



THE EDUCATION COMMITTEE OF THE MAHESHWARI SAMAJ (SOCIETY), JAIPUR

Registered Office : Maheshwari Bhawan, Singhi Ji Ka Rasta, Chaura Rasta, Jaipur-302003
Administrative Office : 3rd Floor, MPS International, Bhabha Marg, Tilak Nagar, Jaipur-302004
Website : www.ecmsjaipur.com

LEGACY OF ECMS :



ECMS HELPLINE NO.: **18001806832**



MAHESHWARI PUBLIC SCHOOL

Governed by The Education Committee of The Maheshwari Samaj (Society), Jaipur
 A Prestigious Co-Educational CBSE English Medium School

📍 Near Sushant City, Kalwar Road, Jaipur-302012
 📞 +91-7412949000, 7410968000 ✉ mpskrjaipur@gmail.com 🌐 www.mpskalwarroad.com

School Almanac 2024-25

Name : _____

Class/Sec.: _____

Enrollment No. _____

Exam Roll No.: _____

Mobile No(s)_____

IMPORTANT INFORMATION

SCHOOL TIMINGS

Summer : Classes I to XII : 7:40 am to 1:40 pm

Winter : Classes I to XII : 8:10 am to 2:10 pm

9:30 am to 11:00 am

VISITING HOURS WITH PRINCIPAL

VICE PRINCIPAL | PRIMARY INCHARGE | TEACHERS

VISITING HOURS WITH

Summer : 1:40 pm to 2:30 pm

Winter : 2:10 pm to 3:00 pm

The school policy does not approve of parent calling up a teacher at his/her residence.

Telephone calls to teachers during school hours will not be entertained.



OFFICE HOURS

To deposit fees and other dues: **9:00 am to 12:00 noon** (on scheduled days)

9:00 am to 10:00 am (on non-scheduled days)

- Half day leave/short leave is strictly prohibited.
- Every Second Saturday is a holiday.
- Late comers are strictly not allowed in school premises.
- On the last working day of the month, the school will get over after the fourth period for the students.



ECMS PARENT APP

ECMS Parent App is a Parent app for all schools that comes under 'The Education Committee of The Maheshwari Samaj.' It's an initiative taken to keep you updated on everything related to your child's school life.

- App can be downloaded from Google Play Store/App Store.
- Once downloaded, the Login screen appears which prompts the Parent to enter his/her registered mobile number to verify their identity.
- After successful Login, the home screen appears which serves as the interface to access all the features of this app.

LINKS/ ICONS

- **My Profile** : List of Information of the student as registered in the school and his/her achievements.
- **Communication** : Shows all the relevant updates, notes, circulars, and news related to your child
- **Assignments** : Shows the various tasks assigned by the teachers.
- **Results** : Keeps you updated on your child's Academic Performance.
- **Fees** : Allows you to view fees payment details such as fees amount, pending fees, paid fees etc. With this feature, fees can be paid online conveniently.
- **Calendar** : Lists all the important events and holidays for the academic year.
- **Attendance** : Parents can keep track of their ward's regularity. This feature provides an overview of their presence and absence in a month.
- **Gallery** : The image gallery displays photos of school events and activities.
- **Syllabus** : Gives you access to the current session curriculum which can be downloaded also.
- **Leave** : Keeps you updated on leave records of your child, including past and upcoming leaves, also it enables parents to apply for leave on behalf of their child.
- **Book Store** : The book store screen allows parents to browse and purchase books and study materials for their child, conveniently from their mobile device.
- **Uniform** : It allows parents to browse and purchase school uniform and related accessories for their child conveniently from their mobile device.
- **Order History** : It provides the details of previous purchases made by parents on the app, providing a record of their transaction history.
- **Change Password** : For changing/updating the login credentials for added security and protection.



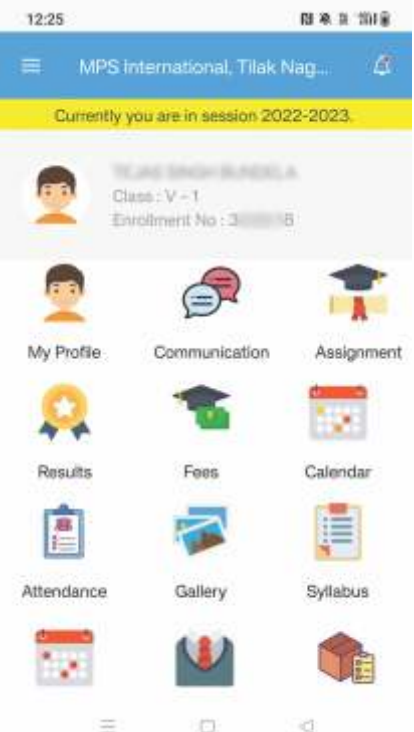
The Education Committee of
The Maheshwari Samaj (Society), Jaipur

Phone No

Request OTP On Mobile

Or

Enter Password

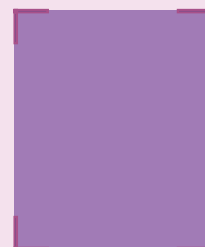


PERSONAL PROFILE

(To be detached by the Class Teacher)

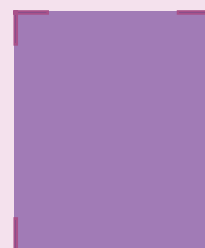


Name:..... Exam Roll No.
Class:.....Sec :Enroll No. :
Student's Aadhaar No. Caste :
Class Teacher :
House :
D.O.B.:..... Blood Group :
Residential Phone No.....
Residential Address :
.....
Siblings (if any) studying in this School :
Auto / Bus No. :Driver's Name:.....Mobile:



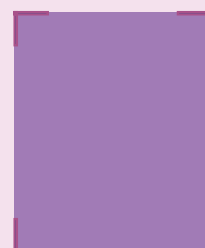
MY PARENTS

Mother's Name :
Occupation : Post :
Aadhaar No.
Office Address
Telephone No. : Mob/Whatsapp No.:
E-mail :
Annual Income :



Specimen Sign.

Father's Name :
Occupation : Post :
Aadhaar No.
Office Address
Telephone No. : Mob/Whatsapp No.:
E-mail :
Annual Income :



Specimen Sign.

