

St. Maria De Mattias School

(Affiliated to CBSE Delhi. Aff. No. 831067)

Srirampura Post, Ring Road Junction,

Mysore - 570008

Phone : 0821- 2979405 || Mobile: 9663939405

Student's Handbook & Diary 2025- 2026

Name: _____

Grade: _____ Division: _____

Roll No: _____



Principal's Office Time

Mon-Fri: 10.00am to 12.00pm & 2.30pm to 3.30pm

ST. MARIA DE MATTIAS SCHOOL

Srirampura Post, Ring Road Junction,
Mysore – 570008

Photo

SCHOLAR'S IDENTITY CERTIFICATE

Name of the Student : _____

Gender: Boy ☐ Girl ☐ Class & Sec : _____

House: _____ Admission No : _____

Class Teacher: _____

My Co-Curricular Activity: _____

**Name, Class & Section of the sibling studying in this school:
(If any)**

1. _____ 2. _____

Father's Name: _____ Contact No: _____

Mother's Name: _____ Contact No: _____

Home Address: _____

Is the child suffering from any illness? (Please specify):

Mode of transport : Own ☐ Picked up ☐ Van ☐ Auto ☐ Cycle ☐

Driver's Name: _____ Contact No: _____

NOTE:

Parents are requested to notify the school for any change of
address and phone numbers.

This handbook should be brought to School daily

**Be big enough to admit, encourage and admire
the abilities people who are better than you**

DECLARATION BY PARENTS

(This form must be carefully filled in block letters)

Name of the Student : _____

Gender: Boy ☐ Girl ☐ Class & Sec : _____

Roll no: _____ House: _____

Date of Birth: _____ Admission No : _____

Aadhar Card No: _____

Mother Tongue: _____ Religion : _____

Caste: _____ Category: SC/ST/OBC/NT/ Gen: _____

Home Address: _____

Parent's Details

Father's Name : _____ Occupation : _____

Mother's Name: _____ Occupation : _____

Father's Ph No: _____ Mother's Ph No: _____

Particulars of brothers & sisters studying in this school (If any):

Name	Grade	Relation
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

We, the parents agree to abide by the rules and regulations of the school and accept the decision of the Principal as final.

Specimen Signature of Parents/Guardian

Father's: _____ Mother: _____

Guardian: _____

(In the absence of parents, guardians will be responsible.)

Note :

1. For any correspondences kindly write the name of the child, class and section.
2. Parents are specially requested to notify the school for any change in their address and phone numbers.

ST. MARIA DE MATTIAS SCHOOL
MANAGED BY ASC SISTERS

SCHOOL TIME

Grade I-X: Mon – Fri: 9am to 3:45pm.

Sat: 9am to 1pm.

SCHOOL OFFICE HOURS

MON - FRI: 9.30am to 11.30am & 1.30pm to 3.45pm

Sat: 9.30am to 1.00pm

PRINCIPAL OFFICE TIME


MON - FRI: 10.00am to 12.00pm & 2.30pm to 3.30pm


Sat: 10:00 am to 11:30 am.


All public holidays are office holidays.


Every II Saturdays are holidays.


No school work will be entertained on holidays.

 0821 - 2979405


 9663939405

 st.mariademattiaschool@gmail.com

 <http://mariademattiaschool.org/>

 <https://www.facebook.com/smdmsmysuru>

 <https://www.instagram.com/stmariademattiaschool>

 <https://www.youtube.com/@smdmsmysuru>

Note: If any query, please contact to these numbers.

ST. MARIA DE MATTIAS SCHOOL

THE CONGREGATION

The congregation of the sisters of **THE ADORERS OF THE BLOOD OF CHRIST (ASC)** was founded by St. Maria De Mattias in the year 1834, as she started the first school in Acuto, Italy. Later it is spread to many countries and is committed in sharing Christ's redeeming love to the wounded humanity. The mission in India was started in 1978.

In our commitment to serve people, we find our primary inspiration in the life and teaching of Jesus Christ. We experience anxiety in this period of rapid change as we are urged beyond the bounds of security. However, like the early Adorers, we will step forward in faith, with the courage of our convictions and rely on the power of God, intercession of St. Maria De Mattias and the support of people. We acknowledge that: Our apostolic endeavours are inspired and nurtured by the Good News of Jesus Christ.

The school is affiliated to CENTRAL BOARD OF SECONDARY EDUCATION (CBSE), New Delhi in the year 2021 with the **Affiliation No: 831067 and School Code No: 46695.**

The school tries to bring out the best in every child through a sound academic, physical, intellectual, psychological, moral and social formation. The school is open to all, irrespective of caste and creed. The school has well-qualified faculty and well-advanced learning aids as well as infrastructure to give quality education to all students. Contemporary teaching skills have been introduced with the help of audio- visual aids, smart classes, computer labs, equipped laboratories and well-stocked library.

The school aims at always doing its best for its students providing for and offering value based education to all who are entrusted to its care.

"All of us can make mistakes but God sees the Heart."

-St. Maria De Mattias

THE CONSTITUTION OF INDIA

PREAMBLE

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a **SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC** and to secure to all its citizens:

JUSTICE, social, economic and political;

LIBERTY of thought, expression, belief, faith and worship;

EQUALITY of status and of opportunity; and to promote among them all

FRATERNITY assuring the dignity of the individual and the unity and integrity of the Nation;

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do **HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.**

NATIONAL ANTHEM

Jana-Gana-Mana-Adhinayaka, Jaya Hey
Bharata-Bhagya-Vidhata
Panjab-Sindha-Gujrata-Maharata-
Dravida-Utkala-Vanga
Vindhya-Himachala-Yamuna-Ganga
Uchhala-Jaladhi-Taranga
Tava Shubha Name Jage
Tava Shubha Ashisha Mage
Gave Tava Jaya-Gatha
Jana-Gana-Mangala-Dayaka Jaya Hey
Bharata-Bhagya-Vidhata.
Jaya Hey! Jaya Hey! Jaya Hey!
Jaya Jaya Jaya, Jaya Hey!

PLEDGE

India is my country and 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 respect to my parents, teachers and
elders 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.

ರಾಜ್ಯಗೀತೆ

ಜಯ ಭಾರತ ಜನನಿಯ ತನುಜಾತೆ, ಜಯಹೇ ಕರ್ನಾಟಕ ಮಾತೆ!
ಜಯ ಸುಂದರ ನದಿವನಗಳ ನಾಡೇ, ಜಯಹೇ ರಸಖುಷಿಗಳ ಬೀಡೆ!
ಜಯ ಭಾರತ ಜನನಿಯ ತನುಜಾತೆ, ಜಯಹೇ ಕರ್ನಾಟಕ ಮಾತೆ!
ಭೂದೇವಿಯ ಮಕುಟದ ನವಮಣಿಯೆ, ಗಂಧದ ಚಂದದ ಹೊನ್ನಿನ ಗಣಿಯೆ;

ರಾಘವ ಮಧುಸೂಧನರವತರಿಸಿದ ಭಾರತ ಜನನಿಯ ತನುಜಾತೆ!
ಜಯ ಭಾರತ ಜನನಿಯ ತನುಜಾತೆ, ಜಯಹೇ ಕರ್ನಾಟಕ ಮಾತೆ!
ಜನನಿಯ ಜೋಗುಳ ವೇದದ ಘೋಷ, ಜನನಿಗೆ ಜೀವವು ನಿನ್ನಾವೇಶ!

