



**HINDUSTAN  
INTERNATIONAL  
SCHOOL - KARAPAKKAM**  
(A UNIT OF HINDUSTAN GROUP OF INSTITUTIONS)

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Emergency Number .....



**Late Dr KCG Verghese (1940 - 2006)**

Founder Chairman - Hindustan Group of Institutions

**Dr Anand Jacob Verghese**

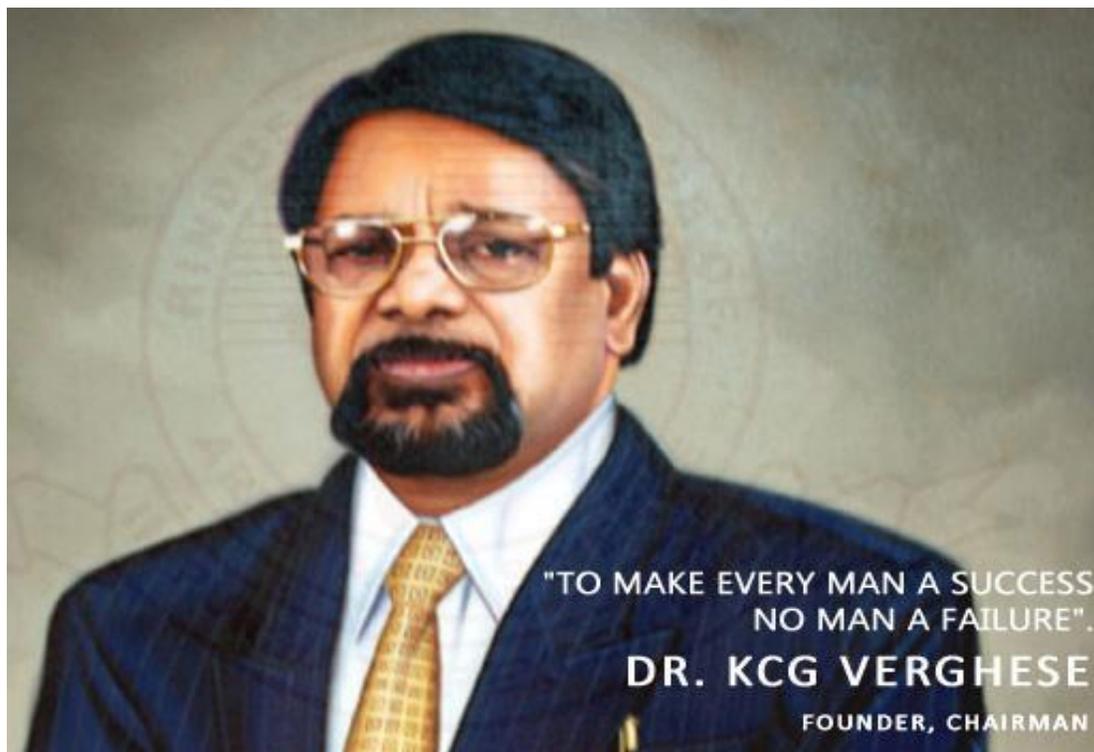
Chairman

**Mr Johnson Mathew**

Dean Academics

**Ms Bharathi Lakshmi**

Principal



### **Our Founder – Chairman Hindustan Group of Institutions**

#### **Late Dr KCG Verghese (1940 -2006)**

Some People are born great, some are made great but some people with their own determination and vision become great and reach their destination. Dr.K.C.G. Verghese is one among the great galaxy of people who rose to great heights with their own will and vision.

Dr K C G Verghese was a visionary with perseverance as his benchmark, who collaborated and weaved manpower and ideas into a fabric of stunning reality. He championed the idea of education and employability, receiving and blending of technologies to educate young minds to create a technical super era.

His efforts were to reach out and help society to get aware and make accessible frontiers of higher education and create new spaces for growth and development. He was deeply committed towards developing professionals with a unique blend of theory and practice who would bring in social change. Therefore he tried to reach out to students and encouraged them to make excellence their touchstone.

## Principal's Message

“Be humble for you are made of earth

Be noble for you are made of stars”

Every child possess within himself a skill that needs refinement and direction to make him a man worthy of life.

This refinement and direction is what we parents and teachers are to give.

Treading ahead, we are to move in harmony

To create a world bereft of pain, of mistrust

The path is to create dreams to reality

If a child lives with praise, he learns to appreciate

If a child lives with approval, he learns to be like himself

If a child lives with security, he learns faith

If a child lives with acceptance and friendship, he learns to find love in the world

To create a positive atmosphere, a happy ambience of creative learning is what my profession is all about. The challenge today is not to reform education but to transform it so that we enable our youth to develop their individual abilities and love of learning. Learning is a process of acquiring new knowledge and skills; and we as human being are highly curious learning organisms. Keeping the voracious appetite of curiosity alive is the key to transforming education: But any transformation in education cannot devoid a student of his simplicity in thought, word and deed. There is competition all round to enhance financial strength and glory of name, but at the end of it all it is the simple nature of humane qualities that is going to matter most. The number of lives you have touched, the amount of effort you have taken to preserve nature and the commitment you give to the values you grew up with matters utmost.

Live your life as though it were a blessing,  
Breathe, as though it were to abide in a benediction  
and finally, leave a mark that  
none forgets in goodness and eternity.

May 2023 be the year of fulfillment of hopes and dreams of aspirations built to live better to heal humanity and to be the best of ourselves as designed by GOD.

### Principal

Bharathi Lakshmi



**Ms Bharathi Lakshmi**

**Principal**

## **THE HINDUSTAN GROUP OF INSTITUTIONS**

### **Genesis**

Way back in the sixties, Dr KCG Verghese realized the need for non-formal technical education and set up the Hindustan Engineering Training Centre (HETC). Today The Hindustan Group includes several Institutions unified by the Founder's vision of imparting quality education in the fields of Engineering, Aviation, Applied Sciences and Management Studies. Each of these institutions has an excellent infrastructure and is committed to promoting quality learning, making the Hindustan Group a force to reckon with in the field of education. The mission of the Group is to provide every Student with an environment conducive to achieve his/her career goals.

Keeping in line with this mission, the Group has recently ventured into setting up of Schools so as to groom students right from the beginning, so that they can easily be absorbed into the higher education stream without the necessity to bridge the gap. The first Hindustan International School following the International General Certificate Examination Syllabus, affiliated to the Cambridge UK, was set up in the year 2014 at Guindy, followed by Hindustan International School- Karapakkam in the year 2015 which is recognized by the CBSE Board and Hindustan International School- Padur in the year 2017, also recognized by the CBSE Board.

### **Administrative Office:**

The Administrative Office of the Hindustan Group of Institutions is located at 40, Grand South Trunk Road, St. Thomas Mount, Chennai- 600 016.

HIS Guindy Campus is situated in a prominent location on the GST Road. It is spacious with serene ambience situated in the heart of the city. It provides a state-of-the art, safe and conducive atmosphere to learners of all age groups.

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## **ABOUT HINDUSTAN INTERNATIONAL SCHOOL**

### **VISION**

TO MAKE EVERY MAN A SUCCESS AND NO MAN A FAILURE

### **MISSION**

Hindustan International School strives to provide holistic education to all our Students by strengthening their moral, ethical and civic values and by instilling the desire for lifelong learning.

### **MOTTO**

Live, Learn, Lead

### **PHILOSOPHY**

To inculcate a concrete knowledge base, nurture genuine love and appreciation of the challenges of learning amidst the Students.

### **CORE VALUES**

- Promote Personal and Academic Excellence through our unique approach to the Indian and International Curriculum
- Collaboration and Communication
- Foster Integrity, Trust, and Respect for others
- Be inclusive

## **SCHOOL PRAYER**

O God, give me what YOU think is best for me  
I only ask that I may good forever be  
Guide me and protect me everyday  
Help me become a better person in every way

## **SCHOOL ANTHEM**

Today is a new day, The Lord guide us we pray  
Standing under one flag, HIS we do pledge  
Eyes sparkling with dreams, Bright futures we foresee  
Steps united forward, A goal we'll surely achieve  
Hindustan International sets the mark so high  
We would want to aim for the stars in the sky  
We are Hindustan International the values you inspire  
To be better citizens is what we aspire  
Language, cast or creed, There's no separation  
United though diversified, we will build this nation  
We strive by God's might for the school of our hearts  
At HIS we learn to lead, Empowered in word and deed  
Hindustan International sets the mark so high  
We would want to aim for the stars in the sky  
We are Hindustan International the values you inspire  
To be better citizens is what we aspire

## **National 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.

## **National Anthem**

Jana Gana Mana Adhinayaka Jaya He

Bharatha Bhaagya Vidhata

Punjaba Sindhu Gujarata Maratha

Dravida Uthkala Banga

Vindhya Himachala Yamuna Ganga

Uchala Jaladhi Taranga

Tava Subha Naame Jaage

Tava Subha Ashisha Maage

Gaahe Tava Jaya Gaatha

Jana Gana Mangalaa Dayaka Jaya He

Bharatha Bhagya Vidhata

Jaya He, Jaya He, Jaya He,

Jaya Jaya Jaya Jaya He



**Student's Bio-Data**

Name of the Student :		Class / Section:
Enrolment / Admission No :		DOB:
Birthmark :		Blood Group :
<b>Father's Particulars</b>	<b>Particulars</b>	<b>Mother's Particulars</b>
	Name	
	Educational Qualification	
	Occupation	
	Designation	
	Name of Establishment	
	Office Address	
	Contact Number (Office)	
	Contact Number ( Personal )	
Residence Address and Contact Numbers		
Mode of Commuting	By School Bus	By Own Transport      By Private Transport
Is your Child allergic to any medicine / food? ( If 'Yes' mention the same)	Yes	No _____
On Prescribed Medication ( if any , please state)		
Siblings studying in the School (If any)	Name	Grade/ Div
	Name	Grade/ Div
I have read all the Rules and Regulations of the School and Agree to abide by them and ensure that my Child also conforms to the standard required of him/her in Conduct and Studies.		
Father's Signature Date		Mother's Signature