Local Guardian's Name :
Relationship with the Pupil :
Address & Tel. No. :
Local Guardian's Signature :





PERSONAL PROFILE

Name:..... Exam Roll No.

Class:.....Sec :Enroll No. :

Student's Aadhaar No. Caste :

Class Teacher :

House :

D.O.B.:..... Blood Group :

Residential Phone No.....

Residential Address :

.....

Siblings (if any) studying in this School :

Auto / Bus No. :Driver's Name:.....Mobile:

MY PARENTS

Mother's Name :

Occupation : Post :

Aadhaar No.

Office Address

Telephone No. : Mob/Whatsapp No.:

E-mail :

Annual Income :

Specimen Sign.

Father's Name :

Occupation : Post :

Aadhaar No.

Office Address

Telephone No. : Mob/Whatsapp No.:

E-mail :

Annual Income :

Specimen Sign.

Local Guardian's Name :

Relationship with the Pupil :

Address & Tel. No. :

Local Guardian's Signature :

DECLARATION BY PARENT / GUARDIAN

I have read the rules and regulations mentioned in the school Almanac and will abide by them.

While communicating with the school authorities, I will mention FULL NAME, CLASS and SECTION of my ward.

The specimen signatures of the Parents/Guardians, responsible for signing the Report Card, remarks, notes given etc. by the Principal /Teachers, should be given below:

	Name	Signature	Relation with the Student
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____



MEDICAL/HEALTH CHECK-UP REPORT

Name.....

Father's Name.....

Class.....Section.....Roll No.....

Date of Birth.....Age Date of Check-up

HEALTH CHECK-UP (To be completed by a Regd. Medical Doctor)

Height.....cm

Weight.....Kg

Examination by the Physician :

Gen. Examination

Cardiovascular :

Respiratory :

Gastro-Intestinal :

Neurological :

Skin :

Other-Finding :

Mouth/Throat :

Teeth :

Ear :

Nose :

Dentist's Signature

Ophthalmologist Exam:

Distance Vision < R.E.
L.E.

Colour Vision :

Gen. Eye check-up :

Physician's Signature

Eye Specialist's Signature

Parent's Signature



MESSAGE FROM THE PRINCIPAL'S DESK



Dear Mpsites

As Abraham Lincoln wisely said, "The best way to predict your future is to create it." With this empowering thought, I extend a warm welcome to each one of you as we embark on a new academic session. This journey is poised to unfold with a mix of challenges, opportunities, hurdles, and moments of glory.

You are reservoirs of talent and creativity. The future belongs to you, but it's crucial to navigate through challenges during your time at school. Your enthusiasm ignites a passion in the educators to go an extra mile to meet your standards. Invest your energy in enhancing your skills and knowledge. Be ready to become independent learners.

Being an mpsite is a privilege, but it entails a set of responsibilities. You have the opportunity to shape your own destiny, so make the most of it. However, ample preparation is necessary. Brace yourself for the inevitable ups and downs, setbacks and triumphs, as you are destined to soar high into the unknown skies.

The school almanac outlines essential guidelines that students and parents must strictly adhere to. It includes details such as assessment schedules, holidays, activity timetables, school rules, and expectations. Parents are required to read and complete specific information pages in the almanac. School website is an important link for updated information about school and its various programmes. You are requested to visit it regularly and contribute to the content actively.

As we look for another year of academic success, we understand that student achievement thrives on collaboration between the school and home. Our goal is to establish a robust partnership with parents, recognizing their vital role in each child's education. As partners, we jointly bear the responsibility for the success of each child, and we assure you of our commitment to fulfill our obligations.

Let us collectively paint a future brimming with success, growth, and triumphs. Wishing you all a truly enriching and successful academic year ahead.

"Motivation is what gets you started. Habit is what keeps you going." -Jim Ryun

Warm regards

RITA P. TANEJA
PRINCIPAL

THE IMAGE OF A TRUE MPSITE

An ideal student is one step above others. An ideal student is the wealth and future of his/her nation, hope of his/her family and pride and glory of his/her school or college. He/She endears himself/herself to all by his/her temperament, qualities of head and heart and knowledge. He/She respects his/her teachers and is helpful and friendly to his/her class-fellows. Such good and bright students are the gems of an institution. They are the pillars of a nation. Such students become ideal citizens, politicians, statesmen and leaders. Traits of an MPSITE are -

- M** - mirthful, modest, methodical
- P** - punctual, passionate, polite, powerful
- S** - sparkling, sincere and devoted
- I** - intelligent, insightful, industrious, ingenious
- T** - treasured, team player, thoughtful, truthful
- E** - enthusiastic, empathetic, elated, exuberant

Everyone aspires to be an ideal student, but only some are able to become one. It takes a good amount of effort to achieve that kind of excellence. However, once you achieve it, you are unstoppable. Being good at everything then becomes a habit and you do not want to settle for anything less.

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*Self-discipline begins with the mastery of your thoughts.
If you don't control what you think, you can't control what you do.*



मंत्र पाठ

असतो मा सद्गमय
तमसो मा ज्योतिर्गमय
मृत्योर्माऽमृतं गमय

ॐ सह नावतु
सह नौ भुनक्तु
सह वीर्यं करवावहै
तेजस्विनावधीतमस्तु
मा विद्विषावहै ॥
ॐ शान्तिः शान्तिः शान्तिः

अर्थ - (हे प्रभु!) मुझे असत्य से सत्य की ओर,
अंधकार से प्रकाश की ओर, मृत्यु से अमरता की ओर ले चलो ।

अर्थ - (हे प्रभु!) हम दोनों (गुरु और शिष्य) का साथ-साथ रक्षण करें
साथ-साथ हम दोनों का पोषण हो,
साथ-साथ हम दोनों शक्ति-सामर्थ्य प्राप्त करें,
हम दोनों का अध्ययन तेजस्वी हो,
हम दोनों एक-दूसरे से द्वेष न करें ।

