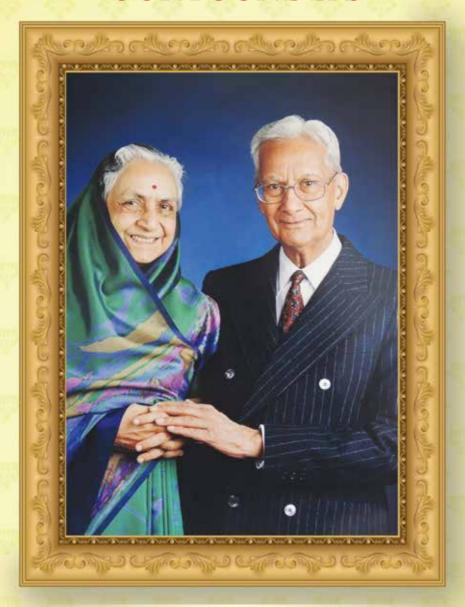
🛕 | ज्योतिग्रमय SARALA BIRLA PUBLIC SCHOOL RANCHI (SARALA BIRLA GROUP OF SCHOOLS) RSCHOOL DIARY 2023-24



OUR FOUNDERS



Late Basant Kumar and Late Sarala Birla

SCHOOL VISION

Explore, Engage, Empower.

MISSION STATEMENT

Our mission is to prepare an enthusiastic, creative community of learners and foster traditional values, culture and spirituality among them. We recognize the importance of communication in English and are structuring our teaching learning designs to gradually improve the linguistic skills and conversational abilities of the students.

SCHOOL VALUES

We empower students to take ownership and responsibility for their present and future learning by developing their academic, interpersonal, intrapersonal, and technological skills.

- Learning Supporting a learning environment that continuously motivates all individuals to excel.
- ➤ Interpersonal relationships Creating and maintaining an amicable ambience to promote cordial relationships among students, families, teachers, staff and community partners. We teach our students to avoid cut-throat competition and create a collaborative environment.
- ➤ Integrity Building good role-models by conducting ourselves with honesty and responsibility.
- ➤ Accountability Demonstrating a personal and institutional accountability for students' learning, ethical conduct and adherence to mandates, policies, and procedures.
- ➤ Innovation Challenging ourselves to create unique ideas and innovative solutions in a technology rich environment.
- Respect-Promoting a school community that appreciates the importance of students, families, colleagues and diversity of cultures.
- Service Building empathetic and compassionate milieu that emanates positivity, facilitates holistic development and creates an environment conducive to the maxim of 'Selfless Service'.

A LETTER FROM THE PIONEER INDUSTRIALIST GHANSHYAM DAS BIRLA TO HIS SON BASANT KUMAR BIRLA (Written in 1934)

Dear Basant,

I advise you to read this letter when you become an adult and are older.

I am writing from my experience. To be born as a human being in this world is a rare opportunity-this is true. One who abuses one's body, having obtained the human form, is only an animal.

You have received a lot of wealth and good resources. If these are used to serve others, then, of course, such resources will become useful. If not, they will become a devil's weapon.

Pay heed to these principles:

- 1) Never use wealth for luxury and cheap pleasure. Ravana had indulged in luxury and promiscuity; King Janaka had rendered service. Wealth is never eternal; therefore, so long as it lasts, use it for serving others. Use the least possible amount for yourself, the rest you should spend to alleviate the sorrows of suffering ones.
- 2) Wealth is power. Intoxicated by such power, one may act unjustly towards another you must be careful about this.
- 3) Do leave this advice for your children; if they lead a life of comfort and luxury, then they would be committing sin and destroying our business activities. You must not bequeath wealth to such spoilt brats. Before it can reach them, distribute it to poor. You have to realise that you are the trustee of such wealth, and we brothers have generated this wealth in the hope that you will put it to good uses.
- 4) Remember always that you hold wealth on behalf of the common citizens.

You cannot use it for your selfish ends.

- 5) Never forget God. He gives right understanding.
- 6) Keep your senses under control, otherwise, they will drown you.
- 7) Physical exercise must be done regularly.
- 8) Control your consumption of food. Those who eat to please the palate die early and cannot work enough.

Ghanshyam Das Birla

कर्मयोगी पिताश्री का एक अत्यंत मार्मिक और शिक्षाप्रद पत्र पुत्र के नाम

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(१) धन दा मीत शी (न में दमी अपयोग न दर्गा या दान में तर्शी (न में दमी अपयोग न दर्गा भी विश्व की अनद में देन प्राप्त में दम देन प्राप्त में दम देन प्राप्त प्त प्राप्त प्राप्त

धनशिक है। रक्ष शिक्ष करें में किसी के काष अन्यास लोजाबर संगन हैं रक्षवा हथान (की अपनी हंतान के किसे बटी अपदेश छोउष(जाओ धरि वर्स्च हैश असन वाले होंगे ती मापवरेंगे

अंट कमार कातार की मांगर बहुंगी दिसे गा लामकों की भग कमी न देगा। उनके टाममें गाम उसके परिक ही गारी की दी बां टरेगा। कार वि त्र यह समभग वि तम ग्रेम्प हो जें। दम माइयांने त्यापाद की बढाया है ती यह 6 ममदर वि तम मां। धनदा मर्डिम मांग रहीते। सदा यह त्याल (त्वरावि दुन्दाना धन यह मनता की खरीटर है। एम एक जमने स्वार्थ व लय छपया। गरी र ६ ६ १० × भागवार की वसी र प्रणा वर अन्ति देशहरे रा-द मा भा का व (त्या। वर्ण मर प्रमेटिया 8 2.0 ित्य ियम हे त्याया मस्ता

> में त्र दोवर क्षाम कर क्षाम निमाति हैं वे वश दोवर क्षाम कर पाते हैं अर न वाम कर पाते हैं

> > वायोगी

Theme for Session 2023-24 QUALITY EDUCATION



PARTICULARS OF THE STUDENT

(To be filled by a Parent only)

Nar	ne of the Stud	ent:		
Cla	ss/Section :			
Ηοι	ıse:		UID. No.:	
Dat	e of Birth:			
Мо	de of Transpo	ort :		
Bus	No.:		Stop :	
Fat	her's Name:			
Des	signation:			
Мо	ther's Name:			
Des	signation:			
Pho	one No.:			
Gua	ardian's Name:			
Des	signation:			
Offi	ce Address :		. Residential Addres	s:
Pho	one No. (O)		. (R)	
Mob	ile Number for SM	IS Alerts (Parent's)		
Det	ails about own	brothers/sisters (if any) studying in th	is school.
	Name	•	Class/Section	
		Medical Histor	ry of the Student	
	(To be filled in	n capital letters w	ithout fail by the pare	ent/guardian)
1.	Blood Group	: 2. Any	ailment, suffered in t	he past
3.	Operation un	dergone in the pa	st if any, specify	
4.	Allergy for an	y medicine / food	item	
5.	Any ailment f	or which child is c	on regular medication	n now:
Naı	ne of the class	s teacher		
Sig	nature of the cla	ass teacher		
	This D	Name in to be bee	uabt to oobool ove	

This Diary is to be brought to school everyday.

PARENT'S DECLARATION

(To be filled by a Parent only)

1.	•		is a student			
			ır school. I, as his/her			
			cations, report cards or			
	the remarks entered by his/her teacher(s)/ Principal. My specime					
	signature, address and	l telephone numbers a	re given below.			
	an affidavit, to be the	authorised guardian fo both of us are not in a	itted by school, through or my ward whenever a circumstance to reside on.			
	Specimen Signature of the I	Mother Specime	en Signature of the Father			
	Emergency (Contact/M	lobile No.)				
2.	In case I am not availa to sign on my behalf:	ble to sign, I authorise	the following person(s)			
	Name, Address & Ph. No./Mobile	Relationship with Student	Specimen Signature No.			
	a					
	b					
3.	Name of two individuals	who could be contacte	d in case of emergency:			
	Name, Address & Ph. No./Mobile	Relationship with Student	Specimen Signature No.			
	a					
	b					
			Signature of the Parent			
			Date :			

WHAT IS EXPECTED OF THE STUDENTS OF SARALA BIRLA PUBLIC SCHOOL

- 1. They should take good care of their health and be robust and strong.
- 2. They should always be friendly with others in and outside the school.
- 3. They should not be vulgar in their talk and behaviour.
- 4. They should accept whatever work is assigned to them as their rightful share. They should face difficulties courageously.
- They should always be ready to lend a helping hand at home to their parents, brothers and sisters, and in school to teachers and companions and any unattended visitor they happen to meet in the school premises.
- 6. They should never cheat or be unfair at play.
- They should stand up when a teacher or a visitor comes to talk to them.
- 8. They should be truthful whatever be the cost.
- 9. They should never be cruel. They must know that cruelty is the trait of a bully while kindness is the mark of a strong person.
- 10. They should respect the beauty of the classroom and of the school premises and report any damage they may observe.
- 11. They should never hesitate to say 'no' when asked or tempted to do a thing which they know to be wrong.
- 12. They should respect the liberty and the rights of others.
- Instead of lamenting and grumbling over the evils of the world, they should try to contribute their share to make it a better place to live in.
- 14. They should look upon people from all parts of the world as their own or fellow human beings, irrespective of their colour and creed.
- 15. They should not waste their time in idle gossip.
- 16. They should take pride in wearing the school uniform.
- 17. English being the mode of instruction it is expected of all the students that they interact in English.
- 18. Students are expected to be ready to pick up good habits and discard the bad ones; learn social manners and prepare themselves for healthy citizenship in a democratic society.
- 19. If a student is required to submit his/her photograph in school for any purpose, it must be in proper (grey) school uniform.

RECOMMENDATION & GUIDELINES FOR THE PARENTS/GUARDIANS

- 1. Ensure your wards's regularity, punctuality and good behaviour.
- 2. Kindly see that your ward's text books and exercise books are labelled and carried according to the time table for the day. Extra books should be avoided to reduce the bag load.
- As the medium of instruction of the school is English, students should be motivated to converse in English at home also. Please encourage your ward to watch only useful programmes on T.V.
- 4. You are advised to maintain regular contact with the school. We earnestly recommend that parents and guardians go through their wards' diary daily and countersign at the specified areas.
- 5. If your child is suffering from any infectious disease you are requested to send your ward to school only after he/she is completely cured.
- 6. It is always advisable to communicate with the school about the problems of your ward for seeking guidance. Please address your letters to the Principal after a discussion with the Section Incharge.
- 7. Please ensure to inform the school of any change in your address, designation, contact number, e-mail id etc. in the prescribed proforma. The information of the same to be mailed to the school with a copy to the class teacher.
- 8. The students must be responsible for their own belongings. The school in not responsible in any manner for the same. Marking all belongings with name, class, UID No. etc. is mandatory.
- 9. Hazardous and costly items are banned in the school.
- 10. Parents are requested to acknowledge all the academic reports of their ward promptly, be it the Report Card, answer script, assessment sheet or anything of similar nature.
- 11. Please avoid criticising the school or teacher in the presence of your child. You are welcome to put forth your suggestions and complaints at the school reception or via e-mail.
- 12. No Teacher is allowed to tutor his/her own students. Please do not request or pay the teachers for the same.
- 13. Parents are requested to see off and receive their wards personally at the bus stop, along with their parent card especially classes KG-I to V. Please do not enter the school buses for any reason.
- 14. Please do not get into an argument with the teachers, student(s), conductors or drivers in the buses. In case of any problem, please contact the school Office/transport Incharge.
- 15. The school has an equipped sick bay with a trained nurse round the clock. A registered doctor pays regular visit too. First Aid is provided by the school followed by a contact with the parents or further recourse.

- 16. You can meet the Principal and Section Incharges during the PTMs or with prior appointment through the receptionist/reception desk.
- 17. The School reserves the right to expel students whose diligence or progress in studies is considered unsatisfactory or whose conduct is harmful to other students. Insubordination of authority is always sufficient reason for taking disciplinary action.
- 18. Parents are urged not to change the phone/mobile number in a session. If at all there is a change in the address or phone/mobile number the information should be mailed to the Principal with a copy to the class teacher.
- 19. Parents must ensure that the mobile number given for SMS alerts is functional in order to facilitate communication.
- 20. Parents must check the school website periodically in order to remain updated with the school activities.
- 21. Children, when sick, should not be sent to school to attend tests/ classes.
- 22. Children must avoid going home during school hours. Parents are requested to avoid making any social engagements or medical appointments during school working hours.
- 23. Any communication made by parents/ guardians should be addressed to the Principal and not to the class teachers.
- 24. Parents must keep the Achievement record, if issued, in safe custody. If the record is lost, a replacement will be made on payment of Rs. 200/-.
- 25. The name, admission number, class, section and house of the student should be clearly marked on his/her belongings such as bags, blazers, jerseys, etc.
- 26. Parents are requested to co-operate with the school and ensure that their ward speaks in English. Defaulters are issued demerit slips which may lead to marks deduction in the exams/tests.
- 27. Parents are requested to encourage their child to actively participate in the experiential learning programmes organised by the school.
- 28. Parents are requested to co-operate with the school in its attempt to help in the progress of their ward(s) by paying attention to the regularity, punctuality, discipline and by taking interest in their performance in scholastic as well as co-scholastic activities. They should check the diary everyday and note the homework and other instructions in the diary and acknowledge the same by putting their signature. In case of small children the parents are advised to check the bag of their ward(s) to see if any notice/invitation has been issued.
- 29. Parents must acknowledge the performance of their ward(s) in the Monday Test and put their signature in the Monday Test copies.

- 30. Care must be taken of all school property and any damage caused by a student will be made good by the student concerned. In addition, a fine will be imposed for the offence.
- 31. Parents are requested not to give the children valuable articles like expensive watches, pens, tape recorders, calculators, cameras, cell phones, CDs, I-phone and jewellery etc. to bring to school. In case of any loss of valuables or other articles, the school authorities will try their best to trace these but shall not undertake any responsibility for the loss.
- 32. All Students are expected to join the school on the notified date at the beginning of the school term. Students will not leave before the end of the term which officially ends after the flag assembly on the last day. Parents and guardians should understand that absence during term is not in the best interest of the student. They are asked not to apply for leave if it can possibly be avoided.
- 33. The students should be recognised not only by their school uniform but also by their good conduct and behaviour as students of Sarala Birla Public School.
- 34. The School cannot be held responsible for accidents- minor or serious, on account of student's indiscipline or disobedience during school hours, excursion and while travelling by school transport.
- 35. Parents/Guardians are not allowed to enter the bus. In case of any problem/complaint they are required to report the same to the school authorities in the school office.

Put your heart, mind and soul into even the smallest acts.
This is the secret of success.

Coming together is a beginning; keeping together is progress; working together is success.

SCHOOL RULES

- The diary and ID Card should be carried by the students to school every day. In case the students lose their diary a replacement will be made on payment of Rs. 250/-
- Parents are requested to avail school bus facility for transportation of their wards. Students who come to school by their own transport, should arrive at school before the start of the Home Room period.
- 3. Parents are urged to inculcate punctuality in their ward(s). They must be sent to school on time. If late, they will be allowed to attend classes but marked absent on rolls (remark will be written in the diary).
- 4. It is advised and suggested to all parents that whatever the private mode of transport in which they wish to send their ward(s) to school, it must be ensured that it is not overcrowded and the children are comfortably seated.
- Students should be neatly dressed. The school uniform should be worn on all working days and for all school functions. Students who are not in proper uniform will not be allowed to enter their classrooms.
- 6. Non-Sikh boys should get their hair cut at regular intervals. No student is allowed to have stylish haircuts. Only general haircut is allowed.
- 7. Only English should be spoken in the school premises. Non-compliance will be reflected in the assessments.
- 8. Shouting or whistling is not allowed in or around the school building.
- 9. Throwing of anything at anyone is forbidden.
- 10. Other than text books or library books, no books, magazines, CDs, Cassettes should be brought to school without the Principal's permission. Bringing objectionable literature to the school may lead to severe disciplinary action.
- 11. Lending or borrowing money or any article is not permitted.
- The school is not responsible for articles lost. It is not advisable to bring valuable articles like expensive watches, pens, tape recorders, calculators, cameras, cell phone, i-Pods and jewellery etc. to school.
- 13. Care must be taken of all school property and no one should scratch or spoil the desks or chairs or damage any school furniture, write or draw anything on the wall or in any way damage things belonging to others.
 - a) Damage done even by accident should be reported at once to

- the class teacher, class monitor/ reps or to the Principal.
- A student is put under reformatory measures if he/she damages the school property. However if he/she persists a fine is imposed.
- c) Any one who notices something damaged should report even if he or she does not know who has done it. Students are not allowed to bring any sharp instruments to school.
- 14. Bicycles must be locked. Students must not ride around in the school compound on bicycles.
- 15. Students who come to school under the care of guardian/ attendant/ rickshaw-puller should never leave before he/she arrives to take them back. In case of delay, they should report to the school office.
- 16. Students are required to go straight back home after school. If found otherwise they are liable to be punished.
- 17. Students are warned not to buy anything from the street vendors.
- 18. Students should be polite wherever they go. They should always remember that the school is judged by their conduct. They should greet their teachers when they meet them. Bullying and use of foul language are punishable offences.
- 19. The school reserves for itself the right to terminate any student whose progress in studies is unsatisfactory or whose conduct is a bad example for others.
- The name, class, section of the student should be clearly marked on his/her belongings. Blazers and jerseys should also bear the name of the student.
- 21. School appointees should wear their respective badges daily.
- 22. Security of our students is a matter of great concern to us; hence students coming on self driven automobiles or two wheelers are not appreciated.
- 23. Students must come to school only in uniform. This rule applies even when they come to school for any purpose other than attending classes or even after school hours.
- 24. Students who borrow uniform from the school must return it after cleaning it on the next working day. If the borrowed uniform is not returned on the due date a fine @ Rs. 10/- per day will be charged. If a student takes crepe bandage, a new crepe bandage has to be given to the infirmary.
- 25. Parents are urged to monitor the use of internet especially the social networking sites, if used by their ward(s).
- 26. Bringing cameras, cell phones, electronic audio and video items, i-pods, fireworks etc; bursting crackers, splashing water or colour in

the school premises is strictly forbidden even during festival times. Non-compliance of these instructions can result in expulsion from the school.

