



# STELLA MARIS ENGLISH MEDIUM SCHOOL

Valanjavattom P.O., Thiruvalla  
CBSE Affiliation No.930713  
Ph: 0469 2610805, 2713472, 2611521



STUDENT'S  
HAND BOOK

2025-2026





# STELLA MARIS

## ENGLISH MEDIUM SCHOOL

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STUDENT'S

# HAND BOOK

2025-2026

Name.....

Class..... Div..... Roll No..... Adm. No.....

Run by Daughter's of Mary Congregation:  
St. Mary's Province Trivandrum

☎ 0469 2610805, 2713472, 2611521 ✉ stellamaristvla@gmail.com 🌐 www.smems.edu.in

The background is a warm, orange-toned collage. It features various musical elements: a yellow trumpet in the upper right, a yellow saxophone in the lower left, and several colorful musical notes (red, blue, yellow) scattered throughout. The overall style is artistic and celebratory.

# School ANTHEM

A happy band  
From far and near  
We meet to learn  
the right to dare  
Beloved School Stella Maris Hai,  
Our love for thee  
Shall never fail  
For God is all our strength,  
In Him we do and dare.  
The hard right against the wrong  
We'll Cherish and revere  
Then Proudly let us stand  
United heart and hand  
That God may bless and  
keep Stella Maris School.



**Our Heavenly Patroness**



# Stella Maris English Medium School

Stella Maris English Medium School started in 1990, is owned by the Daughters of Mary Congregation, Thiruvananthapuram. The school is affiliated to the Central Board of Secondary Education (C.B.S.E.), Delhi. The school prepares students for the Secondary School Examination (S.S.E.) conducted by the CBSE. It admits students of all communities irrespective of caste and creed.

## Vision

- To provide a meaningful and fruitful educational experience through innovation and self-discovery.
- To mould every learner into becoming an upright, responsible citizen of character and conviction and to attain humanism.
- To academically and spiritually empower every learner to become a torch bearer of our tradition and culture.

## Mission

- To provide opportunities to the learners through many social and cultural activities, to become more humane, tolerant and appreciative of others feelings, views and practices.
- To work in a cordial manner with the parents, teachers, students and other organizations to improve the academic and campus environment for the promotion of a better, healthy and happy ambience for a holistic development of personality.



### OBJECTIVES

1. To hold up before the students an integral view of life based on moral values and perspectives and promote their all round development, intellectual, physical and spiritual.
2. To provide an education which aims at excellence in the pursuit of knowledge and encourages creativity and independent thinking.
3. To awaken in students an awareness of social and economic realities in the world around them and a sense of social responsibility, to develop in them qualities of leadership and thus train them be responsible and useful citizens of In-dia.



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Name.....

Std..... Div.....

Roll No..... Ad. No.....



## **STELLA MARIS ENGLISH MEDIUM SCHOOL**

**VALANJAVATTOM - 689 104, THIRUVALLA, KERALA**

**CBSE Affiliation No. 930713**

**E-mail : stellamaristvla@gmail.com**

**Ph : 0469 - 2713472, 2610805**

**Web : www.smems.edu.in**



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## **STUDENT'S PERSONAL CARD**

Name of the pupil .....

Ad.No.....Date of birth .....Sex.....

Std.....Division.....Roll No.....House.....

Religion.....Caste.....SC/ST/OBC.....

Aadhar No.....BPL/APL.....

Residential address.....

.....Phone.....

Name of Mother.....

Occupation.....Mobile.....

Name of Father.....

Occupation.....Mobile.....

Name of Local Guardian (if any).....

Occupation.....Phone.....

Sibling studying in Stella Maris

Name.....Class.....

Name.....Class.....

Person to contact in case of emergency.....

Phone No.....

Mode of Transport Car/Auto/Jeep/School Bus

School Bus Boarding Point.....Bus No.....

I have read all rules & regulations of the school and I promise to abide by them and see that my child fully conforms to the standard required of him/her in conduct and studies.

Date.....

Specimen Signature

Signature of Parent/Guardian

Father

Mother

Local Guardian

## **STUDENT'S PERSONAL CARD**

Name of the pupil .....

Ad.No.....Date of birth .....Sex.....

Std.....Division.....Roll No.....House.....

Religion.....Caste.....SC/ST/OBC.....

Aadhar No.....BPL/APL.....

Residential address.....

.....Phone.....

Name of Mother.....

Occupation.....Mobile.....

Name of Father.....

Occupation.....Mobile.....

Name of Local Guardian (if any).....

Occupation.....Phone.....

Sibling studying in Stella Maris

Name.....Class.....

Name.....Class.....

Person to contact in case of emergency.....

Phone No.....

Mode of Transport Car/Auto/Jeep/School Bus

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Date.....

Specimen Signature

Signature of Parent/Guardian

Father

Mother

Local Guardian

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## STELLA MARIS A CENTRE OF EXCELLENCE

A series of programmes have been planned for execution to make Stella Maris a centre of excellence.

We visualise

Excellent facilities

Exemplary faculty and

Extra ordinary students

*Some of the salient features of the programme are:*

### 1. KEY STRENGTHS OF THE SCHOOL

- ◆ Trained and experienced teachers
- ◆ Well planned annual academic, sports and activity calander
- ◆ Learner centered approach
- ◆ Spacious playground for sports & games
- ◆ Regular Parents-Teachers communication
- ◆ Providing Platform and opportunities for developing individual talents and skills
- ◆ Remedial and enrichments class for students.

### 2. ENABLING CLASS ROOMS

- ◆ Develop mentally vibrant classroom experiences which call for higher level thinking skills including analysis, synthesis, evaluation, interpretation etc.
- ◆ Facilitate expression of ideas and messages from mental images -paintings, art & music, playing games etc.
- ◆ Encouraging, sharing and gaining other's perspectives, move to new levels of awareness .
- ◆ Help them learn through meaningful activity - open ended discussions and long term activities - development of interrelationship between things.
- ◆ Enable cross functional thinking across the curriculum
- ◆ Empower to work on in-depth exploration.

### 3. ATMOSPHERE

- ◆ Eco- friendly
- ◆ Spick and span
- ◆ Calm, peaceful & serene
- ◆ Learner friendly
- ◆ Parent friendly

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## 4. TEACHER

- ◆ With the right attitude and aptitude.
- ◆ Know their role in the present scenario.
- ◆ Always a co-learner
- ◆ Promotes innovation.
- ◆ Provides new experience every time.
- ◆ Promotes thinking and creativity.
- ◆ Prepares, plans and executes.
- ◆ Make learners self-reliant.
- ◆ Always aware of educational developments taking place globally.
- ◆ Makes herself / himself fresh through in service training;
- ◆ Makes the best use of science and technology in teaching.

### **Key Values**

- |                  |            |              |
|------------------|------------|--------------|
| ◆ Integrity      | ◆ Fairness | ◆ Resilience |
| ◆ Responsibility | ◆ Empathy  | ◆ Team Work  |
| ◆ Respect        | ◆ Courage  | ◆ Excellence |

### **We Focus On**

- |                           |                         |
|---------------------------|-------------------------|
| ◆ Motor Skills            | ◆ Communicative English |
| ◆ Good Manners            | ◆ Career Guidance       |
| ◆ Personality Development | ◆ Leadership            |

### **Our Facilities**

1. Conveyance
2. Digital Classrooms
3. Science Laboratory
4. Mathematics Lab
5. Social Science Lab
6. ICT Lab
7. Audio Visual Room
8. Sports & Games/ Indoor Games
9. Remedial Coaching