विद्यालय प्रार्थना

वर दे, वीणा वादिनी वर दे
प्रिय स्वतन्त्र-रव अमिय-मन्त्र नव भारत में भर दे,
वर दे, वीणा वादिनी वर दे
काट अन्ध-उर के बन्धन-स्तर, बहा जननी, ज्योतिर्मय निर्झर,
कलुष-भेद तमहर, प्रकाश भर जगमग जग कर दे,
वर दे, वीणा वादिनी वर दे
नवगति, नवलय, तालछन्द नव, नवल कंठ नव, जलद मंद,
नव नभ के नव विहग-वृन्द को, नव पर नव स्वर दे,
वर दे, वीणा वादिनी वर दे

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सरस्वती वन्दना

या कुन्देन्दु तुषार हार धवला या शुभ्र वस्त्रावृत्ता।
या वीणा वर दण्ड-मण्डित करा, या श्वेत पद्मासना॥
या ब्रह्माच्युत शंकरप्रभृतिभिर्देवैः सदा वन्दिता।
सा मां पातु सरस्वती भगवती निःशेषजाड्यापहा।

जो (सरस्वती) कुन्दपुष्प, चन्द्रमा और बर्फ समान श्वेत
हार को धारण किए हुए हैं, जो शुभ्र पवित्र वस्त्रों से आवृत हैं।
जिसका हाथ वीणा के श्रेष्ठ वाद्य से शोभित है, जो सफेद
कमल रूपी आसन पर विराजमान हैं।
जिसकी ब्रह्म, विष्णु, शंकर आदि देवी भी सदा वन्दना करते हैं।
सरस्वती मेरी रक्षा करें, मेरे अज्ञान को दूर करें।



प्रार्थना

सुबह सवेरे लेकर तेरा नाम प्रभु,
करते हैं हम शुरु आज का काम प्रभु।
शुद्ध भाव से तेरा ध्यान लगाएँ हम,
विद्या का वरदान तुम्ही से पाएँ हम,
तुम्ही से है आगाज तुम्ही अंजाम प्रभु।
करते हैं हम शुरु आज का काम प्रभु....
गुरुओं का सत्कार कभी न भूलें हम,
इतना बनें महान गगन को छू लें हम,
तुम्ही से है हर सुबह तुम्ही से शाम प्रभु।
करते हैं हम शुरु आज का काम प्रभु.....
सुबह सवेरे लेकर तेरा नाम प्रभु,
करते हैं हम शुरु आज का काम प्रभु ॥

PRAYER

God of Light and Wisdom,
thank you for giving me a mind that can know
and a heart that can love.
Help me to keep learning every day of my life-
no matter what the subject may be.
Let me be convinced that all knowledge leads to you
and let me know how to find you and love you
in all the things you have made.
Encourage me when the studies are difficult
and when I am tempted to give up
Enlighten me when I am in dark
and help me to grasp the truth held out to me.
Grant me the grace to put my knowledge to use
in building the kingdom of God on earth
so that I may enter the kingdom of God in heaven.

प्रार्थना-गीत

इतनी शक्ति हमें देना दाता
मन का विश्वास कमजोर हो ना
हम चलें नेक रस्ते पे हमसे
भूलकर भी कोई भूल हो ना

दूर अज्ञान के हो अंधेरे
तू हमें ज्ञान की रोशनी दे
हर बुराई से बचते रहें हम
जितनी भी दे भली ज़िन्दगी दे
बैर हो ना किसी का किसी से
भावना मन में बदले की हो ना

हम ना सोचें हमें क्या मिला है
हम ये सोचें किया क्या है अर्पण
फूल खुशियों के बाँटें सभी को
सब का जीवन ही बन जाए मधुवन
अपनी करुणा का जल तू बहा के
कर दे पावन हर एक मन का कोना

सरस्वती वन्दना

हे शारदे माँ, हे शारदे,
अज्ञानता से हमें तार दे माँ॥
तू स्वर की देवी ये संगीत तुझ से,
हर शब्द तेरा है हर गीत तुझ से
हम हैं अकेले हम हैं अंधरे,
तेरी शरण में हमें तार दे माँ॥
मुनियों ने समझी है गुनियों ने जानी,
वेदों की भाषा पुराणों की वाणी
हम भी तो समझें हम भी तो जाने,
विद्या का हमको अधिकार दे माँ ॥
तू श्वेत वरणी कमल पे विराजे,
हाथों में वीणा मुकुट सर पर साजे
मन से हमारे मिटा कर अंधेरे,
हमको उजालों का संसार दे माँ॥

राष्ट्र-गीत

वन्दे मातरम्
सुजलां सुफलां मलयजशीतलाम्
शस्यशामलां मातरम् ।
शुभ्रज्योत्स्नापुलकितयामिनीं
फुल्लकुसुमितद्रुमदलशोभिनीं
सुहासिनीं सुमधुर भाषिणीं
सुखदां वरदां मातरम्
वन्दे मातरम् ।
कोटि-कोटि-कण्ठ-कल-कल-निनाद-कराले
कोटि-कोटि-भुजैर्धृत-स्वरकरवाले,
अबला केन मा एत बले ।
बहुबलधारिणीं नमामि तारिणीं
रिपुदलवारिणीं मातरम्
वन्दे मातरम् ।
तुमि विद्या, तुमि धर्म तुमि हृदि,
तुमि मर्म त्वं हि प्राणारु
शरीरे बाहुते तुमि मा शक्ति,
हृदये तुमि मा भक्ति,
तोमारई प्रतिमा गडि मन्दिरे-मन्दिरे मातरम्
वन्दे मातरम् ।
त्वं हि दुर्गा दशप्रहरणधारिणी
कमला कमलदलविहारिणी वाणी विद्यादायिनी,
नमामि त्वाम् नमामि कमलां
अमलां अतुलां सुजलां सुफलां मातरम्
वन्दे मातरम् ।
श्यामलां सरलां सुस्मितां
भूषितां धरणीं भरणीं मातरम्
वन्दे मातरम् ॥

SCHOOL ANTHEM

We are the Polymath of MPS.....
We are the fragrance of virtues,
We are the rainbow of light and hues.
We will stand together in one spirit,
Bring laurels to our MPS.
We are the Polymath of MPS.....
We reach out to those in need,
We are kind in every word and deed.
We march forward to the sound of chime,
And make footprints on the sand of time.
We are the Polymath of MPS.....
We mpsites stand up tall each day,
Keep the rules both in work and play.
We keep all the worries at bay,
Whether its's night or a day.
We are the Polymath of MPS.....

