तमसो मा ज्योतिर्गमय

SARALA BIRLA PUBLIC SCHOOL
RANCHI
(SARALA BIRLA GROUP OF SCHOOLS)

SCHOOL DIARY 2024-25

Name : .....

Class & Section : ..... UID : ..... Roll No. : .....

ADVANCE
PINNACLE
LEAP
UNFORCED
NATURAL
CLEAR
LIGHT
MOUNT
EASY
UNCONFINED
INDEPENDENT
FLOURISH
SPONTANEOUS
LIBERTY
FEARLESS
GROW
GLORY
CLIMB
SHINE
AWAKE
CANDID
RISING SUN
SOAR
FREE
BIRD
FLIGHT
ACHIEVE
PATH
OPEN
HEIGHTS
HONOUR
JOURNEY
GUIDE
ELEVATE
PRAISE
TRUTH
SPIRIT
ADVISE
COUNSEL
HONESTY
SUPPORT
LEAD
INTEGRITY
तमसो मा
ज्योतिर्गमय
SUCCESS
MENTOR
VITALITY
PILOT
ASSIST
HELP
CHANNEL
ENERGY
MOULD
WARMTH
GURU
DIRECT
PASSION
ZEAL
STEER
CONDUCT
HEAL
DRIVE
CREATE
VIGOUR
GUIDING HANDS
FLAMES

OUR FOUNDERS

Late Basant Kumar and Late Sarala Birla

School Vision

Explore, Engage, Empower.

Our School Mission Statement

To enable every individual regardless of their ability to achieve their full potential, to prepare for future life and to become life-long learners, developing a thirst for learning and to become good citizens equipped for the challenges of the 21st century.

The values that underpin this vision can be set out under the following headings.

To Develop an Understanding of Self

Each child should be guided to :

- Develop an appreciation and awareness of self
- Become independent learners and thinkers
- Achieve their fullest potential regardless of their ability and gender
- Have high personal expectations of work and behaviour
- Have a positive attitude towards their own learning
- Show a healthy attitude to living an active life through sport and other recreational activities

To Develop an Understanding of Relationships

Each child should :

- Care for others and oneself
- Show mutual respect and tolerance for spiritual and cultural diversity
- Understand the importance of learning together, and working together as a team

To Develop an Understanding of Society and Values

Each child should endeavour to become :

- Good citizens of the country
- Effective and constructive members of the community
- Valuable members of the school community

To Develop an Understanding of the Environment

Each child should :

- Take an active role in caring for the learning environment of the school
- Be safe and cared for in a stimulating learning environment
- Appreciate and respect the environment of the school

Through exposure to a wide range of teaching and learning experiences, pupils will achieve their full potential as independent, THINKING learners. Relevant, enjoyable and enriching activities will develop their thirst for life-long learning.

As a school our belief is that every child deserves to succeed regardless of his or her ability.

Learning is Best Supported when Teachers

- Provide a stimulating environment which enriches learning
- Encourage an active approach to learning in a range of appropriate groupings
- Establish positive relationships based on mutual respect and understanding.
- Have good knowledge and understanding of the subjects
- Plan learning experiences/activities that build upon pupils backgrounds, interests and attainments
- Share learning objectives with pupils
- Observe pupils, listen to them and analyse progression in their learning
- Interact with pupils in order to take their learning forward
- Recognise and praise achievement and use this as the basis for future planning
- Encourage and facilitate ownership of pupils own learning
- Make lessons fun and enjoyable
- Use a variety of teaching styles and multi-sensory methods suitable to their learning styles
- Are flexible in their approach
- Have an awareness that children have different learning styles
- Are given an opportunity to improve their own professional development

- Are prepared to take a risk and be innovative
- Promote good citizenship
- Have high expectations of every child in their care

Children Learn Best When They

- Are challenged appropriately with consideration to pace, support and extension
- Feel safe and secure in a caring and supportive environment where getting things wrong is acceptable
- Are stimulated
- Are given opportunities to succeed
- Have high expectations of themselves
- Feel that what they are being taught is relevant to their later life and learning
- Are exposed to a variety of teaching and learning styles
- Are given opportunities to develop confidence and self esteem
- Are given the appropriate inclusive curriculum for all abilities
- Build on previous learning both cross curricular and cross phase
- Are exposed to a variety of stimulating resources
- Are taught by a variety of specialists as appropriate
- Have parents and other members of the community who support them in their learning
- Have access to a variety of learning mediums
- Consider, respect and value others

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

दीपावली संवत १९९१

चि० वसंत

यह जो लिखता हूं उसे बड़े होकर और बूढ़े होकर भी पढ़ना। अपने अनुभव की बात कहता हूं। संसार में मनुष्य जन्म दुर्लभ है यह सच बात है। और मनुष्य जन्म पाकर जिसने शरीर का दुर्उपयोग किया वह पशु है। तुम्हारे पास धन है तंदुरस्ती है अच्छे साधन हैं। उनका सेवा के लिये उपयोग किया तब तो साधन सफल हैं। अन्यथा वे सैतान के औजार हैं। तुम इतनी बातों का ध्यान रखना

(१) धन का मौज शौख में कभी उपयोग न करना रावण ने मौजशौख की जगह सेवा की थी

धन सदा रहेगा भी नहीं इसलिये जितने दिन पास में है उसका उपयोग सेवा के लिये करो। अपने आप को बनावटी खर्चिली वाली दुनियां का दुःख दूर करने में व्यय करो।

२ धन शक्ति है। रक्त शक्ति है नशे में किसी के साथ अन्याय हो जाना संभव है इसका ध्यान रखो।

३ अपनी संतान के लिये यही उपदेश छोड़कर जाओ यदि बच्चे ऐसा आचरण वाले होंगे तो मानेंगे

आगे ....