# HINDUSTAN INTERNATIONAL SCHOOL



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Father's Signature		Mother's Signature
Date		

## IF

### Rudyard Kipling

If you can keep your head when all about you  
Are losing theirs and blaming it on you,  
If you can trust yourself when all men doubt you,  
But make allowance for their doubting too;  
If you can wait and not be tired by waiting,  
Or being lied about, don't deal in lies,  
Or being hated, don't give way to hating,  
And yet don't look too good, nor talk too wise:

If you can dream—and not make dreams your master;  
If you can think—and not make thoughts your aim;  
If you can meet with Triumph and Disaster  
And treat those two impostors just the same;  
If you can bear to hear the truth you've spoken  
Twisted by knaves to make a trap for fools,  
Or watch the things you gave your life to, broken,  
And stoop and build 'em up with worn-out tools:

If you can make one heap of all your winnings  
And risk it on one turn of pitch-and-toss,  
And lose, and start again at your beginnings  
And never breathe a word about your loss;  
If you can force your heart and nerve and sinew  
To serve your turn long after they are gone,  
And so hold on when there is nothing in you  
Except the Will which says to them: 'Hold on!'

If you can talk with crowds and keep your virtue,  
Or walk with Kings—nor lose the common touch,  
If neither foes nor loving friends can hurt you,  
If all men count with you, but none too much;  
If you can fill the unforgiving minute  
With sixty seconds' worth of distance run,  
Yours is the Earth and everything that's in it,  
And—which is more—you'll be a Man, my Son!

**This famous Poem written by Nobel Laureate Rudyard Kipling succinctly sums up in a few lines what “Character” is all about.**

CASABIANCA – Felicia Hemans

The boy stood on the burning deck,  
Whence all but he had fled;  
The flame that lit the battle's wreck,  
Shone round him o'er the dead.  
Yet beautiful and bright he stood,  
As born to rule the storm;  
A creature of heroic blood,  
A proud, though childlike form.

The flames rolled on – he would not go,  
Without his Father's word;  
That father, faint in death below,  
His voice no longer heard.  
He called aloud – 'Say, Father, say  
If yet my task is done?'  
He knew not that the Chieftain lay  
Unconscious of his Son.

'Speak, Father!' once again he cried,  
'If I may yet be gone!'  
– And but the booming shots replied,  
And fast the flames rolled on.  
Upon his brow he felt their breath  
And in his waving hair;  
And look'd from that lone post of death,  
In still yet brave despair.

And shouted but once more aloud,  
'My Father! must I stay?'  
While o'er him fast, through sail and shroud,  
The wreathing fires made way.  
They wrapped the ship in splendour wild,  
They caught the flag on high,  
And streamed above the gallant child,  
Like banners in the sky  
There came a burst of thunder sound –  
The boy – oh! where was he?  
Ask of the winds that far around  
With fragments strewed the sea!  
With mast, and helm, and pennon fair,  
That well had borne their part,  
But the noblest thing which perished there,  
Was that young faithful heart

**Casabianca is an iconic poem written by an English Poet Felicia Hemans published in 1826. It epitomizes the noble spirit of a Young Son who refuses to leave his post on a burning ship because his Father had ordered him to remain there till he returns.**

### **HIS - STUDENT ETIQUETTE**

#### **AT SCHOOL**

1. Use of THANK YOU and I AM Sorry.
2. Wishing loudly with a Smile. Wish everybody - it is a sign of good breeding.
3. Method of Introduction – Name & Grade eg: Murali Vijay, Grade 6.
4. Hallmarks of a HIS Student Warrior –
  - (a) Treat Teachers & Elders – Respect
  - (b) Treat Class Mates – Camaraderie & Support
  - (c) Treat Juniors – Compassion and Concern
5. Respect the underprivileged . Address School Staff with respect.  
– Name Anna / Akka eg – Ramesh Anna / Laxmi Akka
6. Protect and Care for School Property – Concept of “Ownership”.
7. Do at least “One Good Act a Day”.
8. Switch off Lights and Fans when not required.
9. Punctuality and Self Discipline (No difference in Behaviour when not being watched)
10. Education is also a Religion. We must all show respect to our School, Teachers and Books.

#### **AT HOME**

1. Knock the Door before entering.
2. Picking up your plate after finishing your meals.
3. Pulling a chair for your Parents and Elders.
4. Rising when you see your Parents, Elders and Guests entering.
5. Wishing Guests & Visitors with a Smile.
6. Do as much of your own work as possible (Developing respect for manual work).
7. Cleanliness
8. Never waste your Parents hard earned money.
9. Never tell lies / give excuses.
10. Develop a Reading Habit and Improve your Handwriting.

## **RULES AND REGULATIONS**

### **School Diary**

1. Every Student must possess a copy of the School Diary which should be brought to the School every day. Apart from entering the name and other personal data, Students should not enter any other information not related to School Work.
2. Students must show the Diary to their Parents whenever they are given notes by the Teachers or Principal and obtain Parents' signature. Entries made by the Parent/Guardian should also be shown to the Principal/Home Room Educator/Teacher/Coordinator.
3. Parents are requested to look into their children's School Diary every day and use the specific pages for their communication to School.
4. Parents should check the diary daily to see the entries, if any, and respond accordingly. All notifications should be acknowledged with signature and date.

### **Admission**

Parents desirous of admitting their children should collect the Application Form from the School Office from the second week of November. The filled in admission form must be submitted with all the required documents within a week's time. Admission will be confirmed after a personal interaction and skill profiling, if seats are available in the particular Grade.

The following documents have to produced for the selected Students-

1. Transfer Certificate from the previous School
2. Report Card from the previous School
3. Filled in Application Form complete with all the information.
4. Attested copy of the Birth Certificate and the original for verification.
5. Five passport size photographs of the Student and two each of the Parents.
6. Conduct Certificate from the previous School.
7. Community Certificate(photocopy)
8. Medical Certificate and Fitness Certificate attested by a certified doctor.
9. Immunization Record
10. Photocopy of Aadhar Card for Student/ Parents.

### **Withdrawal**

1. Request for withdrawal should reach the School Office on or before 31st January of the Academic Year. If a Student is withdrawn after 31st January, the First Term fee should be remitted. If he/she is withdrawn in the middle of the Term, fee has to be paid for the full year inclusive of the bus fee.
2. Transfer Certificate will be given only to those who have settled all the School dues after getting the "No Dues" form signed by the Accountant, Librarian, Home Room Educator and the Principal.
3. Transfer Certificate should be applied and taken in person by the Parent/Guardian. All expenses in connection with the attestation from the Department of Education or dispatching of the certificate by registered post to the applicant if necessary must be prepaid to the School Office.

4. Transfer Certificate or any other certificate will be given free of cost if taken immediately when leaving. Otherwise a search fee of Rs. 100/- will be charged for every year and Rs. 200/- will be charged for any extra record from the School.
5. Transfer Certificate once issued cannot be cancelled. Re-admission will be as per the admission procedure and will be treated as new admission.

### **Attendance and Leave of Absence**

1. Application for leave should be made on the pages provided in the School Calendar. A handwritten note/e-mail can also be sent.
2. For every absence, a written statement signed by the Parent/Guardian is required on the day the Student returns. If the Student is absent for more than 7 days continuously for reasons of ill-health, a certificate thereof from a Doctor is required stating illness and fitness.
3. Students will not be allowed to leave the School early unless the Parent/Guardian presents a written request to the Office.
4. A Student requiring leave for any part of the day on account of sudden illness or such unavoidable circumstances should obtain prior permission of the Principal before leaving the School. The Absence Record duly signed by the Parent/Guardian should be submitted the next working day to the Class Teacher.
5. Attendance on the first day of School after vacation is mandatory.
6. Any unscheduled holidays will be made good by the School according to the days available.

### **General Discipline**

1. Students are requested to behave politely and avoid use of offensive language or actions injurious to the feelings of fellow Students, Teachers, or others in this School. Any such behaviour indicative of hurting others, insult to caste or community will attract serious disciplinary action.
2. Violation of the rules and regulations and the discipline of the School is punishable including removal or expulsion from School. Such actions will normally follow a written warning to allow improvement in conduct.
3. Students who are selected to participate in various co-curricular and extra-curricular activities even outside School will not be permitted to abstain from such activities without prior permission of the Class Teacher/ Principal.
4. Staying away from School functions without prior permission and/or justification will be considered as a breach of school discipline.
5. No Student is allowed to use the smart boards/laptops/overhead projector without the written permission of the Teacher.

## **School Property**

1. Every Student should take care of the School property. Intended or neglectful damage to School property is a serious breach of School discipline.
2. Students should cooperate with the Library, ICT and Laboratory Staff in maintaining order and discipline. Students shall take care not to lose, damage or deface any of the materials, fixtures, or equipment that is provided.
3. Damages made even by accident should be reported at once to the Home Room Educator/Principal. Any damage caused will be made good by the one who has done it.

