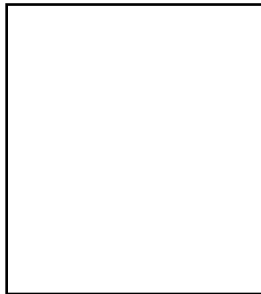




BETHANY CONVENT SCHOOL
HS 11 C DELTA-II GREATER NOIDA
UP-201310

This is to certify that



Master/Miss of Class
..... is a bonafide student of

BETHANY CONVENT SCHOOL

During the academic session

.....
Class Teacher

Important Points

- c This Almanac should be brought to school every day. Failure to produce it, will be penalized Rs. 100 per day.
- c If this school almanac is lost or damaged, a fine of Rs. 200/- will be charged for replacement.
- c Parents should read/understand all the details given in this almanac to motivate/ help your ward accordingly.
- c Parents should sign the blue/yellow 5,7,16,21 pages and other pages on which sign is required, immediately after receiving the school almanac. (Mandatory)
- c Affix a passport-size photo in regular uniform on page 1 for the Bethany Bonafide Certificate.

**DECLARATION BY PARENTS/GUARDIAN
TEACHER'S COPY**

Please fill the form in block letters

Name:

Class:Section:Religion:

Admission No.:House:

Date of Birth:Blood Group:

Residential Address:

Name of Father :

Occupation :.....Mobile No.:

Occupation:Designation :

Office Address :

Office Mobile No. :

Name of Mother :

Occupation:Designation :

Office Address :

No. of Brothers/Sister Study in the school:.....

Name :.....Class & Section:

Name :.....Class & Section:

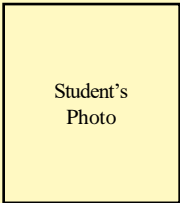
Mode of Conveyance :

Relationship with child:Mobile No. :

I have read the rules and the regulations of the school. I promise to abide by them and ensure that my child/ward also confirms to the standards required of her/him in conduct and studies. Specimen Signature of Parents.

Father..... Mother

Signature of Class Teacher : Date.....



**DECLARATION BY PARENTS/GUARDIAN
SCHOOL'S COPY**

Please fill the form in block letters

Name:

Class:Section:Religion:

Admission No.:House:

Date of Birth:Blood Group:

Residential Address:

Name of Father :

Occupation :.....Mobile No.:

Occupation:Designation :

Office Address :

Office Mobile No. :

Name of Mother :

Occupation:Designation :

Office Address :

No. of Brothers/Sister Study in the school:.....

Name :.....Class & Section:

Name :.....Class & Section:

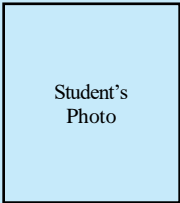
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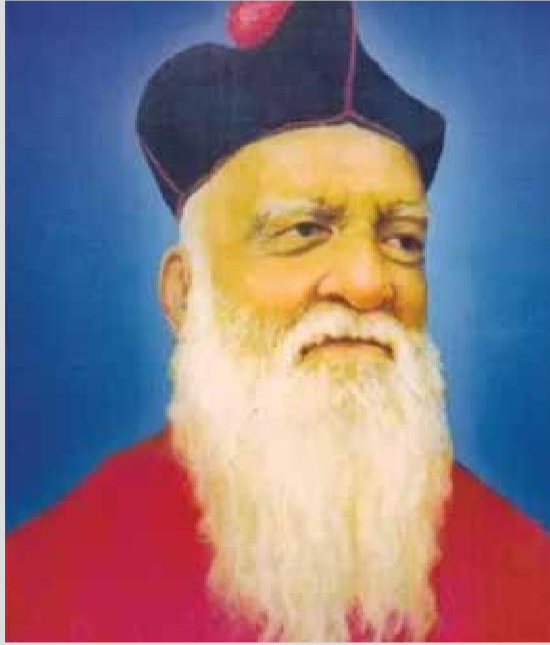
Relationship with child:Mobile No. :

I have read the rules and the regulations of the school. I promise to abide by them and ensure that my child/ward also confirms to the standards required of her/him in conduct and studies. Specimen Signature of Parents.