और हमारे व्यापार को चौपट करेंगे। ऐसे ना
लायकों को धन कभी न देना। उनके नाम में
नाम उसके पहिले ही गरीबों को बांट देना।
क्योंकि तुम पर समझना कि तुम Trustee हो
और हम भाइयों ने व्यापार को बढ़ाया है तो पर
समझकर कि तुम लोग धन का सदुपयोग करोगे।

४ सदा यह ख्याल रखना कि तुम्हारा धन पर
जनता की धरोहर है। तुम उसे अपने स्वार्थ
के लिये उपयोग नहीं कर सकते

५ भगवान की जमीन मूलना पर उसी कुदरेतारी

६ इन्द्रियों पर काबू रखना। वर्ना पर तुम्हें दुःख
देगी

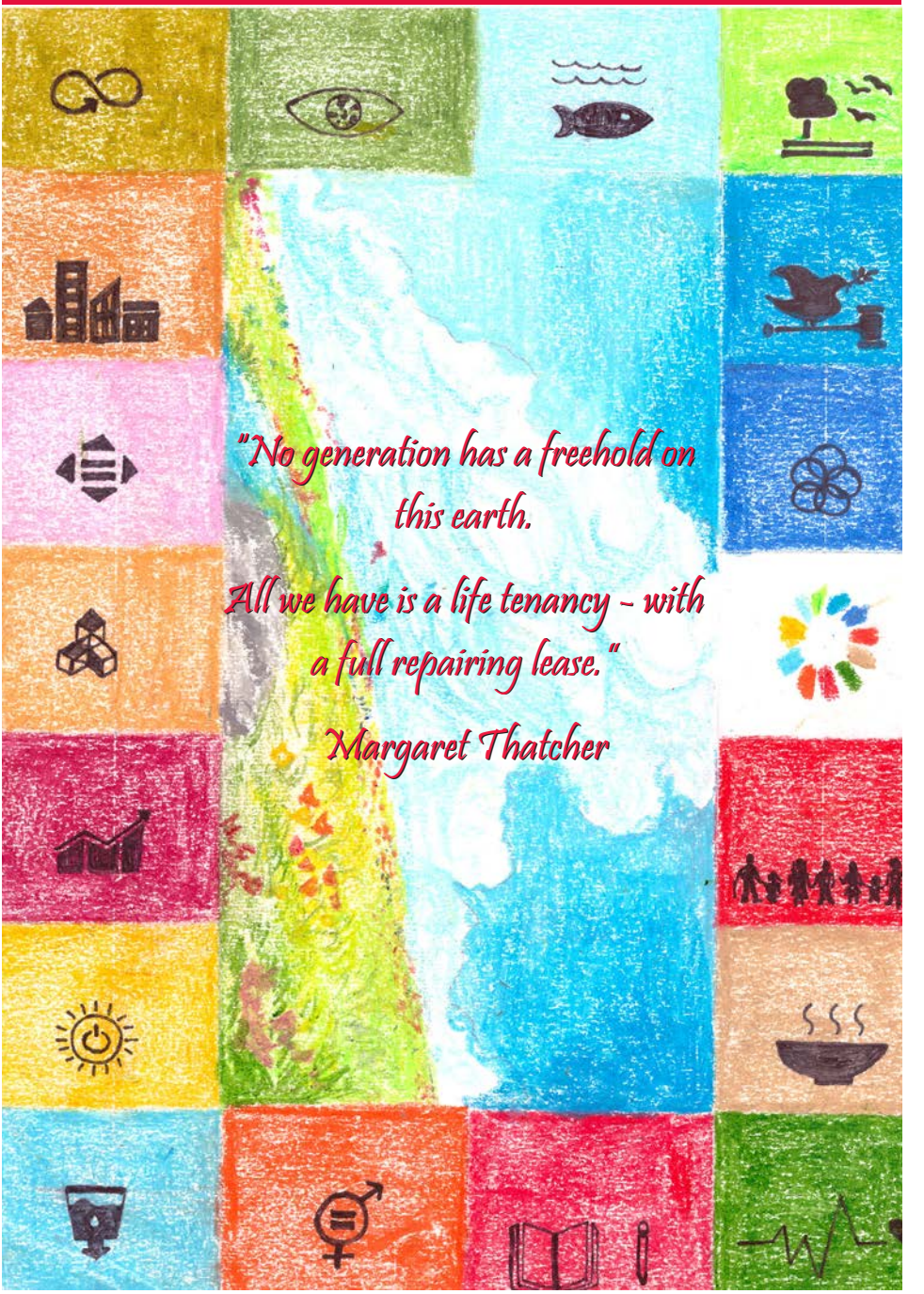
७ नित्य नियम से व्यायाम करना

८ भोजन को दवा समझकर खाना। जो स्वाद
के वश होकर खाते हैं वे जल्दी मरजाते हैं
और न दान कर पाते हैं

कावोजी

—

SUSTAINABLE DEVELOPMENT



PARTICULARS OF THE STUDENT

(To be filled by a Parent only)

Name of the Student: .....

Class/Section :.....

House : .....UID. No. : .....

Date of Birth:.....

Mode of Transport : .....

Bus No. : .....Stop : .....

Father's Name :.....

Designation :.....

Mother's Name : .....

Designation :.....

Phone No.:.....

Guardian's Name :.....

Designation :.....

Office Address: ..... Residential Address : .....

....

....

....

Phone No. (O) ..... (R) .....

....

Mobile Number for SMS Alerts (Parent's).....

Details about own brothers/sisters (if any) studying in this school.

Name	Boy/Girl	Class/Section	UID No.
.....	.....	.....	.....
.....	.....	.....	.....