राष्ट्र-गान

जन-गण-मन अधिनायक जय हे,
भारत-भाग्य विधाता
पंजाब, सिंध, गुजरात, मराठा
द्राविड़, उत्कल, बंग,
विंध्य-हिमाचल-यमुना-गंगा,
उच्छल जलधि-तरंग
तव शुभ नामे जागे,
तव शुभ आशिष मांगे ।
गाहे तव जय गाथा,
जन-गण-मंगलदायक जय हे ।
भारत भाग्य विधाता
जय हे, जय हे, जये हे,
जय, जय, जय, जय हे ।



SCHOOL UNIFORM

The students have to come to school in proper school uniform. The parents are advised to manage the following uniform material for their wards in time. No excuse whatsoever will be accepted. The stitching of the uniform must be as per the pattern given below (also displayed at school reception)

Note: Wearing of casuals (civil dress) on Birthday is prohibited.

SUMMER UNIFORM

Class I to V (Boys/ Girls)

Lemon shirt (half sleeves) with school logo on the shirt pocket, blue check shorts/ tunic, blue socks, black derby shoes (with laces/ buckle), necktie/ bow, lemon sash, handkerchief and school belt.

Class VI to XII (Boys)/ VI to VIII (Girls)

Lemon shirt (half sleeves) with school logo on the shirt pocket, blue trousers/ divider, blue socks, black derby shoes (with laces/ buckle), necktie, handkerchief and school belt.

Class IX to XII (Girls)

Blue salwar, lemon kurta, blue dupatta, blue socks and black leather shoes.

Specifications:

Lemon shirt (half sleeves), one flapless pocket on left side top, no flaps on the shoulders. (During monsoon white canvas shoes are allowed.)

WINTER UNIFORM

Class I to XII (Boys) / I to VIII (Girls)

Lemon shirt (full sleeves) blue trousers, blue socks, black derby shoes (with laces/ buckle), necktie/ bow, lemon sash, handkerchief and school belt, pullover with school logo/ blazer with school crest.

Class IX to XII (Girls)

Pullover/Blazer with school logo along with regular uniform.

Specifications:

Lemon shirt (full sleeves), blue trousers, (as per specimen available from the office) same as that of summer trouser, sweater sleeveless with V neck and plain design, blazer (colour as per specimen available from the office) one pocket on the left front of the coat, 2 bottom pockets, 2 brass buttons in front and two on each sleeve, one slit at the back. It should be single breasted.

SIKH BOYS UNIFORM

Blue turban or patka in addition to the above (compulsory for all the Sikh students of classes I to XII)

Sports Uniform:

I to XII (Boys/ Girls): White canvas shoes, white socks with house stripes, track suit, house T-shirt.

Sports uniform is to be worn by the students on **Wednesday and Saturday.**

SCHOOL DECORUM

The School is a temple of learning and its premises should be approached with devotion and reverence. Thus, every student is expected to-

1. respect one and all especially the elders, parents and teachers.
2. rise and greet when any teacher or visitor enters the classroom.
3. speak with care and thoughtfulness. Avoid impolite language whatever be the provocation.
4. never move aimlessly in corridors, run about, shout or whistle.
5. avoid writing on walls and carving out names on desks/ benches.
6. avoid bringing to school items like - jewellery, pen drives, cameras, smart watches, mobile phones or any other electronic gadgets.
7. refrain from bringing fire crackers in the school premises.
8. avoid bringing/splashing colours in the school premises.
9. not to carry sharp or pointed article in the school.
10. accept defeat with a smile like a true sportsman.
11. regard the school as your second home and do everything possible to keep the classroom and the school premises neat and pleasing to the eye.
12. switch-off lights and fans and turn-off taps when not in use.
13. maintain cleanliness and hygiene of school toilets.
14. never indulge in deliberate destruction of school property and must report any such instance to the teachers.
15. treat your school mates as your brothers/sisters.
16. be ready to co-operate in any endeavour to promote the well-being of the school and schoolmates.
17. avoid indecent talk and behaviour, no matter whatever be the provocation.
18. abstain from visiting street vendors to ensure good health.
19. be ready to accept whatever work is assigned in a rightful manner.

12

DISCIPLINE POLICY

The desire to observe rules should come from within and must be genuine to facilitate building one's character.

1. Punctuality & regularity are the first step towards success. Thus, students must reach at least five minutes before the school time. The late comers will not be permitted to enter under any circumstances.
2. Homework must be done regularly, carefully, neatly and systematically.

3. Students must carry their school diary to school every day. It must have their photograph and complete personal record which should be signed by parents.
4. Morning Assembly is a solemn occasion. Each student is expected to sing the School Prayer, National Anthem, and National Song with due respect.
5. Students are required to go to the assembly hall/ground as soon as the bell for the assembly rings.
6. Students must come to school in a complete school uniform. The uniform must be neat, tidy and properly ironed. The shirt must be fully buttoned and properly tucked in. Shoes must be properly polished. Only uniform socks must be worn.
7. Personal cleanliness, hygiene and neatness is expected all the time. Girl's hair must be properly cut/combed/pinned/plaited (two plaits tied with ribbons for Class I-V and one plait for Class VI-XII). Ponytail is not allowed. Fancy hair bands, hairpins or hair accessories are not allowed. Boys must keep their hair trimmed. Fancy hairstyles and coloured hair are not allowed for both boys and girls.
8. Nails must be kept clean and pared. Applying Nail-Polish, Mehndi, Tattoo or any other artificial imprint on the body is strictly prohibited.
9. Students are not permitted to wear smart watches, chains, earrings, belts, bands, metal-kadas etc.
10. Carrying a mobile is not allowed in the school. If any mobile is found with students during school hours, it will be confiscated and will not be returned for rest of the session.

11. Given below are some of the consequential actions of misbehaviors.

Stage I:

Whenever any student is found indulged in a mischievous activity or any activity which may be against the discipline policy mentioned in school diary, the student will be given a warning/diary note by the concerned class teacher or any other teacher.

Stage II:

Parents will be called by school authorities, if the child doesn't respond in a positive manner towards the school decorum and discipline even after the diary note/warning.