Father..... Mother

Signature of Class Teacher : Date.....





SERVANT OF GOD
Raymond F.C. Mascarenhas
(23-Jan-1875 to 23-Dec-1960)

Almighty God, our heavenly Father, we gratefully acknowledge, your plan for our salvation, which you realize, even by working miracles, through your chosen servant, R.F.C. Mascarenhas, as an example of, how to follow the footsteps of, your beloved son, Jesus Christ. With our whole heart, we pray that, you may lead us, through your Spirit, to imitate, his saintly life. Grant us also, the favour we ask as a sign that, he now shares, in the glory of, Risen Lord Jesus.

**FOUNDER OF THE CONGREGATION OF THE
SISTERS OF THE LITTLE FLOWER OF BETHANY
AND BETHANY EDUCATIONAL SOCIETY,
MANGALORE**



Our Patron Saints



*Pray for us
Amen*

*“Do well whatever you do,
do it for God and God alone,
then your life will be a
continuous song of praise”*



*Raymond F.C.
fhascarenhas*



*“We will develop and cultivate
the liberation of mind by
lovingkindness, make it our
vehicle, make it our basis, stabilize
it, exercise ourselves in it, and
fully perfect it.”*

Gautam Buddha



Pledge

I am proud to be an Indian. I believe that/ we are all God's children/ and therefore/ brothers and sister to one another, I know that/ some of my fellow countrymen /are Hindus, Muslim, Sikhs, or Christians/ and they all are a part of my own human family.

I pledge to love/ all my countrymen /regardless of their religion and region and to do all I can/ to make my country a great Nation /I also pledge to respect my country's environment/ so that/ the next generation/ can live in security and peace.

S. No.	PARTICULARS	Page No.
1	Student's Detail	1
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Forests are the lungs of our land, purifying the air and giving fresh strength to our people.

BETHANY CONVENT SCHOOL, GREATER NOIDA HAS ZERO TOLERANCE FOR BULLYING, PHYSICAL, MENTAL, OR IN THE CYBERSPACE, OBSCENITY, AND ANY TYPE OF SEXUAL OFFENCE BY ANYONE IN THE SCHOOL.

- All incidents of intimidation against another, especially against junior students, by forcibly taking their belongings, food, etc are bullying.
- All direct or indirect remarks of obscene or sexual nature against and/or of another gender are very serious bullying.
- Posting or subscribing to posts offensive to another on the web is cyberbullying.
- All physical aggression leading to hurt or intimidation, including threatening physical action is also bullying.
- Carrying phones or other digital devices, which are in contravention of explicit school norms is a serious offense and will be dealt with seriousness, even expulsion. Contemplated action in this matter is the seizing of the material and kept in the school until the end of the session.
- Every incident must be reported and recorded and if proven correct, action would be taken immediately.
- Students who are habitually late to school may be stopped at the gate and sent back home. A student whose attendance falls short of 80% will not be eligible to appear for both Board/Home examinations. No request will be accepted as it is a mandatory requirement by CBSE rules.

I have read the rules of the school and agree to abide by them.

Name of Student

Father's Signature

Mother's Signature.....

Date:.....

BETHANY CONVENT SCHOOL

Greater Noida- 201310

GENERAL INFORMATION (Christian Minority Institution)

Bethany Convent School, HS 11C, Delta II, Greater Noida, was established in the year 2012 on July 10. It is a Christian Religious Minority Institution administered by the Sarvodaya Welfare Society, Kadru Road, Doranda Post, Ranchi, Jharkhand. The society is registered under the Society's Registration Act XXI of 1860 (Registration No.168- 2014-15).

The society has its head office at Ranchi. All the members of the Sarvodaya Welfare Society Ranchi, Jharkhand are Catholic nuns belonging to the Congregation of the Sisters of the Little Flower of Bethany.

