Bahadur V.T. Rangasamy Iyengar, L.V. Krishnasamy Iyer, Rt. Hon'ble V.S. Srinivasa Sastry, G.Narasimhan and Dr. N.C. Raghavachari, The Hindu Educational Organization runs four educational institutions signifying their commitment to the noble cause of education.

Started in the year 2017, The Hindu Nursery and Primary School, Triplicane is one among the four schools run by The Hindu Educational Organisation. At present it is headed by Shri N.C. Ramesh, an exceptionally organised advocate and the managing committee consisting of distinguished persons from different walks of life. They guide and manage the functioning of the school with focus on providing value based education.

The School is affiliated to the Tamil Nadu State Board and has classes from L.Kg to V with English as the medium of instruction.

The school is situated in the heart of Triplicane, a two storied structure consisting of spacious well ventilated class rooms, with adequate furniture. The school has an excellent infrastructure with well equipped classroom library system and an audio visual room.

The aim of the school is to provide value based education with a view to develop the mind and personality of each child; to inculcate the qualities of leadership, to instill Indian culture and respect for the noble ideals and norms of the society; to provide comprehensive education. We are following the Continuous and Comprehensive Evaluation (CCE) for Classes I to V aiming at intellectual, physical, social and spiritual development and growth. The school provides a caring environment where students are stimulated to learn and improve their creative skills. Co-curricular activities and other programmes are designed for an optimum intellectual growth and overall development of the child.

# THE CONSTITUTION OF INDIA

## Chapter IVA

### Fundamental Duties

#### Article - 51A

#### **Fundamental Duties - it will be the duty of every citizen of India.**

- A. To abide by the constitution and respect its ideas and institutions, the National Flag and the National Anthem;
- B. To cherish and follow the noble ideals which inspired our national struggle for freedom;
- C. To uphold and protect the sovereignty, unity and integrity of India;
- D. To defend the country and render national service when called upon to do so;
- E. To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities;
- F. To value and preserve the rich heritage of our composite culture;
- G. To protect and improve the natural environment including forests, lakes, rivers, wild life and to have compassion for living creatures;
- H. To develop the scientific temper, humanism and the spirit of inquiry and reform;
- I. To safeguard public property and to abjure violence;
- J. To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavor and achievement.





## SCHOOL PRAYER

याचेऽहं करुणासिन्धो यावज्जीवमिदं तव ।  
अदैन्यं देहदाढ्यं च त्वत्पादाम्बुजसंस्मृतिम् ॥ १ ॥

अनाद्यनन्तकालेषु भृत्योऽहं त्वं हि मे प्रभुः ।  
त्वं तुष्टो वाऽथ रुष्टो वा त्वाम् विना मे गति नहि ॥ २ ॥

तुष्टोऽसि त्वम् दयासिन्धो किमन्यैर्मम रक्षणे ।  
दोषाणाञ्च सहिष्णुत्वे त्वत्समो नास्ति भूतले ॥ ३ ॥

मत्समो नास्ति देवेश कृतघ्नो बन्धकोभुवि ।  
प्रसीद शुल्कदासोऽहं शश्वत्तव जगत्यते ॥ ४ ॥

जगत्स्वामिन् दयापूर्णं यदि त्वं न दयापरः ।  
तदा का गतिरस्माकं गरदायां स्वमातरि ॥ ५ ॥

त्वमेवैको जगत्राता दाता ज्ञाता दयान्वितः ।  
त्वां विना कः पुमान्कर्ता ह्यस्माकं तु मनोरथम् ॥ ६ ॥

दीन बन्धो दयासिन्धो सुहृद्बन्धो जगत्यते ।  
अज्ञानसिन्धुमग्नं माम् आपत्सव समुद्वर ॥ ७ ॥

सुकृतीनां दयालुत्वं करोषीति किमद् भुतं ।  
तत्कृतञ्चेदनाचारे तदेव विपुलं यशः ॥ ८ ॥

प्रसीदमे जगन्नाथ सुप्रसीद दयानिधे ।  
पुनः पुनः प्रसीदत्वं प्रसाद वरदो भव ॥ ९ ॥

श्रीरामचन्द्रः श्रितपारिजातः समस्तकल्याणगुणाभिरामः ।  
सीतामुखाम्भोरुहचञ्चरीकः निरन्तरं मङ्गलम् आतनोतु ॥

Oh ocean oh mercy , I beg,  
This life given to me by you,  
Be lead without dependence and with healthy body,  
Along with the memory of your lotus like feet

In the time which neither begins nor ends ,  
I May me always be your servant,  
Whether I see you or not see you ,  
For without you , I do not have any support.

Oh Ocean of kindness, please get satisfied with me,  
For who else is there except you to protect me,  
For pardoning the several defects,  
In this earth there is nobody like you.

Oh Lord of devas, there is no one equal to me,  
In ungratefulness as well as in cheating  
Oh bright one become pleased with me,  
Who is t your permanent slave, Oh lord of the universe

Oh master of the universe who is filled with mercy,  
If you are not kind to me,  
Where is any support to me,  
AS I am tied to you by own accord

You are the only protector of the world,  
Giver, knower and one who is kind to it,  
Except you Oh God who is the one who is the doer,  
Who fulfills the desires of my mind.

Oh friend of those who suffer, Oh ocean of mercy,  
Oh relation who loves me, Oh Lord of the universe,  
I am drowning in the ocean of ignorance ,  
Oh friend in times of danger, Save me.

You are the most charitable among friends,  
And what wonder are you going to perform,  
If one performs unprincipled acts,  
As God you have very great fame

Be pleased with me Oh Lord of universe ,  
Who has great fame as treasure of mercy,  
Again and again get pleased with me ,  
And become the one who grants with pleasure.

OH Ramachandra who is like a fully I open lotus,  
Who every moment has all auspicious qualities ,  
Who is the bee which hovers round the lotus  
like face of Sita  
Please permanently grant me auspiciousness.