Medical History of the Student

(To be filled in capital letters without fail by the parent/guardian)

1. Blood Group..... 2. Any ailment, suffered in the past.....
3. Operation undergone in the past if any, specify.....
4. Allergy for any medicine/food item.....
5. Any ailment for which child is on regular medication now:

Name of the class teacher .....

Signature of the class teacher .....

This Diary is to be brought to school everyday.

SESSION 2024-2025

PARENT'S DECLARATION

(To be filled by a Parent only)

1. My ward ..... is a student of Class/ Section..... of your school. I, as his/her father/mother will sign all his/her leave applications, report cards or the remarks entered by his/her teacher(s)/ Principal. My specimen signature, address and telephone numbers are given below.

   I hereby undertake to assign a guardian, permitted by school, through an affidavit, to be the authorised guardian for my ward whenever a situation arises where both of us are not in a circumstance to reside with our ward, temporarily or for a long duration.

   ....

   Specimen Signature of the Mother Specimen Signature of the Father

   Emergency (Contact/Mobile No.).....

2. In case I am not available to sign, I authorise the following person(s) to sign on my behalf:

Name, Address & Ph. No./Mobile	Relationship with Student	Specimen Signature No.
a	.....	.....
B	.....	.....

3. Name of two individuals who could be contacted 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 strong.
2. They should always be friendly with others in and outside the school.
3. They should not be vulgar in their speech and behaviour.
4. They should accept whatever work is assigned to them as their rightful share. They should face difficulties courageously.
5. 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.
7. 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.
13. 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.
3. 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 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

1. 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/-
2. 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.
5. 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.
12. 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.

b) 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.

20. 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, smart watches, 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

1. 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.

3. 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 take action.

FEE STRUCTURE 2024-2025

Sl. No.	Particulars	Nursery-Std. I	Std. II	Std. III -Std. V	Std. VI -Std. IX	Std. X	Std. XI	Std. XII
1	Session Fee	₹5,500.00	₹5,500.00	₹5,500.00	₹5,500.00	₹5,500.00	₹5,500.00	₹5,500.00
2	Misc. Charges	₹2,400.00	₹2,400.00	₹2,400.00	₹2,400.00	₹2,400.00	₹2,400.00	₹2,400.00
3	Lab Fee*	.....	.....	.....	.....	.....	₹2,000.00	₹2,000.00
4	Computer Fee**	.....	.....	.....	.....	.....	₹2,000.00	₹2,000.00
5	Library Fee	.....	.....	.....	.....	.....	₹2,000.00	₹2,000.00
6	Imprest Deposit (Unutilized fund will be carried forward to the next session)	₹3,000.00	₹3,000.00	₹3,000.00	₹3,000.00	₹5,000.00	₹3,000.00	₹5,000.00
7	Caution Money***	₹10,000.00	₹10,000.00	₹10,000.00	₹10,000.00	.....	₹10,000.00	.....
8	Tuition Fee (monthly)	₹2,700.00	₹2,700.00	₹2,850.00	₹3,120.00	₹3,120.00	₹3,630.00	₹3,630.00
9	Technology Fee (monthly)	₹300.00	₹300.00	₹300.00	₹300.00	₹300.00	₹300.00	₹300.00

* To be paid only by Science & Humanities students.

** To be paid only by Computer students.

*** Caution money will be refunded to the outgoing students after adjusting Rs. 500/-towards Alumni Association Charges. It will be charged only from new admissions.

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.
3. School fee will be accepted only through the payment gateway provided on the school website.
4. Students will not be allowed to avail or withdraw bus facility in the middle of the session.

FEE PAYMENT SCHEDULE

Sl. No.	Quarter	From	To	Last Date Without fine
1	First Quarter	April	June	15th April, 2024
2	Second Quarter	July	September	31st July, 2024
3	Third Quarter	October	December	31st October, 2024
4	Fourth Quarter	January	March	31st January, 2025

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

1. 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.
3. 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.
4. 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.
6. All students are expected to attend the school on the first and last working days 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.

9. 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 the child is completely well
   b) Cholera : Till redness in the eyes completely disappears
   c) Conjunctivitis : Two weeks after the rashes disappear
   d) Measles : Until swelling has gone (about one month)
   f) Whooping Cough : Six weeks
   e) Mumps : Whooping Cough: Six weeks
   9) 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. If a child reports to school for a given day, he or she needs to attend classes till the recess to be eligible for the day's attendance.
12. Students having 100% attendance will be awarded with a medal/ merit certificate at the end of the session.

WITHDRAWAL

1. 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).
2. 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.
4. 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.

6. A child falling 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.
2. Students will not be allowed to avail or withdraw the bus facility in the middle of the session.
3. 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.
7. 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.
9. 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.
11. 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 TIMINGS ARE AS FOLLOWS:

Primary School:	
09:00 am to 02:45 pm	Reporting Time: 08:55 am
Senior School	
06:35 am to 12:45 pm	Reporting Time: 06:35 am
Any change in school timing will be intimated as and when required	

AWARDS AND CERTIFICATES

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

Others:	For KG II:
• 100% Attendance Badge (Monthly) • Best Class Star • Motivational Certificates	• Star Child • Best in Academics-Trophy • 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.

Regularity & Attendance

For those who maintain perfect attendance, awards will be given every three consecutive years as double hatrick, triple hatrick, quadra hatrick and penta hatrick, in continuation.

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. Yoga Academy
5. Badminton 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 record of their attendance.

