



# SANJO CENTRAL SCHOOL

CBSE SECONDARY AFFILIATION NO. 931473

Vellappara, Chithali P.O, Kuzhalmannam, Palakkad, Pin- 678 702

## || CONTACT ||

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*Our Motto*

*Schooling For Next Generation*

## STUDENT HAND BOOK 2025-2026

Name: .....

Class: ..... Div:.....

PH: .....



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# **SANJO CENTRAL SCHOOL**

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## **MANAGEMENT & ADMINISTRATION**

**Fr. Sanil Jose**

**Principal**

**Email: [principalscspgt@gmail.com](mailto:principalscspgt@gmail.com)**

**Mob: 8547661350**

**Fr. Nithin Joseph**

**Vice Principal (Admin)**

**Mob: 8547611350**

**Arun. G. Vysagh**

**Vice Principal (Academics)**

- *Student's hand book is a vital link between the parents and the school.*
- *It must be brought to the school every day even on examination days.*
- *Parents are expected to go through the hand book on regular basis to ensure the mentoring for the students.*

**SCHOOL HOURS**

Morning Session	:	09.05 am	-	12.05 pm
Lunch Break	:	12.05 pm	-	12.45 pm
Cool off time	:	12.45 pm	-	12.55 pm
Afternoon Session	:	12.55 pm	-	03.45 pm

**OFFICE HOURS**

Morning	:	09.00 am	-	01.00 pm
Afternoon	:	01.30 pm	-	02.30 pm

**No Office Transaction During the Assembly,  
Silent Prayer Time and After 02:30 pm**



**TIME IS PRECIOUS**



## PERSONAL DATA

(To be filled carefully by the Parent)

Name of Pupil.....

Admission No.....Class.....Div.....

Date of Birth.....

House.....

Name of Father/Guardian:.....

Qualification of Father : .....

Name of Mother .....

Qualification of Mother : .....

Occupation of Father/ Guardian .....

Occupation of Mother.....

Office Address of Parent : .....

With Phone Number : . .....

Email : .....

Home Address : .....

.....

Phone (Resi): ..... Office: .....

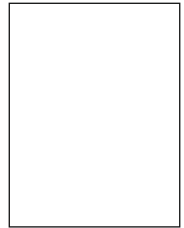
Particular's of Siblings studying in this school.

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

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

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

Height.....Weight.....as on.....



Blood Group : .....

Identification Marks: a).....

b).....

**Mode of Transport to School :** School bus / Private

**If School bus** : Pick up point / Drop point

:.....

**If Private** :.....

***Authorized person to pick and drop the child***

Name .....

Telephone No: .....

Emergency contact Phone No:.. .....

Type of Vehicle: ..... Vehicle No. ....

Specimen Signature of:      Father                                      Mother

**Declaration**

I hereby undertake that I shall co-operate with the school in abiding by its rules and regulations and see that my child also abides the same

Signature :

Father / Guardian



# **SANJO CENTRAL SCHOOL**

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## **ABOUT THE SCHOOL**

Sanjo Central School is a newly born member in the Sanjo educational family at Sanjo Campus Vellappara, managed by the catholic diocese of Palghat. It is a co-educational institution aiming at the integral growth of each child under the leadership of eminent Professionals. It is a unique school giving the children access to quality education and thereby helping them to achieve personal growth and professional success. We are committed to provide the students with a clean and well organised eco-friendly environment where they can develop their skills and increase their knowledge.

## **OUR VISION**

Engage, Entertain, Educate, Enlighten- Sanjo promotes academic excellence with the aim to enlighten the children as intellectual and moral beings. And we have formed a vision for a better tomorrow for all the children. We abide by the four E's in our daily activities

## **OUR MISSION**

Knowledge is power. The first step to advancement is knowledge. Through our educational programmes, we strive for excellence and we aspire towards creating a just society where the dignity of the individual is respected and our cultural heritage of non violence, religious harmony and national integration is upheld. Therefore we aim at active and creative minds, with a sense of understanding and compassion for others.



## Pledge

India is my country/all Indians are my brothers and sisters./ I love my country/and I am proud of/its rich and varied heritage/I shall always strive/to be worthy of it./ I shall give my parents/teachers/and all elders/respect/and treat everyone/with courtesy.

To my country/and my people,/ I pledge my devotion./In their well-being/and prosperity alone/lies my happiness.

### प्रतिज्ञा

भारत हमारा देश है।/हम सब भारतवासी/ भाई-बहन है।/हमें अपना देश/प्राणों से भी प्यारा है।/ इसकी समृद्धि/और विविध संस्कृति पर/हमें गर्व है।/ हम हमेशा/इसके योग्य बनने का/प्रयास करेंगे/हम अपने माता-पिता शिक्षक एवं/सभी बड़ों का/आदर करेंगे।/हम अपने देश/और देशवासियों के प्रति वफादार रहेंगे।/उसकी उन्नति/और समृद्धि पर ही/ हमारा सुख निहित है।

### പ്രതിജ്ഞ

ഭാരതം എന്റെ നാടാണ്. / എല്ലാ ഭാരതീയരും/എന്റെ സഹോദരീ സഹോദരന്മാരാണ്./ ഞാൻ / എന്റെ നാടിനെ സ്നേഹിക്കുന്നു./ അതിന്റെ സമൃദ്ധവും/ വിവിധവുമായ/ പരമ്പരാഗത സമ്പത്തിൽ/ഞാൻ അഭിമാനം കൊള്ളുന്നു./ ആ സമ്പത്തിന് അർഹനാകുവാൻ / ഞാൻ എപ്പോഴും / ശ്രമിക്കുന്നതാണ്.

എന്റെ മാതാപിതാക്കളേയും / ഗുരുജനങ്ങളേയും / ഞാൻ ആദരിക്കുകയും ബഹുമാനിക്കുകയും ചെയ്യും/ എല്ലാവരോടും/ ഞാൻ വിനയത്തോടുകൂടിയേ / പെരുമാറുകയുള്ളൂ. എല്ലാ ജീവികളോടും / ഞാൻ ദയാലുവായിരിക്കും .

എന്റെ നാടിനും / നാട്ടുകാർക്കും / ഞാൻ എന്റെ സേവനം / സമർപ്പിക്കുന്നു./ നാട്ടുകാരുടെ യോഗക്ഷേമത്തിലും / ഐശ്വര്യത്തിലും മാത്രമാണ് / എന്റെ സുഖം.



### **THE ANGELUS**

The Angel of the Lord declared unto Mary.

And she conceived of the Holy Sprit.

Hail Mary, full of grace,

The Lord is with you;

Blessed are you among women,

And blessed is the fruit of your womb Jesus.

Holy Mary, Mother of God,

Pray for us sinners,

Now and at the hour of our death. Amen.

Behold the handmaid of the Lord.

Be it done unto me according to your word.

Hail Mary,...

And the Word was made Flesh.

And dwelt among us.

Hail Mary,...

Pray for us, O holy Mother of God.

That we may be made worthy of the promises of Christ.

### **LET US PRAY**

Pour forth, we beseech you, O Lord, Your grace in to our hearts, that we to whom the Incarnation of Christ, Your Son was made known by the message of an angel, may by His Passion and Cross be brought to the glory of His Resurrection. Through the same Christ Our Lord. Amen.

Glory be to the Father, to the Son and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.



## SCHOOL PRAYER



Oh God, Father of mankind  
we come to you for your blessings  
Thank you for making me as I am  
For eyes to see, for ears to hear  
For hands to work  
And for feet to walk and run  
Thank you for parents, who love me  
And teachers who guide me  
Make us diligent in our studies  
Loving in our relations  
And obedient to our teachers  
Help us to do your will and glorify you  
Thank you God for this beautiful day.