ॐ सह नावतु ।

सह नौ भुनक्तु ।

सह वीर्यं करवावहै ।

तेजस्वि नावधीतमस्तु मा विद्विषावहै ।

ॐ शान्तिः शान्तिः शान्तिः ॥

Om, Together may we two Move

Together may we two Relish

Together may we perform with Vigour

May what has been Studied by us be filled with the  
Brilliance (of Understanding, leading to Knowledge);

May it Not give rise to Hostility (due to lack of  
Understanding), Om Peace, Peace, Peace.

## தமிழ்த்தாய் வாழ்த்து

நீராருங்கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்  
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிகில்  
தெக்கணமும் அதிர்சிறந்த திராவிடநல் திருநாடும்  
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே  
அத்திலக வளசனைபோல் அனைத்துலகும் இன்பமுற  
எத்திசையும் புகழ்மணக்க இருந்த  
பெருந்தமிழ்ணங்கே! தமிழ்ணங்கே!  
உன்சீரிளமைத் திறம்வியந்து  
செயல்மறந்து வாழ்த்துதுமே! வாழ்த்துதுமே!

வாழ்த்துதுமே!

மனோன்மணியம் பெ. சுந்தரம்பிள்ளை

## Closing Prayer

ॐ स्वस्ति प्रजाभ्यः परिपालयन्ताम्  
न्यायेन मार्गेण महीं महीशाः ।  
गोब्राह्मणेभ्यश्शुभमस्तु नित्यम्  
लोकास्समस्तास्सुखिनो भवन्तु ।

काले वर्षतु पर्जन्यः ।  
पृथिवी सस्यशालिनी ।  
देशो ऽयं क्षोभरहितः ।  
ब्राह्मणास्सन्तु निर्भयाः ॥

सर्वे भवन्तु सुखिनः ।  
सर्वे सन्तु निरामयाः ।  
सर्वे भद्राणि पश्यन्तु ।  
मा कश्चिद् दुःखभाग् भवेत् ॥

रचरणकृतं वाक् कायजं कर्मजं वा  
श्रवणनयनजं वा मानसंवापराधं ।  
विहितं विहितं वा सर्वं मेतत् क्षमस्व  
जय करुणाब्धे श्री महादेव शम्भो ॥

रामाय रामभद्राय रामचन्द्राय वेधसे ।  
रघुनाथाय नाथाय सीतायाः पतये नमः ॥

वसुदेव-सुतं देवं कंस-चाणूर-मर्दनम् ।  
देवकी-परमानन्दं कृष्णं वन्दे जगद्गुरुम् ॥

मङ्गलं कोसलेन्द्राय महनीयगुणाब्धये ।  
चक्रवर्तितनूजाय सार्वभौमाय मङ्गलम् ॥

May there be abundance for all.  
May leaders wisely protect the earth.  
May there always be well-being for animals and the wise.  
May the entire world be joyful.

May the clouds bring rain at the proper time.  
May the earth produce abundant food.  
May the land be free from famine.  
May the wise be fearless.

May all be happy.  
May all be free from illness.  
May all experience what is auspicious.  
May none suffer.

Ode to the Supreme  
One to cleanse the body, mind and soul of all the stress,  
rejection, failure, depression and other negative forces  
that one faces.

My salutations to Lord Rama; To Shri Ramabhadra, To  
Shri Ramachandra, To the lord of Vedas, To the chief of  
Raghu clan, To the lord of all worlds, And to the Lord of  
Sita Jai jai Ram!

To the son of Vasudeva, to the God, to the killer of  
Kamsa and Chanura  
To the utter bliss of Devaki, to Krishna, praise, to the  
universal Guru ॥

Salutations to the leader of the land of the Kosala, to the  
One who is an ocean of great virtues, to the One who is  
the son of the Emperor (Dasaratha), to the Great King  
who rules over all lands.

## **THE NATIONAL ANTHEM**

Jana gana mana adhinayaka jaya he  
Bharatha bhagya vidhata  
Punjaba Sindhu Gujarata Marata  
Dravida Utkala Vanga  
Vindhya Himachala Yamuna Ganga  
Uchchala jaladhi taranga  
Tava Subha name jage  
Tava Subha ashisha mage  
Gahe tava jaya gathat  
Jana gana mangala-dayaka jaya he  
Bharatha bhagya - Vidhata  
Jaya he, Jaya he, Jaya he  
Jaya jaya jaya jaya he.

## **PLEDGE**

India is my country, all Indians, are my brothers and sisters.  
I love my country, and I am proud of its rich and varied heritage.  
I shall always strive to be worthy of it.  
I shall give my parents, teachers and all elders respect and treat everyone with courtesy.  
To my country and my people,  
I pledge my devotion.  
In their well-being and prosperity alone lies my happiness.  
Jai Hind!

## HNPS TEAM

### Head Master

Mr. S. Raja, M.A., B.Ed.

### Assistant Head Mistress

Mrs. Sripriya .R, B.Sc.,M.A, B.Ed

### Teaching Staff:

Mrs. Bindhu .M, B.Sc, M.C.A, B.Ed

Mrs. Shalini .R, M.Sc, B.Ed

Mrs. N. Valli, M.A, M.Phil, B.Ed

Mrs. Jayalakshmi .M, M.Sc., B.Ed

Ms. Subhasri .M, M.Sc., D.E.C.E, B.Ed

Mrs. Kalaivani .S, B.Sc, B.Ed

Mrs. Indumathi .S, B.B.A, Montessori Training

Mrs. Madhuryah .V, B.Com, M.A, Montessori Training

Mrs. Umadevi, M.Sc,D.El.Ed

Mrs. Manju, B.E Montessori Training

### OFFICE STAFF

Mrs.E.Revathy. B.Com., M.B.A

### DOMESTIC STAFF

Mr. Manikandan .K

Mrs. Amutha .K

Mrs. A. Shyamala

Mrs. S. Alamelu

Mrs. Neelavathi .G

## CURRICULUM

Class	Subject
L.K.G & U.K.G	English, Tamil, Number work, GK, Audio Visual class, PT, Value Education, Art Education.
I & II	English, Tamil, Mathematics, EVS, GK, Value education, PT, Value Education, Art Education, Hindi.
III to V	English, Tamil, Sanskrit, Mathematics, Science, Social Science, GK, Moral Science, PT, Value Education, Art, Hindi.