ಹಸುರಿನ ಗಿರಿಗಳ ಸಾಲೇ, ನಿನ್ನಯ ಕೊರಳಿನ ಮಾಲೆ!
ಕಪಿಲಪತಂಜಲ ಗೌತಮಜನನುತ, ಭಾರತ ಜನನಿಯ ತನುಜಾತೆ!
ಜಯ ಭಾರತ ಜನನಿಯ ತನುಜಾತೆ, ಜಯಹೇ ಕರ್ನಾಟಕ ಮಾತೆ!
ಶಂಕರ ರಾಮಾನುಜ ವಿದ್ಯಾರಣ್ಯ, ಬಸವೇಶ್ವರ ಮಧ್ವರ ದಿವ್ಯಾರಣ್ಯ.

ರನ್ನ ಷಡಕ್ಷರಿ ಪೊನ್ನ, ಪಂಪ ಲಕುಮಿಪತಿ ಜನ್ನ.
ಕುಮಾರ ವ್ಯಾಸರ ಮಂಗಳಧಾಮ, ಕವಿ ಕೋಗಿಲೆಗಳ ಪುಣ್ಯಾರಾಮ.

ನಾನಕ ರಾಮಾನಂದಕಬೀರರ

ಭಾರತ ಜನನಿಯ ತನುಜಾತೆ, ಜಯಹೇ ಕರ್ನಾಟಕ ಮಾತೆ.
ತೈಲಪ ಹೊಯ್ಸಳರಾಳದನಾಡೆ, ಡಂಕಣ ಜಕಣರ ನೆಚ್ಚಿನ ಬೀಡೆ.
ಕೃಷ್ಣ ಶರಾವತಿ ತುಂಗಾ, ಕಾವೇರಿಯವರ ರಂಗ.

ಚೈತನ್ಯ ಪರಮಹಂಸ ವಿವೇಕರ

ಭಾರತ ಜನನಿಯ ತನುಜಾತೆ, ಜಯಹೇ ಕರ್ನಾಟಕ ಮಾತೆ.
ಸರ್ವ ಜನಾಂಗದ ಶಾಂತಿಯ ತೋಟ, ರಸಿಕರ ಕಂಗಳ ಸೆಳೆಯುವ ನೋಟ!

ಹಿಂದೂ ಕ್ರೈಸ್ತ ಮುಸಲ್ಮಾನ, ಪಾರಸಿಕ ಜೈನರುದ್ಯಾನ
ಜನಕನ ಹೋಲುವ ದೊರೆಗಳ ಧಾಮ, ಗಾಯಕ ವೈಣಿಕರಾರಾಮ.
ಕನ್ನಡ ನುಡಿಕುಣಿದಾಡುವ ಗೇಹ! ಕನ್ನಡ ತಾಯಿಯ ಮಕ್ಕಳ ದೇಹ!
ಜಯ ಭಾರತ ಜನನಿಯ ತನುಜಾತೆ, ಜಯಹೇ ಕರ್ನಾಟಕ ಮಾತೆ!
ಜಯ ಸುಂದರ ನದಿವನಗಳ ನಾಡೆ, ಜಯಹೇ ರಸಖುಷಿಗಳ ಬೀಡೆ!

ಶಾಲೆಯ ಗೀತೆ

ಸೈನ್ಸ್ ಮರಿಯಾ ನಮ್ಮ ವಿದ್ಯಾಲಯ (2)

ಪರಧರ್ಮ ಸ್ಯ ದೇವಾಲಯ

ಭುವನೇ ಭವನೋ

ಭವನಂ ಸನಾತನಂ (2)

ತಮಸೋ ಚಾಡನ್ನಂ ಜ್ಞಾನೋಪಾಸನಂ

ಗುರುಭಕ್ತಿ ಜೀವನಂ ಸತಿರ್ಥ್ಯ ಸೇವನಂ ಛಾ (2)

ಯಾದಾದರ್ಶೋ ಥದೇ ಜೀವಸಧಾನಂ

(ಸೈನ್ಸ್ ಮರಿಯಾ)

ಸರ್ವ ಲೋಕ ಮೈತ್ರಿ ಭಾವನಾಂ

ಸರ್ವದ ಸ್ವಯಂ ದಾನ ವಾಸನಾಂ (2)

ಸತ್ಯಾನ್ವೇಷಣಂ ಪತಿತೋದ್ಧರಣಂ

ಸದಾಸ್ಮವ್ಯಂ ಧರ್ಮ ದರ್ಶನಂ ಛಿ ದೆಹಿ

(ಸೈನ್ಸ್ ಮರಿಯಾ)

ರಾಗ ಭಯ ಕ್ರೋಧ ಲೀಲ ಶೋಷಣಂ

ತ್ಯಾಗ ಪ್ರೇಮದಿ ಶೀಲ ಷೋಷಣಂ (2)

ವಿಮಲಾ ಮಾರ್ಗ ಸಂರಕ್ಷಣಂ

ಸಕಲ ಜೀವ ಸಮೀಕ್ಷಣಂ ಛಿ

ಮೋಕ್ಷಾದಂ ತವ ಶಿಕ್ಷಣಂ

(ಸೈನ್ಸ್ ಮರಿಯಾ)

ASSEMBLY PRAYERS

1. UNIVERSAL PRAYER

Our Father in Heaven| holy be your name| your kingdom come| your will be done| on earth as it is 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

2. Morning Prayer

Oh! God | our heavenly Father | I thank you | for granting us| the grace | to begin | another day | in school. | I pray you | to lead me | to what is right | true and good. | Illumine my mind | so that | I may understand | and follow | my lessons well. | Fill me with your wisdom | so that | I may be gracious | humble and polite | to my teachers | companions | and everyone | I meet **Amen.**

3. O God our loving Father, make us all through today, diligent in our studies and fair in our games loving in our relations and clean in our pleasures, obedient to our parents respectful to our teachers true to our friends and in everything loyal to you. Bless our school, our dear country and the whole mankind now and always forever and ever —**Amen**

4. Evening Prayer

Oh, most loving Father | we thank you | for being with us | throughout the day. | We thank you | for the knowledge | you bestowed upon us. | May today's lesson | be a stepping stone| towards achieving| our dreams. | **Amen.**