## **Personal Belongings**

1. Students should not bring valuables or money to School. They are not allowed to bring to School: magazines, mobile phones, video games, cameras, pictures or books, CD/thumb drives/cassettes other than prescribed, except when asked by the Teacher.
2. Students found possessing, reading, viewing any material of indecent nature are liable to rustication without notice.
3. Every Student should take care of his/her personal belongings. The School authorities do not shoulder responsibility for loss of such belongings.
4. Name of the Student and Grade should be marked clearly in bold letters on the personal belongings to facilitate recovery when lost in the School premises.
5. Students are expected not to wear any expensive items such as jewellery or watches. The School will not be liable for loss of any personal expensive items.

## **Cleanliness**

1. Students must come to School in neat and well maintained School Uniforms with their nails trimmed and hair properly cut. No hair colouring and styling will be allowed.
2. It is the duty of all the Students to keep their classrooms and other places in and around the School clean and in order. They should dispose of garbage only in the dustbins provided.
3. Before leaving the classroom Students will pick up waste paper, any unwanted material from the floor and place it in the dustbin. They will leave desks and chairs in proper order and will switch off all lights, fans, and air conditioners.
4. No jewellery of any kind is allowed in School. Earrings worn should be small and not made of gold.

## **Library**

1. Strict Silence should be observed in the Library at all times.
2. Students must develop the habit of reading as it is important for their education process. Parents are requested to motivate their children to cultivate this habit.
3. Books will be issued to all Students.
4. Any book that is lost must be replaced or duly compensated for. A fine will be levied for damage to the books borrowed.

6. No book, magazine, or newspaper should be taken out without the permission of the Librarian.

### **Objectionable Materials**

1. Students are strictly forbidden to bring any offensive literature.
2. Children are forbidden to bring crackers, explosives and other dangerous materials to School.
3. No Student should bring any electronic gadgets as they are not permitted on the School Campus.

### **Malpractices**

1. Any Student found copying or indulging in any type of malpractice during the Tests/Assessments will not be allowed to take subsequent assessments until the Principal grants him/her written permission besides giving zero in the subject concerned along with a warning letter.
2. Such a Student must bring his/her Parents to meet the Principal. Repetition of the same will result in dismissal/expulsion from School.
3. A Student who tampers with the Marks, Answer Sheets or School Certificates will be suspended.

### **Participation in Sports and Games**

1. Every Student must take part in School Games and other activities unless declared physically unfit or exempted by the Principal on any grounds like medical treatment, illness, chronic ailment etc.
2. Attendance in all official School functions like Exhibition, Sports Day, Independence Day, Annual Day etc. is mandatory.
3. Absentees may be fined or penalized.

### **Concerning Defaulters, Accidents & Excursions**

1. The school accepts no responsibility if the student is made to return home during class hours for not wearing the correct and proper school uniform, for not bringing the books to class, for not producing the signature of parents on remarks written by Teachers or on Absence Record in the Calendar for reasons of indiscipline and for repeated late comings.
2. The School cannot be held responsible for accidents, small or serious to Students during School hours or excursions.
3. Students are not allowed to meet Parents or to leave the School premises during School hours without the permission of the Principal.

### **Morning Assembly**

1. Students must be punctual for class every working day. They must be present in the School by 8.25 am. Proper decorum has to be maintained during and after the Assembly.
2. All Students must be in their classrooms seated before the teacher enters the classroom. During the absence of the teacher or period change over, proper discipline has to be

maintained. The Class Monitor should see to the discipline and his/her command to be obeyed by all.

### **Medical Emergencies**

In case of any medical emergency arising during School hours for any child, the School will provide the needed first aid within the Campus with our in house Nurse and inform the Parents about the same. Further steps will be taken only after taking the necessary consent from the Parents. However the School also has tie-up with CHETTINAD hospital during any emergency situation. If your child is provided any regular medicine during School hours we request you to kindly inform the School Nurse and the Class Teacher about the same and also submit a letter and the prescription from the Doctor.

### **Prior Permission**

1. No money or articles of presentation shall be collected by anybody without the permission of the Principal.
2. Any organized activity in the School can be conducted only after getting the prior permission of the Management through the Principal.

### **Transport System**

The School operates buses to “pick up” and “drop” children at specific points only covering a radius of 10 Kms from the School. Moderate charges have been worked out location/ distance wise and the charges for using the transport are to be paid along with the Tuition Fee.

Please note that

- There will be no door to door pickup or drop service.
- The School bus will not ply on kachha/narrow roads.
- Students should reach the pick up point five minutes before the actual time allotted. Similarly, Parents/Guardians who come to receive the children when they are back home should be at the pickup point ahead of time, else the child will be brought back to School and has to be collected from there.
- The School Bus will not wait at the bus stop for any late comers. The vehicle shall leave the bus stop immediately after the boarding of the students present at the concerned point is complete. At no cost the bus will wait at any stop for anyone.

### **Discipline Guidelines- While traveling in the school vehicle.**

1. No part of the student’s body (arms, head, etc) should be held out of an open window at any given time.
2. Objects should never be thrown in the bus or outside the window.
3. Students must never move around while the bus is in motion. They are strictly prohibited to stand and travel.
4. Students are not permitted to reserve seats for themselves or for their friends.
5. Eating food items is not allowed in the bus.
6. The upholstery of the bus should not be damaged or marked in any way.
7. Shouting / quarrelling / fighting are not permitted on the bus.
8. Students on the bus should obey to the ‘ Instruction and Guidance of the bus driver’ or ‘escorting staff’.

## Parent - Teacher Conferences

1. The cooperation and goodwill of the Parents is an essential component of an effective Parent-Teacher relationship in order to provide maximum educational opportunities for children. The School needs the involvement of Parents in many of its activities.
2. Parents are encouraged to bring positive suggestions for the improvement of academic standards.
3. Parents shall not attempt to meet the Teachers when a class is in progress.
4. Criticism of the teachers of the School in the presence of the Students must be avoided. Legitimate complaints should be brought to the notice of the Principal without delay.
5. Parents have the responsibility to encourage modest, decent, and good dressing habits conforming to acceptable social etiquettes in children from early stages of their development.
6. Attending the PTC (Parent-Teacher Conference) as well as other important functions in the School is a duty which parents owe to their children.
7. Parents shall check the School Diary every day to take note of communication from the School contained therein and also for homework given, or can also view them on the School's web service.
8. Any requests, complaints etc. should be given in writing at the School Office or online addressed with a copy to the Principal.
9. Parents are requested to kindly verify with the teachers about the timings of special classes.
10. Parents who are willing to volunteer for any school activities are requested to register their names with their areas of interest and available time frame with the Principal.
11. Mobile Phones / Handsets are prohibited for students' use in school. Use of mobile phones can cause distraction, misuse and other behavioural disturbances among students during their time in school.

Further, the Government of Tamil Nadu has banned the usage of mobile phones by students in the School premises, the place of learning. HIS Karapakkam enforces a strict ban on the possession, use and misuse of mobile phones, SIM cards and even accessories related to mobile phones. Students going against this policy of school and that of the Government of Tamil Nadu will be viewed seriously. In such cases the School Authorities will automatically expel the concerned student(s) with due intimation to their parents.

## School Uniform

Students are provided with uniforms that look elegant with stylish patterns in attractive colors. The fabrics are chosen keeping in view the climatic conditions and comfort. The garments need regular maintenance. The School insists that each child should possess at least 03 sets of School Uniform and 01 set of Sports Uniform. However extra sets of uniform will also be available at the School Office for Parents who wish to procure additional sets. Children are expected to wear neat and tidy uniforms on all working days.

Grade	Girls	Boys
Kindergarten to Grade 3	Half White Shirt Axon twill Blue divided Short with a wrap	Half White Shirt Axon Twill Blue short
Grade 4 to Grade 12	Half White Shirt Axon Blue trouser	Half White Shirt Axon Blue trouser

## Sports Uniform

- Track Suit in black with color Stripes as per house color.
- T-shirt in Green /Red/Blue/Yellow color as per house system.
- Bata White shoes for both boys and girls.

## House System

The School is organized into FOUR houses as follows:

Name of the House	Flag Colour
Mahatma Gandhi	Green
Abraham Lincoln	Red
Margaret Thatcher	Blue
Nelson Mandela	Yellow

The House System is aimed at providing Students with:

- ❖ Opportunities for self-expressions
- ❖ Awareness about their social and moral responsibilities
- ❖ Training in democratic citizenship & sportsmanship
- ❖ Opportunities for cultivation of leadership qualities.
- ❖ Experience in disciplined group living.

Each house will elect a Captain under the guidance of PET. The House Captains are assisted by Vice Captain and Volunteers of their house. Each house will be awarded for its best performance in Scholastic and Co-scholastic areas.

## Uniform Guidelines

1. On colour days/ Birthday's, Students are free to wear shorts, trousers or skirts of their choice but these should be respectable, i.e. Jeans should have no holes or frayed edges.
2. Foot wear should be appropriate e.g. no high heels, strap sandals to be worn. Please note slippers are not allowed in school.
3. Children should not go barefoot around the School Grounds.
4. Hair styles should not be attention seeking, extreme, or a safety hazard. With the exception of religious or medical reasons, shaved heads are not allowed. Hair length beyond shoulder level should be neatly tied.
5. Students must maintain a neat and tidy hairstyle and must keep the scalp free from lice and nits.
6. Students who arrive in school without the correct uniform will be sent home.
7. Hats may not be worn in the building, except for academic or extracurricular activities with the permission of the staff.
8. Only small stud - earrings are permitted. Students should not display inappropriate symbols or messages on items of clothing or accessories.
9. The School administration reserves the right to determine whether a Student's attire is within the limits of decency or modesty. A Student failing to conform to these dress code standards may be withdrawn from lessons and sent home.