Stage III:

The Pink Card may be issued to a student:

- a) if he/she doesn't improve his/her behaviour even after the meeting of the concerned teacher with the parents.
- b) on the following grounds even if the student does the mistake first time.
 - Disrespect shown to the National Anthem and National Song by not standing up or misbehaving.
 - Involvement in indisciplinary activities.
 - Damaging school property.
 - Acts of violence with other students.

- Using abusive or obscene language.
- Carrying liquor, tobacco or any other objectional product in the school.
- Getting three remarks in a month for improper uniform, coming late or failure to maintain proper personal appearance.
- Any kind of unauthorised gathering/celebration done outside/near the school premises/building by the students.

Stage IV:

The Red card/ suspension will be issued to the student on the following grounds:

- a) if he/she doesn't improve his/her behaviour even after receiving 3 pink cards in a session
- b) on the following grounds even if the student does the mistake first time.
 - Grave indiscipline which spoils the reputation of the institution in public.
 - Misbehaviour/ inappropriate behaviour with opposite sex inside/outside school premises.
 - Misbehaviour/ inappropriate remarks which destroy the harmony amongst the students.

12. Renewal of the students in class VI, IX & XI will purely depend on the overall behavioural performance of the child and on sole discretion of the Principal.

ATTENDANCE AND LEAVE RULES

1. Every student is expected to maintain an attendance record of at least 75% during the year. Failing this, he/she may not be allowed to appear in the final examination. The total meetings are counted from the day the school opens and not from the date of admission of the student.
2. For any absence, leave is granted in the prescribed form signed by the parents / guardians. It is to be submitted to the class teacher/ at the reception on the following working day. In case of sick leave, it should be supported by a medical certificate. However, students suffering from contagious diseases are to resume school only on the completion of the quarantine period and on producing fitness certificate.
3. Those absent for a day, for any reason, should get it entered in the leave record of the almanac, and must get it sanctioned by the class teacher prior or on the following day.
4. The student's name will be struck off from the rolls if he/she is absent from the school for 7 days continuously without taking valid leave. A sum of Rs. 1000/- as Re-admission fee in such cases will be charged.
5. Attendance is compulsory on all School Functions when invited.
6. No half day leave/short leave will be granted, except, with the permission of the Principal.

RULES AND REGULATIONS REGARDING SCHOOL FEE 2024-25

- The school fee is to be paid through Post Dated Cheques (PDC)/ ECMS Parent App at the time of admission/renewal.
 - (a) 1st Installment As per schedule given in circulars
 - (b) 2nd Installment PDC Date - 5th July, 2024
 - (c) 3rd Installment PDC Date - 5th October, 2024
 - (d) 4th Installment PDC Date - 6th January, 2025
- In case the cheque bounces, a fine of Rs. 200/- will have to be paid.
- If the School fee is not deposited till the last date of the month in which the fee is due, fee defaulters to be handled as per school's norms.
- Re-admission would be at the discretion of the Principal for which re-admission fee of Rs. 1000/- will be applicable.
- Fee once paid, will not be refunded under any circumstances.
- The school will not issue a separate circular to deposit the fee.
- The Management reserves the right to revise any policy at any time during the academic session.

ADVISORY - CONVEYANCE FACILITY

- **School doesn't provide any conveyance facility however parents can arrange the transport as per their convenience. However following point should be taken care while arranging the transport.**
- The need to adhere to pickup and drop down points is of paramount importance as it saves time for all.
- Personally seeing your child off or in the transport and assisting him/her in crossing the road is advisable.
- The driver/ conductor should be briefed with regard to the conduct and care of children in their transport.
- While hiring any mode of transport, please ensure that the vehicle is having the proper registration, insurance and driver is having a valid driving licence.
- Preference should be given to transport which is equipped with proper GPS facility to track the vehicle.
- Please keep a copy of above mentioned documents as a record.
- Please ensure that the transport doesn't have the students more than the prescribed capacity.

LIBRARY & ITS RULES

The Library is an integral part of the school community and plays an important role in the cultural and social life of students. It is a central point of engagement with all kinds of reading, access to information, knowledge building, deep thinking and lively discussions. The School library is well stocked with thousands of books and various educational magazines.

Library Rules:

- A book is issued for a week for classes III to XII.
- The book must be returned on the due date mentioned on the date slip of the book.
- If a child is absent on the day of the library period, he/she must return the book during the recess, the next day.
- For late return, a fine of Rs. 5/- will be charged per day including the holidays.
- No new book will be issued to the child until the previous book is returned and the fine has been paid.
- If a student damages a book, he/she will have to replace it with a new one.
- If a student misplaces a book, he/she will have to pay one and a half times of the cost of the book.
- If a student loses the library card, he/she will have to pay a fine of Rs.20.
- Taking care of library books is of paramount importance.

GENERAL INFORMATION

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IDENTITY CARD

Students must wear their identity cards during school hours and while travelling to and from school. In case an identity card is lost or parents wish to change the information on the card (for instance if there is a change of address), they can send an application to the class teacher.

BIRTHDAY AND GIFTS

Students are not allowed to wear casuals on their birthday. Bringing birthday cakes and gifts for friends or teachers for any kind of celebration is not allowed. The school does not permit any student to go directly from the school to attend birthday celebrations of any classmate or friend nor will the school share the telephone number or address of any student for sending invitations.

TIFFIN AND SCHOOL CANTEEN

- Parents are requested to pack the lunch properly. Do not wrap the food in newspaper, plastic bags or aluminium foil.
- Pickles / sauces are not allowed. Junk food should be avoided. Kindly encourage your ward to carry and consume healthy food.
- The lunch box should be carried by the student. Sending lunch box during break is not allowed.
- Bringing non-vegetarian food is strictly prohibited.
- The School Canteen provides a variety of nutritious food at a reasonable cost. Canteen facility is only available during break or at the end of the day once the school is over.

INTER HOUSE ACTIVITIES: - COUNCIL MEMBERS

The School follows the House Systems for academic, cultural, indoor and outdoor activities. Inter House competitions are planned to provide all round training for extra and co-curricular activities.

The Student Council is led by the Head Girl / Head Boy assisted by the Deputy Head Girl / Head Boy, House Captains and Vice- Captains, Cultural Captain & Sports Captain. The Council Members are selected on the basis of their qualities of leadership, capabilities and respect from their fellow students.