- 27. Students are NOT ALLOWED to bring electronic gadgets (cellphones, cameras, iPod or ear phones, etc.) & smart watches to school. Henceforth, if any child is found carrying / using the same within the school premises / classroom, it will be confiscated and in case of mobile phones only the sim card will be returned.
- 28. No child is allowed to carry correction fluid or white ink eraser.

ADMISSION

- The Principal has the absolute right to admit/deny admission or dismiss a child from the school. The decision of the Principal shall be final and binding on the parents.
- 2. Application for registration and admission are accepted in the month of November/December every year.
- During admission a photocopy of the Birth Certificate from the Municipal Corporation has to be submitted and the original to be shown for verification (Any affidavit or other evidence will not be considered.)

We all have reasons for hope: our clever brains, the resilience of nature, the indomitable human spirit, and above all, the commitment of young people when they're empowered to

FEE STRUCTURE 2023-2024

SI. No.	Particulars	Nursery- Std. I	Std. II	Std. III -Std. V	Std. VI -Std. IX	Std. X	Std. XI	Std. XII
1	Admission Fee	₹37,000.00	₹45,000.00	₹45,000.00	₹50,000.00		₹50,000.00	
2	Session Fee	₹5,100.00	₹5,500.00	₹5,500.00	₹5,500.00	₹5,500.00	₹5,500.00	₹5,500.00
3	Misc. Charges	₹2,000.00	₹2,000.00	₹2,400.00	₹2,400.00	₹2,400.00	₹2,400.00	₹2,400.00
4	Science Fee*						₹1,500.00	₹1,500.00
5	Computer Fee**						₹1,500.00	₹1,500.00
6	Library Fee						₹1,500.00	₹1,500.00
7	Imprest Deposit (Unutilized fund will be carried forward to the next session)	₹3,000.00	₹3,000.00	₹3,000.00	₹3,000.00	₹3,000.00	₹3,000.00	₹5,000.00
8	Caution Money***	₹10,000.00	₹10,000.00	₹10,000.00	₹10,000.00		₹10,000.00	
9	Tuition Fee (monthly)	₹2,700.00	₹2,700.00	₹2,850.00	₹3,120.00	₹3,120.00	₹3,630.00	₹3,630.00
10	Technology Fee (monthly)	₹150.00	₹150.00	₹150.00	₹150.00	₹150.00	₹150.00	₹150.00

- Note: 1. Old students seeking admission in Class XI will be required to pay 50% of the admission fee for re-admission.
 - 2. Non-payment of fees within the due date will attract necessary action without any notice.
 - * To be paid only by Science students, ** To be paid only by Computer students.
 - *** Caution money will be refunded to the outgoing students after adjusting Rs. 500/-towards Alumini Association Charges. It will be charged only from new admissions.
 - 3. School fee will be accepted only through the payment gateway provided on the school website and SBPS Child App 'गवAAक्ष'

FEE PAYMENT SCHEDULE

SI. No.	Quarter	From	То	Last Date Without fine
1	First Quarter	April	June	15th April
2	Second Quarter	July	September	31st July
3	Third Quarter	October	December	31st October
4	Fourth Quarter	January	March	31st January

Late Fine Rules

Students can pay the quarterly fee till the first month of the quarter without late fee, ₹150/-will be charged in the 2nd month, ₹300/- will be charged in the 3rd month & ₹500/- if the child fails to make the payment in the entire quarter.

ABSENCE AND WITHDRAWAL

ABSENCE

- Students are responsible for completing the work missed during the period of their absence.
- 2. No student will be allowed to leave the school campus during the school hours. However, in case of any emergency, the parent(s)/ guardian should come to the school with parents card and an application, explaining the reason to take the ward(s). If the Principal/ Headmistress is satisfied with the explanation, the ward(s) may be allowed to go after filling the proforma concerned in duplicate.
- No student who was absent on the previous day will be admitted to the class without the diary note from the parent/guardian in the regularity record of the Diary.
- Absence without granted leave or unexplained absence for six consecutive working days will lead to strict disciplinary action as deemed fit.
- 5. Absence without proper information over the period of a week and continuous absence for 90 days or more with or without information renders a pupil liable to have his/her name deleted. The admission fee must be paid again for readmission.
- All students are expected to attend the school on the and last working day of school after and before each vacation. *Un-intimated absence* for 3 consecutive working days immediately after a vacation, session or a term will result in the student's name being deleted.
- 7. Those absent without granted leave will be fined at the rate of Rs. 51-per day. If on any day the attendance of a particular class becomes less than 85%, all students remaining absent on that day shall be charged a special fine as decided by the school. The students already on sanctioned leave would be exempted from this fine. Those absent because of sickness must present the medical prescription along with medical reports on diagnosis. If required the school will get the medical tests conducted. (The leave will be sanctioned subject to confirmation of the tests) and it is mandatory to submit the fitness certificate from the doctor on the day of rejoining the school.
- 8. Every student must have atleast 85% attendance to appear in any examination. Those who fail to fulfil this criterion for any of the examinations, will be debarred from that examination and marked zero for the same in the mark sheet. Request from the defaulters in this regard will not be entertained. 85% attendance criterion is applicable to each of the two examinations separately Benefit, of having more attendance for half yearly will not be given to the annual. The relaxation in the attendance may be granted subject to the full satisfaction of the Principal on any of the following two grounds:

- Medical grounds: In case the child is seriously sick and remains absent for two or more than two consecutive working days he/ she will have to produce the prescription and medical fitness certificate from a competent authority.
- Incase of a mishap in the family under both the above mentioned conditions it is the duty of the parents to inform the school well in time.
- A student returning to school after suffering from an infectious/ contagious disease should produce a doctor's certificate of fitness of to attend classes. Students suffering from the following disease must observe the prescribed period of quarantine before returning to class.

a) Chicken pox : Till scabs fall completely

b) Cholera : Till the child is completely well

c) Conjunctivitis : Till redness in the eyes completely

disappears

d) Measles : Two weeks after the rashes disappear
e) Mumps : Until swelling has gone (about one month)

f) Whooping Cough: Six weeks

g) Covid : After submitting the negative reports

A discharge slip alongwith the other related documents will be required from the hospital in case a student has been hospitalised for any disease (e.g. jaundice, typhoid, malaria etc.)

- 10. No re-examination will be held for the students who remain absent in any of the examination.
- 11. Students having 100% attendance will be awarded with a medal/merit certificate at the end of the session.

WITHDRAWAL

- Withdrawal from the school will be considered on a written request for the same by the parent or guardian of the child to the Principal at a calendar month's notice. (Oral information shall not be entertained).
- Fees for full semester inclusive of vacations has to be paid, whatever be the time of withdrawal during the academic year. School leaving Certificate will be issued after full & final settlement of accounts/dues and clearance certificates from the concerned authorities.
- 3. Those who leave the school in May must pay the fees for June.
- Transfer or withdrawal certificate will not be issued until all dues of the school are settled.
- 5. Students can be asked to leave the school on the following grounds:
 - a) Disciplinary
 - b) Unsatisfactory progress in scholastic and co-scholastic areas

- c Not promoted to next higher class for two years. As a rule only those students will be retained on the roll of the school who can take the school leaving examination under 18 years of age.
- A child failing twice in the same class will not be permitted to continue his/her studies in the school especially if he/she becomes overage for that class.

TRANSPORT

The school has its own buses which are available for its students as per the availability of the seats. For details of bus route please consult the transport in-charge. The following rules will be observed:

- 1. The school does not entertain any request for changes in bus stops or bus route to suit individual conveniences.
- Students will not be allowed to withdraw the bus facility in the middle of the session.
- Students availing bus facility are expected to be on the proper side at their bus stop at least five minutes prior to the scheduled arrival time of the bus.
- 4. Students waiting for the buses should stay away from the main road until the bus arrives
- 5. The buses will not wait for late comers.
- 6. No student should come near the entry door of the bus until the bus has come to a complete stop.
- All student must occupy vacant seats immediately after boarding their buses.
- 8. The front door of the bus is the only authorised entrance and exit.
- The drivers are authorised to stop buses at the designated stops only.
 The list of stops will be prepared keeping in view the convenience and satisfaction of bus riders and is subject to change.
- 10. When the bus is in motion, students must not move around the bus. The riders must not have any part of their body out of the windows.
- Object of any kind must not be discarded inside or thrown out of the bus.
- 12. Students will be held responsible for any damage to buses caused by their negligence or deliberate act.
- 13. No student is allowed to eat in the bus.
- 14. Shrieking, shouting or any unruly behaviour is never expected of the students. If they are found to be indulging in any indisciplinary activities in the bus, the bus services may be withdrawn.
- 15. The driver should not be distracted for any reason.
- 16. The bus teacher(s) and student bus monitors are responsible for maintaining discipline in the buses and any violation of rules should be reported to the Principal

SCHOOL UNIFORM

Students who come to school smartly attired have an enhanced personality, self confidence and self-esteem. The School is very particular that students should come smartly dressed in 'School Uniform' as per the school uniform code as given in the school diary. Parents are requested to contact the school office in case of any confusion before they buy the uniform items.

- Students should wear trouser/skirt only on the upper waist. The length of the skirt (grey & white) is one inch below the knee. Long (grey & white) stockings are a must. The (grey & white) pant is not to be altered and made tight. When they flout the school dress code norms for the first time a note will be written in their diary, second time the parents will be called and third time they will be sent back home/appropriate action will be taken.
- 2. The scarf or the mufflers used by the students during winter must be only of: Grey colour III and above

Melange blue - Nursery - II

- 3. The students are not allowed to use caps in the school.
- The students should wear the usual summer or winter uniform (as applicable) during the period of examinations. Uniform defaulters will be penalised.
- Students must procure new pairs of uniform at the beginning of every session and ensure that they are well maintained throughout the session.
- 6. Quality and design of the uniform must strictly conform to pattern.
- 7. Students must have regular hair cut & not grow side locks/side burns.
- 8. Students must come to school in clean well ironed prescribed uniform with Identity Card & school diary on all working days including PTM and school trips.
- Slippers, sandals or shoes other than the pattern recommended by the school will not be allowed.
- 10. Nails should be clean and neatly trimmed.
- 11. Girls must wear melange blue/grey/white bloomers/tights over normal under garment.
- 12. Girls should not apply nail polish or mehndi during the school session.

- Short hair ear length with black hair band, shoulder length and long hair braided in two plaits (till std. X) with black rubber band should be maintained by the girls.
- 14. Boys should maintain short hair and simple hair style. No student is allowed to apply gel. Sikh boys must wear grey turbans (white with house uniform and on Mondays) - Sikh boys of Nursery to KG II must wear melange blue turbans (white with house uniform).
- 15. Shaving should be done regularly (if applicable).
- 16. A simple wrist watch may be worn by students from class V onwards. Any fancy item carried/worn by the students will be confiscated.
- 17. Smart Watches are not allowed.
- 18. Students must wear their identity card daily and carry the school bag with the school logo.
- 19. A duplicate identity card will be issued on payment of Rs. 150/-

"Small disciplines repeated with consistency every day lead to great achievements gained slowly over time." - John C. Maxwell

Summer Uniform

Cla	ISS	Day	Girls	Boys
Nurse Std. II	•	Monday to Friday	 Off white multl coloured - striped half shirt with school monogram Melange blue A line tunic with bow Grey socks with stripes Black leather shoes (velcro) Cycling shorts (Black) 	monogram • Melange blue full pants • Grey socks with stripes • Bow, belt & black leather

Class	Day	Girls	Boys
	Monday	White full sleeves shirt with school monogram White skirt (box pleats) knee length White socks with grey stripes (III-XII) Tie, Belt, white canvas shoes Cycling shorts (White) IX-XII	school monogram • White pants • White socks with grey stripes • Tie, Belt, white canvas
Std. III - Std. XII	Tuesday to Friday	Sky blue full sleeves shirt with school monogram Grey skirt (box pleats) knee length Grey socks with blue stripes (III-XII) Tie, Belt, Black leather shoes with buckles Cycling shorts (Black) IX-XII	with school monogram Grey pants Grey socks with blue stripes

SPORTS UNIFORM

All students must wear the sports uniform specified for each house when they have Academy/PE in their class time-table and are participating in any sports activities. The sports uniform for each house is as follows:

House	House Colour	House	House Colour
Rig Veda	Red	Yajur Veda	Yellow
Atharva Veda	Blue	Sam Veda	Green

Note:

- For Std. IX to XII children (Girls & Boys) Apron is compulsory for Science Lab. Practical
- House uniform is to be worn on the day the students have their Academy/PE Classes/ House Activity.
- House colour cap hoodie for Nursery to Std. V (Winter Uniform)
 Black colour cap hoodie for Std. VI to Std. XII (Winter Uniform)

Winter Uniform

Class	Day	Girls	Boys
Nursery Std. II	Monday to Friday	Off white multi coloured -striped full shirt with school monogram Melange blue A line tunic with bow Melange blue slacks, Grey socks with stripes Black leather shoes with velcro Grey half/full sweater with school monogram	Off white multi coloured -striped full shirt with school monogram Melange blue full pants Grey socks with stripes Bow, belt & black leather shoes with velcro Grey half/full sweater with school monogram
Class	Day	Girls	Boys
Std. III - Std. XII	Monday Tuesday to Friday	White full sleeves shirt with school monogram White skirt (box pleats) knee length White stockings Tie, Belt, white canvas shoes Grey blazer with school monogram Grey Half Sweater with school monogram Sky blue full sleeves shirt with school monogram	White full sleeves shirt with school monogram White pants White socks with Grey stripes Tie, Belt, white canvas shoes Grey blazer with school monogram Grey Half Sweater with school monogram Sky blue full sleeves shirt with school monogram
		 Grey woollen skirt (box pleats) knee length Grey stockings Tie, Belt, Black leather shoes with buckles Grey blazer with school monogram Grey Half Sweater with school monogram 	Grey woollen pants Grey woollen socks with blue stripes Tie, Mask (Black), Belt, Black leather shoes with lace Grey blazer with school monogram Grey Half Sweater with school monogram

SCHOOL TIMINGS ARE AS FOLLOWS:

Primary School :				
09:00 am to 02:30 pm Reporting Time : 08:55 am				
Senior School				
06:45 am to 12:30 pm Reporting Time : 06:40 am				
Any change in school timing will be intimated as and when required				

AWARDS AND CERTIFICATES

SI	AWARDS	CLASS	CRITERIA	REWARDS
1	Perfect	Nursery-XII	100% attendance	Medal + Certificate
	Attendance		throughout the session.	
2	Outstanding	Nursery-XII	100% attendance for	Medal + Trophy +
	regularity		every three consecutive	Certificate
			years	
3	Achievers	Nursery-V	Securing 85% and	Badge + Certificate
			above in aggregate	
4	Scholars	VI-XII	Securing 85% and	Badge + Certificate
			above in aggregate	
5	Outstanding	Nursery-V	Class Topper	Badge + Trophy +
	Achievers			Certificate
6	Outstanding	VI-X	Class Topper	Badge + Trophy +
	Scholars			Certificate
		ΧI	Class Topper	Badge + Certificate
7	Perfect Century	Nursery-XII	100% Marks in a subject	Trophy + Certificate
8	Hatrick	VI-XII	Scholars of three	Trophy + Certificate +
	Scholar		consecutive years	Maroon Blazer + Badge
9	Quadra	VI-XII	Scholars of Four	Tie + Trophy +
	Scholar		consecutive years	Certificate + Badge
10	Penta	VI-XII	Scholars of Five	Gold Medal + Trophy +
	Scholar		consecutive years	Cetificate + Badge
11	Hexa	VI-XII	Scholars of six	Trophy + Certificate + Badge
	Scholar		consecutive years	+ Tien-Maroon Blazer

Others:	For KG II:
• 100% Attendance Badge (Monthly)	Star Child
Best Class Star (Quarterly)	Best in Academics - Trophy
Motivational Certificate	Best in Co-curricular - Trophy

Note: In order to be eligible for the awards a student is expected to pass/ get 'A' grade in all subjects without being absent in any of the practical and theory papers/assessments for any reason whatsoever and also follow the required rules and regulations of the school.