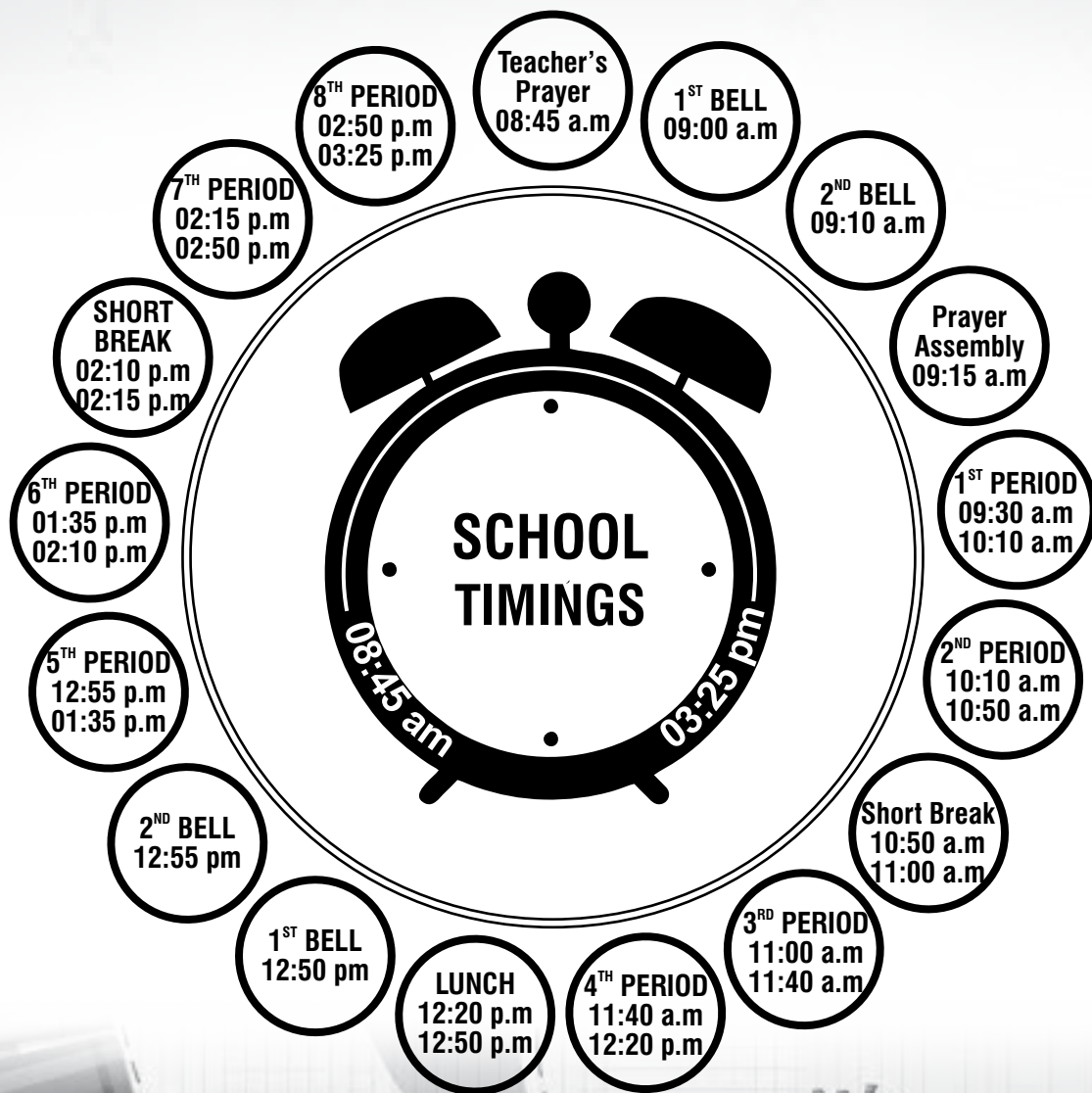


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## **CURRICULUM**

Course of Study consists of :

- a. Language : English, Malayalam and Hindi.
- b. Mathematics
- c. General Science
- d. Social Science
- e. English Core
- f. Physics
- g. Chemistry
- h. Biology
- i. Computer Science
- j. Psychology
- k. Art Education-Art, Music, Dance, Keyboard, Craft
- l. Physical & Health Education-Yoga, Karate, Basket Ball, Football, Skating, Volley Ball, Shuttle Badminton, Kho Khou, Handball, Chess, Kalari, Table Tennis
- m. Value Education
- n. Work Education
- o. Skill Education - AI Coding
- p. Band Troupe



It's  
school  
time

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## **VISITING HOURS**

Parents can meet the Principal on all working days. Parents can meet the teachers in the afternoon from 3.30 p. m to 4.00 p. m. However in an emergency they can meet the teachers with the Principal's permission.

## **OFFICE HOURS**

8.30 a.m. to 4.30 p.m.

**Phone Number** : LPS - 0469- 2611521

: H.S. - 0469 - 2610805, 2713472

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## FACULTY

Sr. Lizymol Joseph DM (Principal)	7558901329
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Anita Thomas (Academic Co-ordinator)	9495437711
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### ENGLISH

Ancy Mathew	9562520363
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Sreelatha K.K.	9447115759
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Moorshida P.J.	9947621337
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Ramya R.	8281162687
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Shaila Varghese	8590214532
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Prathibha Mariam Abraham	9847228374
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### MALAYALAM

Sumithradevi T.	9495569701
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Manjumol T.M.	9539813513
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Beenamol V.K.	9744268523
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Manju Susan George	9447505277
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Anu Ravi	9961194448
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### HINDI

Swapna S.	9995190029
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Rajani A	9605363207
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Jaya	9746880474
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Sherly Cherian	8890408236
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### MATHEMATICS

Kavitha U. Nair	9497107434
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Jayasree S.	9961482815
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Subha P. Panicker	9605148546
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Seema V.R.	9605644603
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Lincy Cherian	9656302548
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Littymol K.	9745887004
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**SCIENCE**

Vijaya Murali	9495635723
Suja Jacob	9400711974
Shyla George	9656097214
Suby Mary Mammen	9048652467
Jisha Abraham	9656637053
Shiney T.	9895238094
Ashitta Anna Zachariah	7902364910
Suraji S.	8289837948
Anisha Merin Regi	7902675381
Riya S. Mathew	8304892782

**SOCIAL SCIENCE**

Jyothi S. V.	9495219137
Diana Geevarghese	9745270320
Kavitha Raj	9539336121
Binny Biju	9020444485

**COMPUTER SCIENCE**

Indhu R. Pillai	9961753393
Manju Merin Cherian	9496261092
Bindu V.	9048801775
Kavya R.	9446143769

**PHYSICAL EDUCATION**

Pratheesh Prasad	8921727744
Anjali T. Paul	8078200638

**ART**

Sakunthala P.	8129871393
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**LIBRARY**

Bindu P.K.	9495017356
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**PSYCHOLOGY**

Akhila Kaladharan	7034300507
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**WELLNESS TEACHER**

Roopa Sara George	8547252778
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**KG TEACHERS**

Sr. Ivania Maria DM

Marykutty Biju	9847239275
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Binu Reji Varghese	8547009056
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Shalima Binod	9497658852
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Asha P.S.	9961274573
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Renjitha Nair	9745008240
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Sujitha G.	8113864327
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Haripriya H.	9207199327
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Beenakumari	9495631799
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Sangeetha Sankar	8129877229
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**AUXILIARY STAFF**

Sr. Tessy Arakkal DM (Financial Manager)

Ani P.G.

Blessy Sabu

Vinayakrishnan S.

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## **SCHOOL UNIFORM**

The School Uniform is a discipline in itself. All students must come to school well groomed and in clean, well-pressed uniforms. The norms prescribed for uniform must be adhered to strictly.

Hair must be neatly combed and shoes must be polished.

### **K.G. Uniform**

Girls : Red Check frock

Boys : Red Check Shirt with Red colour shorts

### **Class 1&2**

Boys : White Shirt with stripes and blue shorts

Girls : White Shirt with stripes and blue skirt

### **STD III - XII**

Boys : White Shirt with stripes and blue Pants

Girls : White Shirt with stripes and blue Pants and

Blue Overcoat

During House function students (III-X) shall wear their respective House Colour 'T' shirts with black pants.

Low waist pants are not allowed.