5. Prayer before the exams

Dear Lord, be with us, and pour out your spirit of wisdom on us, as we attend this exam. Help us to clear our minds, calm our hearts and relax our being. Keep our mind alert and memory sharp, that we be able to remember, what we have learned, and do our best. Lord we trust in your guidance. Help us to answer the questions the best we can. May every single effort of ours, will be crowned with success. **Amen.**

"He, who opens a school door, closes a prison." - Victor Hugo

6. PRAYER AFTER CLASS

God under whose mighty and gracious protection, our day was spent. We thank Thee for the continuation of your blessings for the good examples we have seen, for the good works we have heard or read. For all good thoughts and fine desires which have come to our minds. O God, grant that these may not be unfruitful in us. May God bless our parents, our brothers and sisters and our teachers, God bless us and make us good children. – **Amen.**

1. We want to praise you Lord

We want to praise you lord
Much more than we do - 4
Learn to seek your face
And the knowledge of your grace

Birds in the sky sing the songs to you
Trees in the field lift their arms to you - 2
We want to sing
We want to lift our arms to you

2. Make Me An Instrument

Make me an instrument of your peace
Where there is hatred, let me bring love
Where there is injury, your pardon lord
And where there's doubt, true faith in you

Make me an instrument of your peace
Where there's discouragement, let me bring hope
Where there is darkness, let me bring your light
And where there's sadness, let me bring joy

Make me an instrument of your peace
It is in pardoning, that we are pardoned
It is in giving, that we do receive
And it's in dying and we are born to life

"Show forgiveness, enjoin kindness, avoid ignorance." - Qurān

3. **Our Father**

Hear our prayer
We are your children and
We've gathered here today
We've gathered here to pray

Hear our cry,
Lord, we need your mercy
And we need your grace today
Hear us as we pray

Our father who art in heaven
Hallowed be thy name'
Our father hear us from heaven
Forgive our sins we pray

4. **Welcome you Lord**

Welcome You Lord
We are in Your presence
Fill us with Your power
Live inside of me

You're the Living Water
Never drying Fountain
Comforter and Counsellor
Take complete control

Welcome You Lord
We are in Your presence
Fill us with Your power
Live inside of me

5. **Yours is the kingdom**

Yours is the kingdom
Yours is the power
Yours is the glory evermore
Lord, forever, Lord forever more

From the ends of all the earth
And out beyond the stars
Gathered in your presence we are one -2

Freedom is the gift for all who
live and die in you
Freedom is finding life in you -2

6. **Like a sunflower**

Like a sunflower that follows
Every movement of the sun
So I turn towards you
To follow you, my God.

In simplicity, charity, I follow -2

In simplicity, Honesty, I follow -2

In simplicity, fidelity, I follow -2

*" With guns you can kill terrorists;
with education you can kill terrorism "*
-Malala Yousafzai

7. **My life is in you Lord**

My life is in You, Lord
My strength is in You, Lord
My hope is in You, Lord
In You, it's in You

I will praise You with all of my life
I will praise You with all of my strength
With all of my life, with all of my strength
All my hope is in You

My life is in You, Lord
My strength is in You, Lord
My hope is in You, Lord
In You, it's in You
In You, it's in You
In You....

8. **Walk with me precious Lord**

Walk with me precious Lord
Walk with me precious Lord
Walk with me precious Lord
One more time - 2

Move in me precious Lord
Move in me precious Lord
Move in me precious Lord
One more time - 2

Stay with me precious Lord
Stay with me precious Lord
Stay with me precious Lord
One more time - 2

" Give all, gain all. " Gandhiji

9. **Ten Thousand Reasons**

Chorus:

Bless the Lord, O my soul,
O my soul, worship his holy name.
Sing like never before, O my soul.
I'll worship your holy name.

Verse :

The sun comes up, it's a new day dawning;
It's time to sing your song again.
Whatever may pass and whatever lies before me,
Let me be singing when the evening comes.
Chorus ...

10. **IN NEED OF LIBERATION**

The world stands in need of liberation, my Lord,
It still has to feel your power,
The blind and the deaf, the dumb and the maimed
All need to feel your healing touch
The world stands in need of liberation, my Lord
It still has to learn to love.

There are those who have eyes but refuse to see
The inhumanity that's done
There are those who have ears but refuse to hear
The cries of those in agony
There are those who have mouths but refuse to speak
Against injustice done to some
There are those who have hands but refuse to reach
Them out in love and charity
There are those who have talents they do not use
To build a true community
And we know that we all have the talent to love
But leave it buried in ourselves.

11. **TAGORE'S MORNING PRAYER**

Ref: I have come to thee to take thy touch before I begin my day

Let thy eye rest upon my eyes for a while. I have

Let me take to my work the assurance of thy

Comradeship my friend. I have

Fill my mind with thy music to last through the desert

Of noise. I have

Let thy love's sunshine kiss the peaks of my thoughts

And linger in my life's valley where the harvest ripens

I have

12. **SHOWERS OF BLESSING**

There shall be showers of blessing

This is the promise of love

There shall be season's refreshing

Sent from the savoir above

Chorus: Showers of blessing

Showers of blessing we need

Mercy drops round us are falling

But for the showers we plead

There shall be showers of blessing

Send them up on us O, Lord

Grant to us now a refreshing

Come and now honour thy word

Chorus: Showers.....

13. **MARIA, GOD HAS CHOSEN YOU**

Maria, God has chosen you to lead us on our way

The Precious Blood our banner Christ crucified the way

May we follow in your footsteps this glad and holy day.

Christ's blood was shed for the entire world for every tribe and tongue

May our banner wav on high now, that all may join our song

That the love of God may triumph over ignorance and wrong.

As we strive to love each other well in true sincerity,

May we give ourselves completely, with Christ's own charity

That we join you in His glory for all eternity.

14. WE PRAISE YOU LORD

We praise you lord with joy
With heart and mind and voice
You fill us with unending love
And grace from above

You are our Father who's ever near
With you beside us, we'll have no fear
You are our father loving and true
And day and night, watching us through

You sent your son that we may know
Your loving mercy that freely flows,
And life eternal he is your promise
To all who live in love and peace

You sent your Spirit with us to stay
To guide our steps and guard our way
From day to day our life renew
Drawing us ever close to you

15. WE PRAISE YOU, O SAINT MARIA

1. We praise you, O Saint Maria apostle of
Christ's precious blood, adorer of Jesus our
Saviour, who would draw every heart to his love.

Ref: O Saint Maria, your children implore
You to teach us the zeal you have given.
That serving our God in our neighbour,
We may love him forever in heaven.

2. We love you O Saint Maria,
Who Cherished the lonely,
The poor, to the heart of our Crucified Jesus,
We pray you, O still be our door. (Ref)

3. We thank you O Saint Maria,
Dear mother of Children and youth;
O lead us, both teacher and Student,
Through life's darkened pathways to truth (Ref)

4. Harked dear mother Maria,
Your Children in Christ's holy love
Be such you, assist us to Sainthood
your motherly care for us prove. (Ref)

"The dictionary is the only place where success comes before work."