है ईश्वर  
करुणा के पिता  
हम आपके आशीष के लिए  
आपके समाने खड़े है।  
देखने को आंखें  
सुनने को कान  
काम के लिए हाथ  
और चलने दौड़ने के लिए पैर  
इन सबके लिए हम आपसे शुक्रिया  
अदा करते है।  
हमें प्यार करते माता - पिता  
राह दिखनेवाले गुरु जनों  
सबसे हम शुक्रिया  
अदा करते है  
हे ईश्वर, इस शुभदिन  
केलिए धन्यवाद

### പ്രാർത്ഥന

വിജ്ഞാനദാതാവായ / നല്ല ദൈവമേ/ അങ്ങ് ഞങ്ങൾക്ക് നൽകിയ/ എല്ലാ നന്മകൾക്കും/ ഈ പ്രഭാതത്തിൽ/ ഞങ്ങൾ നന്ദി പറയുന്നു./ ഞങ്ങളുടെ മാതാപിതാക്കളെയും/ ഗുരുഭൂതരെയും/ സഹപാഠികളെയും/ ഞങ്ങളെ ഓരോരുത്തരെയും/ പ്രത്യേകമായി ഞങ്ങളുടെ ഈ വിദ്യാലയത്തെ/ പൂർണ്ണമായും അങ്ങേക്കിതാ സമർപ്പിക്കുന്നു./ ഞങ്ങളോരോരുത്തരും വിജ്ഞാനത്തിലും/ വിവേകത്തിലും/ അനുസരണത്തിലും/ അച്ചടക്കത്തിലും/ വളർന്നുവരുവാൻ/ ഞങ്ങളെ സഹായിക്കണമെ./ ഞങ്ങളുടെ മാതാപിതാക്കളെയും/ ഗുരുഭൂതരെയും/ സ്നേഹിക്കുവാനും/ ആദരിക്കുവാനും/ അനുസരിക്കുവാനും/ ഞങ്ങളെ പഠിപ്പിക്കണമെ./ പഠനത്തിൽ ആത്മാർത്ഥതയും/ വിശ്വസ്തതയും/ പുലർത്തിക്കൊണ്ട്/ അറിവിന്റെ നിരദീപങ്ങളായി/ പ്രശോഭിക്കുവാനും/ നന്മ നിറഞ്ഞ വ്യക്തിത്വങ്ങളായി/ രൂപാന്തരപ്പെടുവാനും/ ഞങ്ങളെ അനുഗ്രഹിക്കണമെ./ ആമ്മേൻ.

## PRAYER BEFORE CLASS

Oh! My God / I offer you / the duties of this day / Bless me and help me / to be good and kind to all./ Bless my father and mother / my brothers and sisters / my teachers and all my fellow men. *Amen.*

## PRAYER AFTER CLASS

Oh God / the source of all knowledge / help us to remember / what we have learnt today./ We offer you / all our troubles and tribulations / success and failures./ Forgive us our shortcomings / and enlighten our minds / always to follow the path of truth.

## OUR FATHER

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

## HAIL MARY

Hail Mary, full of grace, the Lord is with you, blessed are you among women and blessed is the fruit of your womb, Jesus.

Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death.  
*Amen*

## GLORY

Glory be to the Father, to the Son and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. *Amen*





## PRAYER FOR SUCCESS

Almighty Father  
Source of all wisdom  
Help us to make the best use of our time and our intelligence  
wisely as we prepare for our exams.  
Oh! Holy spirit, beloved of our soul we adore you.  
Enlighten us, guide us, strengthen us and console us.  
Tell us what we should do.  
Give us your orders.  
We promise to submit ourselves to all that you desire and to  
accept all that you permit to happen to us.  
Let us only know your will.  
Oh! Holy Spirit,  
Giver of all good gifts,  
Enter into our minds and hearts.  
Give us the gift of knowledge  
and the grace to use it wisely.  
Help us in all our endeavours.  
Give us perseverance and fortitude.  
Help us to remember what we learn  
and to express our answers accurately.  
Guide us in all our studies and grant us success.  
Lord you are the Way, the Truth and the Life  
Let us not be deceived by our negligence.  
Bless our students of class Pre KG and IX to perform well in their  
board exams.( Amen)  
Mary , Mother of good studies..... Pray for us  
St. Joseph..... pray for us



## SCHOOL ANTHEM

In Sanjo central school, We stand united as one  
With dreams in our eyes, We look to the shine rising sun  
Guided by the Legacy of saint Joseph's Grace  
We strive for excellence, Our future we embrace  
Sanjo, Oh sanjo, A Beacon shining bright  
Through Education's Gift, We will reach for greater heights

Enlightenment our motto, In knowledge we will thrive  
Sanjo, Oh Sanjo, Our place to learn and strive.

## Hymns of Prayers

### This is your House

As we gather in this place today  
Holy Spirit come and have your way  
Have your way...  
As we lay aside our own desires  
Sweep across our Hearts with Holy Fire  
Have your way...  
    This is your House your Home  
    We Welcome you Lord we Welcome you  
    This is your House your Home  
    We welcome you today...  
As we offer up our Hearts and Lives  
Let them be a living sacrifice  
Have your way...  
Be Glorified in everything we do  
Be Glorified in everything we say  
Have your way...

This is your House your Home  
We Welcome you Lord we Welcome You  
This is your House your Home  
We welcome you today...  
As we praise/ As we Praise  
O Lord Draw near  
Its' your voice/ Its' your voice  
We long to hear  
    This is your House your Home  
    We Welcome You Lord we Welcome You  
    This is your House your Home  
    We Welcome You Today...

▲ *Make me a channel of your peace* ▼

Where there is hatred let me bring your love  
Where there is injury, your pardon Lord  
And where there is doubt true faith in you

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

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

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

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

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

### **Showers of Blessings**

There shall be showers of blessings,  
This is the promise of Lord;  
There shall be seasons refreshing,  
Sent from the saviour above.....

Ch: Showers of Blessings,  
Showers of Blessings we need,  
Mercy drops round us are falling,  
But for the showers we plead.

There shall be showers of Blessings,  
Sent them upon us o Lord,  
Grant to us now a refreshing,  
Come and now honour thy word....  
(Showers of.....)

### **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

Ch. Our father who art in heaven  
hallowed be thy name'  
our father hear us from heaven  
forgive our sins we pray  
hear us as we pray



### **My Offering**

What can I give?  
What can I bring?  
That would be pleasing to my King  
I'll give my heart not just a part  
I'm lifting up my every thing  
While its all I have to offer  
And it's all I have to give  
Just two hands one heart  
One life to offer you



### **All things bright and beautiful**

All creatures great and small  
All things wise and wonderful  
The good God made them all.  
The purple headed mountains  
The rivers running by  
The sunset and the morning ( All things)

### **Make me a servant,**

Humble and meek,  
Lord let me lift up,  
Those who are weak  
And may the prayer of my heart  
always be,  
Make me a servant (2)  
Make me a servant today



1

हम को मन की शक्ति देना  
मन विजय करे...  
दूसरों की जय से पहले  
खुद को जय करे (हम...)  
भेद भाव अपने दिल से  
साफ कर सके...  
दोस्तों से भूल होते  
माफ कर सके...  
झूठ से बचे रहे  
सच कदम भरे...  
दूसरों की जयसे पहले  
खुद को जय करे (हम को मन की)

2

ओम धन्य पिता ईश्वर  
है प्रभु दिल में आन बसों (२)  
जय जय जय जगदीश है (२)  
ओम धन्य पुत्रा ईश्वर  
है प्रभु दिल में आन बसों  
ओम धन्य आत्म ईश्वर  
है प्रभु दिल में आन बसों  
जय जय जय जगदीश है (२)



**All to Jesus we surrender,**

All to him we freely give

We will ever love & trust him

In his presence daily life,

We surrender all (2)

All to you our blessed saviour

We surrender all

All to Jesus we surrender,

Lord we give ourselves to you

Fill us with your love and power,

Let your blessings fall on us (We surrender)

**I will sing of the mercies of the Lord**

Forever I will sing, yes, I will sing

I will sing of the mercies of the Lord

Forever I will sing of the mercies of the Lord

with my mouth, will I make known

Thy faithfulness, thy faithfulness

with my mouth, will I make known

Thy faithfulness to all generations

**We are here to praise you**

Lift our hearts and sing

We are here to give

The best that we can bring

And it is our love

Raising from our heart

Everything within us cries

Abba Father

Help us now to give you

Pleasure and delight

Heart and mind and will that say

I love you Lord (4)

## ത്രിതൈക ദൈവമേ തൃപ്പാദപങ്കജേ

താണു വണങ്ങി നമിച്ചിടുന്നു.