# KG - STD XII UNIFORM MODEL



**KG GIRLS & BOYS**



**CLASS I & II GIRLS & BOYS**



**CLASS III & XII GIRLS & BOYS**



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## **SCHOOL PRAYER**

Our Father in heaven / holy be your name / Your kingdom come / your will be done/ on earth/ as in heaven/ Give us today our daily bread/forgive us our sins/as we forgive/ those who sin against us./Do not bring us to the test,/but deliver us from evil. Amen

### **PRAYER BEFORE CLASS**

Oh! God,bless our studies/enlighten our minds/ strengthen our memories/ and direct our will / towards what is right.

### **PRAYER AFTER CLASS**

Oh! God,grant that/ we may remember/ what we have learnt/ forgive our shortcomings /and give us courage/ to follow/ the path of truth always

### **PRAYER BEFORE EXAMINATION**

Oh loving God, enlighten our mind/strengthen our memories and bless us to do well in the examination. Keep us healthy in mind and body/all through my examination.

### **PRAYER BEFORE MEALS**

Dear God our Father, we praise you and thank you for giving us daily our food. Bless us and bless your gifts.

### **PRAYER AFTER MEALS**

We thank you, O God, for all the gifts you have given us.

### **PLEDGE**

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

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## Prayer Songs

### ***Song 1***

Make me a channel of your peace;  
Where there is hatred let me bring your love.  
Where there is injury, your pardon, Lord  
And where there's doubt, true faith in you,

Ch : Oh Master, grant that I may never seek  
So much to be consoled as to console,  
To be understood as to understand,  
To be loved as to love with all my soul.

Make me a channel of your peace.  
Where there's despair in life let me bring hope  
Where there is darkness, your shining light  
And where there's sadness ever joy.

Make me a channel of your peace  
It is in pardoning that we receive  
In giving to all men that we receive  
And in dying that we're born to eternal life

### ***Song 2***

This little guiding light of mine  
I'm ging to let it shine (3)  
Let it shine all the time  
Let it shine !  
Hide it under a bushel Oh ! no (3)  
I'm ging to let it shine (3)  
Let it shine all the time  
Let it shine !  
Take this little light round the world  
I'm ging to let it shine (3)  
Let it shine all the time  
Let it shine !  
Make my little light burn for thee (3)

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### ***Song 3***

Ch : Bind us together Lord  
Bind us together with cords  
That cannot be broken,  
Bind us together, Lord  
Bind us together  
Bind us together with love.

There is only one God  
There is only one king  
There is only one Body  
That is why I sing. so (Bind us...)

We are the family of God  
We are the promise divine,  
We are God's chosen desire,  
We are the glorious new wine (Bind us..)

### ***Song 4***

Praise Him Praise Him  
Praise Him in the morning  
Praise Him in the noon time  
Praise Him Praise Him  
Praise Him when the sun goes down  
(Followed by) love, serve Him etc.....

### ***Song 5***

Like a sun flower, that follows every  
Moment of the Sun (2)  
So I turns towards you  
To follow you my God (2)  
In simplicity, charity, I follow (2)  
In simplicity, fidelity, I follow (2) (Like a sunflower)

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## ***Song 6***

### **HOLY VIRGIN, BY GOD'S DECREE**

1. Holy Virgin, by God's decree  
You were called eternally,  
That He could give his Son to our race.  
Mary, we praise you, hail full of grace.  
Ave. ave, ave Maria
2. By your faith and loving accord  
As the handmaid of the Lord,  
You undertook God's plan to embrace.  
Mary, we thank you, hail full of grace.
3. Refuge for your children so weak,  
Sure protection all can seek,  
Problems of life you help us to face.  
Mary, we trust you, hail full of grace.
4. To our needy world of today,  
Love and beauty you portray,  
Showing the path to Christ we must trace,  
Mary, our mother, hail full of grace.

## ***Song 7***

### **MOTHER OF JESUS**

- Mother of Jesus and mother of lowliness,  
Bearing the light of the world,  
Radiant with glory, the glory of Jesus,  
Conceived by the spirit of God.
1. In the beginning of time,  
God's Holy Spirit did shine,  
Breathed on the deep and the darkness of night  
Bringing the promise of light,
  2. Then in the fullness of time  
Came the same spirit sublime  
Breathed on the womb of the Virgin of grace,  
called her the chosen of God.



- 
3.     Wondrous the moment that heard  
       You say “Amen” to the word  
       Son of the Father and Light of His light  
       Face of the God head unveiled
  4.     Mary our Lady of light  
       You are the Father’s delight  
       Pray for us, sinners, to Jesus, your Son  
       Show us the light of the world.

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## National Anthem

Jana Gana Mana Adhinayaka Jaya He  
Bharatha Bhagya Vidhatha  
Punchab Sindh Gujarath Marata  
Dravida Utkala Banga  
Vindhya Himachala Yamuna Ganga  
Uchala Jaladhi Tharanga  
Thava Subha Naame Jage  
Thava Subha Asisha Mage  
Gahe Thava Jaya Gadha  
Jana Gana Mangala Dayaka Jaya He  
Bharatha Bhagya Vidhatha  
Jaya He, Jaya He, Jaya He  
Jaya Jaya Jaya Jaya He.

### Authentic English Translation of the National Anthem

Thou art the ruler of the minds of people,  
The dispenser of Indian's destiny,  
The name rouses the earth of the Punjab,  
Sind, Gujarat, Maratha, Dravid, Orissa and Bengal,  
It echoes in the hills of the Vidhyas and  
Himalayas, mingles in the music of  
Yamuna and Ganga and is chanted by  
The waves of the Indian sea.  
They pray for Thy blessing and sing Thy praise  
Thou Dispenser of India's destiny  
Victory, Victory, Victory to thee.

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## A MODEL DAILY PROGRAMME

5.00 a.m.	- Wake up
5.30 a.m. to 7.30 a.m.	- Prayer, Study
7.30 a.m. to 9.00 a.m.	- Breakfast, News Paper Reading, To school
9.30 a.m. to 3.30 p.m.	- At School
4.00 p.m. to 6.00 p.m.	- Play, Bath
6.00 p.m. to 7.00 p.m.	- Study
7.00 p.m. to 8.00 p.m.	- Prayer, Dinner, T.V.
8.00 p.m. to 10.00 p.m.	- Study
10.00 p.m.	- Bed Time

NB : Study the above daily programme carefully and prepare your own programme in consultation with your Parent/Guardian and write it down in the space provided.

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## MY DAILY PROGRAMME

Signature  
Student

Parent

Class Teacher

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## GENERAL DIRECTIVES

### Admission

1. Application for admission must be submitted in the prescribed form which can be obtained from the school office.
2. Admission is open to both boys and girls. It is restricted by certain policies of the management and by the condition of age, ability and conduct of the candidate.
3. While seeking admission the following documents are to be produced.
  - a. Transfer Certificate
  - b. Birth Certificate
  - c. Aadhar Card
  - d. Community Certificate (for SC/ST/Backward only)

## ATTENDANCE

1. As regular attendance is an important element for successful work; no student should absent himself/herself from class and school programmes without sufficient reason.
2. Attendance on the re-opening and closing days are compulsory, special permission is required in exceptional cases.
3. In case of serious illness the Principal must be informed on time, and leave application should be accompanied by a doctor's certificate. **Long absence from the school without prior intimation will be viewed seriously. They are liable to be removed from the roll. Leave record should be duly filled by the parent/guardian.**
4. Pupils will not be allowed to leave the school during the working hours. In case of emergency the parent or the guardian should seek permission from the Principal personally.
5. Pupils who come late should, obtain the signature of the class teacher in the Late Record Sheet of the school diary.
6. Every student must take part in physical education and other co-curricular activities unless rendered medically unfit or exempted by the Principal.