-Mark Twain

16. **WE DREAM THE DREAM**

We dream the dream Maria Dreamed,

We dream together not alone.

People of every race & tongue

Dream the dream of Maria, all as one.

For love of God, For love of neighbour,

We labour in the vineyard for

God's reign on earth.

Hand to the plough we plough the furrow,

Bringing the kingdom to new birth.

Down from the Vallecorsa Mountains

Riding on the back of "brother" mule,

Into Acuto fired with passion,

Ready to preach and set up school. (For love of)

All for the love of the crucified, Maria

Preached his deathless love,

Precious Blood shed for redemption

Love for the sinner he did prove. (For love of)

17. **Hindi**

इतनी शक्ति हिमें देना दाता
मन का विश्वास कमजोर होना,
हम चलेने कर सते पे हमसे
भूलकर भी कोई भूल होना (2)
हर तरफ जुलूम है बेबसी है,
सहमा सहमा सा आदमी है |
पापा का भोज बढ़ता ही जाए?
जाने कै से यह धरती थमी है
बौद्ध ममता से तू यह उठाले,
तेरी रचना का ही अंत होना।

इतनी शक्ति हिमें देना दाता,
मन का विश्वास कमजोर होना
हम अंधेरे में है रोशनी के
खोना दे खुद को ही दुश्मनी से।
मौत भी हो तो साहले खुशी से
कलजोगुजरा है फरिसना गुजरे,
आने वाला वह कल ऐसा होना।
इतनी शक्ति हिमें देना दाता.....

दूर दूर अज्ञान के हो अंधेरे,
तू हमें ज्ञान की रोशनी दे।
हर बुराई से बचतर है हम,
जतिनी भी दे बोली जदिगी दे
अपनी करुणा का जल तू बहा दे
पावन कर दे हर एक मन का कोना |
हम चलेने कर सते पर
हमसे भूलकर भी कोई भूल होना।
इतनी शक्ति हिमें देना दाता...

"No one who does work will ever come to a bad end, either here or in the world to come." - Bhagavad Gita

18. प्यासाहरिन

प्यासाहरिनजैसे, ढूँढेहैजलको, ऐसेप्रभुमैंतुझेखोजरहा,
तूहीमेरेमनकीअभिलाषा,तेरीपूजानसिदनिकरतारहूँमैं,
सोनाचाँदीमैंतोनामाँगू, मनतेरेप्रेमसेभरतारहूँमैं,
तूजोबनजाएश्रद्धासुमन, पुष्पपरागसाझरतारहूँमैं

19. Aajaa mere Prabhu

Aajaa mere prabhu
Mere dil mein, mere tann mein
Aajaa prabhu

Tu aakar mujhko change kar de
Mere hriday ko saaf kar de
Tu hi prabhu muktidaata
Tu hi prabhu muktidaata
Mujh par daya karo

Aajaa mere prabhu
Mere dil mein, mere tann mein
Aajaa prabhu

" Give of your hands to serve and your hearts to love. "

- Mother Theresa

I. AIMS AND OBJECTIVES

The school attracts great importance to a varied programme of activities outside the ordinary class routine. These are designed to develop important traits of character like honesty, self-confidence, co-operation, diligence and to promote latent talents for leadership and responsibility. A proper use of library facilities, study circles and clubs, debates, elocution, quiz contests, theatre arts, music, dance, abacus, martial arts, school picnics are some of the co-curricular as well as educational activities.

All students are given a comprehensive course in Value Education and Faith Formation. In teaching the Humanities and the Science, the aim is to impart an integrated, theoretical and practical knowledge based on the latest techniques and the requirements of the syllabus of the Central Board of Secondary Education. Games and physical training have an appropriate place in the Time table.

Physical training, games and athletics are encouraged to promote sportsmanship and a healthy spirit of competition.

The school has ample playing fields, for Football, Basketball, Volley ball and Throw ball. While a competent member of the staff is always present to give advice and guidance, the fullest scope is given for initiative and leadership among the students themselves. Coaches will be employed by the school for the purpose of giving specialised training to the students. Keeping in mind the harmonious development of each student, we also offer, through our teachers, a variety of hobbies to the students. Training is conducted during school hours, as well as after school, during which attendance is compulsory. Inter- House Competitions are held regularly, to give impetus to culture and creativity.

School Counsellor / Special Educator: the school counsellor is available to students and parents with prior appointment.

II. GUIDELINES FOR PARENTS:

1. Parents are requested to bear in mind that the school gives great importance to building a sound character in students. They are expected to co-operate with the school authorities by making their

"Peace comes from within. do not seek it without." - Budha

children understand that a well – ordered and disciplined way of life is as important at home as in school. Parents should supervise their lessons, and take an active interest in the activities of the school.

2. a) Parents are informed that occasional reports from teachers are made in the school diary and they are requested to sign them.
- b) A fine of Rs. 150 will be charged if the student loses the School Diary.
3. a) Absence from school even for a day must be noted in the “Student’s Leave Application form” given in the School Diary. If absence lasts for more than three days the application for leave must be made to the Principal accompanied by relevant certificate / reason of the same.
- b) If a child has an infectious disease parents should keep the child at home till he/she recovers. A medical Certificate and Fitness Certificate must be submitted on return.
- c) Students who are absent on the first and last day of any term, or who are away from school for five consecutive days without permission, may have their names removed from the register, and will be re-admitted only if there is a vacancy. In all cases of leave of absence, prior permission from the Principal should be obtained, except in cases of unforeseen circumstances, for which an authenticated reason should be furnished by the parent or guardian. However, granting of leave is entirely up to the discretion of the Principal. If a student from Class X is absent, She/he has to meet the Principal along with his/her parents on the day of his/her return.

Long leave from school for marriages, vacation, family functions, will be sanctioned only by the principal, with prior permission. Leave from school must not be prefixed to school holidays.

“You only fail when you stop trying.” - Albert Einstein

4. Parents are requested to refrain from requesting for permission to take their wards out of school during school hours for flimsy reasons. If the wards are found unwell or unusually tired they must be allowed to rest at home.
5. Change in the address or telephone number of parents or guardians must be intimated to the school in writing, without delay.
6. When communicating with the Principal, parents are requested to mention in their letter the Class, Section and Admission No. of their child/children.
 - a) Parents are welcome to visit the school and meet teachers after school hours (3:45pm) with prior permission of the Principal or Coordinators. Any clarifications relating to academics, if any, may be made either to the Coordinator or teachers.
 - b) Parents can meet class teachers every month on a Saturday, in their respective classrooms.
7.
 - a) The school reserves the right to suspend or to take strict disciplinary action against a student whose diligence or progress in studies is constantly unsatisfactory or whose conduct is harmful to other students.
 - b) The observance of rules of discipline of the school and good behaviour is an essential condition to a student's continuance in the school. In case a student violates the school rules or indulges in any form of indiscipline, strict action like expulsion/ suspension/ rustication shall be taken against the student.
 - c) Students are strictly forbidden to bring or burst crackers in the school and to introduce objectionable literature and other such material into the School. Strict disciplinary action will be taken against the student found doing so.
8. Whenever excursions and picnics are organized by the school, maximum participation by students is expected. All outings are under the supervision of school staff.
9.
 - a) The school is not responsible for goods lost. Therefore, it is not advisable to bring expensive items like watches, fountain pens, gold or silver ornaments, friendship band any other fads or too much money. Students are also advised not to leave any of the above in the class room or changing room.