AWAKENED CITIZEN PROGRAMME

The school organises the 'Awakened Citizen Program' in collaboration with Ramakrishna Mission with an aim to empower students in a real and tangible way by enabling them to stand on their own feet and help them develop as enlightened citizens with emphasis to help them integrate values in their lives and bring about a transformation from within. The stories from the life of Swami Vivekananda enables the students to realise that they possess the inner strength, and they just need to awaken the dormant possibilities within themselves.

GROUP DISCUSSION

Group Discussion and Communicative Skills classes are compulsory for each and every student from Class VI onwards. This develops fluency and accuracy in spoken English with updated knowledge.

HAPPINESS CLASS

Happiness Class is a part of the school curriculum. It is an initiative to de-stress students, to bring about a healthier and happier relationship between teachers and students. It is a platform which provides opportunity, to express talent and creativity, ensuring quality and decorum within a prescribed framework.

REFORMATORY MEASURES

We believe that Reformatory Measures are formulated to help students with behavioural disorders and non-adherence to school rules, regulations and norms. It is with the belief that the core component of every child is goodness and reformatory measures would reform the child and bring him/her into the mainstream of the class with a better standard of conduct.

So instead of punishments, we have reformatory measures. This is a complete charter of wrongs that have time and again been committed by students and their reformatory measures are to be implemented. For example; if a student destroys school property, the child is assigned the task of cataloging or covering of books in the library, cleaning of a specified area on campus, preparation of 'sorry' or 'get-well' cards and so on.

SPORTS

The school provides adequate games and sports facilities to its students. Participation of the students in sport activities is essential in the Physical Education periods. The School has a well equipped Gymnasium for selected team members. The participation of the students in these activities is also assessed on the scale which applies to assessing Work and Art Education.

SPORTS ACADEMIES

SBPS takes the initiative to explore the inner qualities/strength, inculcate sportsmanship and nurture them with the help of our experts. It provides a platform to its children in the form of different academies.

- 1. Taekwondo Academy
- 2. Chess Academy
- 3. Cricket Academy
- 4. Badminton Academy
- 5. Yoga Academy
- 6. Scouts & Guides/N.C.C. Academy (VI onwards only)
- 7. Shooting Academy (VI onwards only)
- 8. Basketball Academy
- 9. Football Academy

Note : The concerned Incharges of the Academy will select the children keeping in mind their talent and interest and keep a roord of their attendance.

CO-SCHOLASTIC ACTIVITIES

As per the latest educational policy and in accordance with the philosophy of CBSE the Co-scholastic activities have been restructured as follows:

Club Activities

Expression of talent and interest enhances the personality. To provide a forum and a platform for the same, the following Club activities are organised in the school. Every student is required to opt for one Club Activity for the session. The concerned incharges will keep the record of thier attendance.

List of Clubs

Std. III - Std. V

- 1. Carrom
- Skating
- 3. Science & Innovation
- 4. Maths Club
- 5. First Aid & Health Club
- 6. Shramdaan
- 7. Legal Literacy
- 8. Craft Club
- 9. Dramatics & Script writing
- 10. Quiz & Heritage
- 11. Gardening & Eco Club
- 12. Debate, Leadership & Vigilance
- 13. Junk Modelling
- 14. IT / Coding & Robotics
- 15. Media & Communication
- 16. Global Partnership

Std. VI onwards only

- 1. Carrom
- 2. Skating
- 3. Science & Maths Innovation
- 4. First Aid & Health Club
- 5. Shramdaan
- 6. Legal Literacy
- 7. Quiz & Heritage
- 8. Gardening & Eco Club
- 9. Junk Modelling
- 10. Global Partnership
- 11. Electronics and Robotics
- 12. Media & Communication (Newspaper & Magazine)
- 13. Debate, Leadership & Vigilance
- 14. Carpentry
- 15 Animation and Graphic Designing
- 16. Dramatics & Script Writing
- 17. IT / Coding Club
- 18. Life Saving skill in Disaster Management
- 19. Ek Bharat Shrestha Bharat (EBSB)
- 20. Satyajit Ray Film Club

Art Education

Art Education is a very important part of academics. It provides a constitutive factor for true and total education. The following activities are conducted under Art Education and students are required to select one of the activities mentioned below. Each student should opt for one of these at the beginning of the session. Once a student is allotted an activity, he/she is not allowed to change it during the session. Students are assessed in these activities throughout the session. The concerned incharges will keep the record of their attendance.

1. Art & Craft

- 2. Dance Classical / Contemporary
- 3. Vocal /Instrumental music
- 4. Photography

Work Education (W.E.)

A major area in Work Education is development of skills and productivity orientation. Another equally important dimension is to link school education with the community outside the school, bringing them in contact with concerns and interests of the community. Computer Applications is taught under Work Education.

A child can take part in 1 group and 1 solo event and 1 sports event in one academic session (excluding open events and sports day)

HOUSE SYSTEM

The students are divided into four houses based on 'The Vedas' which do not preach any religion or dogma. They are record of the inner experience of the Rishis.

The Four Houses are:

- 1. Rig Veda (Red)
- 2. Atharva Veda (Blue)
- 3. Yajur Veda (Yellow)
- 4. Sam Veda (Green)

To inculcate a healthy spirit of competition, individual & collective, various Inter-House Competitions in Curricular, Extra-Curricular, Cultural and Sports Activities are organized at each level.

EXTRA-CURRICULAR ACTIVITIES

There are a number of extra-curricular activities which supplement the class work of the students. These activities not only widen the horizons of the students' knowledge but also sharpen their skills and develop their personalities. These extra-curricular activities are as follows:

Category	Activity
Literary	 a. Debate/Declamation b. Creative Writing c. Extempore Speech d. Poetry e. JAM
Cultural	a. Solo Song b. Group Song c. Group Dance d. Instrumental Music e. Skit f. Solo Dance
Sports	a. Kho Kho b. Volleyball c. Table Tennis d. Badminton e. Basketball f. Football g. Cricket h. Athletics i. Chess j. Skating k. Archery I. Kabaddi m. Taekwondo n. Wushu o. Shooting p. Yoga q. Boxing

Category	Activity			
Others	a. Quiz			
	b. Painting			
	c. Rangoli			
	d. Flower Arrangement			
	e. Power Point Presentations			
	f. Face Painting			

T.V. CHANNEL

In house T.V. Channel is used to disseminate information and pupil get awareness on sensitive issues.

RADIO JOCKEYS

The school has a Public Address System installed. Through the PA system, students are trained to be Radio/Video Jockeys. On a rotation basis classes are given the responsibility of conducting radio and video shows in the morning.

AUDIO-VISUAL FACILITIES

To enhance teaching learning process all the classes have been converted into digi-classrooms. This enables immediate and permanent impact on the learners, making learning convenient, easy and interesting.

The school also has a good collection of films and other audio-visual aids. B. K. Birla Auditorium is used to conduct various activities & Guest Speaker Programmes.

EXPERIENTIAL LEARNING

Experiential Learning is part of holistic education promoted by Educational Boards. This method gives maximum exposure of the outside world to the students so that they imbibe Knowledge, Values and Etiquette, Culture and Skill, to become human beings with a broader spectrum which is the need of the times in a diversified country like India. Thus, to provide ample opportunities for learning, students of all classes are taken on Field Trips, Treks, Camps and Excursions to places within India and abroad. Further, all students of classes VI to XII are taken to places outside the District/ State/ Abroad for Educational Trips and Excursion Programmes. Based on the performance of the students in such activities, marks/ grades are awarded and reflected in the Achievement Record.

SPECIAL SUPPLEMENTARY CLASSES

Education today comprises competence, knowledge and skill. The school evolves time and again programmes to groom the global citizens of tomorrow, giving them the best in the field of education through the diligence of a dedicated team of teachers who work tirelessly to achieve this goal. At various stages the school provides Special Supplementary Classes in Comprehensive packages, conducted by the best faculty available in the country, supplementing the school curriculum, which includes study materials for CBSE Board and different competitive exams, Test Series for competitive exam etc. for the academic prospects of the students.

CULTURAL EXCHANGE PROGRAMME

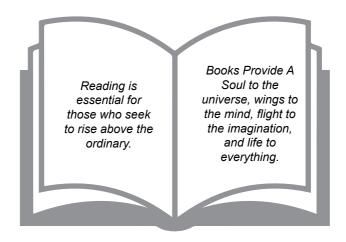
The school organizes Cultural Exchange Programme to help inculcate "Vasudaiva Kutumbakam" the feeling of Oneness and Brotherhood and sustain peace and harmony. This exchange programme enables children of two families to get an exposure to the inherent cultural differences existing, thereby helping them to experience, modify their outlook, accommodate and adjust to this new situation successfully in a monitored environment. This would be of immense help to them when they face real life situations later on in their career. In this programme a child/children from two different families stay for a period of 2-3 days with the family of each other of preferably different cultural and linguistic background. The modalities are chalked out with the full consent and cooperation of parents of both the families.

SCHOOL LIBRARY

The School Library is open for the students during the school hours. At least one library period is assigned in the weekly schedule for each class. Students have to observe the following rules:

- 1. They must carry I.D. Card and Diary when they come to the library.
- 2. Students are not allowed to bring their personal books into the library.
- The library has an open shelf system. Students can take books for reading from the shelf but they need to replace the books in the same place.

- 4. Books issued should be returned to the library in a good condition. If a book is marked, disfigured, lost or damaged, the borrower will have to either replace the book with its new edition or pay double the recent price of the book.
- 5. Students can borrow books on their own cards only. Reference books will not be issued to students.
- 6. Books are issued for seven days and periodicals for two days. A fine of Rs. 5.00 per book or periodical per day will be charged for returning books and periodicals after the due date.
- 7. Apart from the books in the library, the students have access to information through several educational CDs which are available on all subjects, topics and different scientific projects and experiments.
- 8. Alarge library, well equipped with internet accessibility, study materials and a number of magazines and journals for competitive examination is available for all the students. The library empowers the academic ambience and empowers children for Olympiads, Quizzes & other scholarship programmes.



HOLIDAY LIST 2023-24

Date	Day	Festival	
07-04-2023	Friday	Good Friday	
14-04-2023	Friday	Ambedkar Jayanti	
22-04-2023	Saturday	Eid-UL- Fitr**	
20-06-2023	Tuesday	Rath Yatra	
28-06-2023	Wednesday	Bakr-Id**	
29-07-2023	Saturday	Muharram**	
15-08-2023	Tuesday	Independence Day	
30-08-2023	Wednesday	Raksha Bandhan	
06-09-2023	Wednesday	Janmasthami	
17-09-2023	Sunday	Vishwakarma Puja	
19-09-2023	Tuesday	Ganesh Chaturthi	
28-09-2023	Thursday	Id-UI-Milad	
02-10-2023	Monday	Gandhi Jayanti	
24-10-2023	Tuesday	Dussehra	
12-11-2023	Sunday	Diwali	
15-11-2023	Wednesday	Jharkhand Foundation Day	
19-11-2023	Sunday	Chhat Puja	
27-11-2023	Monday	Guru Nanak Jayanti	
25-12-2023	Monday	Christmas	
15-01-2024	Monday	Makar Sankranti**	
26-01-2024	Friday	Republic Day	
14-02-2024	Wednesday	Basant Panchmi	
08-03-2024	Friday	Maha Shivratri	
25-03-2024	Monday	Holi	
29-03-2024	Friday	Good Friday	

Vacation	From	То	
Summer	10-05-2023	11-06-2023	
Durga Puja	20-10-2023	29-10-2023	
Diwali & Chhath	10-11-2023	20-11-2023	
Winter	30-12-2023	07-01-2023	

^{**} Tentative Dates

Note - Holidays for Sarhul and Karma to be declared later

DAY	4	A4. 122	1	1 1 122	A	C - 122
DAY	Apr'23	May'23	June '23	July'23	Aug'23	Sep'23
Monday		1				
Tuesday		2			1	
Wednesday		3			2	
Thursday		4	1		3	
Friday		5	2		4 Song & Dance Competition (Group) (IX-XII)	1
Saturday	1	6* PTM	3	1	5	2
Sunday	2	7	4	2	6	3
Monday	3	8	5	3	7	4
Tuesday	4	9	6	4	8	5
Wednesday	5	10* Summer Vacation	7	5	9	6 Janmashtami
Thursday	6	11	8*	6	10	7
Friday	7 Good Friday	12	9*	7	11	8
Saturday	8	13	10*	8*	12*	9*
Sunday	9	14	11	9	13	10
Monday	10	15	12 School reopens	10	14	11
Tuesday	11	16	13	11	15 Independence Day	12
Wednesday	12	17	14	12	16	13
Thursday	13	18	15	13	17	14
Friday	14 Ambedkar Jayanti	19	16	14 Street Play (IX-XII)	18	15
Saturday	15	20	17	15	19	16
Sunday	16	21	18	16	20	17 Vishwakarma Puja
Monday	17	22	19	17	21	18
Tuesday	18	23	20 Rath Yatra	18	22	19 Ganesh Chaturthi
Wednesday	19	24	21	19	23	20
Thursday	20	25	22	20	24	21
Friday	21 Debate (E/H) (IX-XII)	26	23 PPT Making, Face Painting, Drawing Competition (IX-XII)	21 Cryptic Crossword Competition / Word Scrabble (IX-XII)	25	22
Saturday	22 Eid-ul-Fitr**	27	24	22* Club Activity (IX & X)	26* PTM	23*
Sunday	23	28	25	23	27	24
Monday	24	29	26	24	28	25
Tuesday	25	30	27	25	29	26
Wednesday	26	31	28 Bakr-Id**	26	30 Raksha Bandhan	27
Thursday	27		29	27	31	28 Id-ul-Milad**
Friday	28 Poetry Writing (E/H), Creative Writing (E/H) (IX-XII)		30	28		29 Sci-Fi Fashion Futurista & Sound Scape (IX-XII)
Saturday	29* Club Activity (IX & X)			29 Muharram**		30
Sunday	30			30		
Monday				31		
Tuesday						

^{*} Working day for teachers ** Tentative Holidays Classes for IX, X & XII will continue till 23-05-2023

PLANNER 2023 - 2024

Oct'23	Nov'23	Dec'23	Jan'24	Feb'24	Mar'24	DAY
			1			Monday
			2			Tuesday
	1		3			Wednesday
	2		4	1		Thursday
	3	1	5	2	1	Friday
	4* Club Activity (IX & X)	2	6	3	2	Saturday
1	5	3	7	4	3	Sunday
2 Gandhi Jayanti	6	4	8 School reopens	5	4	Monday
3	7	5	9	6	5	Tuesday
4	8	6	10	7	6	Wednesday
5	9	7	11	8	7	Thursday
6	10 Diwali Vacation	8 Spelling Quiz (IX-XII)	12 Kite Flying (IX-XII)	9	8 Maha Shivratri	Friday
7*	11	9* Club Activity (IX & X)	13*	10*	9*	Saturday
8	12 Diwali	10	14	11	10	Sunday
9 Joy of Giving Week (IX-XII)	13	11	15 Makar Sankranti**	12	11	Monday
10	14 Children's Day	12	16	13	12	Tuesday
11	15 Jharkhand Foundation Day	13	17	14 Basant Panchami	13	Wednesday
12	16	14	18	15	14	Thursday
13 Rangoli Making, Flower Arrangement, Salad Arrangement (IX-XII)	17	15	19	16	15	Friday
14 Student's Day Effervescence (Model Exhibition) (IX-XII)	18	16	20* PTM	17	16	Saturday
15	19 Chhath	17	21	18	17	Sunday
16	20	18	22	19	18	Monday
17	21 School reopens	19	23	20	19	Tuesday
18	22	20	24	21	20	Wednesday
19	23	21	25	22	21	Thursday
20* DP Vacation	24 Orchestra (IX-XII)	22 Sudoku (IX-XII)	26 Republic Day	23	22	Friday
21	25* PTM	23*	27*	24*	23*	Saturday
22	26	24	28	25	24	Sunday
23	27 Guru Nanak Jayanti	25 Christmas	29	26	25 Holi	Monday
24 Dussehra	28	26	30	27	26	Tuesday
25	29	27	31	28	27	Wednesday
26	30	28		29	28	Thursday
27		29			29 Good Friday	Friday
28		30 Winter Vacation			30*	Saturday
29		31			31	Sunday
30 School reopens						Monday
31						Tuesday