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**We Follow****→ 5 + 3+ 3+ 4 system ←****NEP Based****Level 1 Foundational Stage (A) - Pre KG****Level 1 Foundational Stage (B) - LKG, UKG, Grade I & II****Level 2 Preparatory Stage - Grades III, IV, V****Level 3 Middle Stage - Grades VI, VII, VIII****Level 4 Secondary Stage - Grade IX , X, XI, XII****Languages and Subjects Offered****KG Section**

English  
Malayalam  
Mathematics  
Rhymes  
Stories  
Handcraft  
Physical Education

**Grade I & II**

English  
Malayalam  
Hindi  
Mathematics  
EVS  
GK  
Value Education  
ICT  
Arts  
Music  
Physical Education  
Skill Subject

**Grade III-V**

English  
Malayalam  
Hindi  
Mathematics  
EVS  
GK  
Value Education  
ICT  
Arts  
Music  
Physical -  
Education  
Skill Subject

**Grade VI - VIII**

English  
Malayalam  
Hindi  
Mathematics  
Science  
Social Science  
ICT  
GK  
Value Education  
Physical Education  
Art  
Music  
Skill Subjects

Include Grade XI & XII (Subject)

**Grade IX & X**

English  
Malayalam  
Hindi  
Mathematics-Basic/Standard  
Science  
Social Science  
IT  
Value Education  
Physical Education  
Art  
Music  
Skill Subjects

**Grade XI & XII**

English Core  
Physics  
Chemistry  
Biology  
Mathematics  
Computer Science  
Psychology

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## Evaluation and Promotion

### Class I & II

In class I and II the following skills and competencies will be assessed.

#### A Languages

- 01. Listening Skills - Comprehension.
- 02. Speaking Skills - Conversation, Recitation.
- 03. Reading Skills - Pronunciation, Fluency, Comprehension.
- 04. Writing Skills - Creative Writing, Hand writing, Grammar, Spelling, Vocabulary.

#### B Mathematics - Concepts, Activity, Tables, Mental ability.

#### C Environmental Science - Environmental sensitivity, Activity, Project, Group Discussion.

#### D Co-curricular Activities

- a) Games - Enthusiasm, Discipline, Team Spirit, Talent.
- b) Art/Craft - Interest, Creativity, Skills.
- c) Music / Dance - Interest, Rhythm, Melody.

#### E Personality Development - Courteousness, confidence, neatness, care of belongings, regularity and punctuality, initiative, self control, respect for other's property, sharing and caring.

#### F Health - Height (cms) Weight (kg)

Five points scale for indicating the achievements will be marked.

A - Outstanding	90%	-	100%
B - Excellent	75%	-	89%
C - Very Good	56%	-	74%
D - Good	35%	-	55%
E - Scope for improvement below	35%		

### Classes III-V

#### A Languages

- 01. Listening Skills - Comprehension, Extra reading activities / Project.
- 02. Speaking Skills - Conversation, Recitation.
- 03. Reading Skills - (Loud Reading) Pronunciation, Fluency, Comprehension.
- 04. Writing Skills - Creative Writing, Handwriting, Grammar, Spelling, Vocabulary.



- 
- B. Mathematics** - 1. Concept; 2. Activity; 3. Tables;  
4. Mental ability; 5. Written work.
- C. Environmental Science** - 1. Environmental sensitivity;  
2. Activity/Project; 3. Group discussion.
- Science** - 1. Concept; 2. Activity/Project;  
3. Scientific skills; 4. Group discussion.
- D. Computer Education** - 1. Skills, 2. Aptitude
- E. Games** - 1. Enthusiasm; 2. Discipline;  
3. Team spirit; 4. Talent (strength, stamina and speed)
- F. Art/Craft** - 1. Interest; 2. Creativity; 3. Skill
- G. Music / Dance** - 1. Interest; 2. Rhythm; 3. Melody
- H. Personality Development** - Emotional maturity, self knowledge, self esteem, self confidence, self reliance, courage and conviction, time management, goal setting, resource management and adaptability

## **Class VI to X**

### **Assessment is made in two areas**

- 1. Scholastic areas**
- 2. Co-Scholastic areas**

#### **Scholastic Area**

- i. Students will be graded in 9 point grading scale.
- ii. Final result will comprise the marks of Annual Examination (Board Exam for Class X) – 80 Marks and internal Assessment – 20 Marks
- iii. Annual Examination will be conducted in 80 marks in which students need to secure 33% for promotion to the next class.

#### **Internal Assessment Comprises.**

- a. Periodic Assessment
- b. Multiple Assessment  
Quizzes, Oral test, Assignments
- c. Portfolio  
Classwork, Peer Assessment, Self-Assessment, Achievements of students
- d. Subject enrichment

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Language	- Effective listening and speaking skills
Mathematics	- Lab activities and projects
Science	- Practical work
Social science	- Map and Project work

### **Co-Scholastic Areas**

- i. Co-scholastic activities will be assessed on a 5-point grading scale by the concerned teacher framing effective tools for the same.
- ii. Grading will not have any descriptive indicators and students will not be upgraded based on the co-scholastic grades
- iii. Co-scholastic areas will cover Work Education, Art Education, Health and Physical Education

Students will be graded by the class teachers for discipline in a 5-point grading scale considering the attendance, sincerity, behaviour and values.

### **Co-Curricular Activities**

To organise activities, the school constitutes of the following clubs. **Members of each club will gather together on Wednesday** every week and implement their own programmes separately and will conduct common programmes as per the time schedule.

## CLUBS

A	B	C
1 Literary Club English, Malayalam, Hindi 2 Mathematics Club 3 Science Club 4 Social Science Club 5 ICT Club 6 Yuv Club 7 Electoral Club	1.Arts Club 2.Sports 3.Health Club 4.Social Service Club 5.Media Club 6.Farm Club 7.Music Club	1.Nallapadam 2. KCSL 3. Balajana-Sakhyam  8.Philately Club

### Arts fest category

Juniors	KG, Class I & II	School Level
Category I	Class III & IV	School Level/ Sahodaya&State
Category II	Class V, VI, VII	School Level/ Sahodaya&State
Category III	Class VIII, IX, X	School Level/ Sahodaya&State
Category IV	Class XI, XII	School Level/ Sahodaya & State

### Tutorial System

In order to give greater personal attention to each student, especially the slow learners the tutorial system has been introduced

### Counselling

Learning is possible only in a tension and fear free atmosphere. A Wellness Trainer is working in our school to reduce the tension and fear of students. Students and parents can avail the services of the counsellor whenever it is necessary.

### Sports and Games

Special care has been taken to provide Sports and Games facilities to students. Facilities for the following games are provided.

Basketball	Badminton	Kho Khou	Handball
Football	Kabadi	Throwball	Volleyball
Table Tennis			

All necessary facilities are there for sports events like Sprint, Jumps and Throws.

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## **COMPETITIONS**

The school helps the students to explore all possible opportunities to participate in inter-house, inter-school, regional and state level competitions. But the expenses and the risks of all competitions except the inter-houses must be borne by the students and parents.

**Students of Class VI to X should compulsorily choose  
one club each from group A and B.**

## LIBRARY RULES

*"Reading makes a perfect man"*

1. All students are members of the school library.
2. Strict silence should be observed in the library at all times.
3. Students should not bring any book of their own into the library except their note books and a pen or pencil. A very short summary of the book read must be written in the library note book.
4. Books will be issued to students during the library periods mentioned in the time table.
5. Any book lost must be replaced or duly compensated for. Fines will be levied for damage to books borrowed.
6. Reference books and other books like the Dictionary and Encyclopedia etc, cannot be taken home. They are to be read only with in the library.
7. Books should be returned on or before the due date indicated on them without fail.



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

## RULES FOR LABORATORY

1. Silence should be observed while doing practicals in the laboratory.
2. The instructions given by the teacher must be followed.
3. Students will be responsible for any breakage or loss of the apparatus which is used in the experiment. Every breakage or loss should immediately be reported to the teacher.
4. Students shall bring to laboratory proper record books and observation note books and shall record all observations after the experiments are performed.
5. Students will hand over the chemicals and apparatus taken for the experiment to the teacher when the experiment is over. They shall not take out or bring in any chemicals or instruments to the laboratory.
6. Students shall strictly adhere to safety rules & regulations while in laboratory.