- b) Students are not permitted to wear any expensive jewellery.
10. Fine of any kind or collection or sale for any purpose whatsoever requires the prior sanction of the Principal is needed.
 11. Presents to members of the staff or other demonstrations in their honour also require the Principal's prior sanction.
 12. Mobile Phones, I-Pods, MP3 Players, Pen drives etc; are strictly forbidden in the school campus. Parents must ensure that their wards do not bring any of the above gadgets to the school. If your ward is found carrying them, the same will be confiscated and will not be returned. In case of emergency, a student may approach the school office to speak to his/her parent with a permission of the co-ordinator.
 13. Any electronic device that can be used for communication / photography/ recording is strictly forbidden.
 14. **Celebrations of birthday parties in school are not permitted.**

III. ADMISSIONS:

1. The management reserves the right to admit or refuse pupils seeking admission to the school. Similarly, the Management decides when the question of retaining a student in the class arises.
2. No child less than 4 years old on the first day of the academic year 31-05-2024 will be admitted to L.K.G and 3 years for Pre KG. At the time of admission, the following certificates should be attached with the application form:
 - a) A copy of the Birth Certificate (once admitted: **NO CHANGE IN DOB WILL BE ENTERTAINED WITHOUT THE REQUIRED DOCUMENT**)
 - b) Health / immunization Certificate.
 - c) Original Transfer Certificate from the school last attended (From Std. II onwards).
 - d) A photocopy of Aadhar Card of student & parents
 - e) Income Certificate.

"Life isn't about finding yourself. life is about creating yourself."

- James Dewar

- f) Caste Certificate.
 - g) Copy of the Bank pass book.
 - h) A colour photograph of a student.
3. Pupils seeking admission for all the classes may be tested on the syllabus of the standard below the one to which they seek admission.
 4. Admission is formally completed only when the form has been filled up and submitted to the office, fee dues are paid and the form is signed by the Principal. Payment of fees, writing the entrance test or an interview does not necessarily mean that admission is granted.
 5. Admission cannot be claimed as a matter of right. Any attempt to use influence, unfair means or recommendation for admission, will lead to automatic disqualification. The school does not have any agents for admission.

IV. PROMOTIONS

1. Promotion to the next class depends on the whole year performances, on regular attendance, on the overall development and the ability to cope with the next step in the Student's Education.
2. Evaluation of the academic performance will be based on the tests and examinations conducted and the assignments allotted from time to time.
3. Only those students with a minimum of 90% attendance of the working days during each academic year will be considered for promotion.
4. Absentees at an examination will be considered as having failed unless it is established that their absence was due to illness.
5. No special arrangements will be made for pupils who for any reason are absent from the examination and there is no provision for retests.
6. The decision of the school authorities will be final with regard to promotions.
7. The school will not retain the answer scripts of the students beyond 15 days from the date of the examination.

8. The school will not be responsible for parent's failure to see the progress report of their wards. Report Cards are to be signed only by parents/guardians on the Report Card day.

V. WITHDRAWALS

1. Application for Transfer Certificate must be given in writing in the prescribed form by the parents. A calendar months' notice of withdrawal must be given.
2. If a student is not going to continue in the school for the following academic year, the school office should be informed **in writing before the 20th on February. Otherwise transfer certificate will be issued only on payment of First term fees.**
3. In the event of withdrawal of a student from the school, all dues must be cleared before the Transfer Certificate is issued.
4. Transfer Certificate will be forwarded to the school where in the child is admitted.
5. A fee of **Rs. 200/-** will be charged for the Transfer Certificate.
6. The Application for T.C. should be signed by the Parents/ Guardian only.

VI. DISMISSALS:

1. The school management reserves itself the right to dismiss students who continuously fail to make satisfactory progress in their studies or whose conduct is, in a way, detrimental to the orderly life of the school.
2. Use or attempt to use unfair means in exams, tests and assignments are sufficient cause for dismissal.
3. Students who indulge in political propaganda or who organize or influence fellow students for political faction in the premises of the school, or who otherwise engage themselves in party politics are liable to be expelled from the school.
4. The wards of those parents/guardian who obstruct the smooth functioning and vitiate the academic atmosphere of the school through their act of omissions and commissions shall be liable to be dismissed from the school
5. Smoking, bringing and consuming alcohol or narcotic drugs disrespect towards the staff, bad moral influence, contempt of authority and wilfully damaging school property will lead to the dismissal of the students from the school.
6. A student repeating a class for two consecutive years will be asked to be withdrawn from the school.

VII. FEE RULES

1. All fees should be paid strictly as scheduled through online only, no hard cash/liquid cash accepted.
2. Registration and Cancellation for Transportation facility should be mandatorily informed to School Office, late information will not be considered.
3. A delay beyond two months in the payment of fees leads a student's name to be struck off the rolls.
4. If fees are not paid within 30 days from the due date or not excused by a special arrangement, students are liable to be sent home without prior notice or warning.
5. No deductions are made for vacations or broken periods.
6. Pupils will not be allowed to appear for term or final examinations unless the fees have been paid.
7. In the absence of a calendar months' notice for withdrawal of a student, one additional instalment of fees will be payable without any consideration for any broken period.
8. Fees can be paid in 3 instalments or at one time at the beginning of the academic year.
9. There may be an annual increase of 10-20% in fees every year.
10. The fee schedule and other changes are intimated to the parent separately and may change when necessary.
11. If fees are not paid on or before the stipulated date fine of Rs. 100/- will be charged for every succeeding month.
12. **Fees once paid will not be refunded. The following are the dates of payment of the school fees.**

Due Dates For Grade 1 - 8

Instalments	Due date without fine
1 st	05 th June 2025
2 nd	03 rd Sept 2025
3 rd	08 rd Dec 2025

"If you want to shine like a sun, first burn like a sun."