CALENDAR - 2023

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8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	
			APRIL							MAY							JUNE			
S	М	Т	w	Т	F	S	S	М	Т	w	Т	F	S	S	М	Т	w	Т	F	S
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9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
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2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
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CALENDAR - 2024

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			APRII							MAY							JUNE			
S	М	Т	w	Т	F	S	S	М	Т	w	Т	F	S	S	М	Т	w	Т	F	S
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21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
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	1	2	W 3 10	4	5 12	6 13	4	5	T 6	W 7	T 1 8	2	3 10	1 8	2	T 3 10	W 4 11	T 5 12	6	7 14
7	1	2	W 3	4	5	6			T	W	T 1	2	3	1	2	T 3	W 4	T 5	6	7 14 21
7	1 8 15	2 9 16	W 3 10 17	4 11 18	5 12 19	6 13 20	4	5 12	6 13	7 14	T 1 8 15	2 9 16	3 10 17	1 8 15	2 9 16	T 3 10 17	W 4 11 18	T 5 12 19	6 13 20	7 14
7 14 21	1 8 15 22	2 9 16 23 30	W 3 10 17 24 31	4 11 18 25	5 12 19	6 13 20	4 11 18	5 12 19	6 13 20 27	7 14 21 28	T 1 8 15 22 29	2 9 16 23	3 10 17 24	1 8 15 22	2 9 16 23	T 3 10 17 24	W 4 11 18 25	T 5 12 19 26	6 13 20	7 14 21
7 14 21 28	1 8 15 22 29	2 9 16 23 30	W 3 10 17 24 31	4 11 18 25	5 12 19 26	6 13 20 27	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	T 1 8 15 22 29	2 9 16 23 30	3 10 17 24 31	1 8 15 22 29	2 9 16 23 30	T 3 10 17 24	W 4 11 18 25	T 5 12 19 26	6 13 20 27	7 14 21 28
7 14 21	1 8 15 22	2 9 16 23 30	W 3 10 17 24 31	4 11 18 25	5 12 19 26	6 13 20 27	4 11 18	5 12 19	6 13 20 27	7 14 21 28	T 1 8 15 22 29	2 9 16 23 30	3 10 17 24 31	1 8 15 22 29	2 9 16 23 30	T 3 10 17 24	W 4 11 18 25	T 5 12 19 26	6 13 20 27	7 14 21 28
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7 14 21 28 S	1 8 15 22 29 M	2 9 16 23 30 T 1 8	W 3 10 17 24 31 ETOB W 2	4 11 18 25 T 3 10	5 12 19 26 F 4 11	6 13 20 27 S 5 12	4 11 18 25 S	5 12 19 26 M	T 6 13 20 27 NO T	7 14 21 28 VEMI W	T 1 8 15 22 29 3ER T	2 9 16 23 30 F 1	3 10 17 24 31 S 2 9	1 8 15 22 29 S 1 8	2 9 16 23 30 M 2 9	T 3 10 17 24 DE T 3 10	W 4 11 18 25 EEM: W 4 11	T 5 12 19 26 T 5 12	6 13 20 27 F 6 13	7 14 21 28 S 7 14
7 14 21 28 S	1 8 15 22 29 M	2 9 16 23 30 T 1 8 15	W 3 10 17 24 31 W 2 9 16	4 11 18 25 ER T 3 10	5 12 19 26 F 4 11	6 13 20 27 S 5 12	4 11 18 25 S	5 12 19 26 M	T 6 13 20 27 NO T 5 12	7 14 21 28 VEMI W	T 1 8 15 22 29 3ER T 7	2 9 16 23 30 F 1 8 15	3 10 17 24 31 S 2 9 16	1 8 15 22 29 S 1 8	2 9 16 23 30 M 2 9	T 3 10 17 24 DE T 3 10	W 4 11 18 25 W 4 11	T 5 12 19 26 T 5 12 19	6 13 20 27 27 F 6 13 20	7 14 21 28 S 7 14 21
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ASSEMBLY THEMES 2023-24

APRIL

- 1. SDG Partnership for Goals
- 2. World Health Day Mind, Body, Heart and Soul
- 3. World Heritage Day.
- 4. Earth Day- Green and Clean World

MAY

- 1. SDG Responsible Consumption
- 2. Mother's Day Meri Maa

JUNE

- 1. Father's Day.
- SDG Life on Land.
- 3. International Day of Yoga Yog Divas

JULY

- 1. Doctors' Day.
- 2. World Population Day The Alarm
- Vasudhaiya Kutumbakam.
- 4. SDG Good Health & Well Being

AUGUST

- World Senior Citizen's Day Vatsalyam
- 2. Indian Independence Day Seeking Harmony
- 3. SDG Climate Action
- 4. National Sports Day Play to Learn

SEPTEMBER

- 1. Teachers' Day Unbound Gratitude
- 2. Hindi Diwas
- 3. International Literacy Day Education is strength
- 4. SDG Gender Equality

OCTOBER

- Gandhi Jayanti The Epitome of Benevolence
- 2. Joy of Giving Golden Rule (Commitment & Empathy)
- 3. Durga Puja Victory of good over evil
- 4. SDG Zero Hunger

NOVEMBER

- 1. Jharkhand Tracing the success story
- 2. Children's Day Flower in the garden
- 3. SDG Clean water & Sanitation
- 4. Birsa Munda Jayanti (15th November)
- 5. Diwali Festival of Lights

DECEMBER

- 1. SDG Peace, Justice & Strong Institution
- 2. World Energy Conservation Day For a better tomorrow
- 3. Vijay Diwas Remembering the Brave Hearts
- 4. Christmas Santa is here

JANUARY

- 1. National Youth Day Liberty
- 2. National Girl Child Day Women Empowerment
- 3. India's Republic Day Salute
- 4. SDG Sustainable Cities & Communities

FEBRUARY

- 1. World Radio Day Connecting People
- 2. National Science Day Stepping Ahead
- SDG Life under water

Tomorrow belongs to those who prepare for it today.

PTMs AND OPEN DAYS

PTMs and Open Days are scheduled into the school calendar with the philosophy that, time to time, effective interaction between teachers and parents will foster a holistic development of personality of the students. It is compulsory for all parents to attend these meetings to discuss the progress of their wards.

SCHEDULE FOR PTMs

IX to XII
06.05.2023 (Saturday)
26.08.2023 (Saturday)
25.11.2023 (Saturday)
20.01.2024 (Saturday)

^{*} Dates for Open Days will be informed later.

SUBJECT WISE QUIZ

(2023-24 IX to XII)

June	English
July	G.K. & S.St
August	Hindi / Sanskrit
October	Science
November	Computer Science / IP
December	Maths

CLUB ACTIVITIES

Month	IX & X					
	Date	Activities				
April	29.04.2023	Club Activity 1				
July	22.07.2023	Club Activity 2				
November	04.11.2023	Club Activity 3				
December	09.12.2023	Club Activity 4				

INTER-HOUSE ACTIVITY LIST (2023-24)

Std. IX - XII

MONTH	DATE	DAY	CLASS	ACTIVITY
APRIL	21.04.2023	Friday	IX - XII	Debate (E/H)
	28.04.2023	Friday	IX - XII	Poetry Writing (E/H), Creative Writing (E/H)
JUNE	23.06.2023	Friday	IX - XII	PPT Making, Face Painting, Drawing Competition
JULY	14.07.2023	Friday	IX - XII	Street Play
	21.07.2023	Friday	IX - XII	Cryptic Crossword Competition / Word Scrabble
AUGUST	04.08.2023	Friday	IX - XII	Song & Dance Competition (Group)
SEPTEMBER	29.09.2023	Friday	IX - XII	Sci-Fi Fashion Futurista & Sound Scape
OCTOBER	09.10.2023 to 14.10.2023	Friday	IX - XII	Joy of Giving Week
	13.10.2023	Friday	IX-XII	Rangoli Making, Flower Arrangement, Salad Arrangement
	14.10.2023	Saturday	IX - XII	Student's Day Effervescence (Model Exhibition)
NOVEMBER	24.11.2023	Friday	IX - XII	Orchestra
DECEMBER	08.12.2023	Friday	IX - XII	Spelling Quiz
	22.12.2023	Friday	IX - XII	Sudoku
JANUARY	12.01.2024	Friday	IX - XII	Kite Flying

SPORTS ACTIVITIES 2023-24

MONTH	SPORTS	CLASS
April - May	Tug of war	IX - XII
June	Yoga	IX - XII
July	Chess	IX - XII
August	Taekwondo	IX - XII
	Volleyball	IX - XII
October	Badminton	IX - XII
	Shooting	IX - XII
November	Basketball	IX - XII
	Football	IX - XII
December	Cricket	IX - XII

ATTENDANCE RECORD

Months	No. of working days	No. of days present	Nature of leave taken	Att. %	Class Teacher's Signature	Parent's/ Guardian's Signature
April 2023						
May						
June						
July						
August						
Sept.						
Total						
Oct.						
Nov.						
Dec.						
Jan 2024						
Feb.						
March						
Total						

A student should have at least 85% attendance in each term

MY TARGET PLAN

		get 3-24	achi	Marks eved 3-24	Difference +/-		
	Term-I	Term-II	Term-I	Term-II	Term-I	Term-II	
English							
Hindi							
Maths							
Sanskrit							
Physics							
Chemistry							
Biology							
Science & Tech.							
Social Science							
German							
Business Studies							
Accountancy							
Economics							
Computer Science							
Informatics Practices							
Physical Education							
Signature of Parent							
Signature of Class Teacher							

ASSESSMENT MARKS

SI. No.	Subject	PT	PT	Term-I	PT	PT	Term-II
1	English						
2	Hindi						
3	Maths						
4	Sanskrit						
5	Physics						
6	Chemistry						
7	Biology						
8	Science & Tech.						
9	Social Science						
10	German						
11	Business Studies						
12	Accountancy						
13	Economics						
14	Computer Science						
15	Informatics Practices						
16	Physical Education						
Sign	ature of Parent						
Sign Tead	ature of Class ther						

ASSESSMENT POLICY

Continuous and Comprehensive Evaluation refers to a system of schoolbased evaluation of students that covers all aspects of the students' development.

It is a developmental process of assessment which lays emphasis on continuity in evaluation and assessment of broad based learning and behavioural outcomes

The scheme is thus a curricular initiative, attempting to shift emphasis from testing to holistic learning. It aims at creating good citizens possessing sound health, appropriate skills and desirable qualities besides academic excellence. It is hoped that this will equip the learners to meet the challenges of life with confidence and success.

Parents should visit the school website www.sbpsranchi.com from time to time to access the latest and updated information regarding reforms in assessment and other areas in the education system as and when received from CBSF.

EXAMINATIONS AND PROMOTIONS

Each academic session is divided into two terms.

It is compulsory for all the students to appear in the assessments and examinations in order to get promotion to the next class. Periodic Tests and performance in the class during the entire year is taken into account. Periodic tests will be part of the regular assessment. The regularity in attendance and work is imperative.

Promotion is granted on the basis of assessments round the year. The school follows the Evaluation System according to the CBSE norms. Results once declared will be final and will not be reconsidered.

NORMS OF PROMOTION

- Four Periodic Tests (PT) will be conducted as per schedule.
- Half Yearly and Annual Exam will be of 80 marks for each subject.
 Pass percentage will be 40% in each subject.
- Promotion is granted on the basis of performance throughout the year.

ASSESSMENT POLICY

Weightage of marks for Report Card of Half Yearly and Annual Exam :

Class	First Term Exam	Final Term Exam
	• PT 1 + PT 2 : 10 Marks	• PT3 + PT4 : 10 Marks
Nur	Oral Exam : 30 Marks	Oral Exam : 30 Marks
KG II	Written Exam : 50 Marks	Written Exam : 50 Marks
	Project/Assignment : 10 Marks	Project /Assignment : 10 Marks
	• PT 1 + PT 2 : 5 Marks	• PT 3 + PT 4 : 5 Marks
	Notebook maintenance: 5 Marks	Notebook maintenance : 5 Marks
I - IX	Activities/Projects/ASL: 5 Marks	Activities/Projects/ASL: 5 Marks
	Multiple Assessment: 5 marks	Multiple Assessment: 5 marks
	Written Exam : 80 Marks	Written Exam : 80 Marks
	Half Yearly and Annual Exam will be as per CBSE Pattern	Periodic Test: 20% Half Yearly Exam: 30%
XI	Wherever practicals are a part of the subject, a student should pass separately in the practical and theory.	Annual Exam : 50% (40% marks- Passing Criteria)

- Three Periodic Tests (PT) of 25 marks each will be conducted for classes X and XII as per schedule on Pg. 51.
- Half Yearly Exam and Pre-Board will be as per CBSE Pattern.

ASSESSMENT POLICY

Weightage of marks:

Class	First Term Exam	Criteria to Appear in Board Examination
х	P.Ts : 5 Marks	Periodic Tests: 20% 1st Term Exam: 30%
	Notebook maintenance : 5 Marks	• Pre-Board : 50% (40% marks needed to
	Activities/Project/ASL : 5 Marks	qualify)
	Multiple Assessment: 5 Marks	
	Written Exam : 80 Marks	
	Half Yearly and Annual Exam will be as per CBSE Pattern	1st Term Exam : 30%
XII	Wherever practicals are a part of the subject, a student should pass separately in the practical and theory.	• Pre-Board : 50% (40% marks needed to qualify)

The School may conduct 02 (Two) Pre-Board Exams.

Note: This given pattern is subject to change as per instruction of CBSE from time to time.

Schedule for Periodic Test (2023-2024)

PT	DATE	IX
	17.04.2023	Social Science
	24.04.2023	Hindi/Sanskrit
PT 1	01.05.2023	Al
	08.05.2023	English
	12.06.2023	Science
	19.06.2023	Maths
	03.07.2023	Social Science
	10.07.2023	Hindi/Sanskrit
PT 2	17.07.2023	Al
	24.07.2023	English
	31.07.2023	Science
	07.08.2023	Maths
Half-	17.08.2023	Al
	18.08.2023	GK &LS
Yearly Exam	21.08.2023	
LAGIII	22.08.2023	

PT	DATE	IX
	09.10.2023	Social Science
	16.10.2023	Hindi/Sanskrit
PT 3	30.10.2023	Al
1 113	06.11.2023	English
	21.11.2023	Science
	28.11.2023	Maths
	04.12.2023	Social Science
	11.12.2023	Hindi/Sanskrit
PT 4	18.12.2023	Al
14	08.01.2024	English
	16.01.2024	Science
	22.01.2024	Maths
	29.01.2024	Al
Annual Exam	30.01.2024	GK &LS
- Ar	01.02.2024	
	02.02.2024	

^{*} Tentative date for Half Yearly Exam : 04.09.2023

^{*} Tentative date for Annual Exam: 05.02.2024

PT	DATE	XI (PCM)	XI (PCB)	XI (COM)	XI (HUM.)
PT 1	10.07.2023	Physics	Physics	Accountancy	Pol. Sc
	11.07.2023	English	English	English	Eng
	12.07.2023	Chemistry	Chemistry	Business Studies	
	13.07.2023	PHE (5th)	PHE (5 th)	PHE (5 th)	Hist
	14.07.2023	Maths	Maths	Maths/EP	Geo
	17.07.2023	CS / IP	Biology	Economics	Eco./F.st
PT 2	31.07.2023	Chemistry	Chemistry	Business Studies	Hist
	01.08.2023	English	English	English	Eng
	02.08.2023	Physics	Physics	Accountancy	
	03.08.2023	PHE (5th)	PHE (5 th)	PHE (5 th)	Pol.Sc
	04.08.2023	CS / IP	Biology	Economics	Eco./F.st
	07.08.2023	Maths	Maths	Maths/EP	Geo
PT 3	09.10.2023	Maths	Maths	Maths/EP	Pol.Sc
	10.10.2023	PHE (5th)	PHE (5 th)	PHE (5 th)	
	11.10.2023	Chemistry	Chemistry	Business Studies	Hist
	12.10.2023	CS / IP	Biology	Economics	Eco./F.st
	13.10.2023	Physics	Physics	Accountancy	Geo
	16.10.2023	English	English	English	Eng
PT 4	04.12.2023	Physics	Physics	Accountancy	Geo
	05.12.2023	English	English	English	Eng
	06.12.2023	CS / IP	Biology	Economics	Eco./F.st
	07.12.2023	Maths	Maths	Maths/EP	Pol.Sc
	08.12.2023	Chemistry	Chemistry	Business Studies	Hist
	11.12.2023	PHE (5th)	PHE (5 th)	PHE (5 th)	

P.S- Regular classes will continue after the test.