## HOUSE SYSTEM

The entire school is divided into 4 Houses - Vyasa, Valmiki, Kalidasa and Bharati and all competitions are held on inter house basis. The students are trained to hold positions of responsibility such as monitors, Leader and Captains.

## SCHOOL UNIFORM (CLASSES- L.Kg to V)

<b>Tuesday to Saturday</b>	
<b>Girls:</b>	Yellow, grey and blue checked shirt ( <b>code-Mafatlal S-318</b> ) with collar, Navy blue pinafore, belt, black ribbon, black canvas shoes with black socks.
<b>Boys:</b>	Yellow, grey and blue checked shirt ( <b>code- Mafatlal S-318</b> ) with a pocket on the left side, Navy blue shorts, belt, black canvas shoes with black socks.
<b>Monday:</b>	
<b>Girls:</b>	House jacket, white shirt, white pinafore, white ribbon, belt, white canvas shoes with white socks.
<b>Boys:</b>	House jacket , white shorts, white shirt, white canvas shoes with white socks and belt.

### **Monogram:**

The School monogram to be stitched on the shirt's left sleeve.

## School Working Hours

### Monday to Friday

L.Kg & U.Kg	: 9.00 a.m to 12.15 p.m
I to V	: 9.00 a.m to 3.30 p.m
Lunch Break	: 11.50 a.m to 12.30 p.m

### Saturday:

1 to V	: 9 a.m to 12.30 p.m
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### Meeting of parents with teachers.

**Monday to Friday- 3.30.p.m to 4 p.m.**

## SCHOOL FEES:

School Fees: Fee payable for each class is displayed on the school notice board.

FEE ONCE REMITTED WILL NOT BE REFUNDED UNDER ANY CIRCUMSTANCES.

The last date for payment of school fee without fine is May 26<sup>th</sup>.

A fine of Rs. 25/- will be collected for the fee paid after May 26<sup>th</sup>.

The above rules will be strictly followed and when fee is not paid before the stipulated time, name will be removed from the rolls. If re-admitted re-admission fees of Rs. 100 will be levied with due attestation from the Head Master in the challan.

Venue for Fee Payment	Timings for Fee payment	Date of Fee payment	Mode of Payment
Indian Bank, Triplicane, Chennai-5	9.30 – 1.30 am Monday to Saturday	26 <sup>th</sup> April to May 26 <sup>th</sup>	Cash/cheque payments with the challan issued by the school

## Weightage for Formative Assessment (FA) & Summative Assessment (SA)

The evaluation pattern will be as follows for classes L.Kg to V:

- I Term - June to September
- II Term - October to December
- III Term - January to April

For the assessment of scholastic subjects, each term will have Formative Assessments (FA) and one Summative Assessment (SA)

Class	I Term	II Term	III Term
I to V	FA (A) 20%	FA (A) 20%	FA (A) 20%
	FA (B) 20%	FA (B) 20%	FA (B) 20%
	SA I 60%	SA II 60%	SA III 60%
	<b>Total 100%</b>	<b>100%</b>	<b>100%</b>

### Overall percentage = ( I term + II term + III term ) / 3

The Formative assessments include class tests, class assignments, homework, projects, activities, slip test, unit test, oral tests, reading, writing and listening skills.

In addition to these life skills, attitude and values, creative skills, aesthetic skills, performing arts, health and physical education will also be evaluated.

**For L.Kg and U.Kg, the following skills will be assessed at the end of every term.**

- 1) Motor Skill
- 2) Reading Skill
- 3) Listening Skill
- 4) Creative Skill
- 5) Identification Skill
- 6) Conversation Skill
- 7) Social Skill
- 8) Writing Skill



## LIST OF HOLIDAYS FOR THE YEAR 23-24

Month	Date	Day	Description
June	14-6-23	Wednesday	School Reopens
	29-6-23	Friday	Bakrid
July	8-7-23	Saturday	2 <sup>nd</sup> Saturday
	29-7-23	Saturday	Moharam
August	12-8-23	Saturday	2 <sup>nd</sup> Saturday
	15-8-23	Tuesday	Independence day
	25-8-23	Friday	Varalakshmi Viratham
	30-8-23	Wednesday	Rig, Yajur Upakarma
	31-8-23	Thursday	Gayathri Japam
September	6-9-23	Wednesday	Gokulashtami
	9-9-23	Saturday	2 <sup>nd</sup> Saturday
	17-9-23	Sunday	Vinayaka Chathurthi
	28-9-23	Thursday	Miladinabi
October	2-10-23	Monday	Gandhi Jayanthi
	14-10-23	Saturday	Mahalya Amavasya
	23-10-23	Monday	Saraswathi Poojai
	24-10-23	Tuesday	Vijaya Dhasami
November	11-11-23	Saturday	2 <sup>nd</sup> Saturday
	12-11-23	Sunday	Diwali
	13-11-23	Monday	Kedara Gowri Viratham
	26-11-23	Sunday	Karthigai Deepam

## LIST OF HOLIDAYS FOR THE YEAR 23-24

Month	Date	Day	Description
December	9-12-23	Saturday	2 <sup>nd</sup> Saturday
	25-12-23	Monday	Christmas
	26-12-23	Tuesday	Winter Holidays Begin
January	1-1-24	Monday	New year
	2-1-24	Tuesday	Vaikunda Ekasdasi
	2-1-24	Tuesday	Winter Holidays End
	14-1-24	Sunday	Bhogi
	15-1-24	Monday	Pongal
	16-1-24	Tuesday	Thiruvalluvar Day
	17-1-24	Wednesday	Uzhavar Thirunal
	26-1-24	Friday	Republic Day
February	10-2-24	Saturday	2 <sup>nd</sup> Saturday
March	8-3-24	Friday	Mahasivarathiri
	9-3-24	Saturday	2 <sup>nd</sup> Saturday
	14-3-24	Thursday	Karadiyan Nombu
	29-3-24	Friday	Good Friday
April	9-4-24	Tuesday	Ugadhi
	10-4-24	Wednesday	Ramzan
	14-4-24	Sunday	Tamil New Year
	24-4-24	Wednesday	Summer vacation begins