- Apj Abdul Kalam

Due Dates For Grade 9 - 10

Instalments	Due date without fine
1 st	21st May 2025
2 nd	03rd Sept 2025
3 rd	03rd Dec 2025

VIII. Evaluation and Assessment Classes I To VIII

Grading Scale for Scholastic Areas (Class I – IX) (School will award grades as per the following grading scale)	
MARKS RANGE	GRADE
91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
33-40	D1
25-32	D2
24 and below	Essential Repeat (E)

- 1. Internal Assessment (20 marks)**
- 2. Periodic Assessment (05 marks)**
- 3. Multiple Assessments (05 marks):** observation, oral tests, individual or group work, class discussion, field work, concept maps, graphic organizers, visual representation etc.
- 4. Portfolio (05 marks):** A portfolio as a collection of chosen work by a student, learner's efforts, progress and achievement
A journal or notebook that would include besides class work,
 - Organization – Neatness, creativity and visual Appeal
 - Completion of guided work
 - Evidences of student's growth
- 5. Subject Enrichment Activities (05 marks):**
Language: listening and speaking skills
Practical works and records in Science and Mathematics
- 6. Discipline: Attendance, Sincerity, Behaviour, Values.**

IX.CODE OF CONDUCT IN SCHOOL

1. Punctuality and regularity in attendance, proper school uniform, and gentlemanly and ladylike behaviour in and outside school is always expected of every Mattians. In all these matters, the parent's co-operation is expected at all times.
2. Pupils must stand up smartly and greet teachers who enter the classroom and leaves the classroom.
3. Honesty is expected of every pupil. If a pupil finds something which does not belong to him/her, he/she should inform the Class Teacher/ Coordinator about the articles found and leaves the same in the office. Pupils who lose the article may also inform enquire about them in the School office.
4. Students are not allowed to leave the school premises without getting a gate pass duly signed by the Principal/ Coordinator of the respective section.
5. Damage to school property, however small, will not be condoned. Stringent disciplinary measures will be taken against such offenders. The parents will have to bear the expenses of the damaged property.
6. Students are answerable to the school authorities for their conduct in and outside the school. Hence, misbehaviour in public places and conveyance justifies dismissal. Irregular attendance, habitual idleness, disobedience, objectionable moral behaviour and above all discourtesy and disrespect to teachers are sufficient cause for dismissal from school.
7. On their way to and from school, students must remember that the school is judged by their conduct. They should greet the visitors and the teachers of the school when they meet them.
8. During the absence of the teacher from class, students must obey the prefect silence, Monitor and Monitress appointed to maintain order and discipline.
9. Every student must take part in Physical Training and Games, unless declared unfit on medical grounds or exempted by the Principal. Students are forbidden to join any outside sports organization without permission from the Principal.

X. LIBRARY RULES:

1. Strict silence should be observed by all in and outside the Library.
2. All articles not pertaining to the library should be kept outside.
3. Nobody should enter the library without his/her library Card.
4. Only one book will be issued per card and no student can take a book on another's card.
5. Books can be returned only on the respective library days.
6. Books overdue may be returned on any library day, with a fine of Rs.5 per day.
7. No fine will be charged for books overdue if a letter is being produced, showing the borrower has been absent for valid reasons.
8. If any defect is noticed when taking a book, it should be brought to the attention of the librarian.
9. Books lost must be replaced by the borrower. In case the book is not available, the cost of the book will have to be deposited at the School Office.

XI. RULES FOR STUDENTS USING PRIVATE TRANSPORT

1. **Students are not permitted to come to school in self-driven vehicles except bicycle. If they are found doing so they will be liable for suspension.**
2. Every student's mode of transport should be recorded in the school office and in this hand book.
3. Students who reach late should contact the Physical Education Teacher. **No entry will be permitted after 9.10 a.m.**
4. **Three late arrivals would lead to the student being sent back home.**
5. No student is permitted to take lift from any person in his/her bikes/cars without the prior permission of the school authorities. It is very dangerous to take lift from strangers who encourage you to ride with them with a promise to reach you home.
6. To make the school premises plastic free zone, every student and teacher is recommended to **bring only non-plastic Tiffin containers and Water bottles.**

"Experience is what you get when you don't what you want."

- Don Stanford

XII. SCHOOL UNIFORM

1. The school Uniform is **COMPULSORY** for all students from **Grade I to Grade X**. Parents are requested to ensure that their ward comes to school in the proper and complete uniform otherwise strict disciplinary action will be taken against him/her.
2. Clothes must be clean and ironed, and shoes must be polished (Students are forbidden to wear expensive sports or leather shoes or any other than the ones prescribed by the school).
3. Parents are advised to write their child's name, class and section on each item of uniform, books, bag and water bottle.

Uniform Details:

Classes: I-V

Monday, Tuesday, Thursday & Friday: Navy blue shorts/skirts with Blue checks shirts, tie, socks, belt, sweater/waist coat-specified design

Shoes Pattern: Boys: Black Velcro

Girls: Buckled shoes

Wednesday & Saturday: Track Pants with house T-Shirt-specified design

Classes VI-X:

Monday, Tuesday, Thursday & Friday: Navy blue trousers with Blue checks shirts, Blazer, tie, socks and belt - specified design.

Wednesday & Saturday: Track pants with house colour T-shirts and pullovers - specified design.

Shoes Pattern: Boys: Black lace-up shoes/ Velcro.

Girls: Buckled shoes.

P.T.UNIFORM

Saturday: Classes I-X

House T-Shirt with track Pant

XIII. INCENTIVES:

Star Certificates will be awarded to students who secure above 90% in each subject in the Term Examinations.

70% - 79% Bronze Certificate, 80%-89% Silver Certificate, 90% and above Gold Certificate.

Other incentives

- * Certificate for 100% attendance
- * Quiz Championship
- * Proficiency Award for Academics
- * Individual Champions-Sports & Cultural
- * Proficiency Award for Co-curricular activities
- * Proficiency Award for the outstanding students of the year
- * Good chit student of the month.
- * Smart Mattian.
- * Good chit class
- * Cleanest Class of the Month.

STUDENT PERFORMANCE ANALYSIS:

Student performance Analysis is used to determine the progress of the child on a monthly, termly and annual basis. It is a unique tool to ensure self-discipline. It is a positive approach towards making the students responsible for their deeds. This is aimed at providing transparency in selecting students for various awards. Students will be able to analyse his/her performance on a regular basis. Every activity of the student is taken into account academics, co-curricular, behaviour, responsibilities, neatness etc.

DISINCENTIVES

To ensure proper discipline in school the following card system will be enforced.

Inter House Competitions - 2025 -26

Sl No	Month	Competition for Sub Junior (1-3rd)	Competition for Junior (4-6th)	Competition for Senior (7-9th)
1	July	Drawing	Painting	Clay Model
2.	August	Fancy Dress	Patriotic Song	Patriotic Dance
3.	October	English Poem Recitation	Best out of Waste	Poster Making
4.	December	Star Making	Kannada Carol Singing	English Carol Singing

RESPONSIBILITY OF CLASS MONITORS:

1. Class monitors are selected on the basis of student performance analysis.
2. Monitors must be exemplary in conduct and industrious in their studies.
3. They must be able to command respect in the class.
4. They are employed for all assistance in the class e.g. maintaining discipline, collecting or distributing books, attending to cleanliness of the classroom, bringing charts, maps, reporting to concerned authorities about various needs of the class, upkeep of bulletin board etc.
5. The leaders will be responsible for all happenings in the class during the absence of the teacher.
6. The leaders have to realise that to be a leader is a special privilege and honour. To betray the trust and confidence reposed in them to commit one of the most degrading acts.
7. It is incumbent on all leaders to report to the Principal / Coordinator, the teacher-in-charge or the class teacher any breach of discipline noticed even during the recess.