The society runs formal and non-formal educational institutions all over the country. Bethany Convent School is conducted by the Bethany Sisters of Mangalore. They run educational institutions in different parts of the country and abroad; the institutions run by these sisters strive for the highest standard of education and enjoy an excellent reputation in India and abroad.

AIM AND OBJECTIVES

To provide a sound education designed to train its pupils for the world of tomorrow imbued with the zeal and spirit of service. The school strives to develop the whole personality (body, mind, and spirit) of the pupils in a climate of freedom and personal responsibility.

Our Vision: To promote the glory of God by the holiness of the members of our institution and the service of the Kingdom of God.

Our Goal: The goal of our educational endeavour is fullness of life for all, especially the marginalized, the rural poor, and the girls, through an integrated formation, in partnership with God to build His Kingdom.

OUR CORE VALUES

1. **God Experience:** To help the students to realize the presence of God within themselves and in others and teach them to pray and live in accordance with the dictates of God.
2. **Compassionate Love for all, Especially the poor and the Marginalised:** To motivate our staff and students to love compassionately the poor and the marginalized specially the rural poor and the girls.

3. **Communion, Collaboration, Team Spirit: To inculcate the spirit of teamwork and foster communion and collaboration in our institutions.**
4. **Excellence in Terms of Developing Each one's Unique Potentialities to Build a Just and Humane Community:** To facilitate the staff and students to develop their multiple intelligences and also to enhance their positive self-image and self-esteem. To guide the pupils to seek knowledge that leads to truth and to make learning a joyful experience of discovery and creative thinking.
5. **Truth, Love, Justice, and Peace:** To respect and uphold the rights and dignity of every human being, to be loving, transparent, accountable, and just in our personal and institutional life, and work diligently for peace.
6. **Simplicity of Life Style and Dignity of Labour:** To instill in the staff and students the value of dignity of labour, simplicity of life and community service.
7. **Respect for Life, Nature, Cultures, Religions and Love for the Nation:** To promote love and profound respect for all forms of life, cultures, religions and nature.

RULES & REGULATIONS OF CBSE BOARD

The CBSE board is responsible for conducting two major board examinations in our country:

- I. The All India Secondary School Examination for Class 10
- II. The All India Senior School Certificate Examination for class 12

The AISSCE exam conducted for class 12th is recognized and acknowledged for admission to undergraduate courses all over the world. The rules and regulations devised by the CBSE board to be followed by their schools are as under:

1. A student who attempts to take admission to a CBSE school can get admission only if she/he has been studying in a CBSE board-recognized or affiliated school or has passed an equivalent qualifying examination making him/her eligible for the same.
2. The class IX examinations are conducted internally by the schools themselves. It's from class X onwards that the students appear for all the Examinations.
3. The external examinations are conducted at the end of class X and class XII.

Forests are the lungs of our land, purifying the air and giving fresh strength to our people.

4. The board formulates its own curriculum for the exams held throughout the year which specifies the number of papers, duration of the examination, and marks for each subject/paper etc.

ADMISSION RULES

The school is open for admission to both boys and girls irrespective of caste, creed or social status.

1. The right of admission is vested with the Management.
2. A child who has attained the age of Two and a Half Years in which the admission is sought, is eligible for admission to Nursery.
3. Admission to all higher classes will be governed by this rule.
4. A child who has previously studied in another recognized school will have to submit a Transfer Certificate from that school. Transfer Certificates from schools outside Greater Noida must be countersigned by the Education Officer of the District concerned. Government-issued Birth Certificates will have to be submitted for admission of a child who has not attended any recognized school previously. Special attention must be paid to entering correctly the name and date of birth of the child. Subsequent changes will not be permitted.
5. Admission is finalized strictly on merit after screening/interaction/test, as per the decision of the principal, and after payment of the prescribed fees.
6. School fees are subject to revision at the discretion of the Management.
7. A pupil joining the school for the first time must produce satisfactory evidence of his/her date of birth from the Municipality or Gram Panchayat (form 5) and an Aadhaar Card.
8. Date of birth once registered cannot be altered. The date of birth entered in the admission register at the time of admission to Nursery will be considered as the final record and no change based on will be made under any circumstances.