ദിവ്യഗുരുവാമെൻ യേശുവേ രക്ഷകാ

പാവനാത്മാവേ സ്തുതിച്ചിടുന്നു

വിജ്ഞാനവിത്തു മുളച്ചു വളരുവാൻ

വിജ്ഞാനദായകാ കാത്തിടേണമെ

വിശ്വാസദാനത്തിൽ ഉന്നതരാകേണം

വിശ്വത്തിൽ ദീപമായ് മേവീടേണം

ത്രിതൈക....

സത്യവും ജീവനും മാർഗ്ഗവുമായോനേ

കർത്താവേ ഞങ്ങൾ ചരിച്ചിടേണം

സത്യസനാതനദൈവമായങ്ങയെ

കാണുവാൻ കണ്ണുതുറന്നീടേണം.

ത്രിതൈക....

## വെളിച്ചം പകരണമേ

വെളിവു നിറക്കണമേ

വിവേകമേകണമേ

വിജ്ഞാനദായകനേ

## തൊഴുകയ്യുമായി...

തൊഴുകയ്യുമായി ജീവനാഥാ നിന്റെ

തിരുമുമ്പിൽ ഞാൻ ഇന്നു നിന്നിടട്ടെ

അപാരമായ നിൻ ആകാശത്തിൻ താഴെ

സാദരം മൗനമായ് നിന്നിടട്ടെ (2)

വൈചിത്ര്യമാർന്ന ഈ ഭവ സംസ്കാരത്തിൻ

കർമ്മബന്ധങ്ങൾ തൻ തീരത്തായ്

അഖിലലോകർക്കും ഇടയിലായ്

തിരുമുമ്പിൽ നാഥാ ഞാൻ നിന്നിടട്ടെ (2)

## കണ്ടിടും നീ പകലിലും

കണികണ്ടിടും ഉദയത്തിലും

സുന്ദരോത്സവമായിടും തൃസന്ധ്യതന്റെ തുടിപ്പിലും

അന്ധകാര പരപ്പിലും

അവിരാമ സമയരഥത്തിലും

പുഞ്ചിരിപ്പുവായിടും നൽപിഞ്ചുമുഖ കമലത്തിലും  
കണ്ടിടും നീ പകലിലും  
കണികണ്ടിലും ഉദയത്തിലും  
സുന്ദരോത്സവമായിടും തൃസന്ധ്യതന്റെ തുടിപ്പിലും (3)

**ലോകം മുഴുവൻ സുഖം പകരാനായ്**

സ്നേഹ ദീപമേ മിഴിതുറക്കൂ (2)  
കദനനിവരാണ കനിവിൻ ഉറവേ  
കാട്ടിൻ നടുവിൽ വഴിതെളിക്കൂ...  
ലോകം മുഴുവൻ സുഖം പകരാനായ്  
സ്നേഹ ദീപമേ മിഴിതുറക്കൂ...  
സ്നേഹ ദീപമേ മിഴിതുറക്കൂ...  
സ്നേഹ ദീപമേ മിഴിതുറക്കൂ...

**പാവനമാം സന്നിധേ**

തിരുക്കാഴ്ചയുമായ് നിൽപ്പൂ ഞാൻ  
ഈശ്വരാ കരുണാമയാ  
തിരുപാദയെന്നുടെ ജീവിതം  
കൃപാവാരിധേ സുഖദായകാ  
വരമാരിചൊരിയു ദൈവമേ... (വരമാരി...)

പാവനമാം സന്നിധേ  
പാവനമാം സന്നിധേ  
തിരുക്കാഴ്ചയുമായ് നിൽപ്പൂ ഞാൻ  
ഈശ്വരാ കരുണാമയാ  
തിരുപാദയെന്നുടെ ജീവിതം  
കൃപാവാരിധേ സുഖദായകാ  
വരമാരിചൊരിയു ദൈവമേ... (വരമാരി...)





എന്റെ സഹായകൻ നീയേ  
എന്നെ നയിപ്പവനും നീയേ.

ജീവിത യാത്രയിൽ നേരിന്റെ പാതയിൽ  
ജീവാംശമായ വാഴും സർവ്വേശ്വരാ...  
വിജ്ഞാന ദീപമായ വെളിവിൻ കതിരായി  
വന്നെന്റെ മാനസേ വാഴേണമേ. (2)

എന്റെ സഹായകൻ നീയേ...  
എന്നെ നയിപ്പവനും നീയേ...  
എന്റെ പ്രാണനെ എന്റെ സ്നേഹമേ  
എന്നും നിന്നിലാണെന്റെ ആശ്രയം. (2)

ബുദ്ധിയും ശക്തിയും ജ്ഞാനവുമേകി നീ  
ബാലികാ ബാലരെ നയിക്കേണമേ.(2)  
നന്മയെ കാണുവാൻ നല്ല വാക്കോതുവാൻ  
നല്ലതു ചെയ്യുവാൻ നീ തുണയ്ക്കൂ.

എന്റെ സഹായകർ നീയേ  
എന്നെ നയിപ്പവനും നീയേ....  
എന്റെ പ്രാണനെ എന്റെ സ്നേഹമേ  
എന്നും നിന്നിലാണെന്റെ ആശ്രയം. (2)

കർമ്മത്തിൻ സാക്ഷിയായ്  
കൽപ്പാന്തകാലം കതിർ തുവാൻ  
നിന്നെ അനുഗമിക്കാൻ  
കാരുണ്യവാനേ, കനിവിന്റെ നിറവേ  
കൂടെയുണ്ടാകണേ, കൃപാ നിധിയേ....

എന്റെ സഹായകൻ നീയേ...  
എന്നെ നയിപ്പവനും നീയേ...  
എന്റെ പ്രാണനെ എന്റെ സ്നേഹമേ  
എന്നും നിന്നിലാണെന്റെ ആശ്രയം. (2)  
(ജീവിത യാത്രയിൽ)  
(എന്റെ സഹായകൻ നീയേ)

## **As the deer pants for the water**

So my soul longs after you  
You alone are my heart desire  
And long to worship you  
You alone are my strength my shield  
To you alone my spirit yield  
You alone are my heart desire  
And I long to worship you  
You're my friend and you're my brother  
Eventhough you are the king  
I love you more than anyother  
So much more than anything



## **As We Gather**

Let all the world come and see  
How the mercy we received from you  
Can set them free

Let all this joy that fills our heart  
Bring our hunger and our hope  
To those who estrange so far

As we bow in adoration  
And stand in reverent tall  
Show your majesty and glory  
That you are anointng for  
As we declare your name Lord Jesus  
As the only name that saves  
May the power of your salvation  
Fill each heart we pray...

As we worship  
Let all the nations hear our song  
Song of Jesus and blood that poured his  
Love for all  
As we worship  
May all the lost and broken heart count  
May they hear



## ▲ VANDE MATHARAM ▲



"Vande maataram!

Sujalaam suphalaam malayaja  
shiitalaam,

Sasyashyaamalam maataram !

Shubhrajyotsnaa pulakitayaaminiim,

Phullakusumita drumadala  
shobhiniim,

suhaasiniim sumadhura

bhaashhiniim,

sukhadaam ,varadaam ,maataram!

Mother, I bow to thee!

Rich with thy hurrying streams,

bright with orchard gleams,

Cool with thy winds of delight,

Dark fields waving Mother of might,

Mother free.