**TENTATIVE EXAMINATION SCHEDULE  
2023-2024**

**LKG & UKG**

<b>ASSESSMENT</b>	<b>From</b>	<b>To</b>
Entry level assessment	26-6-23	28-6-23
I Assessment	18-9-23	22-9-23
II Assessment	18-12-23	22-12-23
III Assessment	15-4-24	19-4-24

**CLASSES I to V**

<b>Test</b>	<b>From</b>	<b>To</b>
Unit test- 1	24-7-23	28-7-23
Summative assessment 1	18-9-23	22-9-23
Unit test -2	20-11-23	24-11-23
Summative assessment-2	18-12-23	22-12-23
Unit test -3	19-2-24	23-2-24
Summative assessment-3	15-4-24	19-4-24

**INTER HOUSE COMPETITIONS**

**LKG & UKG**

<b>S.NO</b>	<b>DATE</b>	<b>COMPETITION</b>
1	14-7-23	COLOURING
2	15-9-23	FANCY DRESS
3	6-10-23	MEMORY GAME
4	27-10-23	STORY TELLING
5	3-11-23	RECITATION

**CLASSES 1 & 2**

S.NO	DATE	COMPETITION
1	1-7-23	COLOURING
2	15-7-23	QUICK MATH
3	22-7-23	MEMORY GAME
4	5-8-23	JUST A MINUTE
5	2-9-23	ENGLISH RECITATION
6	7-10-23	THIRUKKURAL -20
7	21-10-23	COUNTRIES AND CAPITALS-30
8	4-11-23	STORY TELLING

**CLASSES 3, 4 & 5**

S.NO	DATE	COMPETITION
1	1-7-23	DRAWING AND COLOURING
2	15-7-23	QUICK MATH
3	22-7-23	SPELL BEE
4	5-8-23	MINUTE TO WIN IT
5	2-9-23	ENGLISH RECITATION
6	7-10-23	THIRUKKURAL -30
7	21-10-23	COUNTRIES AND CAPITALS-50
8	28-10-23	ART FROM WASTE
9	4-11-23	ENGLISH SPEECH

**IMPORTANT DATES**

S.No	Month	Date	Events
1	AUGUST	15-8-23	INDEPENDENCE DAY
2	AUGUST	19-8-23	UKG ACTIVITY DAY-1
3	AUGUST	26-8-23	LKG ACTIVITY DAY-1
4	NOVEMBER	6-11-23 to 10-11-23	SPORTS WEEK
5	NOVEMBER	17-11-23	TWIN CELEBRATION
6	NOVEMBER	25-11-23	UKG ACTIVITY DAY-2
7	DECEMBER	2-12-23	LKG ACTIVITY DAY-2
8	JANUARY	27-1-24	EXPO
9	MARCH	1-3-24	ANNUAL DAY
10	APRIL	6-4-24	GRADUATION DAY

## TEST AND EXAMINATION TIME TABLE

DAY	DATE	SUBJECT

DAY	DATE	SUBJECT

## TEST AND EXAMINATION TIME TABLE

DAY	DATE	SUBJECT

DAY	DATE	SUBJECT

## TEST AND EXAMINATION TIME TABLE

DAY	DATE	SUBJECT

DAY	DATE	SUBJECT



## A WORD TO PARENTS

1. We believe in the dictum that THE PARENTS ARE THE FIRST TEACHERS AND THE TEACHERS ARE THE SECOND PARENTS.
2. Go through your child's hand book daily for any message for you.
3. Keep track of the daily progress of your child and take remedial action wherever necessary.
4. Criticism of a student's teacher or the school in the presence of the child may please be avoided as it may cause the student to lose respect for the teacher and the school.
5. Parents are welcome to see the Head Master between 3.45 p.m. to 4.30 p.m on all working days.
6. Parents may meet the teachers only after obtaining permission from the Head Master.
7. Meeting the teachers during the class hours is strictly prohibited.
8. The school teachers are not to take tuitions for their own class students. So do not embarrass them with requests to teach your wards privately.
9. If a child fails to reach the school on time and does not attend the assembly, he/she will be sent back home.



10. Encourage your child to put in cent percent attendance.
11. After every terminal examination, the parents of those students who have not performed well, may be required to meet the Head Master to take the progress reports in person at the appointed time, which will be intimated through the hand book.
12. The school periodically organizes parent-teacher meetings and talks are arranged on child education and child welfare. Attendance of at least one of the parents in such meetings will render such activities productive and useful.
13. Parents should allocate some time regularly for interacting with their wards on all matters pertaining to their education and academic career.
14. Kindly inform the school of any change in address and telephone numbers.
15. Parents are requested to attend the **OPEN DAY** sessions without fail and respond to their invitation for all the school functions. They should encourage their wards to take part in all the co-curricular and extra-curricular activities in the school.
16. Only the parent/authorized guardian [as intimated to the school in writing] should sign the progress report, leave letter or any intimation letter to the school.
17. No student is allowed to leave the school premises during short break and lunch time.
18. Park your vehicle in the place provided and lock it safely. Please note you are bringing it at your own risk.
19. Parents are requested to send only **vegetarian** food, snacks for lunch. (Non-Vegetarian food is strictly prohibited)
20. Distribution of sweets or any other eatables, gifts of any kind on the occasion of birthday is strictly prohibited.

## **EXAMINATION & PROMOTIONS**

1. The marks obtained in all tests and examinations will be taken into account for promotion. Hence pupils should take all tests and examination seriously.
2. No leave will be granted during the time of examination.
3. No re-examination will be held.
4. The evaluated answer scripts will be kept in the school. The progress cards will be shown to the parents on **OPEN DAY**.
5. A minimum of 75% attendance is required for the student to be eligible for examination / promotion.
6. Minimum 50% marks to be secured in each subjects for promotion to next class.