CO-SCHOLASTIC ACTIVITIES

As per the NEP and NCF 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
2. Skating
3. Science Innovation club
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 Shresth Bharat (EBSB) & Yuva Tourism Club
20. Satyajit Ray Film Club
21. Voter Awareness 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 / Street Play f. Solo Dance	
Sports	a. Kho Kho c. Table Tennis e. Basketball g. Cricket i. Chess k. Archery m. Taekwondo o. Shooting q. Boxin	b. Volleyball d. Badminton f. Football h. Athletics J. Skating I. Kabaddi n. Wushu p. Yoga

Others	a. Quiz b. Painting c. Rangoli d. Flower Arrangement e. Power Point Presentations f. Face Painting g. Salad making h. Fireless Cooking

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.
3. 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

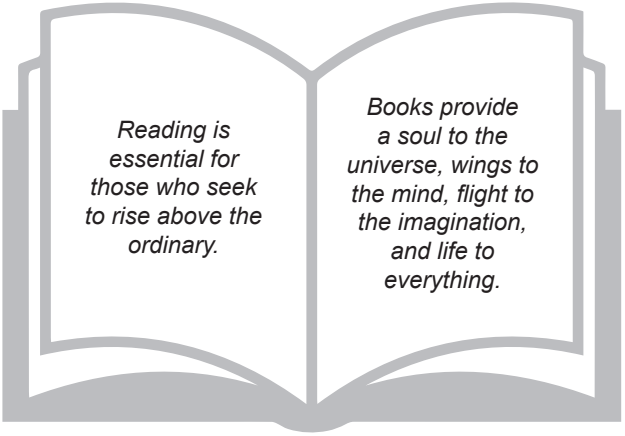
have to either replace the book with its new edition or pay double the recent price of the book.

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. A large 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 ambiance and empowers children for Olympiads, Quizzes & other scholarship programmes.



HOLIDAY LIST 2024-25

Date	Day	Festival
29-03-2024	Friday	Good Friday
11-04-2024	Thursday	Eid-UL- Fitr**/ Sarhul
14-04-2024	Sunday	Ambedkar Jayanti
17-04-2024	Wednesday	Ram Navami
17-06-2024	Monday	Bakr-Id**
07-07-2024	Sunday	Rath Yatra
17-07-2024	Wednesday	Muharram**
15-08-2024	Thursday	Independence Day
19-08-2024	Monday	Raksha Bandhan
26-08-2024	Monday	Janmasthami
06-09-2024	Friday	Ganesh Chaturthi
15-09-2024	Sunday	Id-Ul-Milad
17-09-2024	Tuesday	Vishwakarma Puja
02-10-2024	Wednesday	Gandhi Jayanti
13-10-2024	Sunday	Dussehra
01-11-2024	Friday	Diwali
07-11-2024	Thursday	Chhat Puja
15-11-2024	Friday	Jharkhand Foundation Day
15-11-2024	Friday	Guru Nanak Jayanti
25-12-2024	Wednesday	Christmas
14-01-2025	Tuesday	Makar Sankranti**
26-01-2025	Sunday	Republic Day
02-02-2025	Sunday	Basant Panchmi
26-02-2025	Wednesday	Maha Shivratri
14-03-2025	Friday	Holi

Vacation	From	To
Summer	11-05-2024	04-06-2024
Durga Puja	10-10-2024	15-10-2024
Diwali & Chhath	31-10-2024	08-11-2024
Winter	30-12-2024	05-01-2025

Tentative Academic Planner

DAY	Apr '24	May-24	Jun-24	Jul-24	Aug-24	Sep-24
Sunday						1
Monday	1			1		2
Tuesday	2			2		3
Wednesday	3	1		3		4
Thursday	4	2		4	1	5
Friday	5	3 Living Newspaper (IX-XII), creative writing, Calligraphy (IX-XII)		5	2 Song and Dance Competition (IX-XII)	6 Ganesh Chaturthi
Saturday	6	4	1	6	3	7*
Sunday	7	5	2	7 Rath Yatra	4	8
Monday	8	6	3*	8	5	9 H.Y. Exam
Tuesday	9 Eid-UL- Fitr**	7	4*	9	6	10
Wednesday	10	8	5 School Reopens	10	7	11
Thursday	11	9	6	11	8	12
Friday	12	10	7	12 Debate (IX-XII), Ad making (IX-XII)	9 Radio play (IX-XII)	13
Saturday	13	11 Summer V.	8 Teacher's Yoga	13 Indraprastha	10	14*
Sunday	14 Ambedkar Jayanti	12	9	14	11	15 Id-Ul-Milad
Monday	15	13	10	15	12	16
Tuesday	16	14	11	16	13	17 Vishwakarma Puja
Wednesday	17 Ram Navami	15	12	17 Muharram**	14	18
Thursday	18	16	13 Fancy Dress Competition (III-V)	18	15 Independence Day	19
Friday	19 Word Scrabble, Cryptic Crossword (IX-XII)	17	14 Yoga Competition (IX-XII)	19 Street play (VI-XII)	16	20
Saturday	20 PTM	18	15	20 PTM	17	21*
Sunday	21	19	16	21	18	22
Monday	22	20	17 Bakr-Id**	22	19 Raksha Bandhan	23
Tuesday	23	21	18	23	20	24
Wednesday	24	22	19	24	21	25
Thursday	25	23	20	25	22 Nukkad Natak (Hindi) (III-V)	26
Friday	26 Drawing and Painting (IX-XII) Art installation (IX-XII)	24	21	26	23 Declamation Competition (VI-VIII), (IX-XII)	27
Saturday	27	25	22*	27	24	28*
Sunday	28	26	23	28	25	29
Monday	29	27	24	29	26 Janmasthami	30
Tuesday	30	28	25	30	27	
Wednesday		29	26	31	28	
Thursday		30	27 Conclave		29	
Friday		31	28 Conclave		30	
Saturday			29 Conclave		31	
Sunday			30			
Monday						