Schedule for Periodic Test (2023-2024)

PT	DATE	Х	XII (PCM)	XII (PCB)	XII (COM)	XII (HUM)
PT 1	17.04.2023	Maths	Physics	Physics	Accountancy	History
	18.04.2023	Hindi/Sanskrit	English	English	English	English
	19.04.2023	English	Chemistry	Chemistry	B. St.	Fashion St.
	20.04.2023	Science	PHE (5 th)			
	21.04.2023	Al	Maths	Maths	Maths/EP	Geography
	24.04.2023	Social Science	CS / IP	Biology	Economics	Economics
PT 2	03.07.2023	Science	Chemistry	Chemistry	B. St.	History
	04.07.2023	English	English	English	English	English
	05.07.2023	Social Science	CS / IP	Biology	Economics	Economics
	06.07.2023	Hindi/Sanskrit	PHE (5 th)			
	07.07.2023	Al	Maths	Maths	Maths/EP	Fashion St.
	10.07.2023	Maths	Physics	Physics	Accountancy	Geography
PT 3	03.10.2023	English	English	English	English	English
	04.10.2023	Maths	Physics	Physics	Accountancy	History
	05.10.2023	Science	Chemistry	Chemistry	B. St.	Fashion St.
	06.10.2023	Social Science	Maths	Maths	Maths/EP	Geography
	09.10.2023	Al	PHE	PHE	PHE	PHE
	10.10.2023		CS / IP	Biology	Economics	Economics
PT 4	01.11.2023	Hindi/Sanskrit	Physics	Physics	Accountancy	History
	02.11.2023	Al	CS / IP	Biology	Economics	Economics
	03.11.2023	Maths	Chemistry	Chemistry	B. St.	Geography
	06.11.2023	English	PHE	PHE	PHE	PHE
	07.11.2023	Social Science	English	English	English	English
	08.11.2023		Maths	Maths	Maths/EP	Fashion St.

Tentative	40400	٤	Dra haar	d avama
IENTATIVE	nates	tor	Pre-noar	n exams

PB-1	28/11/2023 (Tuesday) to 05/12/2023 (Tuesday)
PB-2	14/12/2023 (Thursday) to 23/12/2023 (Saturday)

P.S-Regular classes will continue after the test.

\int		
	Remarks of Principal	
UID	Name	Class
Date	Remarks	Signature of Parents/Guardian
\	SESSION 2023-2024	

\int		
	Remarks of Section Incharge	
UID	Name	Class
Date	Remarks	Signature of Parents/Guardian
	SESSION 2023-2024	

\int		
	Remarks of Discipline Incharge	
UID	Name	Class
Date	Remarks	Signature of Parents/Guardian
		T dromo/Oddraidin
	SESSION 2023-2024	

\int		
	Remarks of Transport Incharge	
UID	Name	Class
Date	Remarks	Signature of Parents/Guardian
	SESSION 2023-2024	

)		
	Remarks of House Warden / Tutor	r
UID	Name	Class
Date	Remarks	Signature of Parents/Guardian
	SESSION 2023-2024	

\int					
Remarks of Regularity Incharge					
UID	Name	Class			
Date	Remarks	Signature of			
		Parents/Guardian			
	SESSION 2023-2024				

Remarks of Counsellor / Special Educator					
UID	Name	Class			
Date	Remarks	Signature of			
		Parents/Guardian			
	SESSION 2023-2024				

\int		
	Remarks of Subject Teacher	
UID	Name	Class
Date	Remarks	Signature of Parents/Guardian
\	SESSION 2023-2024	

$\overline{}$					
Remarks of Subject Teacher					
UID	Name	Class			
Date	Remarks	Signature of			
		Parents/Guardia			
\	SESSION 2023-2024				

\int		
	Remarks of Subject Teacher	
UID	Name	Class
Date	Remarks	Signature of Parents/Guardian
\	SESSION 2023-2024	

)					
Remarks of Class Teacher					
UID	Name	Class			
Date	Remarks	Signature of			
		Parents/Guardia			
	SESSION 2023-2024				

\int					
Remarks of Class Teacher					
UID	Name	Class			
Date	Remarks	Signature of			
		Parents/Guardian			
\	SESSION 2023-2024				

)					
Remarks of Class Teacher					
UID	Name	Class			
Date	Remarks	Signature of			
		Parents/Guardian			
	SESSION 2023-2024				

\int					
Remarks of Class Teacher					
UID	Name	Class			
Date	Remarks	Signature of Parents/Guardian			
		Tarents/Odardian			
\	SESSION 2023-2024				

)					
Remarks of Class Teacher					
UID	Name	Class			
Date	Remarks	Signature of			
		Parents/Guardia			
	SESSION 2023-2024				

)					
Book Reading Record - 2023-24					
UID		Name	Class		
SI. No.	Date	Signature of Parents/Guardian	Librarian's Signature		
		SESSION 2023-2024			

Late Arrival Record UID Name Class Time of Arrival Remarks Signature of Teacher Date **SESSION 2023-2024**

School Infirmary Record UID Name Class Signature of Time Ailment or Reason Signature Date Time Teacher in Class of Nurse in Out **SESSION 2023-2024**

Record of Absence (To be filled by the Parent/Guardian)

			(10	oc inica by the rare	ino Gaaraian,		
UID			Name			Class	
SI. No.	Lea on/fr	ve	No. of Days	Reason	Parent's Signatur	s C/T Sign.	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							

SESSION 2023-2024 67

25

Uniform Non-Compliance (To be filled by the Teacher)

UID	Name	Class

SI. No.	Date	Uniform	Shoes & Socks	Accessories	Others	Teacher Incharge's Signature	Parent's Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							

*Put 'X' mark in the respective column where there is Non Compliance.

Personal Hygiene (To be filled by the Teacher)

UID	Name	Class

SI. No.	Date	Nail	Hair	Teeth	Teacher's Signature	Parent's Signature
1						
2						
3						
4						
5						
6						
7						
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			SESSI	ON 2023-202	4	

Coming to school unprepared for the day

(To be filled by the Teacher)

(Not-bringing of 1. Text Book (T.B.), 2. Note Book (N.B.), 3. Text Note Book (T.N.B.), 4. Stationery (S), 5. Art & Craft Materials (A & C), 6. Test Papers not signed (T.P.N.S.) by the parents, 7. Project Work (PW), 8. Assignment (A), Practical Copy (PC).

UID		Na	Class			
SI. No.	Date	Item not brought	Subject	Subject Tea Signatu	cher's re	Parent's Signature
1						
2						
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		SESSIC	ON 2023-202	4		

Project Work (To be filled by the Student) UID Name Class Topic Subject SI. Date No.

Project Work (To be filled by the Student)

UID			Name	Class
<u> </u>				0.11.4
SI. No.	Da	ate	Торіс	Subject
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			SESSION 2023-2024	

)		
	Parents' Communication	
UID	Name	Class
Date	Remarks	Signature of Parents/Guardiar
	SESSION 2023-2024	

Parents' Communication					
UID	Name	Class			
Date	Remarks	Signature of Parents/Guardi			

\int		
	Parents' Communication	
UID	Name	Class
Date	Remarks	Signature of
		Parents/Guardian
	SESSION 2023-2024	

	pen Day Record / Other	
UID	Name	Class
Date	Remarks	Signature of
		Guardian

Record of Co-Scholastic Activities Session 2023-2024 UID Name Class Name of partcipated Activity SI. Date of Position House Class Activity Obtained Warden's Teacher's No. Signature Signature **SESSION 2023-2024**

Application format for change in the student's profile

The Principal

Sarala Birla Public School

Birla Knowledge City, Ranchi-Purulia Highway, Mahilong Ranchi - 835103, Jharkhand Date Dear Madam, You are requested to make changes in my ward's profile as per the details given below: **Previous** New Change Student's Name Father's Name Mother's Name Address Phone No. (Tick the change desired) I'm enclosing the requisite supporting document for the same. Kindly do the needful and oblige. Thanking you Yours sincerely Student's Name Class & Section UID No. Photo copy of the format may be used. Application will be accepted in this format only. Please Note: Avoid making any change in the profile after class V. Fee of ₹ 250 will be charged for making any change in the profile. Affidavit of first class magistrate will be required to make any change

in the name of student, mother or father.

LEAVE APPLICATION FORMAT

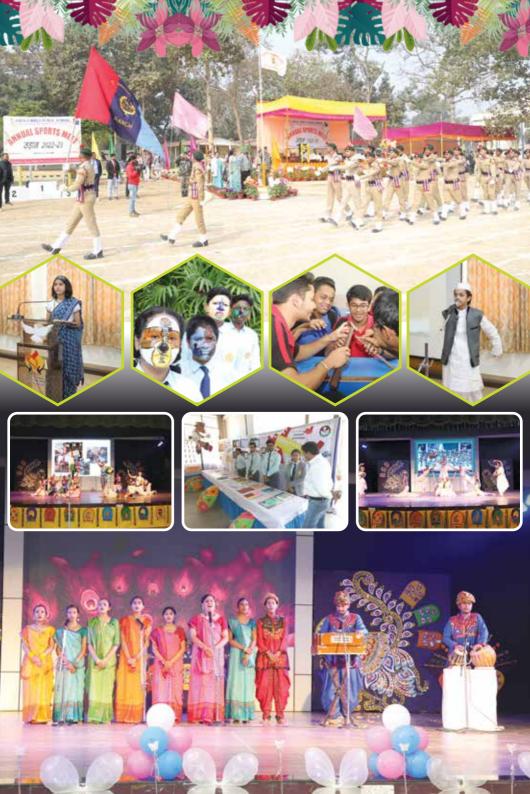
The Pri		
	Birla Public School owledge City,	
	Purulia Highway, Mahilong	
	– 835103, Jharkhand	
Date :		
Dear Ma	adam,	
You are	requested to grant leave to my ward, Master/Miss	S
	UID	
studying	j in Class & Sec	of your school
from	to	
for (tota	no. of days)	days. Purpose/
Reason	for leave	
(Submit	Doctor's Prescription for a sick leave)	
Regards	8	
3		
Sign of	Father/Sign of Mother	
	FOR OFFICE USE	
Granted	/ Not granted	
Class Te	eacher's Remarks & Sign	
		Section Incharge
Note:	Photocopy of the format may be used.	
	Application will be accepted only in this format.	

SESSION 2023-2024

APPLICATION FOR CHANGE OF BUS

(Photocopy may be used)

Date :	
UID. No.:	Sec
Student's Name:	
Father's Name:	
Shift from Bus NoStop	
From (Address):	
Ph. No	
To (Address) :	
Ph. No	
Class Teacher's (Sign.)	Parent's (Sign.
For Transport Office Use	Only
1. New Bus No.	
2. New Stop	
Tra	ansport Incharge's (Sign.)
Principal's Signature	
1. New Bus No.	Only









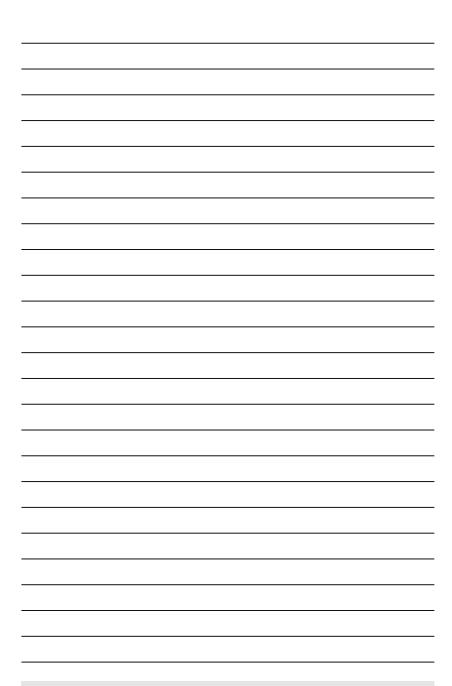




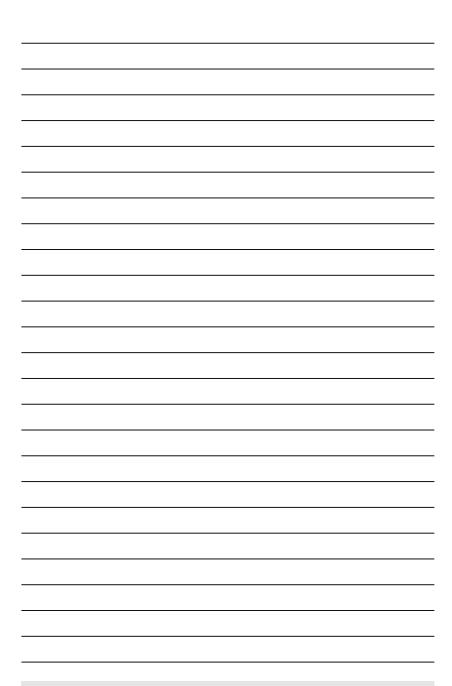


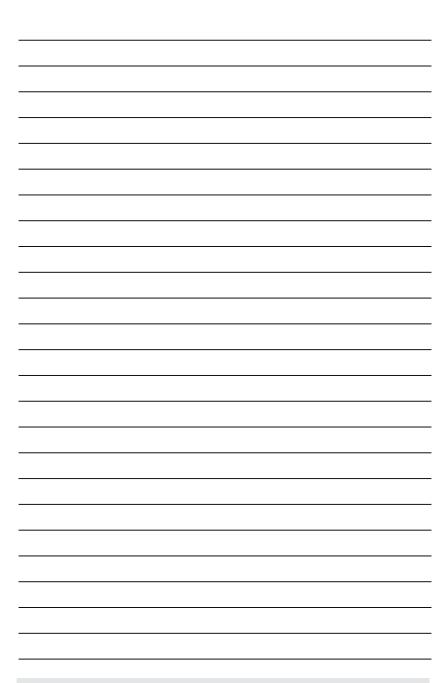


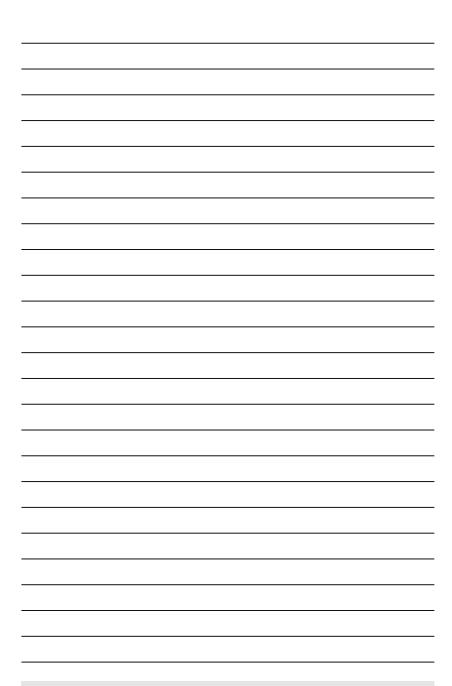


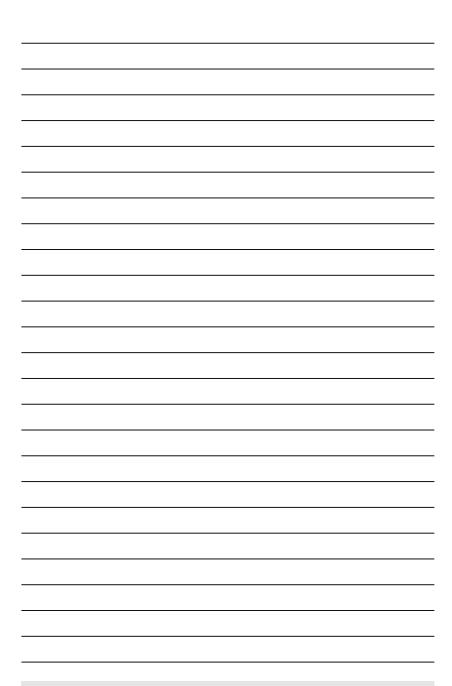


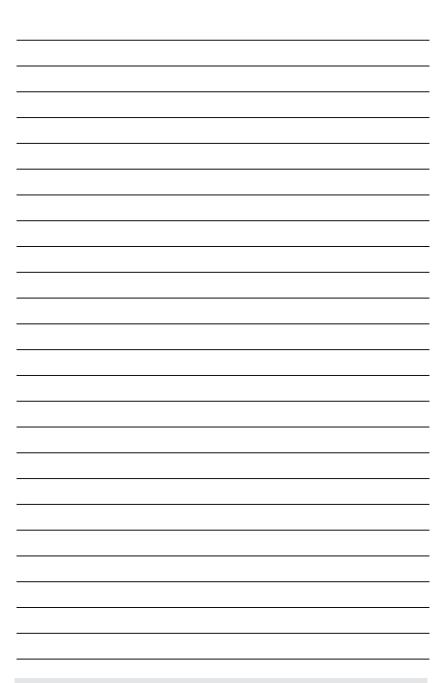
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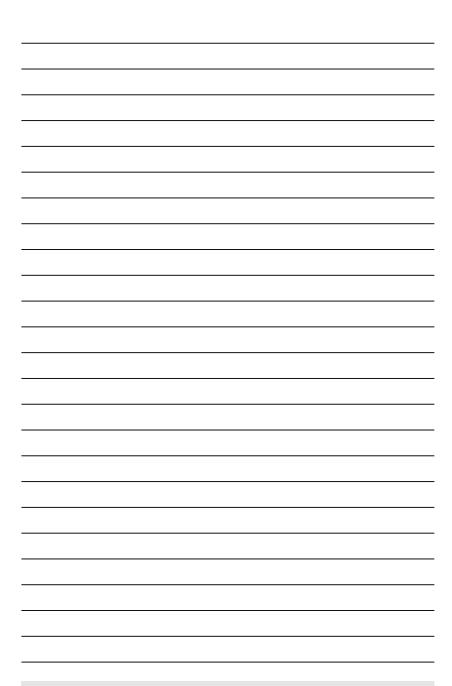