## **SCHOOL RULES ADMISSION AND WITHDRAWALS**

1. Candidates seeking admission have to apply in the prescribed application form in which all details called for, should be given.
2. For admission to LKG, the child must be above 3 years as on the first of July.
3. Admission to higher classes (I to V) will be made on the basis of an entrance test conducted by the school.
4. The school authorities have the right to reject any application before the entrance examination itself.
5. Candidates coming from schools affiliated to other Boards will have to get Transfer Certificate countersigned by the Educational Officer of the Board.
6. Generally withdrawals are not permitted except at the end of the year, unless such a withdrawal is warranted by the transfer of the Parent/Guardian or other extenuating circumstances. In all these cases the decision of the authorities will be final.

## **7. TRANSFER CERTIFICATE**

Notice of withdrawal must be given in writing before 31<sup>ST</sup> March.

TC fee is Rs. 50/-

TC fee is payable as follows:

- a) Only TC fee is payable, if applied before 31<sup>st</sup> March.
- b) Rs. 100/- + TC fee if applied from 1<sup>st</sup> April to 30<sup>th</sup> April.
- c) 1 month's tuition fee + TC fee, if applied from 1<sup>st</sup> May to 30<sup>st</sup> May.
- d) 1 term fee + TC fee if applied after June.

## **LEAVE RULES**

1. Cent percent attendance is expected from each pupil.
2. Pupils should be present on the closing and re-opening dates of a vacation.
3. Pupils should as a rule, attend all the tests and examinations. If a pupil does not attend the examination - for health reasons- he/she should produce a medical certificate from a registered medical practitioner.
4. Students are not permitted to go home after the unit test & midterm assignment, if done the child will be marked absent.
5. Students are not permitted to arrive late to school under any circumstance, late arrival students will be sent back home.

## **PERMISSION**

Students coming late to school will not be allowed in general, except when parents accompany them with a letter explaining the reason. Students will not be allowed to leave the school in the middle of the class hours or for a part of the day without a letter from the parent requesting for such permission.

The students must come with their lunch to the school. Parents are not allowed to be in the school during the lunch time and no child will be allowed to go home during the lunch break. These are for reasons of security and safety of the children.

## GENERAL RULES

1. Every pupil must bring the handbook to school daily.
2. Pupils must be in the school premises 10 minutes before the first bell.
3. Late comers will be fined unless there is a genuine reason.
4. Every student must come to school in full uniform on all school days including test and examination days.
5. The students must be neat and clean.
6. Hair and nail must be neatly maintained and trimmed regularly. Girls with long hair should braid it in neat plaits bound with ribbons. Fancy hairclips and nail polish are discouraged.
7. Pupils should take care of their books and belongings.
8. Students should not wear costly jewels and ornaments and not bring valuables to school.
9. Comics, cell phones and such things should not be brought to the school.
10. Purchase of food articles from road side vendors is to be avoided totally.
11. All students are expected to take part in co-curricular activities of the school as part of their education.
12. School games and exercises are compulsory for all except in case of exemption for medical reasons supported by certificates from recognized medical practitioners.
13. No pupil suffering from a contagious diseases or infectious diseases will be allowed to attend school.
14. Parents and guardians are requested not to meet the teachers during the class hours.
15. Irregular attendance, indifference to studies, misbehaviour in the classrooms, arrogance and lack of respect to teachers, cheating of any kind, serious misconduct and the like, are sufficient reasons for severe punishment and even dismissal from school.
16. Tests and examinations should be taken on specified days. No

separate test will be conducted for absentees.

17. Parents are requested to contact office for all routine transactions.
18. Assignments, notebooks and other records are to be produced on the specified date without fail.
19. Parents must ensure that their wards do not carry CD's, pen drives, ipods and other electrical gadgets, if found the items will be ceased and a fine of Rs. 500/- will be imposed.

### **LIBRARY - RULES AND REGULATIONS**

1. Each classroom has a classroom library.
2. Students should handle the books, which are issued to them with care.
3. Students are not allowed to borrow the books.
4. Absolute silence should be maintained during the library period.

## JUNE 2023

Date	Day	Event
1	Thursday	
2	Friday	
3	Saturday	
4	Sunday	Holiday
5	Monday	
6	Tuesday	
7	Wednesday	
8	Thursday	
9	Friday	
10	Saturday	
11	Sunday	Holiday
12	Monday	
13	Tuesday	
14	Wednesday	School Reopens
15	Thursday	
16	Friday	
17	Saturday	
18	Sunday	Holiday
19	Monday	
20	Tuesday	
21	Wednesday	
22	Thursday	
23	Friday	
24	Saturday	
25	Sunday	Holiday
26	Monday	
27	Tuesday	
28	Wednesday	
29	Thursday	Bakrid - Holiday
30	Friday	

## JULY 2023

Date	Day	Event
1	Saturday	
2	Sunday	Holiday
3	Monday	
4	Tuesday	
5	Wednesday	
6	Thursday	
7	Friday	
8	Saturday	Second Saturday - Holiday
9	Sunday	Holiday
10	Monday	
11	Tuesday	
12	Wednesday	
13	Thursday	
14	Friday	
15	Saturday	
16	Sunday	Holiday
17	Monday	
18	Tuesday	
19	Wednesday	
20	Thursday	
21	Friday	
22	Saturday	
23	Sunday	Holiday
24	Monday	Periodic Assessmnet -1 Begins
25	Tuesday	
26	Wednesday	
27	Thursday	
28	Friday	Periodic Assessmnet -1 Ends
29	Saturday	Moharam - Holiday
30	Sunday	Holiday
31	Monday	

## AUGUST 2023

Date	Day	Event
1	Tuesday	
2	Wednesday	
3	Thursday	
4	Friday	
5	Saturday	Parent Teacher's Meet
6	Sunday	Holiday
7	Monday	
8	Tuesday	
9	Wednesday	
10	Thursday	
11	Friday	
12	Saturday	Second Saturday - Holiday
13	Sunday	Holiday
14	Monday	
15	Tuesday	Independence Day - Holiday
16	Wednesday	
17	Thursday	
18	Friday	
19	Saturday	
20	Sunday	Holiday
21	Monday	
22	Tuesday	
23	Wednesday	
24	Thursday	
25	Friday	Varalakshmi Viratham
26	Saturday	
27	Sunday	Holiday
28	Monday	
29	Tuesday	
30	Wednesday	
31	Thursday	Rig,yajur Uparkarma - Holiday