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## SUGGESTIONS TO PARENTS

1. Parents are requested to co-operate with the school authorities by enforcing regularity and discipline, by seeing that the children prepare their lessons and by remitting the fees on scheduled dates. They are also expected to see that their children attend school in the prescribed uniform and with the required books.
2. Openhouses are conducted for all classes. Parents will be invited individually as and when it is found necessary.
3. All official matters will be transacted only in the school and during office hours.
4. Parents are encouraged to give positive suggestions for the improvement of academic standard. All dues must be cleared before a student is admitted to the terminal & final examinations.
5. Parents shall see the teacher concerned with prior permission of the Principal, from time to time during visiting hours. So that they can have the first hand knowledge of the progress and conduct of the child.
6. Parents are requested not to enter the children's class rooms without permission.
7. Parents are requested to refrain asking for special leave to attend wedding of other than the child's own brother or sister or for religious ceremonies, social functions and domestic celebrations as leave for such purpose is normally not granted.
8. **Parents are requested to check the diaries of the children every day and ensure that instructions are being followed by their children properly.**
9. Improper conduct reflecting character, persistent, irregularity, continued neglect of studies, disobedience, insubordination and disrespect towards any staff member, malpractice at tests and examinations, immoral behaviour and other serious intentional offences are punishable by expulsion.
10. Lunch should be provided to children only in boxes along with a towel for keeping the lunch place of every student tidy. Excess food if any should be taken back home.
11. Please remember that a disciplined child at home will be a disciplined child at school also. Take interest in their tests, assignments, and their daily work and also in their co-curricular activities.
12. Fine 25/- will be levied from the indisciplined students. The amount shall be transferred to charity fund.

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13. Entrusting a pupil to the school implies that parents, agree to stand by the rules and regulations of the school and they should see that children also abide by the school regulations.
  14. The school uniform is to be worn on all school days. A student who is solvenly dressed may not be permitted into the class room or may even be sent home.

## **DISCIPLINARY RULES**

1. All students are excepted to conduct themselves in a disciplined manner at all times and in all places.
2. Classes start at 9.30 a.m. and end at 3.30 p.m. Students must reach the school by 9.00 a.m. and queue up for assembly. Attendance at school assembly is compulsory. Those who come before 9.00 a.m. should study quietly.
3. At the first sound of warning bell all STOP STILL wherever they may be. At the second bell all proceed briskly in SILENCE for the assembly or classroom as the case may be.
4. Students are expected to speak English in the school premises.
5. If at the beginning of the period no teacher had arrived the class leader will see that order and silence are maintained in the classroom. If after three minutes the teacher has not yet arrived, the leader should send his/her assistant to inform the Principal/office about it.
6. Pupils should always be dressed in the prescribed school uniform or sports uniform, wherever applicable informal dress.
7. Students shall greet the teachers, elders and companions respectfully when they meet them any day for the first time. They should show sign of good manners and culture in conversation saying 'thank you' 'please' 'excuse me' 'yes teacher' etc. according to the occasion, as the school is judged by their conduct.
8. Students shall be responsible for the safe custody of their belongings. As a precautionary measure, it is suggested that they have their names inscribed on articles like tiffin carriers, umbrellas, school bags, pencil box etc. The school authorities will not be responsible for the loss of article of students.

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9. Lost articles must be claimed from school office within a week, after that period, unclaimed articles will be disposed off. Any damage caused to the property of the school must to be made good.
  10. Classrooms and the school premises shall be kept neat and tidy. All waste paper must be put in the proper receptacle. Students must make a point of picking up and disposing of litter.
  11. Cycle must be locked and kept only at the cycle stand, while entering or leaving the school gate, one must walk in and walk out.
  12. Those who go home by themselves should reach home straight without loitering on the way. Students are warned not to buy anything especially eatables from street vendors.
  13. **Mobile phones are not permitted in the school.**
  14. **Violation of these rules will invite penalties.**

#### **SCHOOL BUS**

1. Pupil should wait for the school bus in their respective collecting centres on the road side at least five minutes earlier. Loss of bus pass is to be reported promptly to the office. If anybody is found missing at the time of departure of the bus he/she will be responsible for it.
2. No student will be permitted to board the bus without the entry pass.
3. Pupils who fail to remit the busfare in due time will not be allowed to travel in bus. Bus charges should be paid in advance.
4. The school bus service will be as usual in the morning and evening - even on the examination days. Children must enter the bus in queue system.
5. The school bus facility or the discontinuance is not admissible for any part of a term
6. One month's notice in writing shall be given for discontinuance of bus facility . Request for change of boarding points shall be made in writing at least 2 weeks in advance
7. Commuting by school bus is an occasion for the pupils to cultivate good habits like patience, forbearance, tolerance, sympathy, teamspirit, co-operation and consideration for others
8. Gentlemanly and exemplary behaviour is expected of the students in the bus and the boarding points where they wait for the bus
- 9 Any student found using foul language or caught fighting in the bus shall be suspended from using the school transport. In order to maintain order and discipline



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- in the bus, students are to co-operate with the conductor
10. An amount equal to two months bus fee to be paid in the beginning as advance . Those who discontinue the school bus facility will lose the advance.

### **AMENDMENT OF RULES**

The Management / Principal has the right to introduce new rules, amend or change these rules and regulations in case of exigencies and in furtherance of the aims and objectives of the managing society and the school as and when necessity arises.

### **Rules of payment of fees**

#### **Fees can be paid in full or four equal installments**

- |                             |   |                             |
|-----------------------------|---|-----------------------------|
| 1 <sup>st</sup> Installment | : | May, June                   |
| 2 <sup>nd</sup> Installment | : | July, August, September     |
| 3 <sup>rd</sup> Installment | : | October, November, December |
| 4 <sup>th</sup> Installment | : | January, February           |

1. First Installment of fees shall be remitted before receiving the text book. **All other installments should be remitted before 8<sup>th</sup> of the second month.**
2. These dates will be strictly observed and if the payment is not made in time a fine of 25/- per Installment is charged after due date.

Students will be permitted to sit for the examination only if the dues have been cleared and a 'No Dues Certificate' has been obtained prior to the commencement of the examination.

Parents must keep all the fee receipts issued to them, and produce them as proof of payment, if needed.

Term Fees & Bus Fees are to be remitted in any branches of South Indian Bank using bank challan.

### **GUIDE LINES FOR EFFECTIVE STUDY**

1. Study the daily portions without postponing to the next day.
2. Make a fixed time table for daily study and follow strictly.
3. Attend the classes regularly, eagerly and enthusiastically.
4. Write short notes in the class without disturbing others.
5. Advance reading and asking doubts to the teachers.
6. Use reference books and other extra reading.
7. Combined study during free time especially with bright students.

- 
8. Revise the previous portions at weekends.
  9. Writing and studying help to improve hand writing, spelling, memory etc.
  10. Fix the equations, formulas, definitions etc. beside your study table.
  11. Healthy and energetic body and fresh brain help to concentrate well. Practice Yoga.
  12. Do the assignments neatly and properly.
  13. Watch only educative T.V. Programmes.
  14. Give short intervals while studying. eg:- when you study for a longtime, you can give short intervals of 5 minutes which refreshes your mind and brain.
  15. Over eating reduces our concentration. Try to avoid it.
  16. A competitive mind always helps to improve studies. Be competitive.
  17. Have some goals or ambitions and strive for that.
  18. Read news papers everyday which will develop general knowledge.
  19. Pray to God the source of talents, for the grace to discover and develop them.

## SUBJECT FOR DISPLAY BOARD 2025-2026

June	Grade X A	School Reopens Welcome All. Experience God in the context of our daily life and in Nature.
July	Grade X B	Compassionate love for all, specially the poor and the weak.
August	Grade IX A	Independence Day, Patriotism, collaboration and team spirit.
September	Grade IX B	Teachers' Day, Respect for elders.
October	Grade VIII A	Gandhi Jayanthi, Simplicity of life style and dignity of labour.
November	Grade VIII B	Children's Day Truth, Justice and Peace
December	Grade VII A	Christmas Respect for life and religion.
January	Grade VII B	Republic Day Love for the nation
February	Grade VII C	Education for all round development.
March	Grade VI	Gratitude is the best attitude.

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## Relationship

### MY SCHOOL

The relationship between you and your school must be a two way relationship, give and take.