RESPONSIBILITIES OF THE HEAD BOY, HEAD GIRL, ASST. HEAD BOY, ASST. HEAD GIRL, HOUSE CAPTAINS, HOUSE VICE CAPTAINS AND LEADERS:

1. He/she should ensure that the leaders carry out their duties in a responsible and impartial manner.
2. He/she should be constantly alert, observant and sensitive to the needs of the school and act promptly after consulting and getting directions from the principal.
3. He/she should show exemplary behaviour with head held high, providing a shining example of leadership, trust, courtesy, love and goodness.
4. He/she should play an active role in organizing intra-school and inter-school activities.
5. He/she should bring to the notice of the teachers the day-to-day problems of students like fights, misunderstandings, injuries, damage to school property, missing articles etc.

“Nothing is impossible. The word itself says ‘I’ M Possible!”
- Audrey Hepburn

CO-CURRICULAR ACTIVITIES

CLUBS

Organized club activities bring together students who wish to utilize their energies constructively. The meaningful interaction, purposeful tasks and achievement of goals contribute towards all-round development.

The following Clubs activities are organized in the school.

1. Sports club – Indoor & Outdoor activities
2. Maths and science club
3. Yoga club
4. Culture & Heritage club
5. Literature and language club
6. Arts club (Music, Dance, Karate)
7. Eco club
8. IT Club

SPORTS & GAMES

Physical training games and athletics are employed to the best advantage to promote physical development and a healthy spirit of competition. The school provides facilities for games such as Football, Cricket, Volleyball, Basketball, Badminton, Throw ball, Ball Badminton, Chess, Carom Board etc. While competent staff is always present to give any guidance, the fullest scope is given for initiative and leadership among the students themselves. Training in skills is imparted during the Physical Education periods within and outside school hours. Inter – School athletic and sports meets help the students in keeping up their spirit of healthy competition and sportsmanship.

Students found talented in sports and other activities should be regular for practices. Irregularity is considered as irresponsible behaviour and lack of loyalty to the institution and will be taken as serious breach of discipline. Sports and games are compulsory and students may have to stay back for practices after class hours on required basis.

HOUSE SYSTEM & STUDENT CABINET

Students of Classes I to X are divided into FOUR houses. To develop leadership qualities, self-reliance and team spirit, distinguished by the name, which signifies their details. The house system provides a good platform for the holistic development of the students. It forms the basis of all competitions in and promotes team spirit, group loyalty and healthy competition. The four houses are mentioned below:

HOUSES	COLOURS
1. RUBY	RED
2. TOPAZ	YELLOW
3. SAPPHIRE	BLUE
4. EMERALD	GREEN

Each house is headed by a Captain and Vice-Captain, who derive inspiration and guidance from their House Mistress / Master. The house Mistresses / Master, Captains and Vice-Captain are an integral part of the Student Council.

Student Council: The council consists of the Head Girl, Head Boy, Asst. Head Boy, Asst. Head Girl, Sports Captain, Sports Vice-Captain, four House Captains and their Vice-Captains, and four House Mistresses/ Masters, Cultural Leaders, Hygiene Leader, Discipline Leaders & Academic Leader.

"Only I can change my life. No one can do it for me."
- Carol Burnett

June 2025

Date	Days	Planner
1	Sun	
2	Mon	
3	Tue	
4	Wed	
5	Thu	Environment Day
6	Fri	
7	Sat	Bakrid (H)
8	Sun	
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	Second Saturday (H)
15	Sun	
16	Mon	PT 2 - IX & X, PT 1 - VIII
17	Tue	
18	Wed	
19	Thu	
20	Fri	International Yoga Day
21	Sat	
22	Sun	
23	Mon	
24	Tue	
25	Wed	
26	Thu	
27	Fri	
28	Sat	Investiture Ceremony
29	Sun	
30	Mon	

July 2026

Date	Days	Planner
1	Tue	PT 1, I - VII
2	Wed	
3	Thu	
4	Fri	
5	Sat	PTM VIII, IX, X
6	Sun	Last Day of Muharam (H)
7	Mon	
8	Tue	
9	Wed	
10	Thu	
11	Fri	
12	Sat	Second Saturday (H)
13	Sun	
14	Mon	
15	Tue	
16	Wed	
17	Thu	
18	Fri	
19	Sat	
20	Sun	
21	Mon	
22	Tue	
23	Wed	
24	Thu	
25	Fri	
26	Sat	PTM I - VII
27	Sun	
28	Mon	
29	Tue	
30	Wed	
31	Thu	

August 2025

Date	Days	Planner
1	Fri	Mid term IX & X
2	Sat	
3	Sun	
4	Mon	
5	Tue	
6	Wed	
7	Thu	
8	Fri	Varamahalakshmi Festival (H)
9	Sat	Second Saturday (H)
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	Independence Day (H)
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	PTM IX & X
24	Sun	
25	Mon	
26	Tue	Swarnagowri Vratha (H)
27	Wed	Ganesh Chaturthi (H)
28	Thu	
29	Fri	
30	Sat	
31	Sun	

September 2025

Date	Days	Planner
1	Mon	
2	Tue	
3	Wed	Last date for 2nd Instalment fee without fine 1 & 10
4	Thu	
5	Fri	Teachers Day & Edi - Milad (H)
6	Sat	
7	Sun	
8	Mon	St Mary's Feast (H)
9	Tue	
10	Wed	
11	Thu	Term 1 Exam I - VIII
12	Fri	
13	Sat	Second Saturday (H)
14	Sun	
15	Mon	
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	
21	Sun	Mahalaya Amavase (H)
22	Mon	Dasara Holidays begins (H)
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	

October 2025

Date	Days	Planner
1	Wed	Maha Navami / Ayudhapooja (h)
2	Thu	Mahatma Gandhi Jayanti / Vijaya Dashami (H)
3	Fri	School Re-opens after Dasara Holidays
4	Sat	
5	Sun	
6	Mon	PT -3 IX & X
7	Tue	Maharshi Valmiki Jayanti (H)
8	Wed	
9	Thu	
10	Fri	
11	Sat	Second Saturday (H)
12	Sun	
13	Mon	
14	Tue	
15	Wed	
16	Thu	
17	Fri	
18	Sat	PTM I - VIII
19	Sun	
20	Mon	Naraka Chaturdashi (H)
21	Tue	Deepavali Amavase (H)
22	Wed	Balipadyami (H)
23	Thu	
24	Fri	
25	Sat	PTM IX - X
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	
31	Friday	Last Date to Complete syllabus for X