FIRST AID ROOM

The School plays a vital role in improving students' health and social outcomes, in addition to promoting academic success. An annual Health Check-up is organized for students which is conducted by a team of qualified medical experts with the objective to identify any health related issue and to generate awareness on the importance of health and personal hygiene amongst them. Parents are requested to ensure that their wards are present in school on the days allocated for the check-up. Students may visit the Medical Room only in emergency situations and only with a teacher's written permission through the Diary. Parents will be informed in the event of serious illness or emergency and may be requested to come to school to take their ward home if necessary.

Health reports of the students would be shared with the parents. They are also recommended to take their ward's health report seriously and take action on any observation/comment made in it. Since this is a screening exercise and not a diagnostic, parents are advised to seek the opinion of their family physician/doctor for further evaluation.

COUNSELOR AND SPECIAL EDUCATOR

The School Counselors closely interact with students, teachers and parents, as and when required, with the intention of providing counseling on a wide range of issues and problems. They may also provide recommendations and educate parents about mental health concerns as well as learning disabilities and behavioural issues. Counselors also engage in career guidance and help students identify their strengths. The Counselors visit classrooms and talk to students about study skills, social skills, academic difficulties, bullying etc. They also conduct individual sessions with students facing any of the above difficulties.

There is a Special Educator in the school to help the children with special needs to integrate with classes and conduct remedial classes that address their requirements.

EDUCATIONAL TRIPS AND EXCURSIONS

The School organizes educational trips and excursions on a regular basis such as visits to industries, historical monuments, planetarium, museums, book fairs, bird sanctuaries, science centres etc. to reinforce learning outside the classroom. It is important for children to participate as these are related to the school curriculum. Students also learn to get along with each other and become more independent. Parents are encouraged to research the places of visit and discuss with the children. Parental consent in writing is required for the children to go on these trips. Since the seats are limited, students are registered on first come first serve basis.

GENERAL GUIDELINES FOR PARENTS/ GUARDIANS

1. The school expects the co-operation of parents to ensure :-

- (a) that their ward comes to school regularly, punctually and dressed-up neatly.
- (b) that they bring their books and note books to school according to school time table only, in order to avoid unnecessary weight.
- (c) that the books & notebooks are covered properly and maintained neatly.

2. Parents are requested :

- (a) to acknowledge promptly all school circulars/messages/e-mails of programmes, Parent Teacher Meets, School Fees and fines etc. and comply with the letters.
 - (b) to report immediately to the school office about any change of address or telephone number etc. with an application.
3. Parents are not allowed to interfere with the school administration in anyway. In case of any problem, they can discuss the same with the Principal. They are welcome to record their suggestions in the suggestion register at the Parents Teacher Meet.
 4. Parents / Guardians are expected to co-operate in enforcing regularity and discipline by ensuring that the children prepare their lessons and do their home-work regularly.
 5. To improve expression and fluency in English, the school has made it compulsory for the students to speak only in English in the school. It is desirable that they communicate in the same even outside.
 6. Parents/Guardians are particularly requested to sign the Principal's/Teacher's remarks in the diary after reading them. The school disclaims all responsibility if the remarks are not signed.
 7. In case of any complaint about the school, the parents are requested to contact the Principal and not the class teachers. Criticism of the school or teachers in the presence of students must be strictly avoided as it adversely affects discipline.
 8. Parents must make sure that the children do not bring any expensive articles to the school.
 9. Carrying mobile phones by students to school is strictly prohibited.
 10. School Almanac is the bridge of communication. Kindly read/ go through it regularly. Also ensure that your ward brings the Almanac to school every day.
 11. Encourage your child to read books at home.
 12. Punctuality is a must, a real sign of discipline, thus students must reach school on time.
 13. The School reserves the right to send a late comer back and not allow him/her to attend the school on the day he/she arrives late.
 14. Students are strongly discouraged to leave school during school hours other than on medical grounds.
 15. Parents are advised to be in decent attire when they drop/pick up their ward to/from school.

LIST OF SCHOOL HOLIDAYS 2024-25

S.No.	OCCASION	DATE	DAY
1.	Sheetla Asthami (As per Collector's Order)	01-04-24	Monday
2.	Chetichand	10-04-24	Wednesday
3.	Id-UI-Fitr (Subject to moon)	11-04-24	Thursday
4.	Dr. Bhimrao Ambedkar Jayanti	14-04-24	Sunday
5.	Ram Navami	17-04-24	Wednesday
6.	Mahaveer Jayanti	21-04-24	Sunday
7.	Id_UI-Zuha	17-06-24	Monday
8.	Moharram (Subject to moon)	17-07-24	Wednesday
9.	Raksha Bandhan	19-08-24	Monday
10.	Janmashtami	26-08-24	Monday
11.	Rishi Panchami	08-09-24	Sunday
12.	Bara-Wafat (subject to moon)	16-09-24	Monday
13.	Navratra Sthapana	03-10-24	Thursday
14.	Durga Ashtami	11-10-24	Friday
15.	Maha Navami	11-10-24	Friday
16.	Vijayadashmi	12-10-24	Saturday
17.	Guru Nanak Jayanti	15-11-24	Friday
18.	Christmas	25-12-24	Wednesday
19.	New Year	01-01-25	Wednesday
20.	Guru Govind Singh Jayanti	06-01-25	Monday
21.	Makar Sankranti As per Collector's Order)	14-01-25	Tuesday
22.	Maha Shivratri	26-02-25	Wednesday
23.	Holi	13-03-25	Thursday
24.	Dhulandi	14-03-25	Friday

CBSE/RBSE SCHOOLS

Summer Vacations	39 Days	11.05.24 - 18.06.24
Diwali Break	6 Days	29-10-24 - 03.11.24
Winter Break	Exact dates for the winter vacations will be intimated later	

Note:

- Exact date for the unspecified ones will be intimated later.
- The school office will remain closed during the Diwali Break(29-10-24 to 03-11-2024). In lieu of 1.11.2024 the Second Saturday ie. 09.11.2024 will be a working day for all classes.
- The school office will remain closed on 01.01.2025.
- Holidays are likely to change according to the Govt. of Rajasthan orders/circulars.
- The school remains closed on Second Saturday of every month.
- The last working day of the month will be a half day for the students.