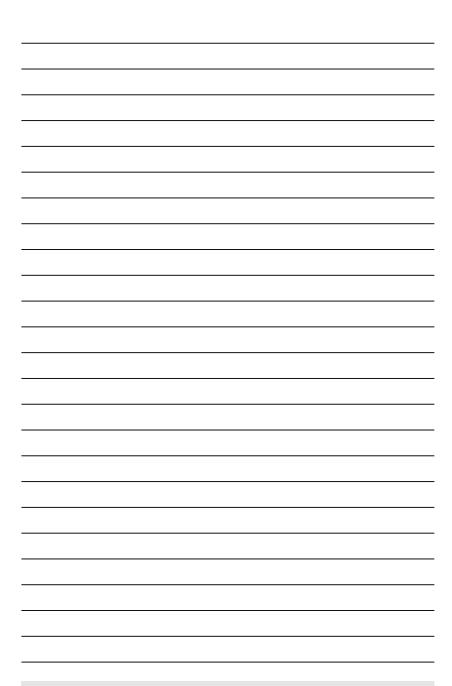


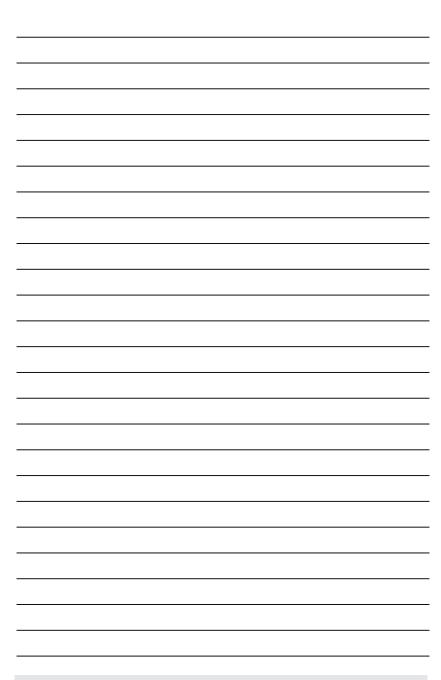


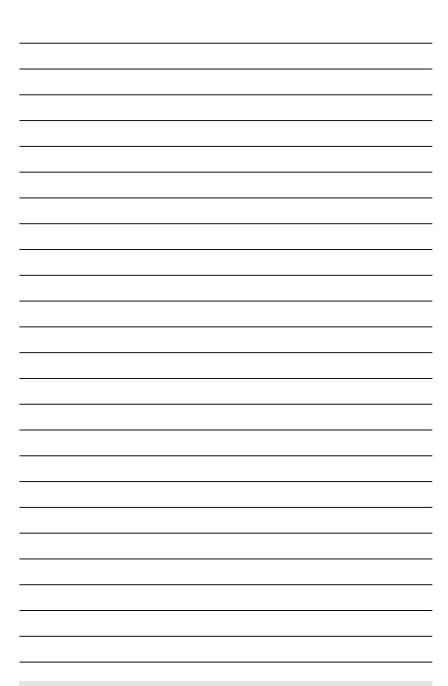


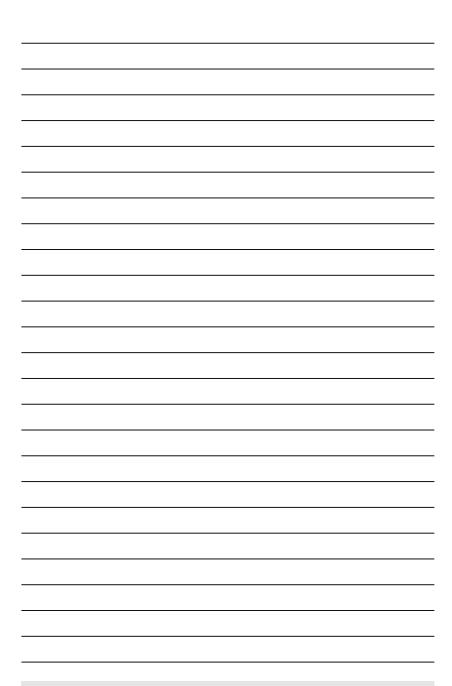




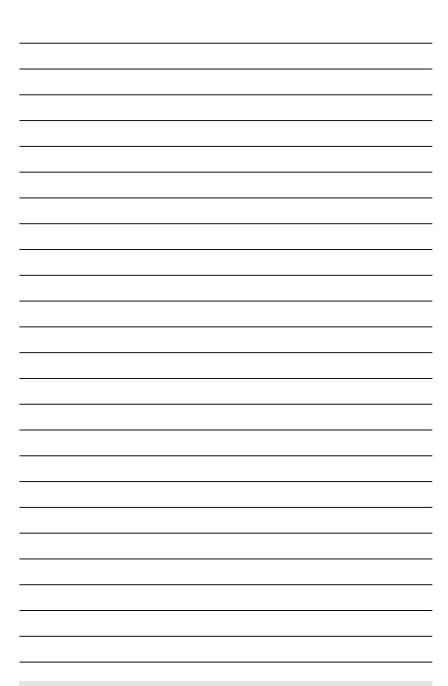




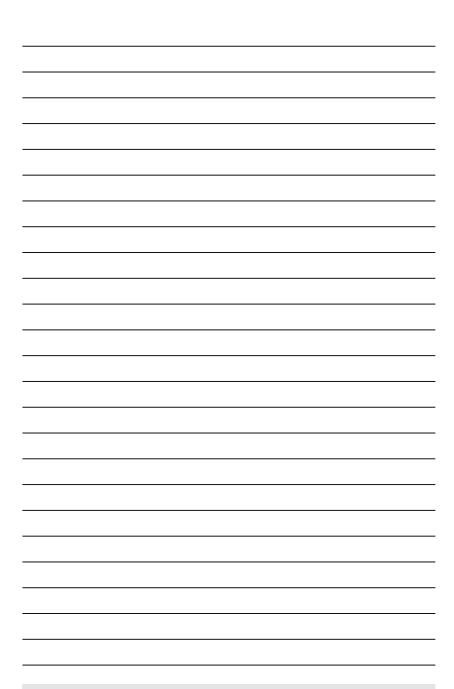


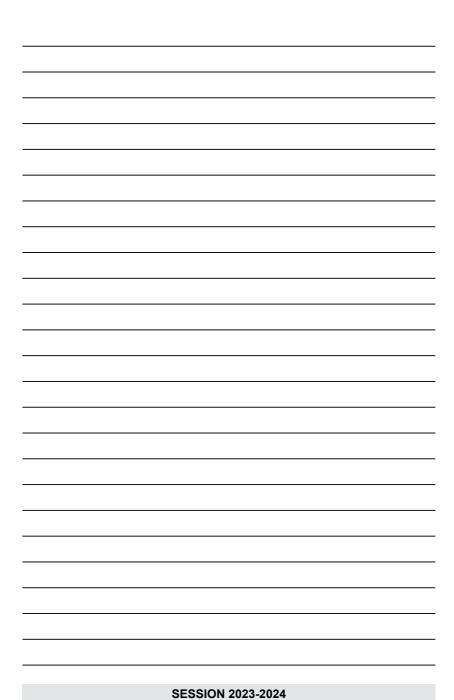


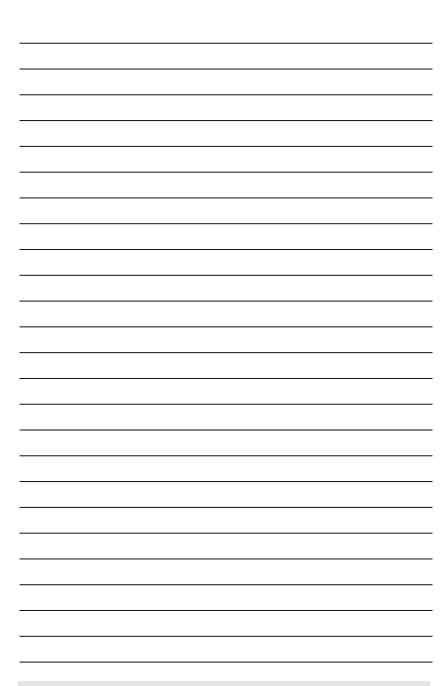


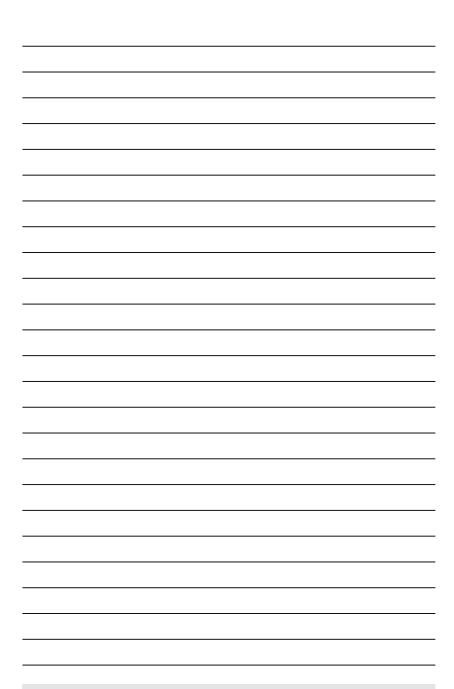


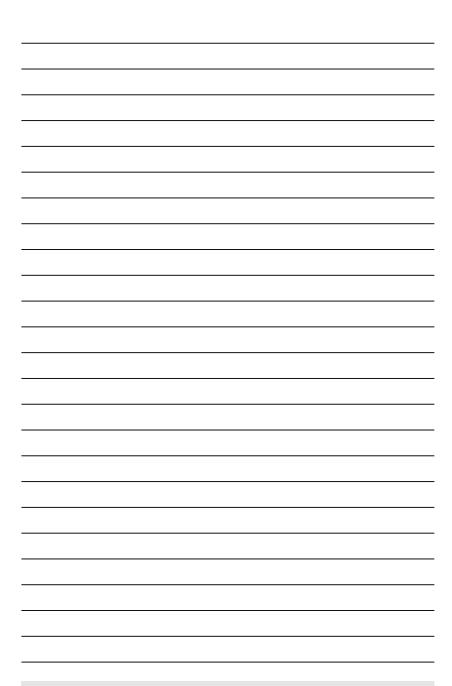


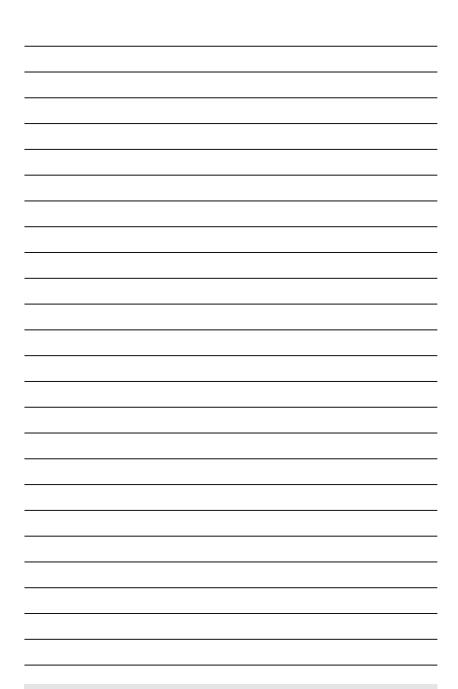


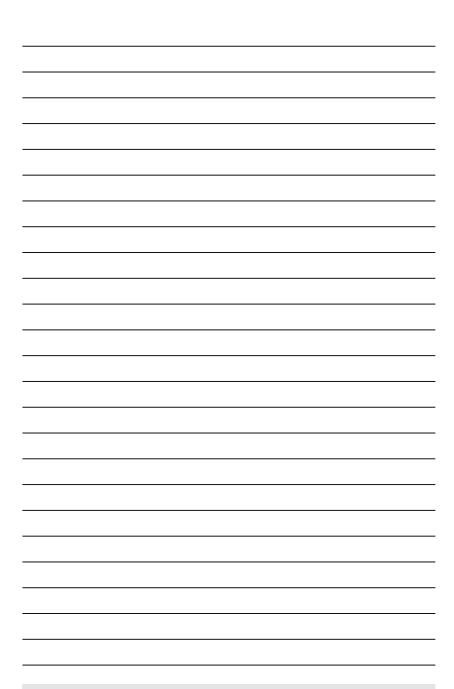


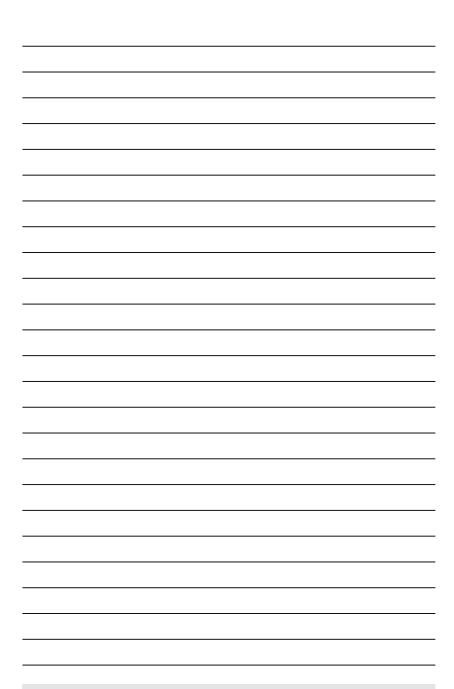


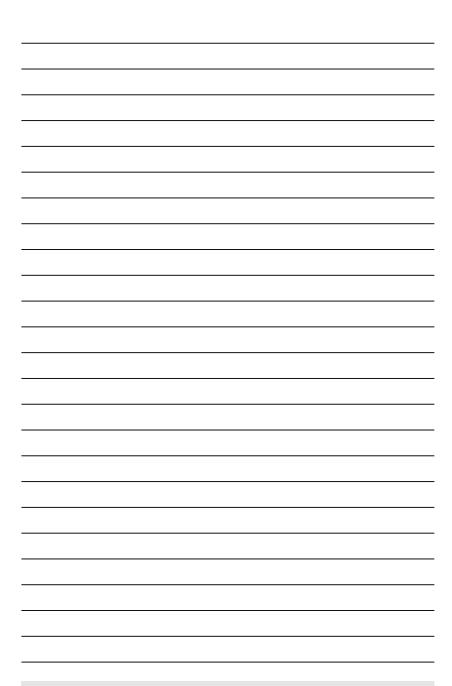


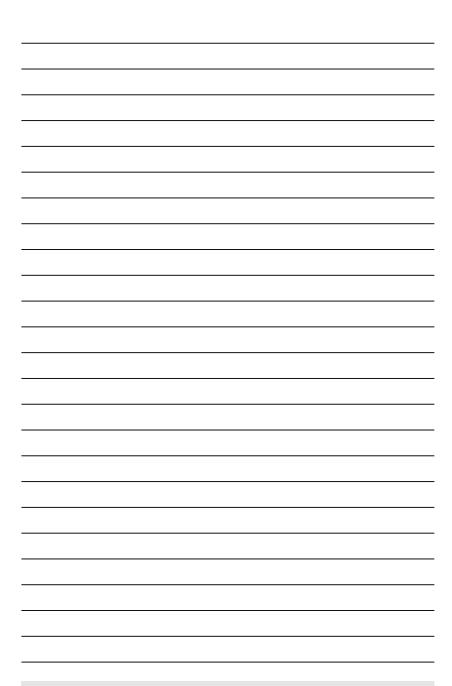


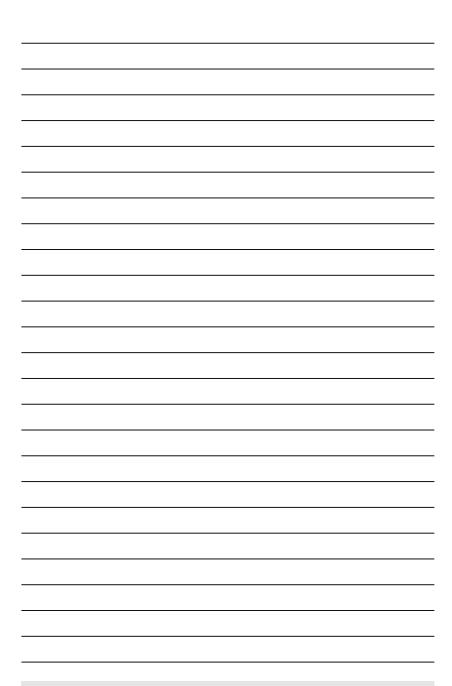


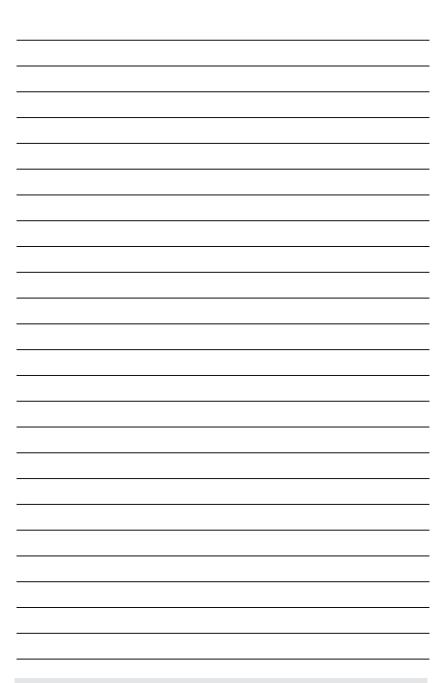


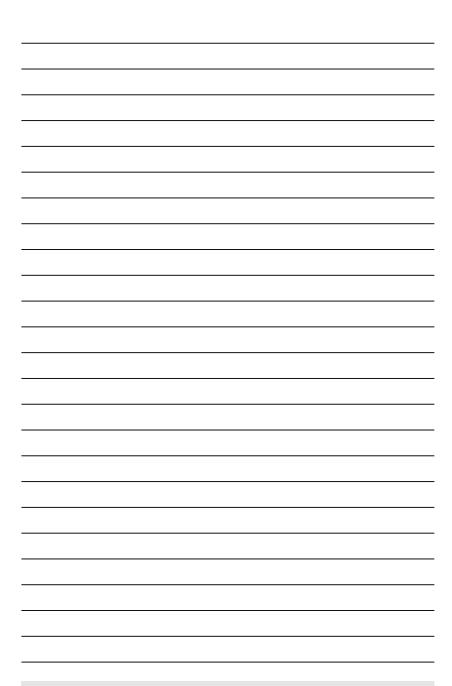


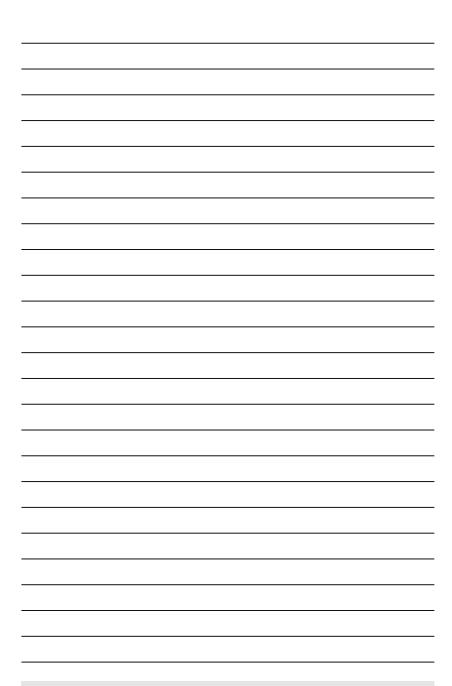




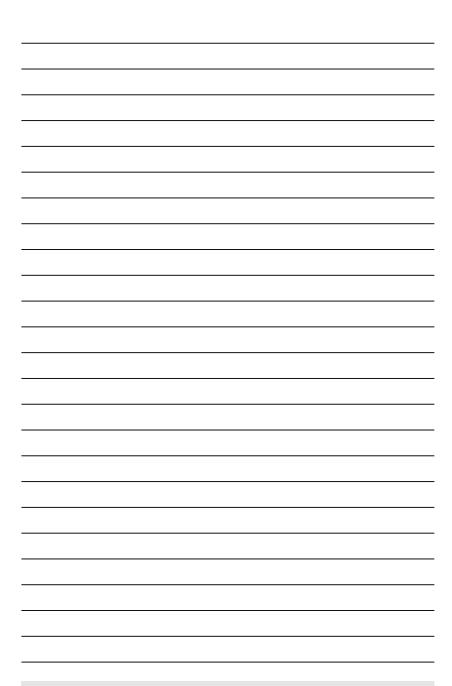


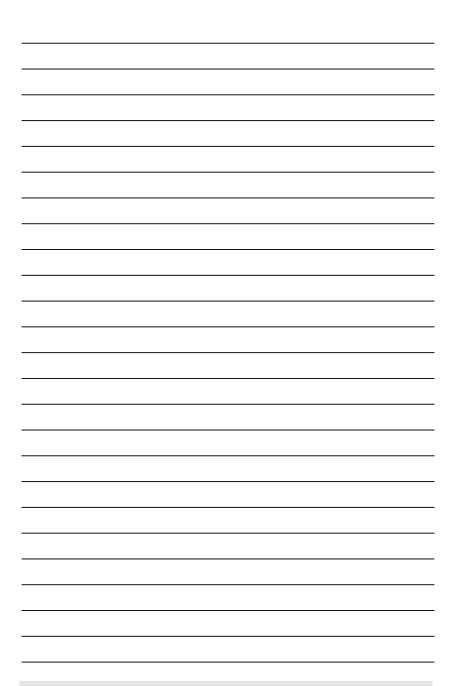


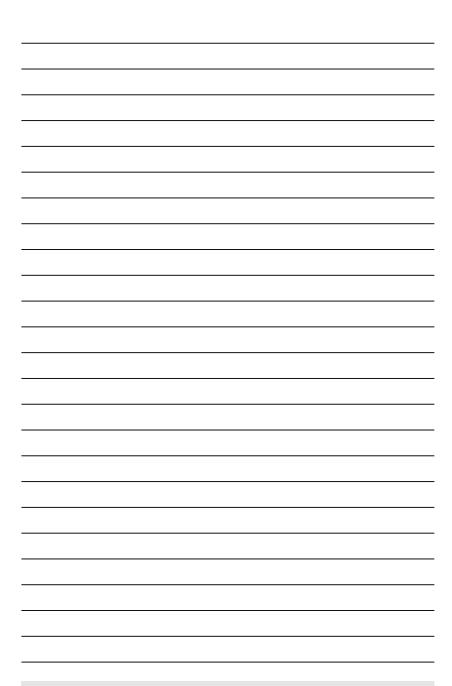


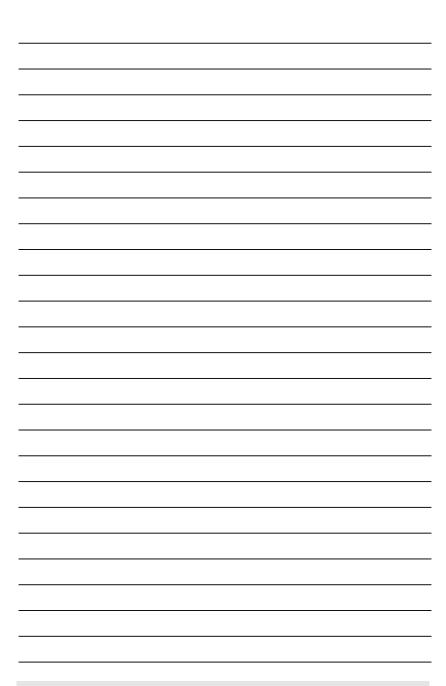


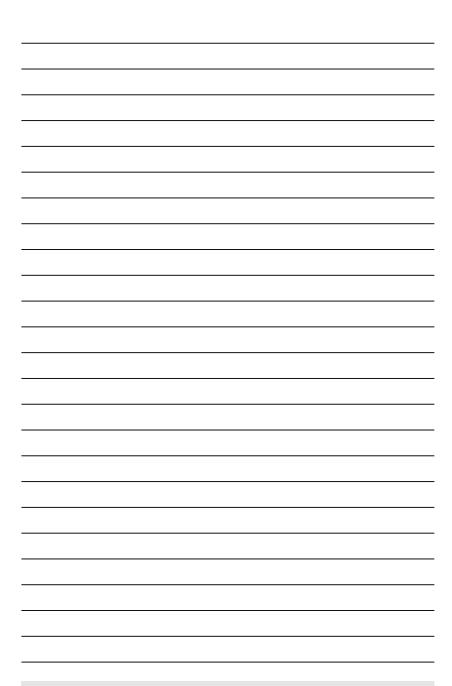




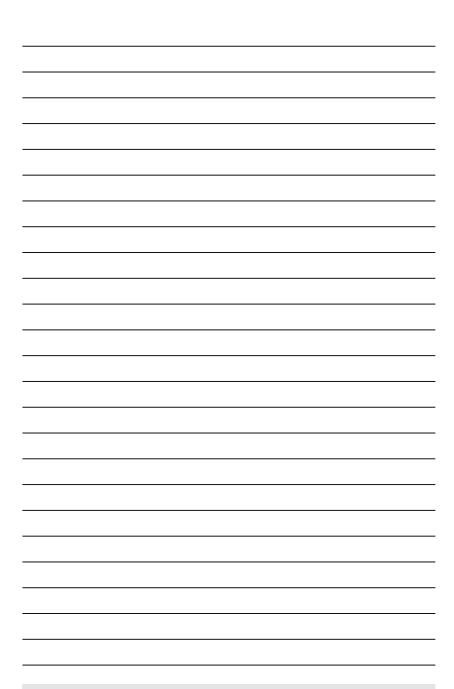


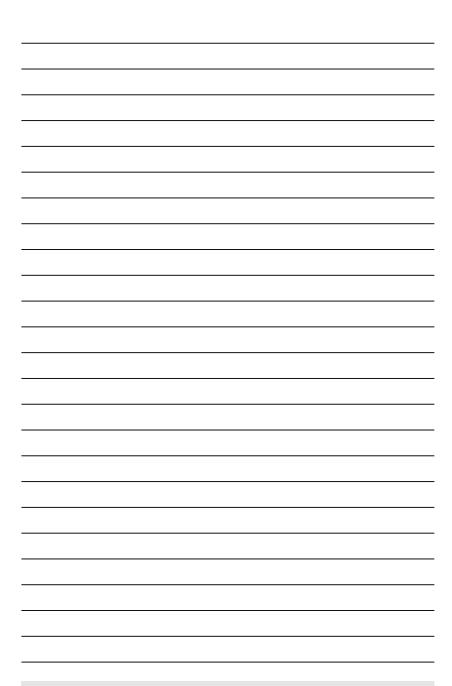


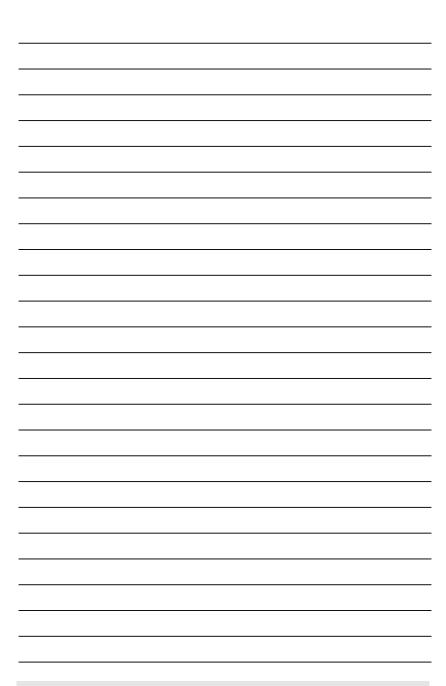


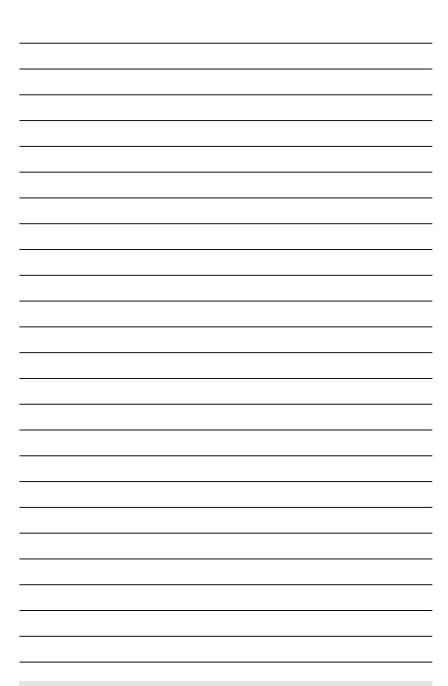


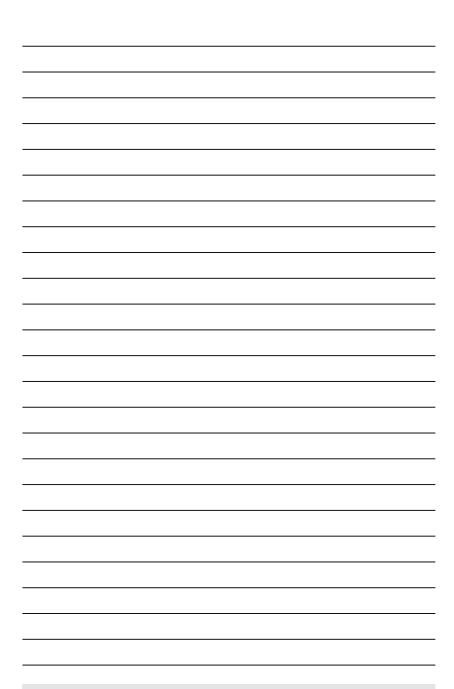


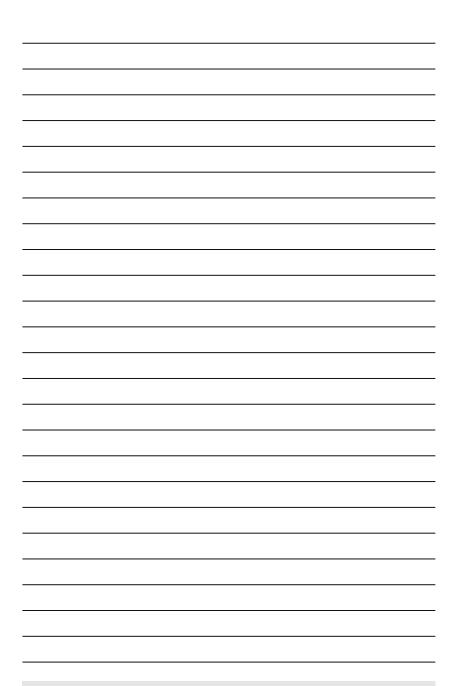


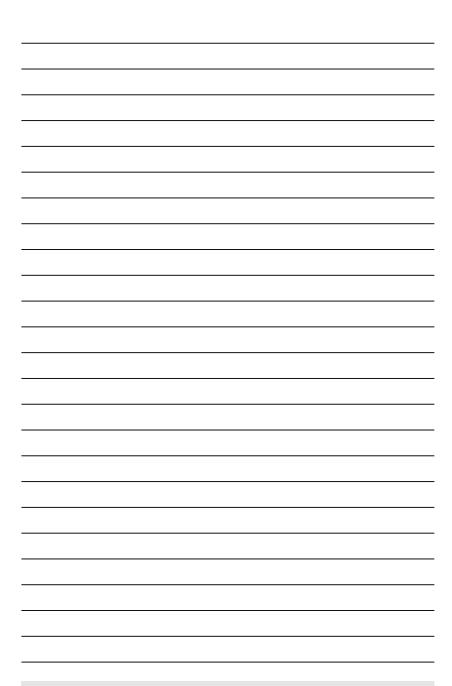


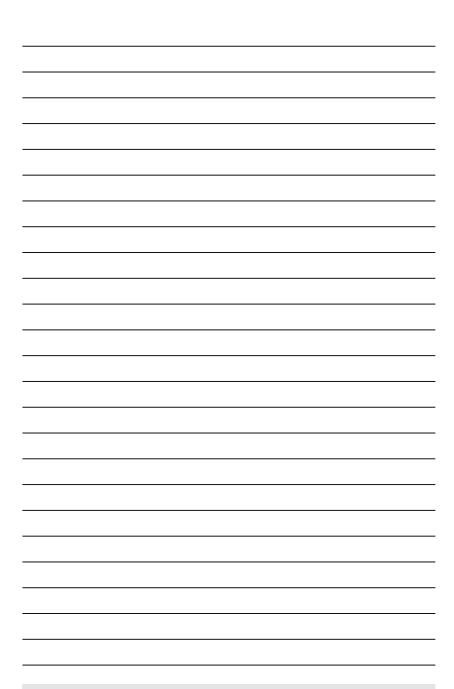


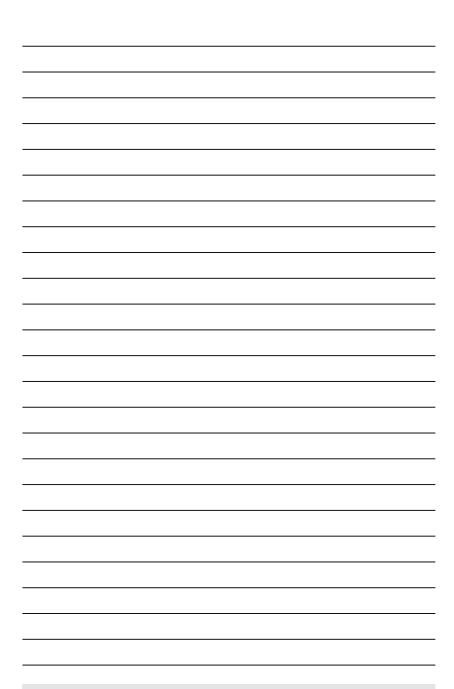


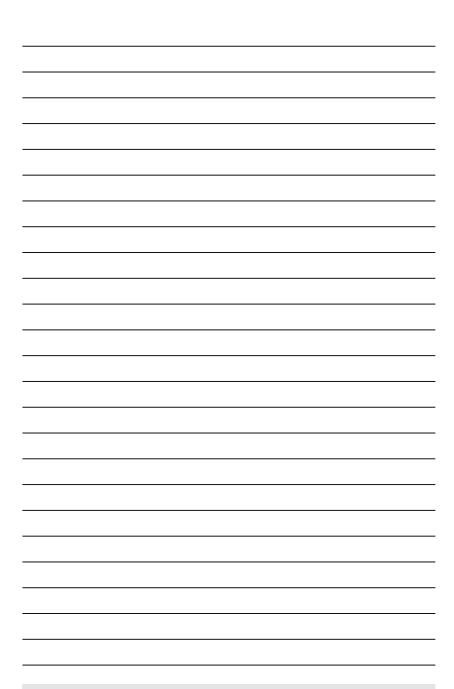




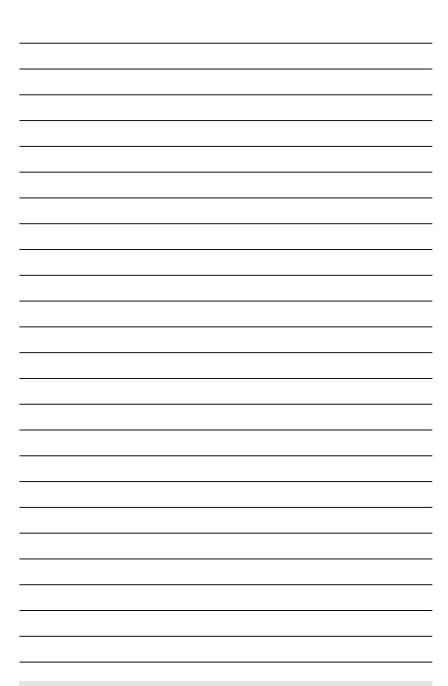


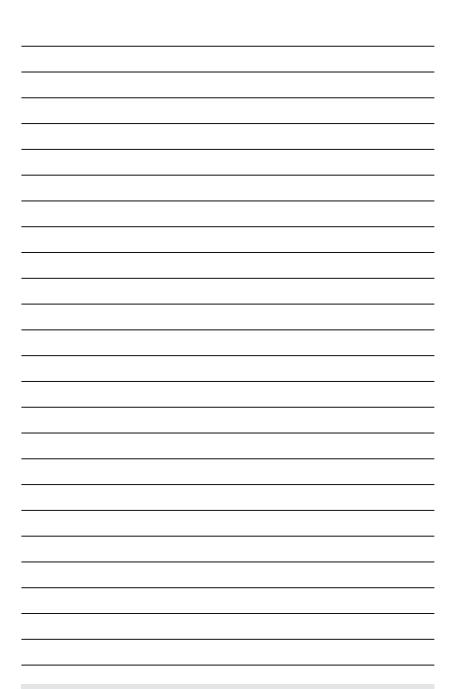


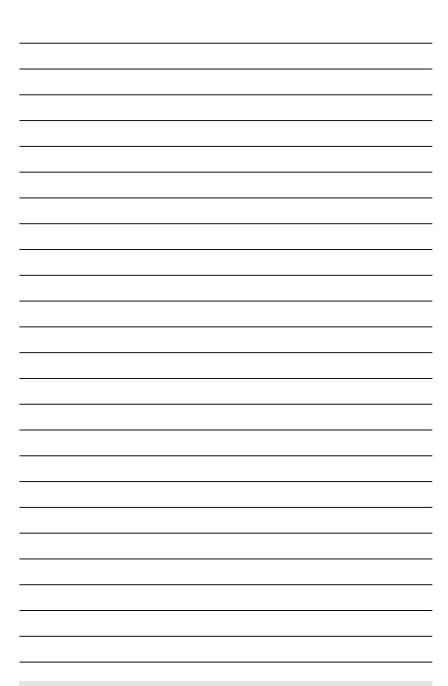




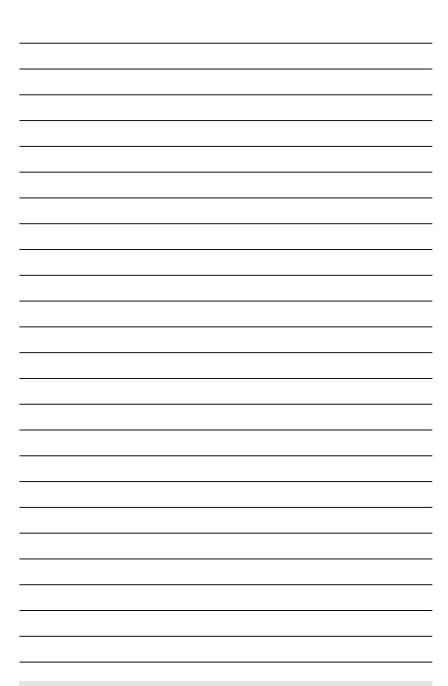


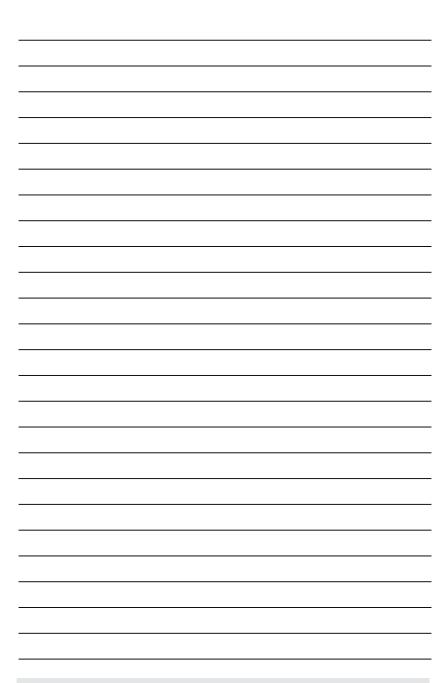


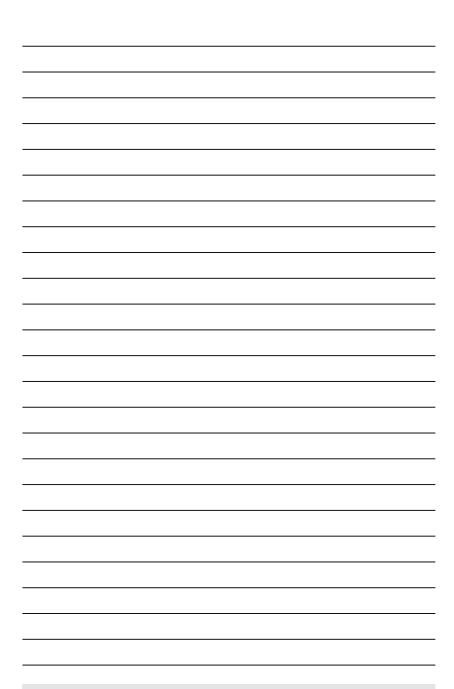


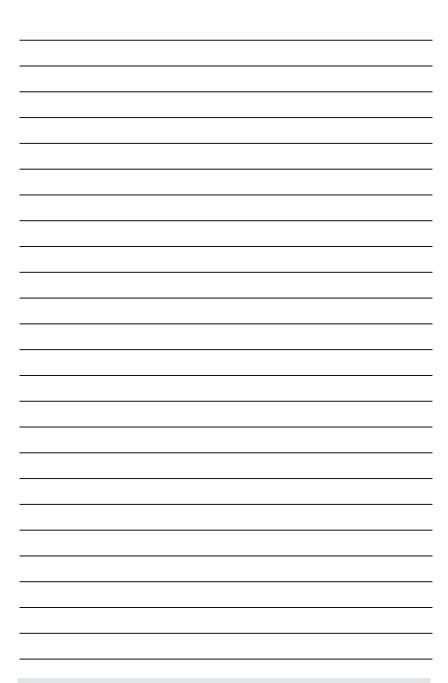


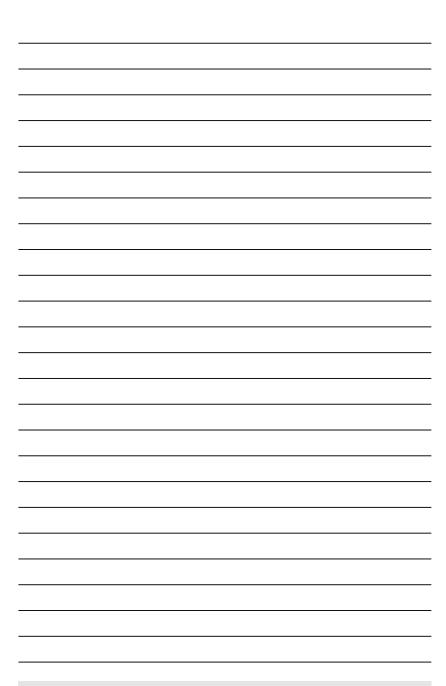


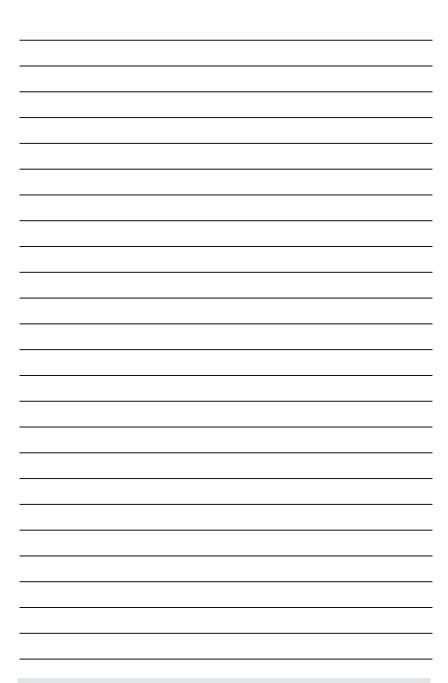


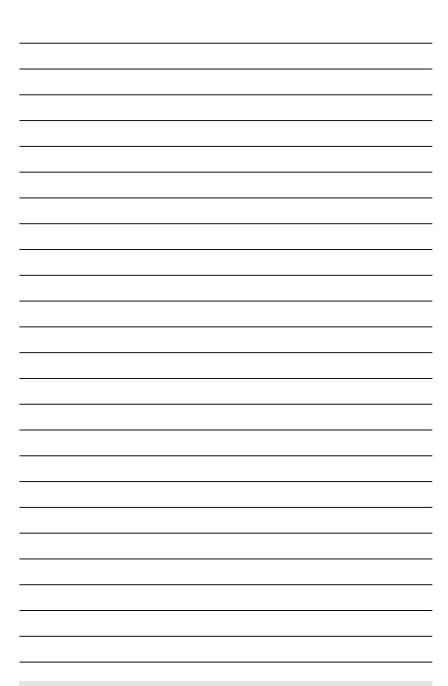


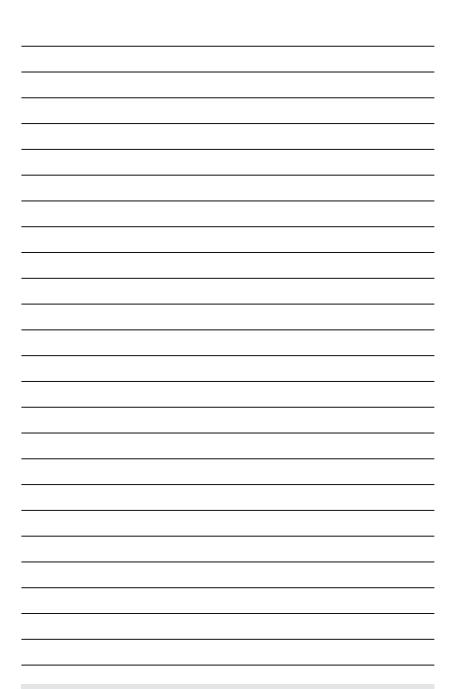












Recent Coloured Stamp Size Photo of the Student's Mother