## SEPTEMBER 2023

Date	Day	Event
1	Friday	
2	Saturday	
3	Sunday	Holiday
4	Monday	
5	Tuesday	
6	Wednesday	Gokulashtami - Holiday
7	Thursday	
8	Friday	
9	Saturday	
10	Sunday	Holiday
11	Monday	
12	Tuesday	
13	Wednesday	
14	Thursday	
15	Friday	
16	Saturday	
17	Sunday	Vinayaka Chaturthi - Holiday
18	Monday	Summative Assessment 1 Begins
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	Summative Assessment 1 Ends
23	Saturday	Term-I Holidays Begins
24	Sunday	
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	Miladi Nabi, Term-I Holidays Ends
29	Friday	Term-II Begins
30	Saturday	Parent Teacher's Meet

## OCTOBER 2023

Date	Day	Event
1	Sunday	
2	Monday	Gandhi Jayanthi - Holiday
3	Tuesday	
4	Wednesday	
5	Thursday	
6	Friday	
7	Saturday	
8	Sunday	Holiday
9	Monday	
10	Tuesday	
11	Wednesday	
12	Thursday	
13	Friday	
14	Saturday	Mahalaya Amavasya - Holiday
15	Sunday	Holiday
16	Monday	
17	Tuesday	
18	Wednesday	
19	Thursday	
20	Friday	
21	Saturday	
22	Sunday	Holiday
23	Monday	Saraswathi Pooja - Holiday
24	Tuesday	Vijaya Dhasami - Holiday
25	Wednesday	
26	Thursday	
27	Friday	
28	Saturday	
29	Sunday	Holiday
30	Monday	
31	Tuesday	

## NOVEMBER 2023

Date	Day	Event
1	Wednesday	
2	Thursday	
3	Friday	
4	Saturday	
5	Sunday	Holiday
6	Monday	
7	Tuesday	
8	Wednesday	
9	Thursday	
10	Friday	
11	Saturday	Second Saturday – Holiday
12	Sunday	Diwali - Holiday
13	Monday	Kedara Gowri Viratham - Holiday
14	Tuesday	
15	Wednesday	
16	Thursday	
17	Friday	
18	Saturday	
19	Sunday	Holiday
20	Monday	Periodic Assessment-2 Begins
21	Tuesday	
22	Wednesday	
23	Thursday	
24	Friday	Periodic Assessment-2 Ends
25	Saturday	
26	Sunday	Karthigai Deepam - Holiday
27	Monday	
28	Tuesday	
29	Wednesday	
30	Thursday	

## DECEMBER 2024

Date	Day	Event
1	Friday	
2	Saturday	Parent Teacher's Meet
3	Sunday	Holiday
4	Monday	
5	Tuesday	
6	Wednesday	
7	Thursday	
8	Friday	
9	Saturday	Second Saturday - Holiday
10	Sunday	Holiday
11	Monday	
12	Tuesday	
13	Wednesday	
14	Thursday	
15	Friday	
16	Saturday	
17	Sunday	Holiday
18	Monday	Summative Assessment-2 Begins
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	Summative Assessment-2 Ends
23	Saturday	
24	Sunday	Holiday
25	Monday	Christmas - Holiday
26	Tuesday	Winter Holidays Begins
27	Wednesday	
28	Thursday	
29	Friday	
30	Saturday	
31	sunday	Holiday

## JANUARY 2024

Date	Day	Event
1	Monday	New Year - Holiday
2	Tuesday	Vaikunda Ekasdasi - Holiday
3	Wednesday	School Reopens
4	Thursday	
5	Friday	
6	Saturday	Parent Teacher's Meet
7	Sunday	Holiday
8	Monday	
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	
14	Sunday	Boghi- Holiday
15	Monday	Pongal – Holiday
16	Tuesday	Thiruvalluvar Thinam - Holiday
17	Wednesday	Uzhavar Thirunal - Holiday
18	Thursday	
19	Friday	
20	Saturday	
21	Sunday	Holiday
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	Republic Day Holiday
27	Saturday	
28	Sunday	Holiday
29	Monday	
30	Tuesday	
31	Wednesday	

## FEBRUARY 2024

Date	Day	Event
1	Thursday	
2	Friday	
3	Saturday	
4	Sunday	Holiday
5	Monday	
6	Tuesday	
7	Wednesday	
8	Thursday	
9	Friday	
10	Saturday	Second Saturday - Holiday
11	Sunday	Holiday
12	Monday	
13	Tuesday	
14	Wednesday	
15	Thursday	
16	Friday	
17	Saturday	
18	Sunday	Holiday
19	Monday	Periodic Assessment-3 Begins
20	Tuesday	
21	Wednesday	
22	Thursday	
23	Friday	Periodic Assessment-3 Ends
24	Saturday	
25	Sunday	Thaiposam - Holiday
26	Monday	
27	Tuesday	
28	Wednesday	
29	Thursday	

## MARCH 2024

Date	Day	Event
1	Friday	
2	Saturday	Parent Teachers Meet
3	Sunday	Holiday
4	Monday	
5	Tuesday	
6	Wednesday	
7	Thursday	
8	Friday	Mahasivarathri - Holiday
9	Saturday	Second Saturday - Holiday
10	Sunday	Holiday
11	Monday	
12	Tuesday	
13	Wednesday	
14	Thursday	Karadiayan Nombu- Holiday
15	Friday	
16	Saturday	
17	Sunday	Holiday
18	Monday	
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	
23	Saturday	
24	Sunday	Holiday
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	
29	Friday	Good Friday - Holiday
30	Saturday	
31	Sunday	Holiday

## APRIL 2024

Date	Day	Event
1	Monday	
2	Tuesday	
3	Wednesday	
4	Thursday	
5	Friday	
6	Saturday	
7	Sunday	Holiday
8	Monday	
9	Tuesday	Ugadhi - Holiday
10	Wednesday	Ramzan - Holiday
11	Thursday	
12	Friday	
13	Saturday	
14	Sunday	Tamil New Year - Holiday
15	Monday	Summative Assessment-3 Begins
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	Summative Assessment 3- Ends
20	Saturday	
21	Sunday	Holiday
22	Monday	
23	Tuesday	
24	Wednesday	Summer Vacation Begins
25	Thursday	
26	Friday	
27	Saturday	
28	Sunday	Holiday
29	Monday	
30	Tuesday	



# LEAVE RECORD

Date	No. of Days	Reason for Leave	Signature of the Parents	Initials of Class Teacher / Head Master

## LATE ATTENDANCE RECORD

Date	Minutes	Reason	Initials of Class Teacher / Head Master	Signature of the Parents

## UNIFORM TURNOUT RECORD

Date	Uniform	Shoes & Socks	ID Card	Belt and Ribbon	Initials of Class Teacher / Head Master	Signature of the Parents

## TEACHER'S REPORT TO THE PARENT

Observations on personal health and hygiene,  
discipline and other issues.