MORNING ASSEMBLY DUTIES 2024-25

Month	Bhagat Singh House	Rajguru House	Subhash Chandra Bose	Chandrashekhar Azad House
April	1/4 to 7/4	8/4 to 15/4	16/4 to 23/4	24/4 to 30/4
May	1/5 to 7/5	8/5 to 15/5	16/5 to 23/5	24/5 to 31/5
June	1/6 to 7/6	8/6 to 15/6	16/6 to 23/6	24/6 to 30/6
July	1/7 to 7/7	8/7 to 15/7	16/7 to 23/7	24/7 to 31/7
August	1/8 to 7/8	8/8 to 15/8	16/8 to 23/8	24/8 to 31/8
Sept.	1/9 to 7/9	8/9 to 15/9	16/9 to 23/9	24/9 to 30/9
Oct.	1/10 to 7/10	8/10 to 15/10	16/10 to 23/10	24/10 to 31/10
Nov.	1/11 to 7/11	8/11 to 15/11	16/11 to 23/11	24/11 to 30/11
Dec.	1/12 to 7/12	8/12 to 15/12	16/12 to 23/12	24/12 to 31/12
Jan-2024	1/1 to 7/1	8/1 to 15/1	16/1 to 23/1	24/1 to 31/1

Monday - Tuesday

Assembly for Class I to V

Wednesday - Thursday

Assembly for Class VI to VIII

Friday - Saturday

Assembly for Class IX to XII

- Assembly Duty will be as per the House on Duty.
- Prefectorial Team to conduct the assembly during Term Exams.

DISPLAY BOARD THEME

Month	Class 1 Topic	Class 2 Topic	Class 3-5 Topic
April	Toy Land	Our Environment	Beautiful Earth/Save Earth
May /June	Summer	Summer	Summer
July	Save Trees	Importance Of Plants	Go Green
August	Art Gallery	Our Nation	Our Independent Nation
September	Exam Motivation	Exam Motivation	Motivational Thoughts For Examination
October	Sports	National Symbols	Festivals
November	Diwali	Diwali	Humanity
December	Seasons/X'Mas	Our Universe/New Year	Unity In Diversity
January	Patriotism	Our Monuments	Health & Hygiene
February	Our Earth	Save Climate	Creations & Inventions

Month	Class 6-8 Topic	Class 9-12 Topic
April	Nature	Entrepreneurship Development
May /June	GlobalWarming	Climatic Changes- Cause & Remedy
July	Clean India Green India	Digital India
August	Freedom Fighters	India - A Developed Nation
September	Success -Key Elements	Motivational Thoughts for Exams
October	Culture & Heritage Of India	Mass Media-A Friend or Foe
November	Traffic Rules	Constitution Of India
December	Reflecting on 2024 - A year in Review	Human Rights & Duties
January	Republic Day	Fitness Awareness
February	Science Day -Chandrayan-2 /Digital India	Reading- A Good Adventure



ACTIVITY PLANNER 2024-25

APRIL		
Day & Date	Primary	Senior
Friday, 5 April, 2024	Orientation programme	Orientation of New students
Friday, 5 April, 2024	New Session Begins- Welcome of students	New Session Begins- Welcome of students
Saturday, 6 April, 2024		Special assembly- Health day
Sunday, 7 April, 2024	mps MARATHON	
Tuesday, 9 April, 2024	Colour Day Celebration - Green	Adolescent Peer Educators Leadership Program
Friday, 12 April, 2024	Special Assembly- Baisakhi , Ambedkar Jayanti	
Saturday, 13 April, 2024		Creative Writing- Express yourself
Wednesday, 15 April, 2024	English Recitation	
Tuesday, 16 April, 2024	Make up a new word	
Thursday, 18 April, 2024		Expression Series - Story Writing
Friday, 19 April, 2024	Soft Board Decoration	
Monday, 22 April, 2024	Special Assembly- Earth Day , Planet v/s Plastics	
Friday, 26 April, 2024		Power Point Presentation Inter House Competition- Planet v/s Plastics
Monday, 29 April, 2024	Spell Bee	
Tuesday, 30 April, 2024	Creative Writing-Express yourself	

MAY		
Day & Date	Primary	Senior
Wednesday, 1 May, 2024	Special Assembly- Labour Day	Hindi Speech Inter House Competition
Thursday, 2 May, 2024		Mock Parliament
Friday, 3 May, 2024		Hindi Speech Inter House Competition
Saturday, 4 May, 2024		Investiture Ceremony
Tuesday, 7 May, 2024	Pen Stand Making	
Thursday, 9 May, 2024		Brochure Designing

ACTIVITY PLANNER 2024-25

Friday, 10 May, 2024		Extempore
JUNE		
Day & Date	Primary	Senior
Wednesday, 19, 2024	Show & Tell	Special Assembly -National Reading Day
Thursday, 20 June, 2024		Club Activity
Friday, 21 June, 2024		Special Assembly- Yoga Day
Monday, 24 June, 2024	Hindi poem Recitation- Inter House Competition	
Tuesday, 25 June, 2024	GK Quiz	
Thursday, 27 June, 2024		Reading Challenge
Friday, 28 June, 2024		Book Review
JULY		
Day & Date	Primary	Senior
Tuesday, 2 July, 2024	Inter House Drawing Competition	
Thursday, 4 July, 2024		Club Activities
Friday, 5 July, 2024		Club Activities
Tuesday, 9 July, 2024	Creative Writing-Story Writing	
Thursday, 11 July, 2024		Nukkad Natak - Inter House Competition
Saturday , July 13	Exhibition- Art/Craft, S.sci, Sci & Maths	Exhibition- Art/Craft, S.sci, Sci & Maths
Tuesday, 16 July, 2024	Club Activity	
Thursday, 18 July, 2024		Club Activity
Friday, 19 July, 2024		Club Activity

ACTIVITY PLANNER 2024-25

Saturday, 20 July, 2024		Special Assembly-Guru Purnima
Tuesday, 23 July, 2024	Soft Board Decoration (Review)	
Thursday, 25 July, 2024		Inter School Competition
Friday, 26 July, 2024		
Monday, 29 July, 2024	Club Activity	
Tuesday, 30 July, 2024	Story telling	