* Working Day for teachers ** Tentative Holiday

Classes for IX, X, XI & XII will continue till 23-05-2024

for Session 2024-25

Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	DAY
		1				Sunday
		2				Monday
1		3				Tuesday
2 Gandhi Jayanti		4	1			Wednesday
3		5	2			Thursday
4 Fashion Futurista (IX-XII) & Sound Scape (VI-XII)	1	6 Spelling Quiz (IX-XII), Heats	3			Friday
5	2	7	4	1*	1*	Saturday
6	3	8	5	2 Basant Panchmi	2	Sunday
7	4	9	6 School reopens	3	3	Monday
8	5	10 Drama 1 (VI-XII)	7	4	4	Tuesday
9	6	11 Drama 2 (VI-XII)	8 Kite Making & Kite Flying (IX-XII)	5	5	Wednesday
10 DP VACATION	7 Chhath	12 Drama 3 (VI-XII)	9	6	6	Thursday
11	8	13 Drama 4 (VI-XII) Heats	10	7	7	Friday
12	9	14	11 PTM	8*	8*	Saturday
13	10	15	12	9	9	Sunday
14	11 School reopens	16	13	10	10	Monday
15	12	17	14 Makar Sankranti**	11	11	Tuesday
16 School reopens	13	18	15	12	12	Wednesday
17	14	19	16	13	13	Thursday
18 Wall interio Designing (VI-XII), PPT (IX-XII)	15 Jharkhand Foundation Day & Guru Nanak J.	20 Sudoku, Maths Quiz (IX-XII), Heats	17	14	14 Holi	Friday
19 Effervescence	16*	21	18*	15*	15*	Saturday
20	17	22	19	16	16	Sunday
21 Joy of Making & Joy of Giving week (VI-XII)	18	23	20 School Fn. Day, Sports Day (VI-XII)	17	17	Monday
22, Joy of Making & Joy of Giving week (VI-XII)	19	24	21	18	18	Tuesday
23, Joy of Making & Joy of Giving week (VI-XII)	20	25 Christmas	22	19	19	Wednesday
24, Joy of Making & Joy of Giving week (VI-XII)	21	26	23*	20	20	Thursday
25 Joy of Making & Joy of Giving week (VI-XII), Rangoli making(Tech & Floor), Flower Arrangement, Salad Arrangement (IX-XII)	22	27 Heats	24	21	21	Friday
26	23*	28	25*	22*	22*	Saturday
27	24	29	26 Republic Day	23	23	Sunday
28	25	30 Winter Vacation	27	24	24	Monday
29	26	31	28	25	25	Tuesday
30	27		29	26 Maha Shivratri	26	Wednesday
31 Diwali	28		30	27	27	Thursday
	29		31	28	28	Friday
	30 Orchestra (VI-XII)				29	Saturday
					30	Sunday
					31	Monday

CALENDAR - 2024

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

JULY

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

CALENDAR - 2025

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

ASSEMBLY THEMES 2024-25

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.
2. SDG - Life on Land.
3. International Day of Yoga - Yog Divas

JULY

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

AUGUST

1. 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

1. 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
3. 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
20.04.2024 (Saturday)
20.07.2024 (Saturday)
11.01.2025 (Saturday)

* Dates for Open Days will be informed later.

CLUB ACTIVITIES

Month	IX to XII	
	Date	Activities
May	04.05.2024	Club Activity 1
June	15.06.2024	Club Activity 2
November	16.11.2024	Club Activity 3
December	14.12.2024	Club Activity 4

INTER-HOUSE ACTIVITY LIST (2024-25)

(IX-XII)

April	19.04.2024	Words Scrabble, Cryptic Crossword (IX-XII)
	26.04.2024	Drawing and Painting (IX-XII), Art installation (IX-XII)
May	03.05.2024	Living Newspaper (IX-XII), Creative Writing, Calligraphy (IX-XII)
June	27.06.2024-29.06.2024	Conclave
July	12.07.2024	Debate (IX-XII), Ad making (IX-XII)
	13.07.2024	Indraprastha
	19.07.2024	Street play (IX-XII)
August	02.08.2024	Song and Dance Competition (IX-XII)
	09.08.2024	Radio Play (IX-XII)
	23.08.2024	Declamation (IX-XII)
Oct.	04.10.2024	Fashion Futurista (IX-XII) & Sound Scape (IX-XII)
	18.10.2024	Wall Interio Designing (IX-XII), PPT (IX-XII)
	19.10.2024	Effervescence (IX-XII)
	21.10.2024-25.10.2024	Joy of Making and Joy of Giving Week (IX-XII)
	25.10.2024	Rangoli Making (Tech & Floor), Flower arrangement, Salad arrangement (IX-XII)
Nov	30.11.2024	Orchestra (IX-XII)
Dec.	06.12.2024	Spelling Quiz (IX-XII), Heats
	10.12.2024	Drama Competition (IX-XII)
	11.12.2024	Drama Competition (IX-XII)
	12.12.2024	Drama Competition (IX-XII)
	13.12.2024	Heats, Drama Competition (IX-XII)
	20.12.2024	Sudoku, Maths Quiz (IX-XII), Heats
	27.12.2024	Heats
Jan.	08.01.2025	Kite Flying Competition (IX-XII)

Sports Activity 2024-25	
April-May, 2024	Tug of war
June, 2024	Yoga
July, 2024	Chess & Taekwondo
August, 2024	Volleyball
October, 2024	Badminton, Shooting
November, 2024	Basketball, Football
December, 2024	Cricket

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 2024						
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

SESSION 2024-2025

MY TARGET PLAN

Assessment:→ Subject :↓	Target 2024-25		Actual Marks achieved 2024-25		Difference +/-	
	Term-I	Term-II	Term-I	Term-II	Term-I	Term-II
English						
Hindi/Sanskrit						
Maths						
Science						
Social Science						
AI						
Chemistry						
Physics						
Biology/Pol. Sc.						
CS/IP						
Entrepreneurship						
Eco/FST						
PHE						
HVM/Painting						
Business Studies						
Accountancy						
History						
Geography						
Signature of Parent						
Signature of Class Teacher						