Date	Observation and Comments	Initials of Class Teacher / Head Master	Signature of the Parents

## HOMESCHOOL/ NOTE

Date	Subject	Homework / Note	Teacher's Initial	Parent's Initial

## HOMWORK/ NOTE

Date	Subject	Homework / Note	Teacher's Initial	Parent's Initial

## HOMWORK/ NOTE

Date	Subject	Homework / Note	Teacher's Initial	Parent's Initial

## HOMEWORK/ NOTE

Date	Subject	Homework / Note	Teacher's Initial	Parent's Initial



## HOMEWORK/ NOTE

Date	Subject	Homework / Note	Teacher's Initial	Parent's Initial

# HOMework/ NOTE

Date	Subject	Homework / Note	Teacher's Initial	Parent's Initial

## HOMEWORK/ NOTE

Date	Subject	Homework / Note	Teacher's Initial	Parent's Initial

## HOMework/ NOTE

Date	Subject	Homework / Note	Teacher's Initial	Parent's Initial

**STUDENT'S BIO-DATA****STUDENTS COPY**

1.	Name of the Student																																																							
2.	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>																																																						
3.	Date of Birth:																																																							
4.	Age:																																																							
5.	Blood Group:																																																							
6.	Aadhaar Number	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>																																																						
7.	Father's/ Guardian's Name																																																							
8.	Qualification																																																							
9.	Occupation, Designation and Annual Income	_____ ₹ _____																																																						
10.	Mother's Name																																																							
11.	Qualification																																																							
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19.	E-mail Id	Father _____ Mother _____																																																						

I have read and understood all the rules and regulations and agree to abide the same. All the details I have furnished here are true to the best of my knowledge.

Signature

Student

Father

Mother



**STUDENT'S BIO-DATA****TEACHER'S COPY**

1.	Name of the Student																																																													
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18.	Contact Numbers	Mother <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> Father <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> Landline <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>																																																												
19.	E-mail Id	Father _____ Mother _____																																																												

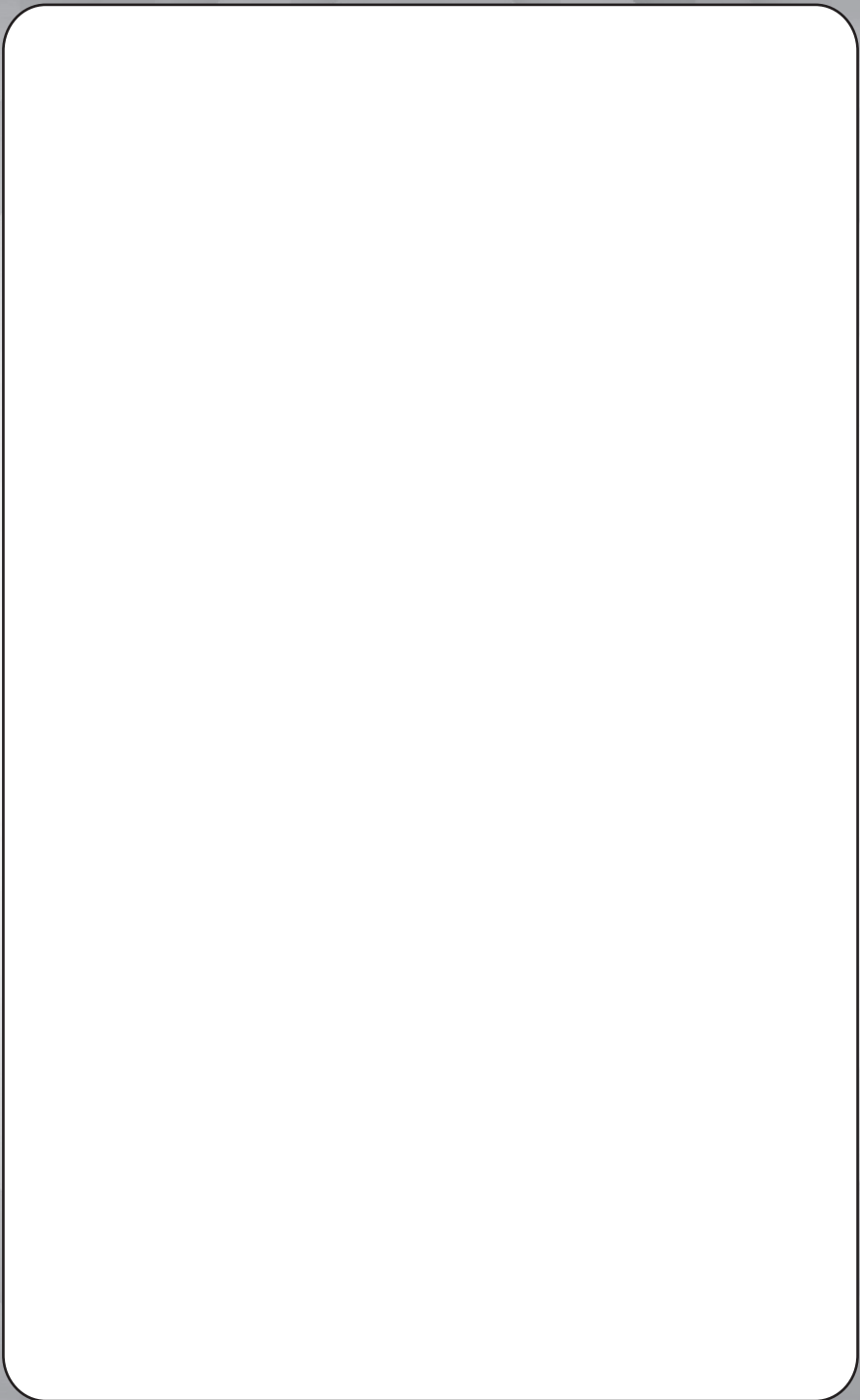
I have read and understood all the rules and regulations and agree to abide the same. All the details I have furnished here are true to the best of my knowledge.