Name:

Recent Coloured Stamp Size Photo of the Student in Summer Uniform with School Tie

Recent Coloured Stamp Size Photo of the Student's Father

Session 2023-2024

UID : C	Category:
Class / Section :	. House :
Father's Name :	
Mother's Name :	
Local Guardian's name, if applicable (C	Class VI onwards)
	Mobile :
Whether using School Bus /Cycle / P.V	. / Other
Bus No. : Bus Stop :	
Telephone No. : P&T	
Telephone No.: Office	
Residence	
Mobile No. Father's	Mother's
Email ID :	
Mobile No. for SMS alerts (only one)	
Signature of Father/Mother	Signature of the Class Teacher
Date	Date

DAILY TIME TABLE	4th5th6th7th8th9thPeriodPeriodPeriodPeriod						
DAILY	3rd 41 Period Per						
	2nd Period						
	1st Period						
	Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday



SARALA BIRLA PUBLIC SCHOOL

Mahilong, Ranchi



Session-2023-24

My Resolutions for the academic session April 2023 to September 2023

I will,

- 1. be punctual to school.
- 2. come to school every day.
- 3. adhere to the code of conduct and prescribed uniform.
- 4. come to my class well prepared and enjoy learning.
- 5. converse in English in the school, at home and in the school bus.
- 6. not indulge in any sort of social media apps.
- 7. avoid excess usage of mobile phones and mobile games.
- 8. bring a healthy sapling on my birthday.
- 9. plant a sapling in my locality / garden on my birthday or give a sapling to my friends on their birthdays.
- 10. respect and obey my teachers.
- 11. be cordial and pleasant to my juniors and seniors.
- 12. bring books and copies according to the time table.
- 13. maintain the Diary, books, notebooks and records of all classwork, homework and assignments.
- 14. study regularly, daily and on weekends.
- 15. read good books every month and discuss reviews in the class.
- 16. study effectively for assessments and tests.
- 17. actively participate in class discussions and take down all notes regularly.
- 18. take part in House Activities, Games and Sports.