EXAMINATION RULES

1. There will be 2 Term Exams and 2 Unit Tests that will be held in the whole Academic year to assess and observe each child on a particular syllabus.
2. Unit tests will be held in the month of July and November and Term Examination will be held in the month of September and February every Academic year.

3. The Assessment and the Unit Tests shall not be anticipated or postponed for individual students.
4. Pupils absent for an examination for any reason will be re-examined and those who absent themselves from an examination without grave reason will be considered fail. In case of illness, a doctor's certificate will have to be produced. A Medical Certificate does not guarantee a promotion.
5. No candidate will be allowed to appear in any of the examinations unless all school dues have been paid in full.
6. The pupils are strictly forbidden to borrow stationery from their neighbours in the examination hall. Copying and consulting and carrying answer slips to the examination hall will be liable for punishment such as detention in the class.
7. The year's work will be taken into account for drawing, craft, dance, and physical education. No separate examination will be held in these subjects at the end of each term. Grades will be awarded for these subjects.
8. Promotion to a higher class depends upon-
 - a. Regularity in attendance (80%).
 - b. Regularity and quality of day-to-day participation in the class.
 - c. Completion of note copy and projects assigned by the subject teachers.
 - d. Clear pass in all the subjects in all the exams.
9. Results declared at the end of the year are final in all cases and will not be re-considered.
10. A pupil failing twice in the same class will have to discontinue his/her studies in the school.
11. A progress report is shown to parents after each Term. Parents are requested to sign the report and return it to the class teacher.

**CHEATING OR USING UNFAIR MEANS
DURING THE EXAMINATION**

Students found using unfair means in the examination shall be punished, depending upon the seriousness of the offence as mentioned below.

1. If a student is found to have actually copied from the answer book of another, his/her answer for that question shall be cancelled. Further, up to 10 marks shall be deducted from the marks obtained by him/her on that paper. If in the opinion of the invigilator, a student is found helping another, he/she is also guilty and up to 10 marks shall be deducted from the marks obtained by him/her in that subject.
2. If any student is found possessing a written piece of paper or chit or a page torn out of a book or any other written matter on his/her hand, body or clothes, his/her examination paper shall be cancelled irrespective of whether he/she has actually copied from the material in his/her possession or not.
3. Any student misbehaving with the invigilator/Principal or threatening anyone, whether inside or outside the school campus shall immediately be expelled from the school.
4. The decision of the Principal in all such matters shall be final and binding on all concerned.

Parent's Signature

Teacher's Signature

Student's Signature

SCHOOL REGULATIONS

1. Bethany Convent School insists on strict punctuality, regular school attendance, regulations regarding uniform, cleanliness in dress, good grooming, and fidelity to study and work assignments. Absence from school for a mere social function is strongly discouraged.

SCHOOL HOURS

SUMMER:

Std I-VIII : 7:45 am to 1:30 p.m.

School gate will be closed after the 2nd bell at 7:50 a.m.

Main Office hours

Summer : 8:00 a.m. to 12:00 Noon

Winter : 9:00 a.m. to 1:00 p.m.

IMPORTANT

1. Timings as shown above are subject to change according to weather conditions and other exigencies.
2. No school business will be transacted on Saturdays and holidays.
3. A pupil coming late will be marked absent and will be fined.
4. Students and teachers are expected to converse only in ENGLISH during school hours.
5. Students are not allowed to enter the neighbouring classrooms without the permission of the teacher.
6. No students should leave the school premises without the Principal's permission.
7. Students are not allowed to enter the staff room.
8. Students must be present on the reopening day without fail.