ASSESSMENT MARKS

Sl. No.	Subject	PT	PT	PT	Term-I	PT	PT	PT	Term-II
1	English								
2	Hindi/Sanskrit								
3	Maths								
4	Science								
5	Social Science								
6	AI								
7	Chemistry								
8	Physics								
9	Biology/Pol. Sc.								
10	CS/IP								
11	Entrepreneurship								
12	Eco/FST								
13	PHE								
14	HVM/Painting								
15	Business Studies								
16	Accountancy								
17	History								
18	Geography								
Signature of Parent									
Signature of Class Teacher									

ASSESSMENT POLICY

- External Assessment comprises : Periodic Text + Note Book Submission + Subject Enrichment Activity.
- There will be three periodic Test in every term and best of the two will be considered for evaluation.
- Co-scholastic Areas are : Work Education; Art Education; Health & Physical Education along-with Discipline.
- Term - I : 100 marks (Periodic Test - 10 marks + Note Book - 5 marks + Subject Enrichment - 5 marks + HY - 80 marks)
- Term - II : 100 marks (Periodic test - 10 marks + Note Book - 5 marks + Subject Enrichment - 5 marks + AE - 80 marks)

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.

Rules of Examinations :

- Attendance is compulsory for all tests and examinations held during the year, failing which the student will be awarded zero consideration will be given to the absentees except on medical grounds, at the sole discretion of the Head of the school. It is the responsibility of both students and their parents to ensure that they do not miss any Written Tests or Examinations.
- Subjects like computer Science, Third language, Coding, Abacus, PE, Art, Music and Sports will also be graded.
- Unfair Means : Students found using any unfair means during any of the examinations, will be penalised. Parent and the concerned student will be summoned and asked to provide an explanation.
- Requests for the issue of Progress Card before the declaration of results will not be entertained.
- Exam dates are decided in advance. Exam / assessment cannot be conducted on any other date / day for parents personal convenience / requirement.

- Early departure - if students leave before 11:30, test will not be evaluated students early departure to be allowed 1 hour early.

NORMS OF PROMOTION

- Six Periodic Tests (PT) will be conducted as per schedule.
- Pass percentage will be 40% in each subject in all tests & exam.
- Promotion is granted on the basis of performance throughout the year

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

Class	First Term Exam	Final Term Exam
Nur. - KG II	• PT1+ PT2 + PT3 =10 Marks	• PT4 + PT5 + PT6 = 10 Marks
	• Oral Exam: 30 Marks	• Oral Exam: 30 Marks
	• Written Exam: 50 Marks	• Written Exam: 50 Marks
	• Project/Assignment: 10 Marks	• Project/Assignment: 10 Marks
I-IX	• PT1+ PT2 + PT3 = 5 Marks	• PT4 + PT5 + PT6 = 5 Marks
	• Notebook maintenance: 5 Marks	• Notebook maintenance : 5 Marks
	• 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
XI	• Half Yearly and Annual Exam will be as per CBSE Pattern	• Periodic Test: 20% • Half Yearly Exam: 30% • Annual Exam: 50% (40% marks-Passing Criteria)
	• Wherever practicals are a part of the subject, a student should pass separately in the practical and theory	

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

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 (2024-2025)

PT-I						
Date	**IX**	**X**	**XII (PCM)**	**XII (PCB)**	**XII (COM)**	**XII (HUM)**
29/04/2024	Social Sci	Maths	Physics	Physics	Accountancy	History
06/05/2024	Hindi / Sanskrit	Hin/Snk	English	English	English	English
10/06/2024	AI	English	Chemistry	Chemistry	B. St.	Pol. Sc.
14/06/2024	English	Science	PHE (5th)	PHE (5th)	PHE (5th)	.....
21/06/2024	Science	AI	Maths	Maths	Maths/EP	Geography
24/06/2024	Maths	Social Sc	CS / IP / Eco	Biology	Economics	Economics/ FST
01/07/2024	GK / LS	GK / LS	-	-	-	-

PT-II						
15/07/2024	Social Sci	Science	Chemistry	Chemistry	B. St.	History
22/07/2024	Hindi / Sanskrit	English	English	English	English	English
26/07/2024	AI	Social Sc	CS / IP / Eco	Biology	Economics	Economics/ FST
29/07/2024	English	Hin/Snk	PHE (5th)	PHE (5th)	PHE (5th)	.....
05/08/2024	Science	AI	Maths	Maths	Maths/EP	Pol. Sc.
12/08/2024	Maths	Maths	Physics	Physics	Accountancy	Geography
16/08/2024	GK / LS	GK / LS	-	-	-	-

PT-III (Revision Test)						
27/08/2024	Social Sci	Science	Chemistry	Chemistry	B. St.	History
28/08/2024	Hindi / Sanskrit	English	English	English	English	English
29/08/2024	AI	Social Sc	CS / IP / Eco	Biology	Economics	Economics/ FST
30/08/2024	English	Hin/Snk	PHE (5th)	PHE (5th)	PHE (5th)	.....
02/09/2024	Science	AI	Maths	Maths	Maths/EP	Pol. Sc.
03/09/2024	Maths	Maths	Physics	Physics	Accountancy	Geography