Glory of moonlight dreams,

Over thy branches and lordly streams,

Clad in thy blossoming trees,

Mother, giver of ease

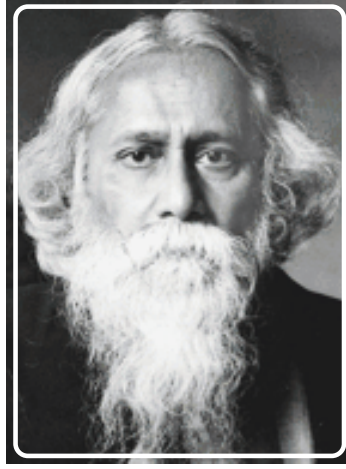
Laughing low and sweet!

Mother I kiss thy feet,

Speaker sweet and low!

Mother, to thee I bow.





## National Anthem

जनमणमन-अधिनायक जय है भारत  
भाग्यविधाता ।

पंजाब सिन्धु गुजरात मराठा द्राविड़ उत्कल बंगाल  
विंध्य हिमाचल यमुना गंग उच्छल जलधितरंगा  
तव शुभ नामे जागे, तव शुभ आशिष मागे,  
गाहे तव जयगाथा ।

जनमण-मंगलदायक जय है भारत - भाग्यविधाता ।  
जय है, जय है, जय है जय जय जय जय है ॥

*Thou art, the ruler of the minds of all people,  
The dispenser of India's destiny.  
Thy name rouses the hearts of the Punjab, Sindh,  
Gujrath and Maratha, Dravid, Orissa and Bengal.  
It echoes in the hills of the Vindhyas and Himalayas,  
mingles in the music of the Jamuna and Ganges and  
is chanted by the waves of the Indian Sea.  
They pray for the blessings and sing thy praise.  
Thou Dispenser of India's destiny  
Victory, Victory, Victory to thee.*

## CBSE Student Enrichment Activities

S. No	Student Enrichment Activity	Skills/Values to be Enhanced
1	Story Telling Competition	<ul style="list-style-type: none"> <li>• Thinking Skills: Creative, Analytical, Evaluative</li> <li>• Communication Skills</li> <li>• Linguistic Skills</li> </ul>
2	Reading Week, Budding Authors	
3	Fastest Reading Contest	
4	Aryabhata Ganit Challenge	<ul style="list-style-type: none"> <li>• Reasoning Abilities</li> <li>• Problem Solving Skills</li> <li>• Critical thinking</li> <li>• Analytical thinking</li> <li>• Ability to manipulate precise and intricate ideas</li> <li>• Ability to construct logical arguments</li> </ul>
5	CBSE Heritage India Quiz	<ul style="list-style-type: none"> <li>• Values of respect for diversity and tolerance</li> <li>• Awareness about preserving Indian heritage and monuments</li> <li>• Critical thinking skills</li> <li>• Appreciation for rich heritage and diversity of the country</li> </ul>
6	Science Exhibition	<ul style="list-style-type: none"> <li>• Critical and Creative Thinking Skills</li> <li>• Problem Solving Skills</li> <li>• Scientific Temperament</li> <li>• Connecting Science to day to day life</li> </ul>
7	Science Literacy Promotion Test	
8	Expression Series	<ul style="list-style-type: none"> <li>• Creative Thinking Skills</li> <li>• Communication Skills</li> </ul>
9	Eco-Club Activities	<ul style="list-style-type: none"> <li>• Awareness about Environmental Conservation and Protection</li> </ul>
10	Swachhata Abhiyan	
11	Ek Bharat Shrestha Bharat	<ul style="list-style-type: none"> <li>• Spirit of Patriotism and Unity</li> <li>Creative skills</li> </ul>
12	Rashtriya Ekta Diwas	
13	Inter School and Competition	

14	Fit India School Week	<ul style="list-style-type: none"> <li>• Healthy life style</li> </ul>
15	CBSE Inter-School Sports & Games Competitions	
16	International Day of Yoga	
17	Mathru bhasha Diwas	<ul style="list-style-type: none"> <li>• Awareness of Linguistic and Cultural traditions</li> <li>• Values of Tolerance and Dialogue</li> <li>• Communication Skills</li> </ul>
18	The Constitution Day	Importance of Constitution, its history, structure and implications to citizens orientation to composite culture and diversity of our nation awareness of Fundamental Rights and Duties as enshrined in the Indian Constitution.
19	Art Integrated Project	Application of art-based enquiry, investigation and exploration, critical thinking and creativity for a deeper understanding of the concepts / topics promotes experiential learning as it enables to derive meaning and understanding directly from the learning enables students to see the multi-disciplinary link ages between subjects, topics, and real life.

## Examination & Promotion Policies

- ◆ Examination bye-law of CBSE will be strictly followed.
- ◆ Attendance is compulsory during the periodic assessments and terminal exams.
- ◆ In case of emergency and unavoidable reasons, a request in this regard is to be filed to the Principal directly. It is up to the Principal to take decisions on the same.
- ◆ Students are promoted on the basis of the whole year's performance. Importance is also given to the scholastic & co-scholastic areas. Attendance & regularity in work are important rubrics of assessment.
- ◆ The evaluation is based on the performance of the learners in the scholastic (Periodicals and terminal exams) and co –scholastic areas.
- ◆ The results that are declared at the end of the year will be final.

### ***Qualifying grade in each subject under scholastic & co –scholastic areas is D.***

- ◆ Students absent from examination or unit tests for any reason will not be re-examined. In case of certified illness, their promotion will be processed on the basis of their performance in the class as well as in other tests or examinations conducted during the academic year.
- ◆ Absence from any examination will be treated as having received NO MARKS in that subject. Such absentees will be excluded from being reckoned in order of merit or rank at the class level.
- ◆ Misbehavior in any form in the examination room is strictly prohibited and dire consequences like debarring will have to be faced. A pupil who resorts to malpractice in an examination will be awarded ZERO in that particular subject.
- ◆ Answer papers of all the examinations except annual exam will be given to the parents.
- ◆ General proficiency certificates are awarded to the pupil on merit basis considering the total marks in periodicals and terminal examinations.
- ◆ Medical certificate should be submitted in case of long absence during exams.
- ◆ Only those students who have paid the full school fees for the entire academic year and have obtained 85% attendance will be eligible to appear in the final examination.



### IMPORTANT INSTRUCTIONS TO PARENTS

- ◆ Parents are requested to check the school diary daily and to communicate their suggestions through it.
- ◆ Parents are requested to see that their children come to school on time, in neat and full uniform.
- ◆ Lend your support in matters of discipline and see that your children observe school rules.
- ◆ Any complaint on academics should be reported to the Principal. Parents are not allowed to go to the classrooms or meet teachers during class hours. The staffrooms are strictly out of bounds for all parents.
- ◆ Parents are requested not to take their ward during their class hours.
- ◆ Lunch box, water bottle, notebooks etc. are not allowed to be sent for students once they have entered the school premises.
- ◆ Parents are requested to inform the office if any change of address in due time.
- ◆ Parents should not entrust large amount of money with their wards.
- ◆ Parents are requested to ensure that their wards carry the text/exercise books according to the timetable of the day, absence of which adds excess weight and harms the spine of the child.
- ◆ Parents should be available whenever they are needed in the case of their wards sickness /casualty, signing, warning letters and other disciplinary matters.
- ◆ Parents should ensure that their ward do not bring any kind of unhealthy snacks or non-vegetarian food to school.
- ◆ Request for long leave for Visa renewal shall not be entertained.
- ◆ Irregular attendance, habitual negligence in school work, obscenity in word or act, insubordination or serious misconduct or very poor academics are sufficient reasons for dismissal.
- ◆ Parents should monitor the daily activities of their ward and check their bags occasionally.
- ◆ Parents are advised to spend quality time with their wards to instill confidence and motivation.
- ◆ Parents should see that the children do their home assignment like reading, writing work, revision given by the teacher under their supervision, instead of forcing child to take up private tuitions.
- ◆ Parents are requested to co-operate with the school authorities in helping their children's progress.
- ◆ Daily attendance is necessary for continuity and steady progress. Hence the children should be sent to school regularly.
- ◆ Parents are requested to be personally present in all the meetings, interact with teachers, take the feedback in a constructive manner, work on suggestions recorded by teachers and to collect progress report in person.