RULES FOR PAYMENT OF FEES

1. All the fees are to be paid strictly in advance before the 15th of the fee-scheduled month. The fee may also be paid yearly, half-yearly or, term by term. Fee can be paid monthly before the 15th of every month.
2. Fee must be paid even for those months during which students have been absent.
3. Parents are requested to keep the fee receipt issued to them and produce them as proof of payment if and whenever needed.
4. Fee should be paid by the 15th of April, July, October, and January
5. All the school dues must be cleared before the beginning of every term examination, failing which the student will be stopped from giving the examination.
6. Fine will be charged for those who intentionally pay late.

SCHOOL UNIFORM SUMMER UNIFORM

Class	Boys	Girls
I-V	<ul style="list-style-type: none"> • Half sleeves, light blue colour shirt with school monogram. • Black full pants with sky blue stripes in the pockets. • Navy blue socks with BCS in white up to ankles. • Black shoes with laces. • School belt. 	<ul style="list-style-type: none"> • Half sleeves, light blue colour shirt with school monogram • Check skirt. • Navy blue socks with BCS in white up to ankles. • Black shoes with laces. • School belt.
VI-VIII	<ul style="list-style-type: none"> • Half sleeves, light blue colour shirt with school monogram. • Black full pants with sky blue stripes in the pockets. • Navy blue socks with BCS in white up to ankles. • Black shoes with laces. • School belt. 	<ul style="list-style-type: none"> • Half sleeves, light blue colour kurti with school monogram. • Black full pants with sky blue stripes in the pockets. • Navy blue socks with BCS in white up to ankles. • Black shoes with laces. • School belt

WINTER UNIFORM

Class	Boys	Girls
I-VIII	<ul style="list-style-type: none"> • Full sleeves, light blue colour shirt with school monogram. (Class III to V) • Grey full pants with sky blue stripes in the pockets. (Class III to V) • Black full pants with sky blue stripes in the pockets. (Class VI to VIII) • Grey Sleeveless Sweater (with blue stripes on borders) with monogram. 	<ul style="list-style-type: none"> • Full sleeves, light blue colour shirt with school monogram. • Full sleeves, light blue colour kurti with school monogram. (Class VI-VIII) • Grey full pant with sky blue stripes in the pockets. • Grey Sleeveless Sweater (with blue stripes on borders) with monogram. • Navy blue blazer with

	<ul style="list-style-type: none"> • Navy blue blazer with school monogram. • Grey colour socks with BCS in white up to ankles. • Black shoes with laces. • Navy blue cap and muffler. • School belt. 	<ul style="list-style-type: none"> • school monogram. • Grey colour socks with BCS in white up to ankles. • Black shoes with laces. • Navy blue cap and muffler. • School belt.
--	--	--

Class	Boys	Girls
Sports Uniform I-VIII	<ul style="list-style-type: none"> • House colour T-shirt. • White colour track pant. • White shoes with laces. • White socks. 	<ul style="list-style-type: none"> • House colour T-shirt. • White colour track pant. • White shoes with laces. • White socks.

NOTE

Boys	Girls
<ul style="list-style-type: none"> • Neatly trimmed hair style. • Identity card is compulsory. 	<ul style="list-style-type: none"> • Long hair- Two plaits with black rubber band. • Short hair- Two ponytails with black rubber band. • Very short hair- Bob cut with black hair band. • Identity card is compulsory.

SCHOOL DIARY

1. Every pupil must possess a copy of the School diary and song book which should be brought to School every day. Apart from entering anything except what is related to School legibly the name and other personal data, pupils should not enter in it anything except what is related to the school.
2. School diary is to be preserved carefully and no page from it should be destroyed or smudged.
3. Pupils must show to their parents/guardians whenever they are given a note by the Principal or teacher and obtain their signature. Entries by parents/guardians should also be shown to the Principal/Teacher.
4. Parents are expected to check thoroughly and sign their children's school diary every day.
5. If a pupil loses the diary, he/she will be subjected to disciplinary action, and a fine of Rs. 100/- will be levied and a new diary will have to be purchased.