November 2025

Date	Days	Planner
1	Sat	Kannada Rajyotsava (H)
2	Sun	
3	Mon	PT -2, I-VII & PT-3, VIII
4	Tue	
5	Wed	
6	Thu	
7	Fri	
8	Sat	Second Saturday (H)
9	Sun	
10	Mon	
11	Tue	
12	Wed	
13	Thu	
14	Fri	Children's Day (H)
15	Sat	
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	Annual Day
29	Sat	
30	Sun	

DECEMBER 2025

Date	Days	Planner
1	Mon	
2	Tue	
3	Wed	Last date for 3rd Installment fee without fine IX & X
4	Thu	
5	Fri	
6	Sat	PTM I - VIII
7	Sun	
8	Mon	Pre Board -1 for 10th Last date for 3rd Installment fee without fine I - VIII
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	Second Staurday (H)
14	Sun	
15	Mon	
16	Tue	
17	Wed	
18	Thu	
19	Fri	Last date to Complete Portions for VIII & IX
20	Sat	Christmas Celebration
21	Sun	
22	Mon	School Closes for Christmas holidays
23	Tue	
24	Wed	
25	Thu	Christmas (H)
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	
31	Wed	

JANUARY 2026

Date	Days	Planner
1	Thu	New Year (H)
2	Fri	School Re-opens after Christmas Holidays
3	Sat	
4	Sun	
5	Mon	Pre Board -2 for -X
6	Tue	
7	Wed	
8	Thu	
9	Fri	
10	Sat	Second Saturday (H)
11	Sun	
12	Mon	
13	Tue	
14	Wed	Makara Sankranti(H)
15	Thu	Annual Exam - VIII & IX
16	Fri	
17	Sat	
18	Sun	
19	Mon	PT -3, I -VII
20	Tue	
21	Wed	
22	Thu	
23	Fri	
24	Sat	
25	Sun	
26	Mon	Republic Day (H)
27	Tue	
28	Wed	Pre Board -3 for -X
29	Thu	
30	Fri	
31	Sat	

February 2026

Date	Days	Planner
1	Sun	
2	Mon	
3	Tue	
4	Wed	Founderss' Day (Birth Day of St. Maria De Mattias) (H)
5	Thu	
6	Fri	
7	Sat	Farewell for grade 10th
8	Sun	
9	Mon	Pre Board -4 for X
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	Second Saturday (H)
15	Sun	
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	
22	Sun	
23	Mon	
24	Tue	
25	Wed	Mahashivaratri (H)
26	Thu	
27	Fri	
28	Sat	

March 2026

Date	Days	Planner
1	Sun	
2	Mon	
3	Tue	
4	Wed	
5	Thu	
6	Fri	
7	Sat	
8	Sun	
9	Mon	Term -2 for I-VII
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	Second Saturday (H)
15	Sun	
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	Ugadi (H)
21	Sat	Idul Fitr (H)
22	Sun	
23	Mon	
24	Tue	
25	Wed	
26	Thu	
27	Fri	Shool Closes for Summer Vocation
28	Sat	
29	Sun	
30	Mon	
31	Tue	Mahavir Janma Kailyanak (H)

April 2026

Date	Days	Planner
1	Wed	
2	Thu	
3	Fri	Good Friday (H)
4	Sat	
5	Sun	Easter(H)
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	Second Saturday (H)
12	Sun	
13	Mon	
14	Tue	Dr. Ambedkar Jayanti (H)
15	Wed	
16	Thu	
17	Fri	
18	Sat	
19	Sun	
20	Mon	Basava Jayanthi (H)
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	

WELL DONE NOTE

Date	Congratulations Your Child has.....	Signature of Teacher	Signature of Parent

Rules & Regulations				
Late Coming/Improper Uniform/study material not brought/Indiscipline in the Class/ Homework not done/ Not Learnt/Untidy Dress, hair, nail etc.				
June	July	August	September	October
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9
10	10	10	10	10
11	11	11	11	11
12	12	12	12	12
13	13	13	13	13
14	14	14	14	14
15	15	15	15	15
16	16	16	16	16
17	17	17	17	17
18	18	18	18	18
19	19	19	19	19
20	20	20	20	20
21	21	21	21	21
22	22	22	22	22
23	23	23	23	23
24	24	24	24	24
25	25	25	25	25
26	26	26	26	26
27	27	27	27	27
28	28	28	28	28
29	29	29	29	29
30	30	30	30	30
31	31	31	31	31
L: Late Coming, U: Improper Uniform, S: Study Material not brought, I: Indiscipline in the Class, H: Homework not done, N: Not Learnt, D: Untidy Dress, hair, nail etc.				

Rules & Regulations

Late Coming/Improper Uniform/study material not brought/Indiscipline in the Class/
Homework not done/ Not Learnt/Untidy Dress, hair, nail etc.

November	December	January	February	March
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9
10	10	10	10	10
11	11	11	11	11
12	12	12	12	12
13	13	13	13	13
14	14	14	14	14
15	15	15	15	15
16	16	16	16	16
17	17	17	17	17
18	18	18	18	18
19	19	19	19	19
20	20	20	20	20
21	21	21	21	21
22	22	22	22	22
23	23	23	23	23
24	24	24	24	24
25	25	25	25	25
26	26	26	26	26
27	27	27	27	27
28	28	28	28	28
29	29	29	29	29
30	30	30	30	30
31	31	31	31	31

L: Late Coming, U: Improper Uniform, S: Study Material not brought, I: Indiscipline in the Class,
H: Homework not done, N: Not Learnt, D: Untidy Dress, hair, nail etc.

[illegible]

Parent's Sign

[illegible]

Parent's Sign

PRINCIPAL'S COMMUNICATION

[illegible]

[illegible]

Parent's Sign

[illegible]

Parent's Sign

[illegible]

Date

Remarks	

**Teacher's
Sign**

Parent's Sign

APPLICATION FOR TRANSFER CERTIFICATE

Reg. No:

Date:

To,

The Principal

Respected Principal,

Kindly issue the Transfer Certificate of my Son/ Daughter for the academic year..... The no due Certificate has obtained from the office administrator and the necessary details of the pupil are given below.

Name:

Date of Birth:Grade: Div:

Roll No:

Date of Leaving:

Reason of Leaving:

.....

.....

Joining to which School:

.....

Address:

.....

.....

Signature of Student

Parent/ Guardian

ASSIGNMENTS

Date:		Day:	
Teacher's Signature		Parent's Signature	

ASSIGNMENTS

Date:		Day:	
Teacher's Signature		Parent's Signature	

ASSIGNMENTS

Date:		Day:	
Teacher's Signature		Parent's Signature	

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Teacher's Signature		Parent's Signature	

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Teacher's Signature		Parent's Signature	