## IMPORTANT INSTRUCTIONS TO STUDENTS

- ◆ Students are expected to be present in their classes before the first bell at 8:50 am.
- ◆ Late comers should enter the class only after the permission of the Principal. 3 late marks will be recorded as one day leave for students.
- ◆ *Discipline* - an integral part of the learning process helps to develop self control. You must be able to control your emotions and impulses and live in harmony with others. You must be diligent to keep laws of our country and obey the commandments of God.
- ◆ Good manners and culture in conversations saying “Thank you” , “Please sir” , “Yes sir” should be followed. Cleanliness which is next to Godliness should be accepted by all the students. Students should speak honestly and frankly and shall never be shy but cheerful.
- ◆ No pupil is allowed to leave the school premises during the school hours without the permission / gate pass from the Principal.
- ◆ Students and teachers must converse only in English inside the campus. English is encouraged to be spoken in the school premises to acquire greater ease in the study of the language and use it as a medium to comprehend other subjects easily.
- ◆ Students must be attired in full uniform with ID card on all working days, in case of failure the students are liable to kept in detention after the assembly.
- ◆ Mass absenteeism will be dealt seriously. The school authorities will be within their rights to take any action which they deem fit, to enforce discipline and order.
- ◆ Students are prohibited from bringing articles like CD’s, music players, mobiles, cameras, magazines or guide books to school.
- ◆ Students shall neither borrow nor lend money or exchange articles.
- ◆ Collecting donations or selling tickets for any purpose require Principal’s prior sanction.
- ◆ After lunch pupils should see that their places are cleaned well before they leave.
- ◆ Students are responsible for the safety of their own belongings .Lost articles must be claimed from the office within a week, after which the unclaimed articles will be disposed of.
- ◆ Students are expected to take part in all co-curricular activities of the school. No one will be exempted except for legitimate reasons approved by the Principal.
- ◆ The photo given to the school for office purpose need to be taken only in school uniform.
- ◆ Students suffering from contagious or infectious diseases are supposed to remain at home and take rest.

- ◆ Strict discipline should be maintained in the school campus.
- ◆ Students are advised to maintain the left side as they walk through corridors or stairs.
- ◆ Students are forbidden to write or scribble on the wall/furniture or damage any material. The parent will have to compensate for willful damage done to school property.
- ◆ Keep your school, campus clean and tidy so that you and others may be proud of it.
- ◆ Students who come by bicycle are not allowed to ride inside the campus.
- ◆ Students should behave well even outside the school in such a way that their teachers and parents may be proud of them.

### PARENT TEACHER ASSOCIATION

- ◆ All parents are members of the Parent Teacher Association of the school.

***The aims and objectives of the association are:***

- ◆ To bring better understanding of the problems faced by Pupils. Parents and Teachers.
- ◆ To take concerned actions to solve the problems.
- ◆ To be in close touch with the pupil's progress, discipline, health, physical education, obedience to teachers, regularity in doing assignments etc...
- ◆ To arrange meetings, seminars, and cultural programmes for improving the relationship between parents, pupils and teachers.
- ◆ To raise funds for the specific purpose of the school's welfare. The Parent Teacher Association is expected to meet periodically.
- ◆ The annual subscription fee shall be collected along with the first installment fee.

**Restriction in the use of Mobile Phones**

*CBSE/AFF/CIRCULARS/2009/26580-37207-Using mobile phone is strictly restricted for Students, Parents and Teachers in school campus.*

### TRANSFER CERTIFICATE

- ◆ Applications for transfer certificates should be made in writing by parents/ guardians.
- ◆ Transfer certificates shall not be issued unless all dues to the school are paid. A minimum notice of three full days is to be given for issuing T.C.
- ◆ Transfer certificates will be given only to parents/ guardians.
- ◆ Pupils who leave the school in the middle of the term must pay the fees for the full term.

**ATTENDANCE POLICIES**

- ◆ Parents should see that their wards do not absent themselves from school except under unavoidable circumstances.
- ◆ 3 late marks will be recorded as one day leave for students.
- ◆ Parents should fill the leave record in the diary duly signed and get the signature of class teacher the next day itself.
- ◆ If a pupil is to be absent from school, application for leave must be made and sanction must be obtained prior to his/her absence.
- ◆ Leave of absence is not granted except on written leave application recommended by parents. In case of absence due to sickness or other emergencies, a leave letter must be sent to the school on the first day of his/her absence and leave must also be recorded in the student's diary.
- ◆ Absence on the reopening day is not allowed. It may lead to the removal of the pupil's name from the roll.
- ◆ Re-admission may be considered by the Principal on merit in each case.
- ◆ Students abstaining from school for more than three days continuously have to submit an explanatory letter to the Principal written by the parents/guardians.
- ◆ Leave on medical grounds will be supported by a valid medical certificate.
- ◆ A minimum of 90% attendance is required for promotion to the next class.
- ◆ Aim at full attendance so that you may get the best out of the school.
- ◆ Absence of children from classes for social functions is not recommended.

**SCHOOL FEE AND BUS FEE**

<b>LKG TO X</b>	<b>INSTALLMENT/ONE TIME PAYMENT</b>	
<b>FIRST INSTALLMENT</b>	Before June 15	Before July 15
<b>SECOND INSTALLMENT</b>	Before September 15	Before October 15
<b>THIRD INSTALLMENT</b>	Before December 15	Before January 15
<b>FOURTH INSTALLMENT</b>	Before February 15	Before March 15

## MODE OF PAYMENT

- You can remit the fees in the following ways:
1. BY CASH/CHEQUE
  2. Online payment options are available in the website
  3. A/C Transfer

**M/S. SANJO CENTRAL SCHOOL**

**A/C NO: 0063073000004065**

**IFSC CODE: SIBL0000063**

**BRANCH: PALAKKAD MAIN BRANCH**

Scan and Pay using  
any UPI App



**NB:** Those who remit Online/Account transfer/Scan & Pay must send the screenshot of transaction number/details to school mobile number: **8590426578**. (Mention **Student Name, Class & Division**)

- Office will remain open from 9:00 am to 2:30 pm on all working days.
- A fine will be charged if the fee is not paid by the due date .
- Fee defaulters will not be allowed to write the exams.

## AMENITIES

### BUS SERVICE

The school at present provides its own bus service in four routes to make the journey of the children safe and comfortable.

### SMART CLASS

Smart class is a digital initiative pioneered by Extra marks. It is a new Audio Visual technique incorporated into the regular way of teaching. It is a new age technology, which is imperative for schools.

In a nutshell, it improves teacher's effectiveness and productivity in class. It brings abstract and difficult curriculum concepts to life inside class rooms and makes learning an enjoyable experience for students. Smart class improves academic performance of students and also enables teachers to instantly assess and evaluate the learning achieved by their students in class.

### **LIBRARY**

The school has a well organized library with modern amenities, latest books and periodicals on a plethora of subjects to enrich learning. They can verify the status of books and reserve them through computer. Students are expected to keep a personal note book to note down the very important points of the books they have read.

- All students of the school are members of the library.
- Students from classes V to XII can borrow one book at a time.
- Marking, underlining, cutting and erasing or tearing the pages of the books are strictly prohibited and liable to be punished if any such damage to the Library is detected by the Librarian.
- Text books, Reference Books, Journal and Periodicals, are to be read in the Library and reading room only. They are not meant for home issue.
- The librarian may recall a book at any time in case of urgency.
- Library books are to be deposited at least one week before leaving the station or any break and one month before any vacation.
- A "No Due Certificate" for each student is to be obtained from the Librarian while withdrawing any student from the school.
- Books borrowed shall be used carefully and returned within a week.
- Students are not expected to pass on borrowed books to other persons.