## EXAMINATIONS AND PROMOTIONS

### ASSESSMENT POLICY

Assessment	Marks
Periodic Assessment - 1	25 Marks
Periodic Assessment -2	25 Marks
Half Yearly Examination	50 Marks (Grade I to V) 80 Marks (Grade VI to X) 60 / 70 / 80 Marks (Grade XI & XII)
Periodic Assessment- 3	25 Marks
Periodic Assessment- 4	25 Marks (Grade I to V Art Integrated Project Grade VI to XII Pen & Paper Test)
Annual Examination	50 Marks for Grade I to V 80 Marks for Grade VI to X 60/70/80 Marks for Grade XI & XII

**Please note 50% Term 1 Result + 50% Term 2 Result will determine the 100% Promotion Result based on which a student will be promoted to the next Grade Level.**

1. It is mandatory for all Students to have minimum 80% attendance in the Academic Year to be eligible to undertake the progression/year-end/term-end/checkpoint examinations. Promotion will be on the basis of the average marks obtained in all the assessments conducted throughout the year.
2. To promote a Student to the higher class he/she will have to secure 40% of marks in all subjects.
3. The gradation assigned to a Student at the examination shall be as follows:

## GRADING SCHEME

Mark	Grade
91 - 100	A1
81 - 90	A2
71 - 80	B1
61 - 70	B2
51 - 60	C1
41 - 50	C2
33 - 40	D
32 Below	E (Fail)

## SCHEME OF STUDY FOR GRADE 6 TO 8

1. a) A Student has to study:
  - Language I : English
  - Language II : Tamil
  - Language III : Hindi
  - Main Subjects: Mathematics, Science, Social Studies
- b) Skill Based Vocational Subject: Information Technology, Financial Literacy & Design

**SHOLASTIC AREA** : The Assessment structure and Examination for Grades 6 to 8 comprises of two Terms i.e. Term 1 and 2 as explained below :

Term	Weightage for Half Yearly Examination and Periodic Assessment	Periodic Assessment Mark Distribution
Term- 1 First half of the session (100 Marks)	80 Marks for Half Yearly Exam+20 Marks of Periodic Assessment. Written Exam for 80 marks with syllabus till the announcement of Half Yearly Exam dates by School for syllabus covered	PA (20 Marks) division Term 1 Pen & Paper (5 Marks) Multiple Assessment(5 Marks) Subject Enrichment(5 Marks) Portfolio (5 Marks)
Term-2 Second half of the session (100 Marks)	80 Marks for Half Yearly Exam+20 Marks of Periodic Assessment. Written Exam for 80 marks with syllabus till the announcement of Yearly Exam dates by School for syllabus covered	PA (20 Marks) division Term 1 Pen & Paper (5 Marks) Multiple Assessment(5 Marks) Subject Enrichment(5 Marks) Portfolio (5 Marks)
GRADE	SYLLABUS COVERAGE	MARK DISTRIBUTION
Grade 6	10% of Term 1 covering significant topics+entire syllabus of Second Term	8 Marks for Term 1 portion and 72 marks for Term 2 portions

Grade 7	20% of Term 1 covering significant topics + entire syllabus of Second Term	16 Marks for Term 1 portion and 64 marks for Term 2 portion
Grade 8	30% of Term 1 covering significant topics + entire syllabus of Second Term	24 Marks for Term 1 portion and 56 marks for Term 2

### SUBJECT ENRICHMENT ACTIVITIES

Language I,II and III	Speaking and Listening
Mathematics	Practical Lab Activities
Science	Science Lab activities
Social Science	Map Work and Project
Computer Application	Computer Lab Activities
Artificial Intelligence	Computer Lab Activities, Programming

### CO-SCHOLASTIC ASSESSMENT

Work Education : 5-Point Scale

GRADE	GRADING SCALE
A	OUTSTANDING
B	EXCELLENT
C	VERY GOOD
D	GOOD
E	NEEDS IMPROVEMENT

### SCHEME OF STUDY FOR GRADE 9 AND 10

#### SCHOLASTIC AREAS

A Student is required to study :

- a) Language I : English  
Language II : Tamil (Grade IX)  
Hindi/Tamil/French/Sanskrit (Grade X)  
Main Subjects : Mathematics, Science and Social Science
- b) Skill Based Vocational Subject : Information Technology (only for IX)

SUBJECTS	80 MARKS BOARD EXAMINATION Student has to secure 33% marks out of 80 marks in each subject	20 MARKS INTERNAL ASSESSMENT Student has to secure 33% out of 20 marks year marked in each subject			
		Periodic Assessment		Portfolio 5 Marks	Subject Enrichment 5 Marks
		Pen & Paper (5 Marks)	Multiple Assessment (5 Marks)		
English Language 2 Science Mathematics Social Science	Board will conduct Grade 10 Examination for 80 marks in each subject covering 100% syllabus of the subject of Grade 10 only. Marks and Grades both will be awarded for individual subjects. 9 point grading will be followed by the Board in Grade 12	Pen & Paper Written Test restricted to three in each subject in an Academic Year. Average of the best two Tests to be taken for final mark submission		This will cover Regularity Assignment completion Neatness & upkeep of Notebooks	<b>Languages-</b> Listening & Speaking skills Science- Practical Lab work Maths-Lab Practical Social Science-Map Work & Project
6 <sup>th</sup> Additional Subject	Computer Application (Sub. Code-165) – Theory (30) + Practical (70)				

## STREAMWISE SCHEME OF STUDY FOR GRADE 11 AND 12

### SCHOLASTIC AREAS

Students can take minimum 5 or more subjects. They need to continue same subjects in Grade XII also. Subjects can be offered as under:

SCIENCE	COMMERCE	HUMANITIES
ENGLISH	ENGLISH	ENGLISH
HOME SCIENCE/ MATHS	ACCOUNTANCY	POLITICAL SCIENCE
CHEMISTRY	BUSINESS STUDIES	HISTORY
PHYSICS	ECONOMICS	GEOGRAPHY
COMPUTER SCIENCE/ BIOLOGY	COMPUTER SCIENCE / MATHS	COMPUTER SCIENCE / PSYCHOLOGY/ ECONOMICS
<b>SKILL:</b> WEB APPLICATION/FOOD NUTRITION & DIETETICS	DESIGN/ MARKETING/ WEB APPLICATION	WEB APPLICATION/ DESIGN/ MASS MEDIA

## CO-SCHOLASTIC AREAS

Work Education : 5-Point Scale

GRADE	GRADING SCALE
A	OUTSTANDING
B	EXCELLENT
C	VERY GOOD
D	GOOD
E	NEEDS IMPROVEMENT

### **Subject Enrichment Activities:**

These are subject specific activities aimed at enhancing the understanding and skills of the Students. These activities are to be carried out throughout the Term; however, they will be evaluated at the Term-end only.

### **Languages:**

This is aimed at equipping the learners to develop effective Listening and Speaking skills. We have Tamil/Hindi being taught as L2 and L3 for Grades 1 to 8. In Grade 9 we provide Tamil and 10 we have Tamil, Hindi and French as L2.

### **Examination Pattern**

The Academic Year is divided into two Terms. 1st Term will be from April to September and 2nd Term from October to March. There will be three written Monthly Tests, Unit Tests/ Periodic Assessments in each subject in the entire Academic Year. The portions will be cumulatively covered. The First Term culminates with Half Yearly and the Second Term culminates with the Annual Examination

### **Progress Report**

1. It serves the purpose of informing the Parents about the progress of their children. Each time it is issued, it should be studied carefully and signed by the Parent/Guardian and returned back to the Class Teacher. Parents are not allowed to take it home. Only at the end of the year it will be handed over. If required, a color Xerox can be taken by the permission of the Principal. Any irregularity in this will be viewed very seriously.
2. The marks obtained in all Tests will be considered for promotion. Promotion is granted on the basis of whole year's performance acquiring minimum of 33% for Students of Grade 9, 10 & 11 and 40% for Students of Grade 3 to 8 in all subjects. If a Student is absent for any Test or

Examination, he/she shall be marked absent and given zero. No re test will be conducted for anyone under any circumstances. In case of any emergency special permission has to be obtained from the Principal well in advance.

3. The School reserves the right to dismiss those whose progress in studies is steadily unsatisfactory or whose Parent/Guardian show little interest in the progress of their ward(s).
4. Promotion once decided, is final and cannot be reconsidered.( Hence Parents are requested not to disturb the Principal/Management for any reconsideration)
5. No Promoted Transfer Certificate will be given to a failed Student.

### **Attendance and Leave of Absence**

1. Application for leave should be made on the pages provided in the School Calendar. A hand written Note/e-mail also can be sent.
2. For every absence, a written statement signed by the Parent/Guardian is required on the day the Student returns. If the Student is absent for more than 15 days continuously for reasons of ill-health, a certificate thereof from a Doctor is required stating illness and fitness.
3. Students will not be allowed to leave the School early unless the Parent/Guardian presents a written request to the Office.
4. A Student requiring leave for any part of the day on account of sudden illness or such unavoidable circumstances should obtain prior permission of the Principal before leaving the School. The Absence Letter duly signed by the Parent/Guardian should be submitted the next working day to the Class Teacher.
5. Attendance on the first day of School after vacation is mandatory.
6. Any unscheduled holidays will be made good by the School according to the days available.