2 Best of 3 PTs will be added in the Annual exam.

PT-IV						
Date	**IX**	**X**	**XII (PCM)**	**XII (PCB)**	**XII (COM)**	**XII (HUM)**
18/10/2024	Social Sci	-	-	-	-	-
21/10/2024	Hindi / Sanskrit	-	-	-	-	-
25/10/2024	AI	-	-	-	-	-
28/10/2024	English	-	-	-	-	-
11/11/2024	Science	-	-	-	-	-
18/11/2024	Maths	-	-	-	-	-
22/11/2024	GK / LS	-	-	-	-	-
PT-V						
29/11/2024	Social Sci	-	-	-	-	-
02/12/2024	Hindi / Sanskrit	-	-	-	-	-
06/12/2024	AI	-	-	-	-	-
09/12/2024	English	-	-	-	-	-
13/12/2024	Science	-	-	-	-	-
16/12/2024	Maths	-	-	-	-	-
20/12/2024	GK / LS	-	-	-	-	-
PT-VI (Revision Test)						
22/01/2025	Social Sci	-	-	-	-	-
23/01/2025	Hindi / Sanskrit	-	-	-	-	-
24/01/2025	AI	-	-	-	-	-
27/01/2025	English	-	-	-	-	-
28/01/2025	Science	-	-	-	-	-
29/01/2025	Maths	-	-	-	-	-

2 Best of 3 PTs will be added in the HY exam.

PT-1				
DATE	**XI (PCM)**	**XI (PCB)**	**XI (COM)**	**XI (HUM)**
15/07/2024	Chemistry	Chemistry	B.St.	History
22/07/2024	English	English	English	English
26/07/2024	Physics	Physics	Accountancy	----
29/07/2024	PHE (5th)	PHE (5th)	PHE (5th)	Pol.Sc
05/08/2024	CS / IP	Biology	Economics	Eco./F.st
12/08/2024	Maths	Maths	Maths/EP	Geo
PT-2				
27/08/2024	Chemistry	Chemistry	B.St.	Hist
28/08/2024	English	English	English	Eng
29/08/2024	Physics	Physics	Accountancy	----
30/08/2024	PHE (5th)	PHE (5th)	PHE (5th)	Pol.Sc
02/09/2024	CS / IP	Biology	Economics	Eco./F.st
03/09/2024	Maths	Maths	Maths/EP	Geo
PT-3				
07/10/2024	Maths	Maths	Maths/EP	Pol.Sc
18/10/2024	PHE (5th)	PHE (5th)	PHE (5th)	----
21/10/2024	Chemistry	Chemistry	B.St.	Hist
25/10/2024	CS / IP	Biology	Economics	Eco./F.st
28/10/2024	Physics	Physics	Accountancy	Geo
11/11/2024	English	English	English	Eng
PT-4				
25/11/2024	Physics	Physics	Accountancy	Geo
29/11/2024	English	English	English	Eng
02/12/2024	CS / IP	Biology	Economics	Eco./F.st
06/12/2024	Maths	Maths	Maths/EP	Pol.Sc
09/12/2024	Chemistry	Chemistry	B.St.	Hist
13/12/2024	PHE (5th)	PHE (5th)	PHE (5th)	----
PT-5 (RT)				
22/01/2025	Physics	Physics	Accountancy	Geo
23/01/2025	English	English	English	Eng
24/01/2025	CS / IP	Biology	Economics	Eco./F.st
27/01/2025	Maths	Maths	Maths/EP	Pol.Sc
28/01/2025	Chemistry	Chemistry	B.St.	Hist
29/01/2025	PHE (5th)	PHE (5th)	PHE (5th)	----

Remarks of Principal

UID	Name	Class
.....	.....	.....
Date	**Remarks**	**Signature of Parents/Guardian**

SESSION 2024-2025

Remarks of Section Incharge

UID	Name	Class
.....	.....	.....
Date	**Remarks**	**Signature of Parents/Guardian**

Remarks of Discipline Incharge

UID	Name	Class
.....	.....	.....
Date	**Remarks**	**Signature of Parents/Guardian**

Remarks of Transport Incharge

UID	Name	Class
.....	.....	.....

Date	Remarks	Signature of Parents/Guardian

SESSION 2024-2025

Remarks of House Warden / Tutor

UID	Name	Class
.....	.....	.....
Date	**Remarks**	**Signature of Parents/Guardian**

SESSION 2024-2025

Remarks of Regularity Incharge

UID	Name	Class
.....	.....	.....
Date	**Remarks**	**Signature of Parents/Guardian**

SESSION 2024-2025

Remarks of Counsellor / Special Educator

UID	Name	Class
.....	.....	.....

Date	Remarks	Signature of Parents/Guardian

SESSION 2024-2025

Remarks of Subject Teacher

UID	Name	Class
.....	.....	.....

Date	Remarks	Signature of Parents/Guardian

SESSION 2024-2025

Remarks of Subject Teacher

UID	Name	Class
.....	.....	.....
Date	**Remarks**	**Signature of Parents/Guardian**

SESSION 2024-2025

Remarks of Subject Teacher

UID	Name	Class
.....	.....	.....

Date	Remarks	Signature of Parents/Guardian

SESSION 2024-2025

Remarks of Class Teacher

UID	Name	Class
.....	.....	.....
Date	**Remarks**	**Signature of Parents/Guardian**

Remarks of Class Teacher

UID	Name	Class
.....	.....	.....

Date	Remarks	Signature of Parents/Guardian

SESSION 2024-2025

Remarks of Class Teacher

UID	Name	Class
.....	.....	.....
Date	**Remarks**	**Signature of Parents/Guardian**

SESSION 2024-2025

Remarks of Class Teacher

UID	Name	Class
.....	.....	.....
Date	**Remarks**	**Signature of Parents/Guardian**

SESSION 2024-2025

Remarks of Class Teacher

UID	Name	Class
.....	.....	.....
Date	**Remarks**	**Signature of Parents/Guardian**

SESSION 2024-2025

Book Reading Record - 2024-25

UID	Name	Class
.....	.....	.....

Sl. No.	Date	Signature of Parents/Guardian	Librarian's Signature

SESSION 2024-2025

Late Arrival Record

UID	Name	Class
.....	.....	.....