Strict silence should be maintained inside the library hall.

### **AUDIO VISUAL LAB**

The Audio Visual Lab opens up the students to a whole world of information, which sums up the education into an area of joyous learning and excitement.

### **COMPUTER LAB**

- The well-designed Computer Lab with modern technology, connected with internet, caters to the needs of students for their future career.
- To help the students to use the computer as a tool for higher level thinking and research projects.

- To provide necessary technological skills to be successful in the 21 st century.
- To help the students blend technology into their already existing curriculum.

### **PHYSICS LAB**

- To develop the skills needed to work with modern electronic/electrical equipments.
- To acquire data and analyze the results obtained.
- To appreciate the beauty and power of physics to describe the universe in which we live.

### **CHEMISTRY LAB**

- To understand safe lab practice.
- To write coherent lab reports.
- To develop mastery of chemical lab techniques.

### **MATHEMATICS LAB**

- To learn and explore mathematical concepts and verify the theorems through a variety of activities.
- To build interest and confidence in learning the subject.
- To exhibit the relatedness of mathematical concepts with everyday life.

### **ENGLISH LANGUAGE LAB**

- To help the students to assimilate grammatical and lexical structure as well as phonetics through technology.
- To maintain good linguistic competence through accuracy in grammar, pronunciation and vocabulary.
- It acts as a platform for learning, practicing and producing language skills through interactive lessons.

### **BIOLOGY LAB**

- It models best practices in the application of scientific methodologies and respect for life and environment.
- It provides opportunities to question, experience and experiment with scientific phenomena.
- To analyze the experimental observations and to draw conclusions.

### **COUNSELLING CENTRE**

The School has a counselling centre under the guidance of eminent counsellors. The parents and students can avail the opportunity throughout the school hours. The centre is aimed to strengthen the student's personality development and psychological area - the stress and strain.

## **EXTRA-CURRICULAR DOMAIN**

Extra-curricular activities are being organized with due emphasis on art education as proposed by CBSE. Students are given PBL (Project Based Learning) with direct exposure in this regard.

1. Abacus      2. Skating      2. Karate
4. Yoga          5. Zumba      5. Vocal
7. Keyboard    8. Violin      8. Guitar
10. Drums      11. Craft      11. Robotics
15. English Communication

## **SCHOOL ASSEMBLY PROCEEDINGS**

Regular morning assembly is the integral part of the school curriculum. It will be an endeavour to give every child as many chances as possible to come on the stage to interact with the audience in order to promote communication skills and develop leadership qualities.

## **MORNING ASSEMBLY CONSISTS OF:**

1. Prayer
2. Prayer song
3. Pledge
4. Thought for the day
5. News reading
6. Bible quote
7. Birthday song
8. Special item based on important events
9. Message from the Principal
10. National Anthem





## RULES AND REGULATIONS FOR SCHOOL UNIFORM

- ◆ All students must be uniformly dressed (neatly washed and ironed uniform with black shoes and socks) in the school. The school belt and I-card/s are to be worn every day.
- ◆ Girls must plait their hair on 2 sides with black elastic cotton hair bands.
- ◆ Wrist watches/bands of any sort are prohibited inside the school campus.
- ◆ Parents are expected to ensure the executive haircut of the boy periodically. No Post modern trends of alternation/fashion in this regard are expected.
- ◆ Low waist pencil pants will not be treated as uniform
- ◆ Nails to be neatly cut.
- ◆ No nail polish, gold ornaments, flowers and long earrings.
- ◆ Handkerchief compulsory.
- ◆ Students are not allowed to wear colorful hijabs.
- ◆ Beard/moustache must be shaved.
- ◆ Note: Habitual defaulters will be given a handbook note; parents are expected to acknowledge the same. If the default continues, necessary action will be taken.

## SCHOOL UNIFORM

### FOR BOYS

### FOR GIRLS

CLASS	UNIFORM	CLASS	UNIFORM
<b>PRE-KG</b>	Check Shirt, Beige Shorts	<b>PRE-KG</b>	Check Frock
<b>LKG-II</b>	Check Shirt, Beige Shorts	<b>LKG-II</b>	Check Shirt, Beige Pinafore
<b>III-X</b>	Check Shirt, Beige Pants	<b>III-X</b>	Check Shirt, Beige Skirt & Beige coat
WEDNESDAY UNIFORM			
<b>PRE-KG</b>	Off White Shirt, Black Shorts	<b>PRE-KG</b>	Off White and Black Frock
<b>LKG-II</b>	Off White Shirt, Black Shorts	<b>LKG-II</b>	White Shirt, Black Pinafore
<b>III-X</b>	Off White Shirt, Black Pants	<b>III-X</b>	Off White Shirt, Black Skirt and Black Coat

**SPECIAL CLUBS 2024-25**

1	ART CLUB
2	ECO CLUB
3	QUIZ CLUB
4	DANCE CLUB
5	MUSIC CLUB
6	MATHS CLUB
7	SCIENCE CLUB
8	ENGLISH CLUB
9	HISTORY CLUB
10	TECH CLUB
11	SCOUTS/GUIDES/NCC CLUB
12	PHOTOGRAPHY CLUB
13	COOKERY CLUB
14	MEDIA CLUB
15	BOOK CLUB

**SPECIAL COMMITTEES 2024-25**

1	CHILD WELFARE COMMITTEE
2	INCLUSION COMMITTEE
3	POCSO COMMITTEE
4	SEXUAL HARRASSMENT COMMITTEE
5	INTERNAL COMPLAINT COMMITTEE
6	SCHOOL SAFETY COMMITTEE
7	TRANSPORT COMMITTEE
8	WELLNESS COMMITTEE
9	DISCIPLINE COMMITTEE
10	CELEBRATION AND FUNCTION COMMITTEE
11	SALE AND PURCHASE COMMITTEE
12	PUBLICATION COMMITTEE
13	MEDIA COMMITTEE VOX ANGELICA - PRINT DIGITAL
14	COUNSELING & GUIDANCE COMMITTEE
15	STUDENTS & PARENTS ORIENTATION COMMITTEE
16	EXCURSION, TOUR, FIELD TRIPS COMMITTEE
17	GRIEVANCE/ COMPLAINTS REDRESSAL COMMITTEE
18	ACADEMIC COUNCIL & REVIEW COMMITTEE

## JUNE 2025

DATE	DAY		IMPORTANT DAYS
1	Sunday	<b>Holiday</b>	
2	Monday		Re opening Day
3	Tuesday		World Bicycle Day
4	Wednesday		
5	Thursday		World Environment Day
6	Friday	<b>Holiday</b>	Bakrid
7	Saturday		World Food Safety Day
8	Sunday	<b>Holiday</b>	World Ocean Day
9	Monday		
10	Tuesday		
11	Wednesday		
12	Thursday		
13	Friday		
14	Saturday	<b>Holiday</b>	World Blood Donor Day
15	Sunday	<b>Holiday</b>	
16	Monday		
17	Tuesday		
18	Wednesday		World Father's Day
19	Thursday		Reading Day
20	Friday		World Refugee Day
21	Saturday		World Music Day/Yoga Day
22	Sunday	<b>Holiday</b>	
23	Monday		International Olympic Day
24	Tuesday		
25	Wednesday		
26	Thursday		Anti-drugs Day
27	Friday		
28	Saturday		
29	Sunday	<b>Holiday</b>	Feast of Dr. Sanil Jose
30	Monday		

**No. of Working Days - 23**

## JULY 2025

DATE	DAY		IMPORTANT DAYS
1	Tuesday		Doctor's Day
2	Wednesday		
3	Thursday	<b>Holiday</b>	St. Thomas Day
4	Friday		
5	Saturday		
6	Sunday	<b>Holiday</b>	Muharam
7	Monday		
8	Tuesday		
9	Wednesday		
10	Thursday		
11	Friday		World Population Day
12	Saturday	<b>Holiday</b>	International Malala Day
13	Sunday	<b>Holiday</b>	
14	Monday		
15	Tuesday		
16	Wednesday		
17	Thursday		World Day of Justice
18	Friday		
19	Saturday		
20	Sunday	<b>Holiday</b>	
21	Monday		
22	Tuesday		
23	Wednesday		
24	Thursday	<b>Holiday</b>	Karkidaka Vavu
25	Friday		
26	Saturday		Kargil Vijay Diwas
27	Sunday	<b>Holiday</b>	
28	Monday		National Conservation Day
29	Tuesday		International Tiger Day
30	Wednesday		
31	Thursday		