The school provides you with opportunities to :

- gain quality education
- access varied careers
- develop special qualities such as sporting, craft, debating etc.
- meet a variety of different people.
- equally, you can provide the school with :
  - your enthusiasm to involve yourself in many activities.
  - your willingness to accept responsibility.
  - your talent to enhance the school's reputation.
- It is a partnership between you and your school. Have pride in your school.



"You are an important brick in the wall." Anon

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## **The Gift Of Good Manners**

Good manners are an outward expression of inner virtue. These are best learnt by constant use and example. Experiences and attitudes of children in their formative years are reflected in their future. At a very tender age they should be taught the correct and important graces of life so that they imbibe these at the earliest. Good manners make interaction smooth and pleasurable. Manners are a pen portrait of an individual.

Let us resolve to practice good manners and make ourselves good human beings.

### **KEEP IN MEMORY**

- ◆ PLEASE when you want someone to do something for you.
- ◆ THANK YOU when someone does something for you.
- ◆ SORRY when you do something wrong, intentionally/unintentionally.
- ◆ EXCUSE ME when you sneeze or cause an interruption.
- ◆ I BEG YOUR PARDON when you would like something to be repeated or to offer an apology.
- ◆ YOU ARE WELCOME when someone thank you.
- ◆ GOOD MORNING/GOOD AFTERNOON/GOOD NIGHT greet people in the right way as per custom.

### **PERSONAL HYGIENE**

Personal hygiene is a regular routine of self-care that keeps your body clean, fresh and healthy

- ◆ Brush your teeth in the morning and before going to bed at night.
- ◆ Take bath daily
- ◆ Keep your finger and toe nails clean and trim them regularly.
- ◆ Hair should be clean and combed neatly.
- ◆ Wear clean clothes and change your undergarments daily. Always carry a handkerchief in your pocket.
- ◆ Do not pick your nose or ears or search your body parts in public view.
- ◆ Wash your hands after every meal

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## **AT THE DINING TABLE**

Remember good manners are important and make meals enjoyable. Learn the rules at home as these reflect a good upbringing.

- ◆ Say a prayer to thank God for what you are about to receive/have received.
- ◆ Wash your hands before and after every meal.
- ◆ Sit straight and don't slouch.
- ◆ Place the napkin/serviette on your lap.
- ◆ Do not blow your nose into the napkin
- ◆ Keep your elbows off the table.
- ◆ Ask politely for the dishes to be passed, never reach out.
- ◆ Wait till everyone is seated and served before you start eating
- ◆ Do not chew with your mouth open
- ◆ Do not talk with your mouthfull
- ◆ Do not waste food or play with it.
- ◆ Do not belch at the dining table.
- ◆ Do not pick your teeth in public view.
- ◆ If you eat with knife, fork and spoon learn to use them correctly.

## **HOME AND SCHOOL**

Knowing how to behave correctly on different occasions and in different situations at home and in school is very essential if one is to succeed and get along well with others.

### **◆ ENVIRONMENT**

Keep your surroundings clean. Do not litter, use dustbin.

### **◆ SAFE GUARD**

Do not scribble on walls or deface furniture

### **◆ PRESERVATION**

Love nature, admire it, and do not spoil it.

### **◆ CONSERVATION**

Do not use plastic bags which are non biodegradable and pollute our earth.

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◆ **BEHAVIOUR**

Do not disturb others by shouting, laughing loudly or gesticulating.

◆ **COURTESY**

Wish elders, rise to greet them, open the door for them and sit only when told.

◆ **SAFETY**

Do not board or alight from a moving vehicle.

◆ **RESPECT**

Be courteous to parents, teachers, guests, helpers, elders and disabled.

◆ **PREPARATION**

Pick your school bag on the previous day according to the timetable.

◆ **ORGANISATION**

Plan, go about your tasks in a systematic fashion.

◆ **ATTENDANCE & ASSIGNMENTS**

Be punctual and regular

◆ **UNIFORM**

Wear correct and clean uniform.

◆ **CONTROL**

Say no to unhealthy food/drinks etc.

◆ **CARE & SHARE**

Help willingly and do not be greedy.

Good manners are a continuous learning and teaching process. Children need to be constantly guided and supervised. If they are wrong they must be chided gently, not made to feel small or humiliated. Teachers and parents must always explain to them what is right and what is wrong and why. Children have to be given explanations because they have curious minds and are keen observers. Initially, it is desirable to set boundaries within which they must behave. Once they begin following the above tips, good manners and good behaviour will come to them naturally.

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## LIST OF IMPORTANT DAYS / DATES

(National & International)

### JANUARY

- 4th : Isaac Newton
- 12th : National Youth Day
- 15th : Army Day
- 26th : Republic Day

### FEBRUARY

- 11th : Thomas Alva Edison
- 12th : Charles Darwin
- 14th : Valentine's Day
- 15th : Galile Galileo
- 20th : World Harmony Day
- 28th : National Science Day

### MARCH

- 3rd : Alexander Graham Bell
- 8th : International Women's Day, International Literacy Day,  
United Nations Day for Women's Rights and  
International Peace
- 14th : Albert Einstein
- 15th : World disabled day & World Consumer's Day
- 21st : World Forestry Day
- 22nd : World Water Day
- 23rd : World Metrological Day

### APRIL

- 5th : National Maritime Day
- 7th : World Health Day
- 17th : World Telecom Day
- 18th : World Heritage Day
- 21st : Astronomy Day
- 22nd : World Earth Day
- 23rd : World Book Day

### MAY

- 1st : World Labour Day
- 8th : World Red Cross Day
- 9th : World Thalassaemia Day
- 11th : National Technology Day
- 15th : World Family Day
- 21st : Anti-Terrorism Day
- 22nd : International Biodiversity Day
- 23rd : Communication Day
- 24th : Common Wealth day
- 31st : World No Tobacco Day

### JUNE

- 5th : World Environment Day
- 19th : Reading Day
- 21st : International Yoga Day
- 26th : International Day Against Drug Abuse



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**JULY**

- 11th : World Population Day
- 20th : Moon Landing Apollo-11
- 25th : Astronomy Day
- 28th : World Nature Conservation Day

**AUGUST**

- 3rd : International Friendship Day
- 6th : Hiroshima Day
- 12th : International Youth Day
- 15th : Independence Day
- 29th : National Sports Day

**SEPTEMBER**

- 1st : National Nutrition Week
- 5th : Teacher's Day
- 8th : Girl Child Day & International Literacy Day
- 16th : International Day for the Preservation of the ozone layer & world ozone day
- 21st : International Day of peace and non violence UN
- 26 th : Stella Maris Day
- 28th : Green Consumer Day

**OCTOBER**

- 1st : World donation day & International day of older persons
- 2nd : World Habitat Day
- 4th : World Animal Welfare Day
- 8th : Indian Air Force Day
- 13th : International Day for natural disaster reduction
- 16th : World Food Day
- 17th : International poverty Eradication Day
- 19th : S.Chandra Shekhar
- 24th : United Nations Day
- 30th : Homi Bhabha

**NOVEMBER**

- 7th : C.V.Raman and Madame Curie
- 10th : International Science Day
- 14th : Children's Day
- 16th : International Day of Tolerance
- 21st : World television Day
- 30th : J.C.Bose

**DECEMBER**

- 1st : World Aids Day
- 3rd : National pollution Day
- 4th : Navy Day
- 8th : Pro life Day
- 10th : Human Right Day
- 11th : International Mountain Day
- 14th : National Energy Conservation Day
- 17th : First Flight Wright Brothers
- 22nd : S.Ramanujan
- 23rd : Farmer's Day
- 27th : Louis Pasteur

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**Academic Year 2025-2026****Major Activity Guide**

Month	Major Activities
June	Pre-Midterm for class X
July	First Periodic Test for Classes I- IX & XI
August	School Kalotsav Second Periodic Test I to XI Onam Celebration
September	Teacher's Day Stella Maris Day
October	Half yearly Exam I to XI Sahodaya Arts Fest Sports Meet
November	Sahodaya Sports Meet State Kalotsav
December	Third Periodic Test I to IX & XI Post Midterm Test (1 <sup>st</sup> Model) for X X'mas Celebration
January	Fourth Periodic Test I to IX & XI Second Model X
February	Third Model X Annual Exam for class IX, XI
March	Board & Annual Examinations