### **General Discipline**

1. Students are requested to behave politely and avoid use of offensive language or actions injurious to the feelings of fellow Students, Teachers, or others in this School. Any such behaviour indicative of hurting others, insult to caste or community will attract serious disciplinary action.
2. Violation of the rules and regulations and the discipline of the School are punishable including removal or expulsion from School. Such actions will normally follow a written warning to allow improvement in conduct.
3. Students who are selected to participate in various Co-curricular and Extra-curricular activities even outside School will not be permitted to abstain from such activities without prior permission of the Class Teacher/ Principal.

4. Staying away from School functions without prior permission and/or justification will be considered seriously.
5. No Student is allowed to use the Smart boards/Laptops/Overhead Projector without the permission of the Teacher

### **School Property**

1. Every Student should take care of the School property. Intended or neglectful damage to School property is a serious breach of School discipline.
2. Students should co-operate with the Library, Computer, and Laboratory staff in maintaining order and discipline. Students shall take care not to lose, damage, or deface any of the materials, fixtures, or equipment that is provided.
3. Damages made even by accident should be reported at once to the Class Teacher/Principal. Any damage caused will be made good by the one who has done it.

### **Personal Belongings**

1. Students should not bring valuables or money to School. They are not allowed to bring to School: magazines, mobile phones, video games, cameras, pictures or books, CD/thumb drives/cassettes other than prescribed, except when asked by the Teacher.
2. Students found possessing, reading, viewing any material of lewd nature are liable to rustication without notice.
3. Every Student should take care of his/her personal belongings. The School authorities do not shoulder responsibility for loss of such belongings.
4. Name of the Student and Grade should be marked clearly in bold letters on the personal belongings to facilitate recovery when lost in the School premises.

### **Cleanliness**

1. Students must come to School in neat and well maintained School Uniforms with their nails trimmed and hair properly cut. No hair colouring and styling allowed
2. It is the duty of all the Students to keep their classrooms and other places in and around the School clean and in order. They should dispose of garbage only in the dust bins provided.
3. Before leaving the classroom Students will pick up waste paper, any unwanted material from the floor and place it in the dust bin. They will leave desks and chairs in proper order and will switch off all lights, fans, and air conditioners.
4. No jewels of any kind are allowed in School. Earrings worn should be small and not made of gold.

## **Objectionable Materials**

1. Students are strictly forbidden to bring any offensive literature.
2. Children are also forbidden to bring crackers, explosives and other dangerous materials to School
3. No electronic gadgets are permitted on Campus.

## **Malpractices**

1. Student found copying or indulging in any type of malpractice during the Tests/Examination will not be allowed to take subsequent examinations until the Principal grants him/her written permission besides giving zero in the subject concerned and a warning letter.
2. Such a Student must bring his/her Parents to meet the Principal. Repetition of the same will result in dismissal from School
3. A Student who tampers with the marks, Answer Sheets or School Certificates will be suspended.

## **Participation in Sports and Games**

1. Every Student must take part in School Games and other activities unless declared physically unfit or exempted by the Principal on any grounds like medical treatment, illness, chronic ailment etc.
2. Attendance in all official School functions like Exhibition, Sports Day, Independence Day, Annual Day etc is compulsory.
3. Absentees may be fined or penalized.

## **Concerning Defaulters, Accidents & Excursions**

1. The School accepts no responsibility if the Student is obliged to return home during class hours for not wearing the correct and proper School uniform, for not bringing the books to class, for not producing the signature of Parents on remarks written by Teachers or on Absence Record in the Calendar for reasons of indiscipline and for repeated late comings. This is applicable to Senior Students from Grade 6 upwards who come to School on their own and do not use School Transport.
2. The School cannot be held responsible for accidents, small or serious to Students during School hours or excursions.
3. Students are not allowed to meet Parents or to leave the School premises during School hours without the permission of the Principal.

## **Morning Assembly**

1. Students must be punctual for Class every working day. They must be present in the School by 8.25 am. Proper discipline has to be maintained during and after the Assembly.
2. All Students must be in their Class Room seated before the Teacher enters the classroom. During the absence of the Teacher, period change over proper discipline has to be maintained. The Class Monitor should see to the discipline and his/her command to be obeyed by all.

## **Medical Emergencies**

In case of any medical emergency arising during School hours for any child, the School will provide the needed first aid within the Campus with our in house Nurse and inform the Parents about the same. Further steps will be taken only after taking the necessary consent from the Parents. However the School also has tie-up with Apollo hospital, Karapakkam during any emergency situation. If your child is provided any regular medicine during School hours we request you to kindly inform the School Nurse and the Class Teacher about the same and also submit a letter and the prescription from the Doctor.

## **Prior Permission**

1. No money or articles of presentation shall be collected by anybody without the permission of the Principal.
2. Any organized activity in the School can be conducted only after getting the prior permission of the Management through the Principal.

## **Transport System**

The School operates buses to “pickup” and “drop” children at specific points only covering a radius of 10kms from the School. Moderate charges have been worked out location/ distance wise and the charges for using the transport are to be paid along with the Tuition Fee every Term. Transport Fee once paid will not be refunded on discontinuation of School Bus.

Please note that

- There will be no door pickup
- The buses will not ply on kachha /narrow roads
- Students should reach the pickup point five minutes before the actual time allotted. Similarly, Parents/Guardians who come to receive the children when they are back home should be at the pickup point ahead of time, else the child will be brought back to School and has to be collected from there.

At no cost the bus will wait at any stop for anyone.

## **Fee Payment Schedule**

**I Term – April to July to be paid before the 31 March**

**II Term – August to November to be paid before the 31 August**

**III Term – December to March to be paid before the 31 December**

Those children using the School Transport shall also pay the same along with the term fee.

Delay in the payment of Fee will draw a fine of Rs. 10 per day for the First month and Rs.20 from the Second. In case of Fee default, Student’s name can be struck off from the School Register.

## **Working Days**

Kindergarten will work from Monday to Friday for half a day only. Grade 1 to 12 will work from Monday to Friday. Compensatory working days, if any, for Grade 1 to 12 will be announced as and when required.

## **Working Hours**

The School will work with the following timings:

- 8.25 AM to 12.20                      Pre KG to Sr KG              Monday to Friday
- 8.25 AM to 3.30 PM                      Grade 1 to 12                      Monday to Friday

## **Parent- Teacher Interaction**

1.The co-operation and goodwill of the Parents is an essential component of an effective Parent-Teacher relationship in order to provide maximum educational opportunities for children. The School needs the involvement of Parents in many of its activities.

2.Parents are encouraged to bring positive suggestions for the improvement of academic standards.

3.Parents shall not attempt to meet the Teachers when a Class is in progress.

4.Criticism of the Teachers of the School in the presence of the Students must be avoided.

Legitimate complaints should be brought to the notice of the Principal without delay.

5.Parents have the responsibility to encourage modest, decent, and good dressing habits conforming to acceptable social etiquettes in children from early stages to their development.

6. Attending the PTM as well as other important functions in the School is the duty and a service the Parents owe to their children.
7. Parents shall check the School Diary every day to take note of communication from the School contained therein and also for homework given, or can also view them on the Schools web services.
8. Any requests, complaints etc. should be given in writing at the School Office or online addressed with a copy to the Principal.
9. Parents are requested to kindly verify with the Teachers about the timings of special classes.
10. Parents who are willing to volunteer for any School activities are requested to register their names with their areas of interest and available time frame.

Each house will elect a Captain under the guidance of PET. The House Captains are assisted by Vice Captain and Volunteers of their house. Each house will be awarded for its best performance in Scholastic and Co-scholastic areas..

### **School Visiting Hours**

#### **Principal**

3.00 PM to 4.30 PM, Monday to Friday  
And 12.00 noon to 01.00 pm on Saturdays (With prior appointment)

#### **Teachers**

Pre KG to Grade 12, On Second and Fourth Saturdays between 12.30 AM to 01.30 PM (With prior intimation)

#### **Office**

Monday to Saturday 09.00 AM to 04.30 PM.

**Note:** Parents are solicited to extend their cooperation for smooth functioning of the School during their interaction.

## **HIS - STUDENT ETIQUETTE**

### **AT SCHOOL**

1. Use of THANK YOU and I AM Sorry.
2. Wishing loudly with a Smile. Wish everybody - it is a sign of good breeding.
3. Method of Introduction – Name & Grade eg: Murali Vijay, Grade 6.
4. Hallmarks of a HIS Student Warrior –
  - (a) Treat Teachers & Elders – Respect
  - (b) Treat Class Mates – Camaraderie & Support
  - (c) Treat Juniors – Compassion and Concern
5. Respect the underprivileged. Address School Staff with respect.  
– Name Anna / Akka eg – Ramesh Anna / Laxmi Akka
6. Protect and Care for School Property – Concept of “Ownership”.
7. Do at least “One Good Act a Day”.
8. Switch off Lights and Fans when not required.
9. Punctuality and Self Discipline (No difference in Behaviour when not being watched)
10. Education is also a Religion. We must all show respect to our School, Teachers and Books.

## **AT HOME**

1. Knock the Door before entering.
2. Picking up your plate after finishing your meals.
3. Pulling a chair for your Parents and Elders.
4. Rising when you see your Parents, Elders and Guests entering.
5. Wishing Guests & Visitors with a Smile.
6. Do as much of your own work as possible (Developing respect for manual work).
7. Cleanliness
8. Never waste your Parents hard earned money.
9. Never tell lies / give excuses.
10. Develop a Reading Habit and Improve your Handwriting.