ATTENDANCE

1. Pupils must be punctual at the beginning of the day, for all subject classes and activities.
2. For every absence, a written statement, signed by the Parent/Guardian is required on the day the pupil returns. If a student is absent for more than 3 days for reasons of ill health, a certificate from a doctor is required stating illness and fitness.
3. A student who arrives late will need to bring an explanatory note from the parent/guardian.
4. All explanatory notes for absence/late arrival should be handed over to the class teacher. No one who is late or has been absent on the previous day will be admitted to the class, without the permission of the Principal.
5. Outside the vacation period pupils are not granted leave. Prior permission should be sought for absence from the school for any reason known or planned in advance.
6.
 - a. Students who are regularly sick and fall short of the required 80% of attendance may be asked to leave the school on grounds of physical unfitness.
 - b. No leave will be granted during the test week.
7. The application for leave should be made on the page set for the purpose in the school diary.

8. Those children, who have been sent from the school or have been struck off the roll are as a rule not readmitted. If readmitted, they will have to pay the admission fee again.
9. All pupils must return after holidays on the re-opening day after every vacation. Those who return late after the holidays will be fined Rs. 100/- per day of absence.
10. Students will not be allowed to leave school early unless parents/guardians present a written note to the office. Expressed permission by the Principal is necessary.
11. In case of infectious disease, the parents are required to submit a medical certificate to the effect that the child is fit to re-join.
12. Any unscheduled holidays may be made good by the school without prior intimation to teachers, parents & staff.
13. Confirmation regarding any unscheduled holidays can be done by checking the school website or the notice board at the gate but not with the Janitor.

INFRASTRUCTURE

SCHOOL PROPERTY

1. Proper care must be taken of the school property and no pupil should scratch or spoil the desks or chairs or damage any school furniture, write or draw anything on the walls, or in any way damage things belonging to others. Damages done even by accident should be reported at once to the class teacher or to the Principal. Any damage done will be made good by the one who does it. Anyone who sees something damaged should report the matter even if he/she does not know who has done it. No Pupils should bring razor blades or any sharp instruments to school.
2. Students shall cooperate with the library, computer, and laboratory staff, in maintaining order and discipline. Students shall take care not to cause damage or deface any of the materials, fixtures, and equipment that are provided.

SCHOOL LIBRARY

Silence is to be observed in the library. Books issued are to be properly looked after and returned on the due date.

1. All pupils of the school are members of the library.
2. Every student should read a minimum of 6 English books and Hindi books and the prescribed magazines. One page summary of each book read must be shown to the language teachers. The name of the books read should be entered in the page given at the end of this diary.

3. A student may ordinarily borrow a book for a week, and may get it reissued for another week. No book that is in great demand shall be lent for more than four days.
4. Books will be issued to students during the library periods.
5. Reference books will not be issued. A member will be allowed to consult a reference book during school hours only.
6. The Librarian may call for a book at any time even if the normal period of loan has not expired.
7. If the date of issue/return of books happens to be a holiday, the issue/return of books shall stand postponed to the corresponding day of the following week.
8. If the book is not returned at the expiry of the period or after the librarian has called for it even within the period loan, a fine of Rs. 10/- per day will be charged. Fines shall be collected by the librarian and the fact notified in the defaulter's card.
9. In case a book is misused, wrongly handled, damaged, or lost, the person concerned will have to pay the full price of the book.
10. Defacing books in any form and by any means is strictly forbidden. Fine shall be levied for violating this rule. Earmarking of a book is not allowed.

LABORATORY

1. Silence should be observed while doing practicals in the laboratory.
2. The instructions given by the teacher must be followed.
3. Students will be responsible for any breakage, or loss of the apparatus which is used in the experiment. Even breakage or loss should immediately be reported to the teacher. In case of any breakage, a fine will be charged.
4. Students should bring to the laboratory proper record books and note down observations immediately after the experiments are performed.
5. Students should wear a lab coat in the chemistry lab.
6. Students will hand over the chemicals and apparatus taken for the experiment to the teacher when the experiment is over. They should not take out or bring any chemical instruments to the laboratory.
7. Students should strictly adhere to safety rules and regulations while in the laboratory.
8. Students should use the computer for school activities only.
9. Students should not screw up with the computer system or setting. In case of any damage or inappropriate content, has to be informed to the teacher immediately.