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## Periodic Assessment I

### Time Table

Date & Time	Subject	Topic

Signature of Classteacher

Signature of Parent

## Periodic Assessment II

### Time Table

Date & Time	Subject	Topic

Signature of Classteacher

Signature of Parent

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## Half yearly Assessment

### Time Table

Date & Time	Subject	Topic

Signature of Classteacher

Signature of Parent

## Periodic Assessment III

### Time Table

Date & Time	Subject	Topic

Signature of Classteacher

Signature of Parent

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## Periodic Assessment IV

### Time Table

Date & Time	Subject	Topic

Signature of Classteacher

Signature of Parent

## Annual Assessment

### Time Table

Date & Time	Subject	Topic

Signature of Classteacher

Signature of Parent

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**REMARKS BY PRINCIPAL**

Date	Remarks	Signature	
		Principal	Parent

REMARKS BY TEACHER			
Date	Remarks	Signature	
		Teacher	Parent

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**REMARKS BY TEACHER**

Date	Remarks	Signature	
		Teacher	Parent



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**REMARKS BY TEACHER**

Date	Remarks	Signature	
		Teacher	Parent

PARENT'S PAGE	
Date	Remarks

PARENT'S PAGE	
Date	Remarks

## **GENERAL NOTES**

[illegible]

The foundation of every state is the education of its youth.

[illegible]

It takes twenty years to become an overnight success

[illegible]

No one can be wrong with man and be right with God

[illegible][illegible]



## JUNE 2025

1	Sun		
2	Mon		School re-opens for Grade I - XI
3	Tue		
4	Wed		School re-opens for L.K.G & U.K.G
5	Thu		
6	Fri	H	Bakrid
7	Sat		
8	Sun	H	
9	Mon		
10	Tue		
11	Wed		
12	Thu		
13	Fri		
14	Sat		Second Saturday
15	Sun	H	
16	Mon		
17	Tue		
18	Wed		
19	Thu		School Parliament Election
20	Fri		
21	Sat		
22	Sun	H	
23	Mon		
24	Tue		
25	Wed		
26	Thu		
27	Fri		
28	Sat		
29	Sun	H	
30	Mon		

*“Time and tide wait for none”*

## JULY 2025

1	Tue		
2	Wed		
3	Thu	H	St.Thomas Day
4	Fri		Club activities begin
5	Sat		
6	Sun	H	Muharrom
7	Mon		
8	Tue		
9	Wed		
10	Thu		Investiture Ceremony
11	Fri		Periodic Assessment -I (Grade I to IX & XI)
12	Sat		
13	Sun	H	
14	Mon		
15	Tue	H	Mar Ivanios Day
16	Wed		
17	Thu		
18	Fri		
19	Sat		Inter-House Competition
20	Sun	H	
21	Mon		
22	Tue		
23	Wed		
24	Thu	H	Karkidakavavu
25	Fri		Literary Competition begins
26	Sat		
27	Sun		
28	Mon	H	
29	Tue		
30	Wed		
31	Thu		

*“Reading makes a perfect man”*      Bacon

## AUGUST 2025

1	Fri		Arts Competition (School level) begins
2	Sat		
3	Sun	H	
4	Mon		
5	Tue		
6	Wed		
7	Thu		
8	Fri		
9	Sat		
10	Sun	H	
11	Mon		
12	Tue		
13	Wed		
14	Thu		
15	Fri	H	Independence Day
16	Sat		
17	Sun	H	
18	Mon		Periodic Assessment II (Grade I to XI)
19	Tue		
20	Wed		
21	Thu		
22	Fri		
23	Sat		
24	Sun	H	
25	Mon		
26	Tue		
27	Wed		
28	Thu	H	Ayyankali Jayanthi
29	Fri		
30	Sat		
31	Sun		

*“Do all you can to live at peace with every one”* Bible

## September 2025

1	Mon		
2	Tue		
3	Wed		
4	Thu		
5	Fri		Thiruvonam, Teacher's Day, Nabi Dinam
6	Sat		
7	Sun	H	Sree Narayanaguru Jayanthi
8	Mon		
9	Tue		
10	Wed		
11	Thu		
12	Fri		
13	Sat		
14	Sun	H	Sree Krishna Jayanthi
15	Mon		
16	Tue		
17	Wed		
18	Thu		
19	Fri		
20	Sat		
21	Sun	H	Sree Narayanaguru Samadi
22	Mon		
23	Tue		
24	Wed		
25	Thu		
26	Fri		
27	Sat		Stella Maris Day
28	Sun	H	
29	Mon		
30	Tue		Durgashtami

*“Asatoma Sat Gamaya, Tamasoma jyothir Gamaya, Mrithyorma Amritham  
Gamaya”*

*Brihedaranyaka Upanishad*

## October 2025

1	Wed	H	Mahanavami
2	Thu	H	Gandhi Jayanthi, Vijayadesami
3	Fri		
4	Sat		
5	Sun	H	
6	Mon		
7	Tue		
8	Wed		
9	Thu		Half yearly examination begins (Grade I to XI)
10	Fri		
11	Sat		
12	Sun	H	
13	Mon		
14	Tue		
15	Wed		
16	Thu		
17	Fri		
18	Sat		
19	Sun	H	
20	Mon	H	Deepavali
21	Tue		
22	Wed		
23	Thu		
24	Fri		
25	Sat		
26	Sun	H	
27	Mon		
28	Tue		
29	Wed		
30	Thu		
31	Fri		

*“Character is the crown and glory of life”*

## November 2025

1	Sat		
2	Sun	H	Parumala Feast
3	Mon		
4	Tue		
5	Wed		
6	Thu		
7	Fri		
8	Sat		
9	Sun	H	
10	Mon		
11	Tue		
12	Wed		
13	Thu		
14	Fri		Children's Day
15	Sat		
16	Sun	H	
17	Mon		
18	Tue		
19	Wed		
20	Thu		
21	Fri		
22	Sat		
23	Sun	H	
24	Mon		
25	Tue		
26	Wed		
27	Thu		
28	Fri		
29	Sat		
30	Sun	H	

*“Awake, arise and stop not, till the goal is reached”*

*Swamy Vivekanadan*

## December 2025

1	Mon		
2	Tue		
3	Wed		
4	Thu		
5	Fri		
6	Sat		
7	Sun	H	
8	Mon		
9	Tue		
10	Wed		
11	Thu		
12	Fri		
13	Sat		
14	Sun	H	
15	Mon		
16	Tue		Periodic Assessment - 3 ( I to XI)
17	Wed		
18	Thu		
19	Fri		
20	Sat		School Closes for Christmas Holiday
21	Sun	H	
22	Mon		
23	Tue		
24	Wed		
25	Thu	H	Christmas
26	Fri		
27	Sat		
28	Sun	H	
29	Mon		School Reopens after Christmas Holiday
30	Tue		
31	Wed		

*“Save those who believe and do good works and  
exhort one another to truth”* *Quran*

## January 2026

1	Thu		
2	Fri	H	Mannam Jayanthi
3	Sat		
4	Sun	H	
5	Mon		
6	Tue		
7	Wed		
8	Thu		
9	Fri		
10	Sat		
11	Sun	H	
12	Mon		
13	Tue		
14	Wed		Makara Shankranti, Pongal
15	Thu		
16	Fri		
17	Sat		
18	Sun	H	
19	Mon		
20	Tue		
21	Wed		
22	Thu		
23	Fri		
24	Sat		
25	Sun		
26	Mon	H	Republic Day
27	Tue		
28	Wed		
29	Thu		Periodic Assessment -IV (Grade I to VIII)
30	Fri		
31	Sat		

*“Let us fear God and we shall cease to fear man”*

*Mahatma Gandhi*



## February 2026

1	Sun	H	
2	Mon		
3	Tue		
4	Wed		
5	Thu		
6	Fri		
7	Sat		
8	Sun	H	
9	Mon		
10	Tue		
11	Wed		
12	Thu		
13	Fri		
14	Sat		
15	Sun	H	Maha Sivarathri
16	Mon		
17	Tue		
18	Wed		
19	Thu		
20	Fri		
21	Sat		
22	Sun	H	
23	Mon		
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25	Wed		
26	Thu		
27	Fri		
28	Sat		

*"I pray thee, O God, that. I may be beautiful within"*

*Socrates*

## March 2026

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3	Tue		
4	Wed		
5	Thu		
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7	Sat		
8	Sun	H	
9	Mon		
10	Tue		
11	Wed		
12	Thu		
13	Fri		
14	Sat		
15	Sun	H	
16	Mon		
17	Tue		Annual Assessment begins ( I to VIII)
18	Wed		
19	Thu		
20	Fri		
21	Sat	H	Ramzan
22	Sun	H	
23	Mon		
24	Tue		
25	Wed		
26	Thu		
27	Fri		
28	Sat		
29	Sun	H	
30	Mon		
31	Tue		

*“After crosses and losses, human beings grow humbler and wiser”  
Bejamin Franklin*

[illegible]

[illegible]

## RECORD OF LEAVE FOR ABSENCE

Respected Principal,

Kindly give leave for absence to my ward

.....