Signature

Student

Father

Mother





**STUDENT'S BIO-DATA****OFFICE COPY**

1.	Name of the Student																																																													
2.	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>																																																												
3.	Date of Birth:																																																													
4.	Age:																																																													
5.	Blood Group:																																																													
6.	Aadhaar Number	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>																																																												
7.	Father's/ Guardian's Name																																																													
8.	Qualification																																																													
9.	Occupation, Designation and Annual Income	_____ _____ ₹ _____																																																												
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11.	Qualification																																																													
12.	Occupation, Designation and Annual Income	_____ _____ ₹ _____																																																												
13.	Religion & Caste																																																													
14.	Community	<input type="checkbox"/> GEN <input type="checkbox"/> BC <input type="checkbox"/> MBC <input type="checkbox"/> SC <input type="checkbox"/> ST																																																												
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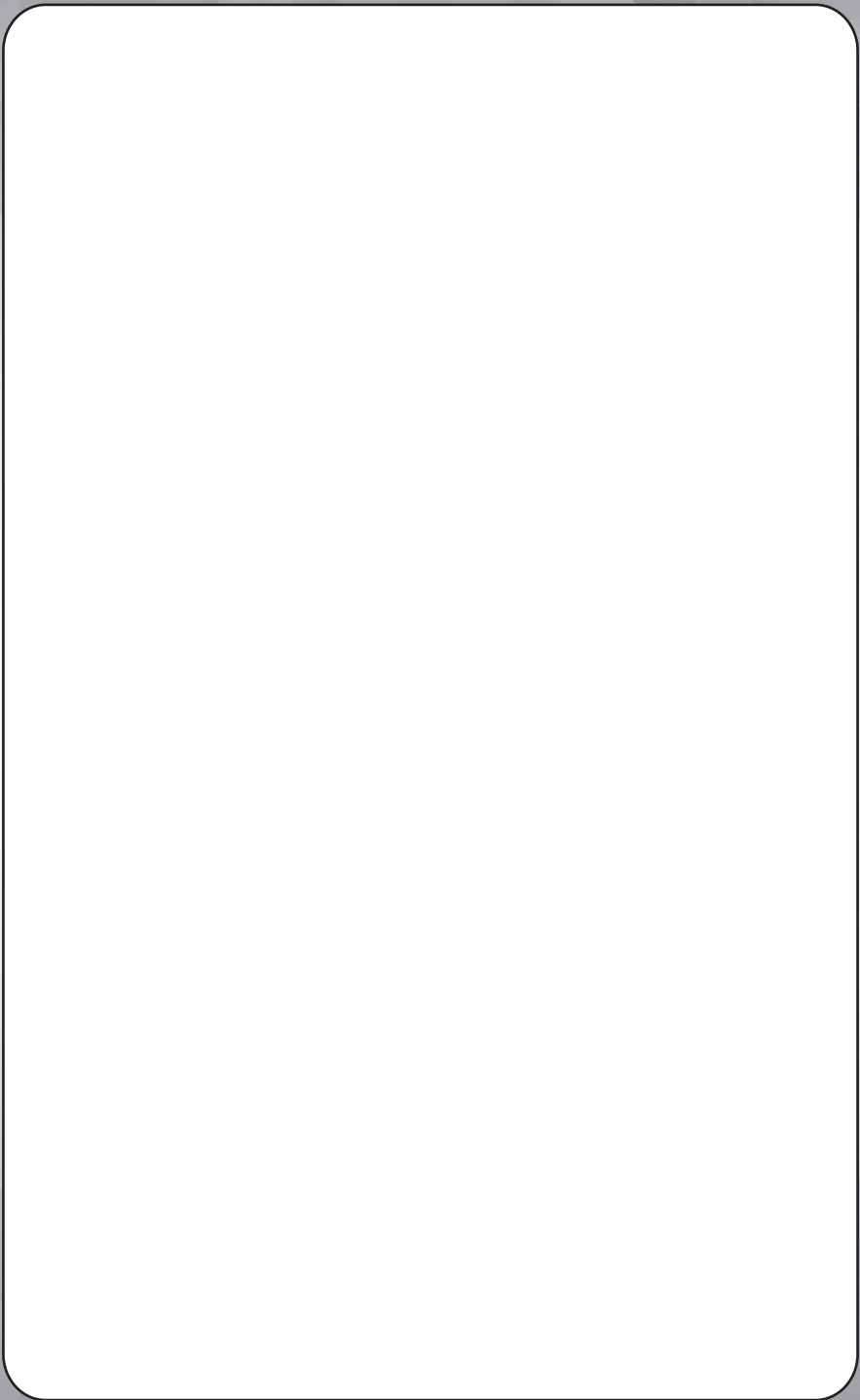
I have read and understood all the rules and regulations and agree to abide the same. All the details I have furnished here are true to the best of my knowledge.

Signature

Student

Father

Mother



## STUDENT'S HEALTH RECORD

Name	
Date of Birth	
Gender	
My Doctor	
Doctor's Address and	
Phone Number	
Height (in Cms)	
Weight (in Kg)	
Blood Group	
BMI	
Allergies	
Asthma	
Seizures / Eppilepsy	
Any Specific Drug Consumed Regularly	
Identification Marks	1) _____ 2) _____
Previous Illness Record ( If Any)	
Deficiency If Any	
Dental Care	Teeth: _____ Gum: _____
Eye Care	