## **Transfer Certificate Regulations**

Students migrating from other schools will have to produce a Transfer Certificate (TC) and the Report Card issued by the school last attended. In addition, they will undergo skill profiling at the time of admission. Admission will be given only for the standard the student is found fit for.

Application for Transfer Certificates should be made in writing to the Principal by 31st January failing which, the First Term Fees for the new session will have to be paid. Transfer Certificates will be issued a week after the final promotion results have been announced . In case parents request for Transfer Certificates in mid session where in Students have not completed the Term 2 Summative Assessments a Transfer Certificate stating discontinued will be issued to the Student. No Transfer Certificate will be issued during vacations.

## **FEE DETAILS**

All payments are required to be paid either by Demand Draft or by Bank Transfer or by Credit/Debit Card at the respective School Counters. E-receipts generated by the respective School are required to be issued to the parents immediately upon receipt of the fees. Parent must inform the school accountant through email stating the name of the child, grade and section, date of the transfer, amount transferred and the reference ID or the transaction ID when they make a Internet Banking Transfer.

## HOUSE SYSTEM

The School is organized into FOUR houses as follows:

<b>Sr. No</b>	<b>Name of the House</b>	<b>Flag Colour</b>	<b>Value</b>
1.	Mahatma Gandhi	Green	Truth
2.	Abraham Lincoln	Red	Integrity
3.	Margaret Thatcher	Blue	Courage
4.	Nelson Mandela	Yellow	Freedom

The House system is aimed at providing students with:

- Opportunities for self-expressions
- Awareness about their social and moral responsibilities
- Training in democratic citizenship & sportsmanship
- Opportunities for cultivation of leadership qualities
- Experience in disciplined group living.
- Each house will elect a Captain under the guidance of House Masters / Mentors. The House Captains are assisted by the Vice Captains and volunteers of their respective houses. Each house will be awarded for its best performance in scholastic and co- scholastic areas.

## SCHOOL WORKING HOURS

The working hours shall be from 8:20 am to 3:30 pm.

Students must reach school by 8:15 and must be in their classrooms from 8:20 am.

Time	Activity
8:25 am	Students Report to School
8:25 am - 8:40 am	Settling Time and record of Attendance
8:40 am - 8:55 am	Assembly
9:00 am - 9:40 am	First Period
9:40 am - 10:20 am	Second Period
10:20 am - 10:30 am	<b>Break I</b>
10:30 am - 11:10 am	Third Period
11:10 am - 11:50 am	Fourth Period
11:50 am - 12:30 pm	Fifth Period
12:30 pm - 1:10 pm	<b>LUNCH / Dispersal for Pre Primary ( Pre KG to Senior KG at 12:30 pm)</b>
1:10 pm - 1:45 pm	Sixth Period
1:45 pm - 2:20 pm	Seventh Period
2:20 pm - 2:25 pm	<b>BREAK II</b>
2:25 pm - 3:25 pm	MAG Activities / REMEDIAL CLASS
3:30 pm	<b>DISPERSAL commences for school transport students</b>

- **Parents to kindly note Students commuting by School Transport will disperse first.**
- **Parents whose wards fall under the category of private pick up and drop will be allowed to disperse only after all the school transport students have left the campus, therefore we request Parents to time themselves accordingly so as to avoid the traffic congestion.**
- **No one will be allowed to stay on the campus other than HISK Staff as soon as dispersal is over.**

## EXAMINATION SCHEDULE 2023-2024

	<b>HISK</b>	
	<b>GRADE I – VIII</b>	<b>GRADE IX &amp; XI</b>
<b>PERIODIC ASSESSMENT 1</b>	26/6/2023- 4/7/2023	26/6/2023- 4/7/2023
<b>PERIODIC ASSESSMENT 2</b>	21/8/2023- 28/8/2023	21/8/2023- 28/8/2023
<b>HALF-YEARLY EXAMINATION</b>	3/10/2023-14/10/2023	3/10/2023-14/10/2023
<b>PERIODIC ASSESSMENT 3</b>	4/12/2023 – 11/12/2023	4/12/2023 – 11/12/2023
<b>PERIODIC ASSESSMENT 4</b>	19/1/2024 – 25/1/2024	19/1/2024 – 25/1/2024
<b>ANNUAL EXAMINATION</b>	14/3/2024-25/3/2024	15/2/2024- 24/2/2024
<b>TERMINATION OF A/Y 2023-24</b>	26-March-2024	26-February-2024
<b>START OF A/Y 2024-25</b>	1-April-2024	4-March-2024
	<b>HISK</b>	
<b>TERM I</b>	<b>GRADE X</b>	<b>GRADE XII</b>
<b>PERIODIC ASSESSMENT 1</b>	19/4/2023-26/4/2023	
<b>PERIODIC ASSESSMENT 2</b>	26/6/2023- 4/7/2023	
<b>PERIODIC ASSESSMENT 3</b>	21/8/2023-26/8/2023	
<b>HALF YEARLY EXAM(REVISION 1)</b>	3/10/2023-14/10/2023	
<b>REVISION 2</b>	6/11/2023 – 14/11/2023	
<b>PREBOARD EXAM 1</b>	4/12/2023 – 15/12/2023	
<b>PREBOARD EXAM 2</b>	AS PER TIMETABLE GIVEN	
<b>BOARD EXAM</b>	March 2024(As per the announcement of CBSE)	

**\*\*\*Subject to change depending on the weather and any other untoward circumstances. Intimation will reach in prior!**

**LEAVE RECORD**

Name of the Student \_\_\_\_\_

Grade \_\_\_\_\_

Section: \_\_\_\_\_

<b>Date</b>	<b>No. of Days applied for Leave</b>	<b>Reason</b>	<b>Signature of Parent/ Guardian</b>	<b>Initial of Home Room Educator</b>

**LEAVE RECORD**

Name of the Student \_\_\_\_\_

Grade \_\_\_\_\_

Section: \_\_\_\_\_

<b>Date</b>	<b>No. of Days applied for Leave</b>	<b>Reason</b>	<b>Signature of Parent/ Guardian</b>	<b>Initial of Home Room Educator</b>

**LEAVE RECORD**

Name of the Student \_\_\_\_\_

Grade \_\_\_\_\_

Section: \_\_\_\_\_

<b>Date</b>	<b>No. of Days applied for Leave</b>	<b>Reason</b>	<b>Signature of Parent/ Guardian</b>	<b>Initial of Home Room Educator</b>

**LEAVE RECORD**

Name of the Student \_\_\_\_\_

Grade \_\_\_\_\_

Section: \_\_\_\_\_

<b>Date</b>	<b>No. of Days applied for Leave</b>	<b>Reason</b>	<b>Signature of Parent/ Guardian</b>	<b>Initial of Home Room Educator</b>







<b>APRIL - 2023</b>			
<b>DATE</b>	<b>DAY</b>	<b>Working Days</b>	<b>Particulars</b>
1	SATURDAY	Result Declaration	
2	SUNDAY	Holiday	
3	MONDAY	Commencement of Academic year 2023-24 ( I-VIII)	
4	TUESDAY		
5	WEDNESDAY		
6	THURSDAY		
7	FRIDAY	Holiday	Good Friday
8	SATURDAY	Holiday	Holy Saturday
9	SUNDAY	Holiday	Easter
10	MONDAY		
11	TUESDAY		
12	WEDNESDAY		
13	THURSDAY		
14	FRIDAY	Holiday	Tamil New Year
15	SATURDAY	Holiday	
16	SUNDAY		
17	MONDAY		
18	TUESDAY		
19	WEDNESDAY	PA1 /UT1 for grades X,XII begins	
20	THURSDAY		
21	FRIDAY		
22	SATURDAY	Holiday	Ramzan
23	SUNDAY		
24	MONDAY		
25	TUESDAY		
26	WEDNESDAY	PA1 /UT1 for grades X,XII ends	
27	THURSDAY		
28	FRIDAY		
29	SATURDAY	Summer Break starts	
30	SUNDAY		

**TOTAL NUMBER OF WORKING DAYS -17**

*All your dreams come true if you have the courage to pursue them. - Walt Disney*

<b>MAY – 2023</b>			
<b>Date</b>	<b>Day</b>	<b>Working Days</b>	<b>Particulars</b>
1	MONDAY		
2	TUESDAY		
3	WEDNESDAY		
4	THURSDAY		
5	FRIDAY		
6	SATURDAY		
7	SUNDAY		
8	MONDAY		
9	TUESDAY		
10	WEDNESDAY		
11	THURSDAY		
12	FRIDAY		
13	SATURDAY		
14	SUNDAY		
15	MONDAY		
16	TUESDAY		
17	WEDNESDAY		
18	THURSDAY		
19	FRIDAY		
20	SATURDAY		
21	SUNDAY		
22	MONDAY		
23	TUESDAY		
24	WEDNESDAY		
25	THURSDAY		
26	FRIDAY		
27	SATURDAY		
28	SUNDAY		HOLIDAY
29	MONDAY		STAFF ORIENTATION
30	TUESDAY		STAFF ORIENTATION
31	WEDNESDAY		STAFF ORIENTATION

SUMMER HOLIDAYS

**TOTAL NUMBER OF WORKING DAYS – NIL**

*Educating the mind without educating the heart is no education at all. - Aristotle*