**No. of Working Days - 24**

## AUGUST 2025

DATE	DAY		IMPORTANT DAYS
1	Friday		
2	Saturday		
3	Sunday	<b>Holiday</b>	
4	Monday		
5	Tuesday		
6	Wednesday		Hiroshima Day
7	Thursday		
8	Friday		
9	Saturday	<b>Holiday</b>	Quit India Day/Nagasaki Day
10	Sunday	<b>Holiday</b>	
11	Monday		
12	Tuesday		International Youth Day
13	Wednesday		
14	Thursday		
15	Friday	<b>Holiday</b>	Independence Day
16	Saturday		
17	Sunday	<b>Holiday</b>	
18	Monday		
19	Tuesday		World Humanitarian Day
20	Wednesday		
21	Thursday		
22	Friday		
23	Saturday		
24	Sunday	<b>Holiday</b>	
25	Monday		Chattambi Swami Jayanthi
26	Tuesday		
27	Wednesday		
28	Thursday	<b>Holiday</b>	Ayyankali Jayanthi
29	Friday		National Sports Day
30	Saturday		
31	Sunday	<b>Holiday</b>	

**No. of Working Days - 22**

## SEPTEMBER 2025

DATE	DAY		IMPORTANT DAYS
1	Monday		
2	Tuesday		
3	Wednesday		
4	Thursday	<b>Holiday</b>	First Onam
5	Friday	<b>Holiday</b>	Teacher's Day/Thiruvonam/Nabidhinam
6	Saturday	<b>Holiday</b>	Third Onam
7	Sunday	<b>Holiday</b>	Fourth Onam/Sree Narayana Guru Jayanthi
8	Monday		
9	Tuesday		
10	Wednesday		
11	Thursday		
12	Friday		
13	Saturday	<b>Holiday</b>	
14	Sunday	<b>Holiday</b>	Sree Krishna Jayanthi/Hindi Divas
15	Monday		
16	Tuesday		World Ozone Day
17	Wednesday		
18	Thursday		
19	Friday		
20	Saturday		
21	Sunday	<b>Holiday</b>	Sree Narayana Guru Samadhi
22	Monday		
23	Tuesday		
24	Wednesday		
25	Thursday		
26	Friday		
27	Saturday		World Tourism Day
28	Sunday	<b>Holiday</b>	
29	Monday		
30	Tuesday		

**No. of Working Days - 19**

## OCTOBER 2025

DATE	DAY		IMPORTANT DAYS
1	Wednesday	<b>Holiday</b>	Mahanavami/International Day for the Elderly
2	Thursday	<b>Holiday</b>	Vijayadasami/Gandhi Jayanthi
3	Friday		
4	Saturday		World Animal Welfare Day
5	Sunday	<b>Holiday</b>	World Teacher's Day
6	Monday		
7	Tuesday		
8	Wednesday		Indian Air Force Day
9	Thursday		
10	Friday		
11	Saturday	<b>Holiday</b>	International Girls Child day
12	Sunday	<b>Holiday</b>	
13	Monday		International Day for Nature Disaster
14	Tuesday		
15	Wednesday		Abdul Kalam's Birthday/World Students Day
16	Thursday		World Food Day
17	Friday		
18	Saturday		
19	Sunday	<b>Holiday</b>	
20	Monday	<b>Holiday</b>	Deepavali
21	Tuesday		
22	Wednesday		
23	Thursday		
24	Friday		
25	Saturday		
26	Sunday	<b>Holiday</b>	
27	Monday		
28	Tuesday		
29	Wednesday		
30	Thursday		
31	Friday		

**No. of Working Days - 23**



## NOVEMBER 2025

DATE	DAY		IMPORTANT DAYS
1	Saturday		Kerala Piravi
2	Sunday	<b>Holiday</b>	
3	Monday		
4	Tuesday		
5	Wednesday		
6	Thursday		
7	Friday		
8	Saturday	<b>Holiday</b>	
9	Sunday	<b>Holiday</b>	
10	Monday		World Science Day for Peace and Development
11	Tuesday		National Education Day
12	Wednesday		
13	Thursday		
14	Friday		Children's Day
15	Saturday		
16	Sunday	<b>Holiday</b>	
17	Monday		
18	Tuesday		
19	Wednesday		National Integration Day
20	Thursday		
21	Friday		World Television Day
22	Saturday		
23	Sunday	<b>Holiday</b>	
24	Monday		
25	Tuesday		International Day on Violence against Women
26	Wednesday		Law Day
27	Thursday		
28	Friday		
29	Saturday		
30	Sunday	<b>Holiday</b>	

**No. of Working Days - 24**

## DECEMBER 2025

DATE	DAY		IMPORTANT DAYS
1	Monday		World AIDS Day
2	Tuesday		World Computer Literacy Day
3	Wednesday		International Day of People with Disability
4	Thursday		Navy Day
5	Friday		
6	Saturday		
7	Sunday	<b>Holiday</b>	
8	Monday		
9	Tuesday		International Anti-Corruption Day
10	Wednesday		Human Rights Day
11	Thursday		
12	Friday		
13	Saturday	<b>Holiday</b>	
14	Sunday	<b>Holiday</b>	
15	Monday		
16	Tuesday		
17	Wednesday		
18	Thursday		
19	Friday		
20	Saturday		
21	Sunday	<b>Holiday</b>	
22	Monday		National Mathematics Day
23	Tuesday		Father's Day
24	Wednesday		
25	Thursday	<b>Holiday</b>	Christmas
26	Friday		
27	Saturday		
28	Sunday	<b>Holiday</b>	
29	Monday		
30	Tuesday		
31	Wednesday		

**No. of Working Days - 19**

## JANUARY 2026

DATE	DAY		IMPORTANT DAYS
1	Thursday		New Year
2	Friday	<b>Holiday</b>	Mannam Jayanthi
3	Saturday		
4	Sunday	<b>Holiday</b>	
5	Monday		
6	Tuesday		
7	Wednesday		
8	Thursday		
9	Friday		
10	Saturday	<b>Holiday</b>	
11	Sunday	<b>Holiday</b>	
12	Monday		National Youth Day
13	Tuesday		
14	Wednesday		Pongal
15	Thursday		
16	Friday		
17	Saturday		
18	Sunday	<b>Holiday</b>	
19	Monday		
20	Tuesday		
21	Wednesday		
22	Thursday		
23	Friday		
24	Saturday		National Girl Child Day
25	Sunday	<b>Holiday</b>	National Tourism Day
26	Monday	<b>Holiday</b>	Republic Day
27	Tuesday		
28	Wednesday		
29	Thursday		
30	Friday		
31	Saturday		

**No. of Working Days - 24**

## FEBRUARY 2026

DATE	DAY		IMPORTANT DAYS
1	Sunday	<b>Holiday</b>	
2	Monday		
3	Tuesday		
4	Wednesday		World Cancer Day
5	Thursday		
6	Friday		
7	Saturday		
8	Sunday	<b>Holiday</b>	
9	Monday		
10	Tuesday		
11	Wednesday		
12	Thursday		
13	Friday		
14	Saturday	<b>Holiday</b>	
15	Sunday	<b>Holiday</b>	Sivarathri
16	Monday		
17	Tuesday		
18	Wednesday		
19	Thursday		
20	Friday		
21	Saturday		International Mother Language Day
22	Sunday	<b>Holiday</b>	
23	Monday		
24	Tuesday		
25	Wednesday		
26	Thursday		
27	Friday		
28	Saturday		National Science Day