[illegible]

[illegible]

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100	100

MISBEHAVIOUR	

BOOKS NOT BROUGHT TO THE CLASS	
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Date of  
offence

Points  
Lost

Sign.of Parent	
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Sign.of Teacher
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Date of offence	
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Points  
Lost

Sign.of Parent
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Sign.of Teacher
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Date of offence	
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Points  
Lost

Sign.of Parent	
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Sign.of Teacher
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[illegible]

[illegible]



[illegible]

[illegible]

[illegible]

[illegible]

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## List of Text Books

### L K G

- 1 Buttercup All in One Reader
- 2 Changathi Book -A
- 3 Priyaksharam Note Book

### UKG

- 1 Buttercup All in One Reader
- 2 Changathi Book - B
- 3 Priyaksharam Note Book
- 4 Nayi Umang (Hindi)

### STD I

- 1 Mingle Semester - I
- 2 Mingle Semester - II
- 3 Warbler Handwriting
- 4 Nayee Bal Sulabh Mala
- 5 Naveen Hindi Anulekhan
- 6 Mathrubhasha Padavali Text
- 7 Priya Kaiyaksharam
- 8 Right is Right Values & Life Skills

### STD II

- 1 Mingle Semester - I
- 2 Mingle Semester - II
- 3 Warbler Handwriting
- 4 Nayee Bal Sulabh Mala
- 5 Naveen Hindi Anulekhan
- 6 Mathrubhasha Padavali Text
- 7 Priya Kaiyaksharam
- 8 Right is Right Values & Life Skills

### STD III

- 1 Happy Nest Semester - I
- 2 Happy Nest Semester - II
- 3 Warbler Handwriting
- 4 English Grammar And Composition

- 5 Nayee Bal Sulabh Mala
- 6 Naveen Hindi Anulekhan
- 7 Mathrubhasha Padavali Text
- 8 Priya Kaiyaksharam
- 9 Right is Right Values & Life Skills
- 10 Bits To Brains

### STD IV

- 1 Happy Nest Semester - I
- 2 Happy Nest Semester - II
- 3 Warbler Handwriting
- 4 English Grammar And Composition
- 5 Nayee Bal Sulabh Mala
- 6 Naveen Hindi Anulekhan
- 7 Mathrubhasha Padavali Text
- 8 Priya Kaiyaksharam
- 9 Right is Right Values & Life Skills -
- 10 Bits To Brains

### STD V

- 1 Happy Nest Semester - I
- 2 Happy Nest Semester -II
- 3 Warbler Handwriting
- 4 English Grammar And Composition
- 5 Nayee Bal Sulabh Mala
- 6 Naveen Hindi Anulekhan
- 7 Mathrubhasha Padavali Text
- 8 Priya Kaiyaksharam
- 9 Right is Right Values & Life Skills
- 10 Bits To Brains

### STD VI

- 1 English Poorvi - 6
- 2 Hindi Malhar - 6
- 3 Mathematics Ganita Prakash-6
- 4 S.S. Exploring Society India and Beyond -6
- 5 Science Curiosity - 6

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- 6 English Grammar And Composition -6
  - 7 Mathrubhasha Padavali Text
  - 8 Right is Right Values & Life Skills
  - 9 Bits To Brains

### **STD VII**

- 1 English Poorvi - 7
- 2 Hindi Malhar - 7
- 3 Mathematics Ganita Prakash - 7
- 4 S.S Exploring Society India & Beyond -7
- 5 Science Curiosity - 7
- 6 English Grammar and Composition
- 7 Mathrubhasha Padavali Text
- 8 Right is Right Values & Life Skills
- 9 Bits to Brains

### **STD VIII**

- 1 English Poorvi - 8
- 2 Hindi Malhar - 8
- 3 Mathematics Ganita Prakash - 8
- 4 S.S Exploring Society India & Beyond -8
- 5 Science Curiosity - 8
- 6 English Grammar and Composition
- 7 Mathrubhasha Padavali Text
- 8 Right is Right Values & Life Skills
- 9 Bits to Brains

### **STD: IX**

- 1 Beehive
- 2 Moments
- 3 Students Malayalam
- 4 CBSE Malayala Padana Sahayi
- 5 Sparsh Bhag I
- 6 Sanchayan Bhag I
- 7 Science
- 8 Mathematics
- 9 India & The Contemporary World (History)

- 10 Contemporary India (Geography)
- 11 Economics
- 12 Democratic Politics
- 13 Record book- Science
- 14 Record Book- Maths
- 15 Information Technology

### **STD: X**

- 1 First Flight
- 2 Foot Prints
- 3 Students Malayalam
- 4 Students Malayalam Supplement
- 5 CBSE Malayala Padana Sahayi
- 6 Sparsh Bhag -2
- 7 Sanchayan Bhag -2
- 8 Mathematics
- 9 India & the Contemporary World- History
- 10 Contemporary India- Geography
- 11 Democratic Politics
- 12 Economics
- 13 Record Book- Science
- 14 Record Book- Maths
- 15 Information Technology

### **STD: XI**

- 1 Hornbill - English Rd -11
- 2 Snapshots - 11
- 3 Biology - 11
- 4 Chemistry part 1 -11
- 5 Chemistry Part II - 11
- 6 Physics Part I - 11
- 7 Physics part II - 11
- 8 Mathematics - 11
- 9 Psychology - 11
- 10 Computer Science - 11

## LIST OF NOTE BOOKS

### L K G

1	Four Line Book- 200 Pages	1
2	Two Line Book – 200 Pages	1
3	Square Line Book- 200 Pages	1
4	Single Line Book- 200 Pages	1

### UKG

1	Four Line Book- 200 Pages	2
2	Two Line Book – 200 Pages	2
3	Square Line Book- 200 Pages	1
4	Single Line Book- 200 Pages	1

### I- IV

Class	Four Line 120 Pages	TwoLine 120 Pages	Cross Line 120 Pages	Single Line 120 Pages
I	5	2	2	1
II	5	2	2	1
III	8	4	2	1
IV	8	4	2	1

### V- X

Class	Four Line 60 Pages	Two Line 60 Pages	Single Line 120 Pages	Plane Book & Cross Line
V	1	-	10	1 Cross line
VI	1	2	12	1Cross line 1 Plane
VII	1	2	13	1 Cross Line 1 plane
VIII	-	-	11	1 cross line 1 Plane
IX	-	-	11	1 Cross line 1 Plane
X	-	-	11	1 Cross line 1 plane

**CLASS TIME TABLE    2025 - 2026**

	9.30	10.10	11.00	11.40	12.55	1.35	2.15	2.50
	1	2	3	4	5	6	7	8
MON								
TUE			INTERVAL 10.50 A.M. TO 11.00 A.M.		LUNCH BREAK 12.20 P.M. TO 12.50			
WED								
THU								
FRI								
SAT								
			INTERVAL 02.10 TO 02.15 P.M.					







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[stellamaristvla@gmail.com](mailto:stellamaristvla@gmail.com)

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