<b>JUNE – 2023</b>			
<b>Date</b>	<b>Day</b>	<b>Working Days</b>	<b>Particulars</b>
1	THURSDAY		
2	FRIDAY		
3	SATURDAY		
4	SUNDAY		
5	MONDAY	School reopens for grades I to X,XII	World Environment Day
6	TUESDAY		
7	WEDNESDAY		
8	THURSDAY		
9	FRIDAY		
10	SATURDAY		
11	SUNDAY		
12	MONDAY		
13	TUESDAY		
14	WEDNESDAY		Blood Donor Day
15	THURSDAY		
16	FRIDAY		
17	SATURDAY		
18	SUNDAY		Father's Day
19	MONDAY		
20	TUESDAY		Founder's Day
21	WEDNESDAY		International Yoga Day
22	THURSDAY		
23	FRIDAY		
24	SATURDAY	Investiture ceremony	
25	SUNDAY		
26	MONDAY	PA1 commences for grades I to IX,XI/ PA2/UT2 for grades X,XII	
27	TUESDAY		
28	WEDNESDAY		
29	THURSDAY	Holiday	Bakrid
30	FRIDAY		World Asteroid Day

**TOTAL NUMBER OF WORKING DAYS – 20**

*Nothing is particularly hard if you break it down into small jobs. - Henry Ford*

**JULY - 2023**

<b>Date</b>	<b>Day</b>	<b>Working Days</b>	<b>Particulars</b>
1	SATURDAY		Doctors' Day
2	SUNDAY		
3	MONDAY		
4	TUESDAY	PA2 /UT2 for grades X,XII ends	
5	WEDNESDAY		
6	THURSDAY		
7	FRIDAY	PA1 ends for grades I to IX,XI	
8	SATURDAY		
9	SUNDAY		
10	MONDAY		
11	TUESDAY		
12	WEDNESDAY		
13	THURSDAY		
14	FRIDAY		
15	SATURDAY	Annual Sports day	
16	SUNDAY		
17	MONDAY		
18	TUESDAY		Nelson Mandela Day
19	WEDNESDAY		
20	THURSDAY		
21	FRIDAY		
22	SATURDAY		
23	SUNDAY		
24	MONDAY		
25	TUESDAY		
26	WEDNESDAY		
27	THURSDAY		Dr Kalam's Death Anniversary
28	FRIDAY		
29	SATURDAY		International Tiger Day/ Muharam
30	SUNDAY		
31	MONDAY		

**TOTAL NUMBER OF WORKING DAYS - 21***Education is not the filling of a pail, but the lighting of a fire. - W. B. Yeats*

AUGUST - 2023			
Date	Day	Working Days	Particulars
1	TUESDAY		
2	WEDNESDAY		
3	THURSDAY		
4	FRIDAY		
5	SATURDAY		
6	SUNDAY		
7	MONDAY		
8	TUESDAY		
9	WEDNESDAY		
10	THURSDAY		
11	FRIDAY		
12	SATURDAY	Esperanza	Inter school Cultural meet
13	SUNDAY		
14	MONDAY		
15	TUESDAY		Independence Day
16	WEDNESDAY		
17	THURSDAY		
18	FRIDAY		
19	SATURDAY		
20	SUNDAY		
21	MONDAY	PA2 commences for grades I to IX,XI / PA3/UT3 begins for grades X,XII	
22	TUESDAY		
23	WEDNESDAY		
24	THURSDAY		
25	FRIDAY		
26	SATURDAY	PA3/UT3 ends for grades X,XII	
27	SUNDAY		
28	MONDAY	PA2 ends for grades I to IX,XI	
29	TUESDAY		
30	WEDNESDAY		
31	THURSDAY		

**TOTAL NUMBER OF WORKING DAYS - 23**

*A Person who won't read has no advantage over one who can't read. - Mark Twain*

<b>SEPTEMBER - 2023</b>			
<b>Date</b>	<b>Day</b>	<b>Working Days</b>	<b>Particulars</b>
1	FRIDAY		
2	SATURDAY	Intra school Athletics	
3	SUNDAY		
4	MONDAY		
5	TUESDAY		Teachers' Day
6	WEDNESDAY		Janmashtami
7	THURSDAY		
8	FRIDAY		
9	SATURDAY		
10	SUNDAY		
11	MONDAY		
12	TUESDAY		
13	WEDNESDAY		
14	THURSDAY		
15	FRIDAY		
16	SATURDAY		
17	SUNDAY		
18	MONDAY		
19	TUESDAY		Ganesh Chaturthi
20	WEDNESDAY		
21	THURSDAY		
22	FRIDAY		
23	SATURDAY		
24	SUNDAY		
25	MONDAY		
26	TUESDAY		
27	WEDNESDAY		
28	THURSDAY		
29	FRIDAY		
30	SATURDAY		

**TOTAL NUMBER OF WORKING DAYS - 20**

*Make each day a masterpiece. - John Wooden*

<b>OCTOBER - 2023</b>			
<b>Date</b>	<b>Day</b>	<b>Working Days</b>	<b>Particulars</b>
1	SUNDAY		
2	MONDAY		Gandhi Jayanthi
3	TUESDAY	Half Yearly exam commences for grades I to IX,XI/ Revision -1 begins for grades X,XII	
4	WEDNESDAY		
5	THURSDAY		
6	FRIDAY		
7	SATURDAY		
8	SUNDAY		
9	MONDAY		
10	TUESDAY		
11	WEDNESDAY		
12	THURSDAY		
13	FRIDAY		
14	SATURDAY	Half yearly/Revision-1 exams end	
15	SUNDAY	Holiday	
16	MONDAY	Term 1 Holidays begin	Ayudha Pooja Vijayadasami
17	TUESDAY		
18	WEDNESDAY		
19	THURSDAY		
20	FRIDAY		
21	SATURDAY		
22	SUNDAY		
23	MONDAY		
24	TUESDAY	Term 1 Holidays end	
25	WEDNESDAY	<b>Term 2 Commences</b>	
26	THURSDAY		
27	FRIDAY	14	
28	SATURDAY	15	PTM FOR X &XII
29	SUNDAY		<b>HOLIDAY</b>
30	MONDAY	16	
31	TUESDAY	17	

**TOTAL NUMBER OF WORKING DAYS - 14**

*Learn from yesterday, live for today, hope for tomorrow. - Albert Einstein*

<b>NOVEMBER - 2023</b>			
<b>Date</b>	<b>Day</b>	<b>Working Days</b>	<b>Particulars</b>
1	WEDNESDAY		
2	THURSDAY		
3	FRIDAY		
4	SATURDAY		
5	SUNDAY		
6	MONDAY	Revision -2 begins for grades X,XII	
7	TUESDAY		
8	WEDNESDAY		
9	THURSDAY		
10	FRIDAY		
11	SATURDAY		
12	SUNDAY		Diwali
13	MONDAY		
14	TUESDAY	Revision -2 ends for grades X,XII	Children's day
15	WEDNESDAY		Dr Kalam's Birthday( World students' day)
16	THURSDAY		
17	FRIDAY		
18	SATURDAY		
19	SUNDAY		
20	MONDAY		Intra School Science Exhibition - Eureka
21	TUESDAY		
22	WEDNESDAY		
23	THURSDAY		Thanksgiving day
24	FRIDAY		
25	SATURDAY		
26	SUNDAY		
27	MONDAY		
28	TUESDAY		
29	WEDNESDAY		
30	THURSDAY		

**TOTAL NUMBER OF WORKING DAYS - 22**

*Education is the premise of progress, in every society, in every family, - Kofi Annan*

<b>DECEMBER - 2023</b>			
<b>Date</b>	<b>Day</b>	<b>Working Days</b>	<b>Particulars</b>
1	FRIDAY		
2	SATURDAY		Navy day
3	SUNDAY		
4	MONDAY	PA3 commences for grades I to IX,XI /Pre board-1 begins for grades X,XII	
5	TUESDAY		
6	WEDNESDAY		
7	THURSDAY		
8	FRIDAY		
9	SATURDAY		
10	SUNDAY		
11	MONDAY	PA3 ends for grades I to IX,XI	Kavingyar Bharathiyar Birthday
12	TUESDAY		
13	WEDNESDAY		
14	THURSDAY		
15	FRIDAY	Pre board-1 ends for grades X,XII	
16	SATURDAY		
17	SUNDAY		
18	MONDAY		
19	TUESDAY		
20	WEDNESDAY		
21	THURSDAY		
22	FRIDAY		World Mathematics Day
23	SATURDAY	Christmas Holidays begin	
24	SUNDAY		
25	MONDAY		
26	TUESDAY		
27	WEDNESDAY		
28	THURSDAY		
29	FRIDAY		
30	SATURDAY		
31	SUNDAY		

**TOTAL NUMBER OF WORKING DAYS - 16**

*Develop a passion for learning. If you do, you will never cease to grow. - Anthony J. D' Angelo*

<b>JANUARY - 2024</b>			
<b>Date</b>	<b>Day</b>	<b>Working Days</b>	<b>Particulars</b>
1	MONDAY		
2	TUESDAY		
3	WEDNESDAY	School reopens after Christmas Holidays	
4	THURSDAY		
5	FRIDAY		
6	SATURDAY		
7	SUNDAY		
8	MONDAY		
9	TUESDAY		
10	WEDNESDAY		
11	THURSDAY		
12	FRIDAY		National Youth Day
13	SATURDAY		Pongal holidays
14	SUNDAY		
15	MONDAY		
16	TUESDAY		
17	WEDNESDAY		
18	THURSDAY		
19	FRIDAY	PA4 commences for grades I to IX,XI	
20	SATURDAY		
21	SUNDAY		
22	MONDAY		
23	TUESDAY		
24	WEDNESDAY		
25	THURSDAY	PA4 ends for grades I to IX,XI	
26	FRIDAY		Republic day
27	SATURDAY		
28	SUNDAY		
29	MONDAY	Intra school Football tournament	
30	TUESDAY	Intra school Football tournament	
31	WEDNESDAY	Intra school Football tournament	