**No. of Working Days - 23**

## MARCH 2026

DATE	DAY		IMPORTANT DAYS
1	Sunday	<b>Holiday</b>	
2	Monday		
3	Tuesday		World Wild Life Day
4	Wednesday		
5	Thursday		
6	Friday		
7	Saturday		
8	Sunday	<b>Holiday</b>	International Women's Day
9	Monday		
10	Tuesday		
11	Wednesday		
12	Thursday		
13	Friday		
14	Saturday	<b>Holiday</b>	
15	Sunday	<b>Holiday</b>	
16	Monday		
17	Tuesday		
18	Wednesday		
19	Thursday		St. Joseph's Day/Patron's Day/Feast of Fr. Jeejo Chalakkal
20	Friday	<b>Holiday</b>	International Day of Happiness/Eid-UI-Fitr
21	Saturday		International Day of Forest
22	Sunday	<b>Holiday</b>	World Water Day
23	Monday		
24	Tuesday		
25	Wednesday		
26	Thursday		
27	Friday		
28	Saturday		
29	Sunday	<b>Holiday</b>	
30	Monday		
31	Tuesday		

**No. of Working Days - 24**

## APRIL 2026

DATE	DAY		IMPORTANT DAYS
1	Wednesday		
2	Thursday	<b>Holiday</b>	Maundy Thursday
3	Friday	<b>Holiday</b>	Good Friday
4	Saturday		
5	Sunday	<b>Holiday</b>	Easter
6	Monday		
7	Tuesday		World Health Day
8	Wednesday		
9	Thursday		
10	Friday		
11	Saturday	<b>Holiday</b>	
12	Sunday	<b>Holiday</b>	
13	Monday		
14	Tuesday		
15	Wednesday	<b>Holiday</b>	Vishu
16	Thursday		
17	Friday		
18	Saturday		
19	Sunday	<b>Holiday</b>	
20	Monday		
21	Tuesday		World Earth Day
22	Wednesday		
23	Thursday		
24	Friday		Feast of Fr. Renny Geoge/Fr. Nithin Maniyankarikalam
25	Saturday		
26	Sunday	<b>Holiday</b>	
27	Monday		
28	Tuesday		
29	Wednesday		
30	Thursday		

**No. of Working Days - 22**

## MAY 2026

DATE	DAY		IMPORTANT DAYS
1	Friday	<b>Holiday</b>	Labours Day
2	Saturday		
3	Sunday	<b>Holiday</b>	
4	Monday		
5	Tuesday		
6	Wednesday		
7	Thursday		World Athletics Day
8	Friday		World Red Cross Day
9	Saturday	<b>Holiday</b>	
10	Sunday	<b>Holiday</b>	
11	Monday		
12	Tuesday		International Nurse's day
13	Wednesday		
14	Thursday		
15	Friday		
16	Saturday		
17	Sunday	<b>Holiday</b>	
18	Monday		
19	Tuesday		
20	Wednesday		
21	Thursday		
22	Friday		
23	Saturday		
24	Sunday	<b>Holiday</b>	
25	Monday		
26	Tuesday		
27	Wednesday	<b>Holiday</b>	Bakrids
28	Thursday		
29	Friday		
30	Saturday		
31	Sunday	<b>Holiday</b>	

No. of Working Days - 24

## BESTOWAL

We believe that, for our pupil to become responsible members of the society, their development needs to be nurtured in a happy way, structured, safe, calm and caring environment. The School recently introduced an award system for students, to nurture and shape their personalities through a structured award system.

- **Star of the month** – A child who has performed well overall.
- **Best soccours award** – A child who has been very helpful to the teachers or peers.
- **Shower of praise for**----- (the thing a child has done which has been exceptional) given to----- (name of the child).
- **Super handwriting award** – A child who has got an excellent handwriting.
- **Etiquette award**- A child who possess all the positive mannerisms.
- **Smart English Award** – A child who excels well in English.
- **Diary maintenance award** – A child who maintains diary systematically.
- **Sunshine award** – given to a student who is always bright, cheerful studious and responsible and nice to everyone.

*The award system is designed to provide individual students with positive recognition of achievement and progress. We look forward to the valuable support of the parents in motivating the children to aspire these awards.*

## DISCIPLINE CODE

The following acts and conduct on the part of the students will amount to misconduct.

- Misbehaviour towards teachers or any other employee of the school.
- Intentional disturbance of classes.
- Bullying/ using offensive language/ intimidating others.
- Damaging/ disfiguring school property.
- Indulging in physical violence in any manner.
- Disobeying lawful orders of Teachers/Principal.
- When students move along the corridors and when changing class, they must maintain silence and walk in a single line keeping left.
- Theft/ pilferage of school/ student's property.
- Indulging in acts of moral turpitude.
- Students are expected to converse only in ENGLISH during school hours
- Every pupil should endeavour to keep the standard of the school, by excelling in good manners.



**DISCIPLINE CARD**

Warning 1 \_\_\_\_\_

Parents Signature:

Warning 2 \_\_\_\_\_

Parents Signature:

Warning 3 \_\_\_\_\_

Parents Signature:

Warning 4 \_\_\_\_\_

Parents Signature:

Warning 5(Vice-Principal)

\_\_\_\_\_

Parents Signature:

Final Warning(Principal)

\_\_\_\_\_

Class teacher's

Principal's

Signature

Signature

Parents

Signature:

[illegible]

[illegible]

PARENT - TEACHER - PARENT		COMMUNICATION PAGE	
Date	Message	Signature of	
		Parent	Teacher

[illegible]

PARENT - TEACHER - PARENT		COMMUNICATION PAGE	
Date	Message	Signature of	
		Parent	Teacher

PARENT - TEACHER - PARENT		COMMUNICATION PAGE	
Date	Message	Signature of	
		Parent	Teacher

**HOME ASSIGNMENT**

Date:	
Date:	
Date:	
Date:	



**HOME ASSIGNMENT**

Date:	
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## HOME ASSIGNMENT

Date:	
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**HOME ASSIGNMENT**

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## HOME ASSIGNMENT

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**HOME ASSIGNMENT**

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## RECORD OF LIBRARY BOOKS

[illegible]

## RECORD OF LIBRARY BOOKS

[illegible]



## LEAVE RECORD

[illegible]

## ARRIVAL IRREGULARITY RECORD

DATE	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
1										
2										
3										
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Periodical I Examination Time Table			
Date	Day	Subject	Portions
Signature of the Teacher		Signature of the Parent	

Periodical II Examination Time Table			
Date	Day	Subject	Portions
Signature of the Teacher		Signature of the Parent	

Half-yearly Examination Time Table			
Date	Day	Subject	Portions
Signature of the Teacher		Signature of the Parent	

Periodical III Examination Time Table			
Date	Day	Subject	Portions
Signature of the Teacher		Signature of the Parent	

Annual Examination Time Table			
Date	Day	Subject	Portions
Signature of the Teacher		Signature of the Parent	

[illegible]

## Scholastic Area Assessment Review Chart

Subject	Periodical I	Periodical II	Half-yearly Examination	Periodical III	Annual Examinations
Language 1 (English)					
Language 2 (Hindi)					
Language 3 (Malayalam)					
Science					
Social Science					
Mathematics					
Computer					
G.K					
M.Sc/Catechism					
Teacher's Signature					
Parent's Signature					

TIME - TABLE 2025 - 26																		
DAY	9.15 9.55 (1)	9.55 10.35 (2)	SHORT BREAK (10.35 to 10.45)				10.45 11.25 (3)	11.25 12.05 (4)	Cool of Time : (12.45 to 12.55) LUNCHEON BREAK (12.05 to 12.45)			12.55 01.35 (5)	1.35 2.15 (6)	SHORT BREAK (02.15 to 02.25)		2.25 3.05 (7)	3.05 3.45 (8)	
MON																		
TUE																		
WED																		
THU																		
FRI																		
SAT																		