AUGUST

Day & Date	Primary	Senior
Saturday, 3 August, 2024		Aryabhatta Ganit Challenge
Monday, 5 August, 2024		Commerce Day- Ad Mad Show
Tuesday, 6 August, 2024	Soft board decoration - Unsung heroes / New India 2024	Soft board decoration - Unsung heroes / New India 2024
Wednesday, 7 August, 2024	Soft board decoration (Review)	
Thursday, 8 August, 2024	Science Exhibition (CBSE)	Inter-house skit competition - (freedom fighters)
Tuesday, 13 August, 2024	Rakhi making competition	
Wednesday, 14 August, 2024	Special Assembly - Independence Day	Photography Interhouse competition
Saturday, 17 August, 2024		Club Boot Camp
Wednesday, 21 August, 2024	Fancy Dress Inter House Competition	
Saturday, 24 August, 2024	Special Assembly- Janmashtami Celebration - Tableau Presentation	
Tuesday, 27 August, 2024	Best out of waste	Inter House Sports Week
Wednesday, 28 August, 2024	Cooking without fire	Inter House Sports Week

ACTIVITY PLANNER 2024-25

Friday, 30 August, 2024		Inter House Sports Week
Saturday, 31 August, 2024		Inter House Sports Week
SEPTEMBER		
Day & Date	Primary	Senior
Tuesday, 3 September, 2024	Hindi Slogan Writing	
Wednesday, 4 September, 2024		Card Making - Teachers day
Thursday, 5 September, 2024		Teacher's day celebration
Friday, 6 September, 2024	Special Assembly - Ganesh Chaturthi	
Monday, 9 September, 2024		Debate Inter House competition (English)
Saturday, 14 September, 2024	Special Assembly - Hindi Diwas	
Monday, 23 September, 2024	Foundation day	
Term -1		
OCTOBER		
Day & Date	Primary	Senior
Wednesday, 2 October, 2024	Special assembly Gandhi Jayanti & Navratra Sthapana Poster making- clean India green India .Dodging	
Saturday, 5 October, 2024		Garba Celebration
Tuesday, 8 October, 2024	Poem Recitation	Interhouse group dance competition
Wednesday, 9 October, 2024	Special assembly- Dussehra	Inter-house mono act competition (Theme Dussehra)
Thursday, October 10 , 2024		Special Assembly- World Mental Health Day
Tuesday, 15 October, 2024	Soft board decoration Theme Diwali	

ACTIVITY PLANNER 2024-25

Wednesday, 16 October, 2024	Interhouse skit competition (Theme - Ramayan)	
Tuesday, 22 October, 2024	Diwali Crafts - Decorate your own Diwali Cards and Candles	Heritage India Quiz
Saturday, 26 October, 2024	Annual Function	
Monday, 28 October, 2024	Special assembly - Diwali celebration	

NOVEMBER

Day & Date	Primary	Senior
Tuesday, 5 November, 2024		Just a minute
Wednesday, 6 November, 2024	Inter House Story telling competition	
Thursday, November 5, 2024		Creative writing (English)
Friday, 8 November, 2024		Solo dance Inter House Competition
Tuesday, 12 November, 2024	Sanskrit shlok activity	
Wednesday, 13 November, 2024	Special Assembly-Children's Day	
Saturday, 16 November, 2024	Annual fete	
Tuesday, 19 November, 2024	Inter House Group Singing Competition	
Friday, 22 November, 2024		Inter House solo singing competition
Tuesday, 26 November, 2024		Special Assembly - Constitution day
Wednesday, 27 November, 2024	Toyathon- Games for Learning	

DECEMBER

Day & Date	Primary	Senior
Tuesday, 3 December, 2024	Special Assembly- Nagaland (ESSB)	

ACTIVITY PLANNER 2024-25

Wednesday, 4 December, 2024	Inter House English story Narration (using Puppets)	
Friday, 6 December, 2024		
Tuesday, 10 December, 2024	Sports Meet	
Wednesday, 11 December, 2024	Sports Meet	
Friday, 13 December, 2024		Sports Meet
Tuesday, 17 December, 2024	School Picnic	
Friday, 20 December, 2024		Inter House Group Dance competition
Saturday, 21 December, 2024		National Mathematics Day - Maths Quiz
Monday, 23 December, 2024	Candle decoration	
Tuesday, 24 December, 2024	Special Assembly Christmas	
Tuesday, 24 December, 2024	Poster Making - Christmas	
Friday, 27 December, 2024		Extempore

JANUARY

Day & Date	Primary	Senior
Saturday , January 10, 2025		Special Assembly - National Youth Day
Monday, 13 January, 2025	Special Assembly Lohri/Makar Sakranti	
Friday, 17 January, 2025		Talk Show on Career
Tuesday, 21 January, 2025	Hindi Extempore	
Wednesday, 22 January, 2025	Canva Creative World (Design your world)	
Thursday, January 23, 2025		Special Assembly _ Parakram Diwas
Saturday, 25 January, 2025		Special Assembly - Republic Day
Friday, January 31, 2025		Farewell

ACTIVITY PLANNER 2024-25

FEBRUARY		
Day & Date	Primary	Senior
Saturday, 1 February, 2025		Special Assembly- Basant Panchmi
Tuesday, 4 February, 2025	Science quiz	

STREAMS

SUBJECT COMBINATION

Science- PCM

English, Physics, Chemistry, Maths, Psychology, Economics, Informatics Practice, Physical Education

Science - PCB

English, Physics, Chemistry, Biology, Psychology, Economics, Informatics Practice, Physical Education

Commerce

English, Accountancy, Business Studies, Economics, Applied Maths, Psychology, Informatics Practice, Physical Education

Humanities

English, History, Geography, Pol. Sci., Psychology, Economics, Informatics Practice, Physical Education

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SCHOOL ACTIVITIES AND CLUBS

The school provides a fairly wide range of activities and parents are required to encourage their children to participate in all such activities/club activities:

Maestros	Kalidas
Artisian's Guild	Maitreyi
Unmukt	Heritage
Global Thinkers	Ozone
Trade Titans	Cleanliness Ambassadors
Book Enthusiasts	Stellar Speakers
Synergy	Symphony
Interact	Insight