**TOTAL NUMBER OF WORKING DAYS - 17**

*You're braver than you believe, and stronger than you seem, and smarter than you think. - A. A. Milne*

<b>FEBRUARY - 2024</b>			
<b>Date</b>	<b>Day</b>	<b>Working Days</b>	<b>Particulars</b>
1	THURSDAY		
2	FRIDAY		
3	SATURDAY	Annual Day	
4	SUNDAY		
5	MONDAY		
6	TUESDAY		
7	WEDNESDAY		
8	THURSDAY		
9	FRIDAY		
10	SATURDAY		
11	SUNDAY		
12	MONDAY		
13	TUESDAY		
14	WEDNESDAY		Founder's Memorial day
15	THURSDAY	Annual Examination begins for grades IX and XI	
16	FRIDAY		
17	SATURDAY		
18	SUNDAY		
19	MONDAY		
20	TUESDAY		
21	WEDNESDAY		
22	THURSDAY		
23	FRIDAY		
24	SATURDAY	Annual Examination ends for grades IX and XI	
25	SUNDAY		
26	MONDAY		
27	TUESDAY		
28	WEDNESDAY		
29	THURSDAY		

**TOTAL NUMBER OF STUDENT WORKING DAYS - 21**

*Learning is like rowing upstream: not to advance is to drop back. - Chinese Proverb*

<b>MARCH - 2024</b>			
<b>Date</b>	<b>Day</b>	<b>Working Days</b>	<b>Particulars</b>
1	FRIDAY		
2	SATURDAY		
3	SUNDAY		
4	MONDAY		
5	TUESDAY		
6	WEDNESDAY		
7	THURSDAY		
8	FRIDAY		International Women's Day
9	SATURDAY		
10	SUNDAY		
11	MONDAY		
12	TUESDAY		
13	WEDNESDAY		
14	THURSDAY	Annual Examination begins for grades I to VIII	
15	FRIDAY		
16	SATURDAY		
17	SUNDAY		
18	MONDAY		
29	TUESDAY		
20	WEDNESDAY		
21	THURSDAY		
22	FRIDAY		
23	SATURDAY		
24	SUNDAY		
25	MONDAY	Annual Examination ends for grades I to VIII	
26	TUESDAY	Last working day of Academic Year 2023-24	
27	WEDNESDAY		
28	THURSDAY		
29	FRIDAY		
30	SATURDAY		
31	SUNDAY		

**TOTAL NUMBER OF STUDENT WORKING DAYS - 18**

*Education is the ability to listen to almost anything without losing your temper or self confidence. - Robert Frost*

**TOTAL NUMBER OF WORKING DAYS - 210**

**PARENT – TEACHER COMMUNICATION**

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**PARENT – TEACHER COMMUNICATION**

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Teacher’s Signature: ..... Parent’s Signature:  
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## HOMEWORK / ASSIGNMENTS

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Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**A BIRD IN HAND IS WORTH TWO IN THE BUSH**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

## ACTIONS SPEAK LOUDER THAN WORDS

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**A PICTURE IS WORTH A THOUSAND WORDS**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**NO MAN IS BORN WISE OR LEARNED**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**MORE THAN ENOUGH IS TOO MUCH**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**THE ROAD TO A FRIEND'S HOUSE IS NEVER TOO LONG**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**HE LAUGHS BEST, WHO LAUGHS LAST**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**THERE IS NO ROSE WITHOUT A THORN**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**STILL WATERS RUN DEEP**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

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Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**BOOKS AND FRIENDS MUST BE FEW BUT GOOD**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

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Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**BE SLOW TO PROMISE BUT QUICK TO PERFORM**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**THERE IS NO RULE WITHOUT AN EXCEPTION**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

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Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**MANY DROPS MAKE A SHOWER**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

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Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**MANY HANDS MAKE LIGHT WORK**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

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Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**LEARN WISDOM FROM THE FOLLIES OF OTHERS**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

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Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**HE IS LIFELESS THAT IS FAULTLESS**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

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Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**EVERYTHING COMES TO HIM WHO WAITS**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

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Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**MEASURE THRICE AND CUT ONCE**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

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Subject	Topic(s)	Teachers' Initials
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**EVERYBODY'S BUSINESS IS NOBODY'S BUSINESS**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

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Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**HE JESTS AT SCARS WHO NEVER FELT A WOUND**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

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Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**ROME WAS NOT BUILT IN A DAY**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**A PROBLEM SHARED IS A PROBLEM HALVED**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**A GOLDEN KEY CAN OPEN ANY DOOR**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**A PENNY SAVED IS A PENNY EARNED**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**A ROLLING STONE GATHERS NO MOSS**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**A FISH ALWAYS ROTS FROM THE HEAD DOWN**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

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Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**A CHAIN IS ONLY AS STRONG AS ITS WEAKEST LINK**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

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Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**A RISING TIDE LIFTS ALL BOATS**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**A WATCHED POT NEVER BOILS**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... <span style="margin-left: 150px;">Parents Signature:.....</span>		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... <span style="margin-left: 150px;">Parents Signature:.....</span>		

**A LEOPARD CANNOT CHANGE ITS SPOTS**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**LITTLE KNOWLEDGE IS A DANGEROUS THING**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... <span style="margin-left: 150px;">Parents Signature:.....</span>		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... <span style="margin-left: 150px;">Parents Signature:.....</span>		

**A STITCH IN TIME SAVES NINE**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**A CLEAN HAND WANTS NO WASHING**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**A FAULT CONFESSED IS HALF REDRESSED**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**A FRIEND IS EASIER LOST THAN FOUND**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**A FOOL AND HIS MONEY ARE SOON PARTED**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**TIME AND TIDE WAIT FOR NONE**

**HOMEWORK / ASSIGNMENTS**

Date:.....

Subject	Topic(s)	Teachers' Initials
<p>Date:..... Parents Signature:.....</p>		

Date:.....

Subject	Topic(s)	Teachers' Initials
<p>Date:..... Parents Signature:.....</p>		

**STRIKE WHILE THE IRON IS HOT**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

## FAITH CAN MOVE MOUNTAINS

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**YOU ARE NEVER TOO OLD TO LEARN**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**SLOW AND STEADY WINS THE RACE**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**THE PEN IS MIGHTIER THAN THE SWORD**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

## BIRDS OF A FEATHER FLOCK TOGETHER

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... <span style="margin-left: 150px;">Parents Signature:.....</span>		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... <span style="margin-left: 150px;">Parents Signature:.....</span>		

**ABSENCE MAKES THE HEART GROW FONDER**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**GOOD WORDS WITHOUT DEEDS ARE RUSHES AND REEDS**

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... <span style="margin-left: 150px;">Parents Signature:.....</span>		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... <span style="margin-left: 150px;">Parents Signature:.....</span>		

## HASTY CLIMBERS HAVE SUDDEN FALLS

## HOMEWORK / ASSIGNMENTS

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

Date:.....

Subject	Topic(s)	Teachers' Initials
Date:..... Parents Signature:.....		

**A CLOSE MOUTH CATCHES NO FLIES**

**MEMORIES ARE MADE OF THIS.....**

**Study Tours / Activities Diary**

Place visited / Event participated:

Date:

My Achievement (What I learnt)

.....  
.....  
.....

Feedback (What I wish could have been done)

.....  
.....  
.....

Place visited / Event participated:

Date:

My Achievement (What I learnt)

.....  
.....  
.....

Feedback (What I wish could have been done)

.....  
.....  
.....

**MEMORIES ARE MADE OF THIS.....**

**Study Tours / Activities Diary**

Place visited / Event participated:

Date:

My Achievement (What I learnt)

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Feedback (What I wish could have been done)

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Place visited / Event participated:

Date:

My Achievement (What I learnt)

.....  
.....  
.....

Feedback (What I wish could have been done)

.....  
.....  
.....

**Where the Mind Is Without Fear**

**RABINDRANATH TAGORE -1900**

Where the mind is without fear and the head is held high

Where knowledge is free

Where the world has not been broken up into fragments

By narrow domestic walls

Where words come out from the depth of truth

Where tireless striving stretches its arms towards perfection

Where the clear stream of reason has not lost its way

Into the dreary desert sand of dead habit

Where the mind is led forward by thee

Into ever-widening thought and action

Into that heaven of freedom, my Father, let my Country awake

**TIME TABLE**  
**GRADES PRE PRIMARY**

<b>DAY/PERIOD</b>	<b>1</b>	<b>2</b>		<b>3</b>	<b>4</b>	<b>5</b>
<b>MON</b>			<b>B R E A K</b>			
<b>TUE</b>						
<b>WED</b>						
<b>THURS</b>						
<b>FRI</b>						

**TIME TABLE**  
**GRADES 1 - 12**

<b>DAY/ PERIO D</b>	<b>1</b>	<b>2</b>		<b>3</b>	<b>4</b>	<b>5</b>		<b>6</b>	<b>7</b>		<b>8</b>	<b>9</b>
<b>MON</b>			<b>B R E A K</b>				<b>L U N C H</b>			<b>B R E A K</b>		
<b>TUE</b>												
<b>WED</b>												
<b>THUR S</b>												
<b>FRI</b>												
<b>SAT</b>												