Date	Time Arrival	Remarks	Signature of Teacher

SESSION 2024-2025

School Infirmary Record

UID	Name	Class
.....	.....	.....

Date	Time in	Time Out	Ailment of Reason	Signature of Teacher in Class	Signature of Nurse

SESSION 2024-2025

Record of Absence

(To be filled by the Parent/Guardian)

UID	Name	Class
.....	.....	.....

Sl. No.	Leave on/from	No. of Days	Reason	Parent's Signature	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					
25					

SESSION 2024-2025

Uniform Non-Compliance

(To be filled by the Teacher)

UID	Name	Class
.....	.....	.....

Sl. No.	Date	Uniform	Shoes & Socks	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						
24						
25						

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

SESSION 2024-2025

Personal Hygiene
(To be filled by the Teacher)

UID	Name	Class
.....	.....	.....

Sl. No.	Date	Nail	Hair	Teeth	Teacher'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						
24						
25						

SESSION 2024-2025

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 Not 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	Name	Class
.....	.....	.....

Sl. No.	Date	Uniform	Shoes & Socks	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						
24						

SESSION 2024-2025

Project Work

(To be filled by the Student)

UID	Name	Class
.....	.....	.....

Sl. No.	Date	Topic	Subject
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

SESSION 2024-2025

Project Work

(To be filled by the Student)

UID	Name	Class
.....	.....	.....

Sl. No.	Date	Topic	Subject
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
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SESSION 2024-2025

Parent's Communication

UID	Name	Class
.....	.....	.....
Date	**Remarks**	**Signature of Parents/Guardian**

SESSION 2024-2025

Parent's Communication

UID	Name	Class
.....	.....	.....
Date	**Remarks**	**Signature of Parents/Guardian**

SESSION 2024-2025

Parent's Communication

UID	Name	Class
.....	.....	.....
Date	**Remarks**	**Signature of Parents/Guardian**

SESSION 2024-2025

Parent's Communication

UID	Name	Class
.....	.....	.....
Date	**Remarks**	**Signature of Parents/Guardian**

SESSION 2024-2025

PTA / Open Day Record / Other Interactions

UID	Name	Class
.....	.....	.....
Date	**Remarks**	**Signature of Parents/Guardian**

SESSION 2024-2025

Record of Co-Scholastic Activities
Session 2024-2025

UID	Name	Class
.....	.....	.....

Sl. No.	Name of Participated Activity	Date of Activity	Position Obtained	House Warden's Signature	Class Teacher's Signature

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 :

	Change	Previous	New
	Student's Name		
	Father's Name		
	Mother's Name		
	Address		
	Phone No.		

(Tick the change desired)

I' am enclosing the requisite supporting document for the same. Kindly do the needful and oblige.

Thinking 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 Principal
Sarala Birla Public School
Birla Knowledge City,
Ranchi-Purulia Highway, Mahilong
Ranchi - 835103. Jharkhand

Date : .....

Dear Madam,

You are requested to grant leave to my ward, Master/Miss ....
..... UID .....
studying in Class & Sec. ..... of your school
from ..... to .....
for (total no. of days) ..... days. Purpose/
Reason for leave .....
.....
.....
(Submit Doctor's Prescription for a sick leave)
Regards

....
Sign of Father/Sign of Mother

FOR OFFICE USE

Granted / Not Granted
Class Teacher's Remarks & Sign .....

Section Incharge

Note : Photocopy of the format may be used.
Application will be accepted only in this format.

APPLICATION FOR CHANGE OF BUS

(Photocopy may be used)

Date :

UID No.....Class & Section .....

Student's Name :.....

Father's Name :.....

Shift from Bus No. .....Stop .....

From (Address) :.....

.....

..... Ph. No.....

To Address :.....

.....

..... Ph. No.....

Class Teacher's (Sign.) Parent's (Sign.)

<u>For Transport Office Use only</u>

1. New Bus No.
2. New Stop

Transport Incharge's (Sign.)

Principal Signature

COLOUR PAGE

COLOUR PAGE

COLOUR PAGE

COLOUR PAGE

I feel good. I did it !

-
-
-
-
-
-
-
-
-
-
-
-

MY PAGE

I feel good. I did it !

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-
-

Recent coloured Stamp Size Photo of the Student's Mother	Recent coloured Stamp Size Photo of the Summer Uniform with School tie	Recent coloured Stamp Size Photo of the Student's Father

Session 2024-2025

Name : .....

UID : ..... Category : .....

Class / Section :..... House : .....

Father's Name :.....

Mother's Name .....

Local Guardian's name, if applicable (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

Date : .....

Signature of the Class Teacher

Date : .....

DAILY TIME TABLE

Day	**1st** Period	**2nd** Period	**3rd** Period	**4th** Period	**5th** Period	**6th** Period	**7th** Period	**8th** Period	**9th** Period
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									

SARALA BIRLA PUBLIC SCHOOL

Mahilong, Ranchi

Session-2024-25

My Resolutions for the academic session April 2024 to September 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.
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.

I would like to improve my overall performance and in order to do so I will -

.....

.....

Student's Name..... Class/Sec..... UID.

....

Student's Signature Father's Signature Mother's Signature

SARALA BIRLA PUBLIC SCHOOL

Mahilong, Ranchi

Session-2024-25

My Resolutions for the academic session October 2024 to March 2025

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.

I would like to improve my overall performance and in order to do so I will -

.....

.....

Student's Name..... Class/Sec..... UID.

....

Student's Signature Father's Signature Mother's Signature

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 Nikentan, 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

+91 9507035987, 9507035717 info@sbpsranchi.com Website : www.sbpsranchi.com

577_02_24_**Kailash Paper,** Ranchi 1800 889 4101