- 19. make use of the word of the week in my conversations.
- 20. report any untoward incident to my teachers immediately.
- 21. take care of personal hygiene.
- 22. always be alert and take measures to keep the environment pollution-free.
- 23. not resort to unfair means in examinations.
- 24. never bring expensive items to school.
- 25. not harm or destroy individual and school properly.
- 26. not use foul language.
- 27. not take part in any destructive activities.

Student's Signature	Father's Signature	Mother's Signature
Student's Name	Class/Sec.	UID.
I would like to improve my c	•	



SARALA BIRLA PUBLIC SCHOOL

Mahilong, Ranchi



Session-2023-24

My Resolutions for the academic session October 2023 to March 2024

I will.

- 1. be punctual to school.
- 2. come to school every day.
- 3. adhere to the code of conduct and prescribed uniform.
- 4. come to my class well prepared and enjoy learning.
- 5. converse in English in the school, at home and in the school bus.
- 6. not indulge in any sort of social media apps.
- 7. avoid excess usage of mobile phones and mobile games.
- 8. bring a healthy sapling on my birthday.
- 9. plant a sapling in my locality / garden on my birthday or give a sapling to my friends on their birthdays.
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- 27. not take part in any destructive activities.

Student's Signature	Father's Signature	Mother's Signature
Student's Name	Class/Sec.	UID.
I would like to improve my c	•	



SARALA BIRLA GROUP OF SCHOOLS

Website: www.sbgs.org.in

- Sarala Birla Public School, Ranchi
- Birla Vidya Mandir, Nainital
- Mahadevi Birla World Academy, Kolkata
- Birla Vidya Niketan, New Delhi
- B K Birla Centre for Education, Pune
- Birla Bharati, Kolkata
- Sarala Birla Gyan Jyoti, Guwahati
- Birla Divya Jyoti, Siliguri
- Sarala Birla Gyan Jyoti, Silchar









(A Unit of Bharat Arogya & Gyan Mandir)
Birla Knowledge City, Mahilong, Ranchi-Purulia Highway
Village - Ara, P.O. - Mahilong, Ranchi - 835103, Jharkhand