GUIDELINES FOR PARENTS

- The main purpose and objectives of this school is to make your child a good student, industrious, honest and truthful, just and fair in dealing with all. Please help us in this great noble task.
- In order to secure all that is best in the education of our children, maximum cooperation between parents and the school authorities is desired. Hence Parents/ Guardians are expected to cooperate with the school authorities by enforcing regularity and discipline, by seeing that they prepare their lessons daily, and come to school on time.
- Continuous reports about the conduct of your children will be sent by the teachers.
- When communicating with the Principal, Parents/ Guardians are requested to mention in their letter the Admission Number, Name of the Student, Class and Section etc.
- Parents must intimate to the school whenever their residential address or telephone number, or student email id is changed in order to communicate to them in urgent matters, in the interest of their child.
- Tiffin - Please ensure that your ward carries healthy food with a napkin and a water bottle every day to school.
- Diary- Parents must read the school diary so as to acquaint themselves with the acceptance for the same by signing in the school diary. It is compulsory for every parent to check their ward's diary every day so as to follow the timetable of the day or sign any note written by the class teacher. Personal details of the diary should also be duly filled up. The diary also enlists information regarding the holidays, parent-teacher meetings, and other activities.
- If for any reason a student is unable to wear a full school uniform at any time, the parent should inform the Class Teacher with a written note.
- Bringing cosmetics to school is prohibited.
- Parents are requested to co-operate with the school authorities in re-enforcing the educational values of neatness, politeness, and courtesy both at home and in school.
- A Parent/Guardian should respect the Principal and the staff at all times. Parents/guardians shall not criticize the Principal/staff in front of the students. It does more harm to the children than the staff.
- The school raises its funds for day-to-day expenses from the Parents/ guardians in different heads. The school fee may be enhanced depending on the financial requirement of the school.

- The parent/guardian should be able to pay the fees decided by the management of the school from time to time. Correction work must be done regularly to ensure good performance.
- Books, notebooks, worksheets, files, etc. are to be covered & maintained neatly. File the worksheets regularly in the given file. Books are to be sent to the school according to the timetable.
- The Parent/guardian should not carry any polybags in the school premises. Any parent found carrying polybags will be charged 500/-.

WITHDRAWAL/DISMISSAL

1. One calendar month's notice will have to be given for the withdrawal of the child from the school. However, full fees for the quarter will be charged.
2. All dues must be cleared and books and other school property items returned before the child is withdrawn and the transfer certificate obtained.
3. Duplicate copies of T.C. may be issued on payment of Rs. 100/-, applications will be processed within a maximum period of 3 days and in case of counter signature 10 days with the self-addressed envelope.
4. The management reserves to itself the right to dismiss any student.
5. The Principal is empowered to effect the withdrawal of a pupil or to remove the name of the pupil from the rolls of the school if in her opinion the progress of the pupil or conduct is unsatisfactory or whose parents/guardians show little interest in the progress of their wards. Immorality, insubordination, contempt of authority or damage to property, irregularity in payment of school fees, using unfair means during the examination, stealing or cheating, use of Pan, Pan Parag, Cigarettes, etc are always enough reasons for immediate dismissal.
6. The management may require the withdrawal of any student when satisfied that such a step is necessary for the interest of the school.
7. A student involved in any incident ever outside the school brings discredit to the institution, either because of its unpleasant nature or inviting criminal or legal action by police or the court will be dismissed from school without enquiry.

I have read the rules of the school and agree to abide by them.

Name of Father

Name of Mother

Signature of Father

Signature of Mother

Forests are the lungs of our land, purifying the air and giving fresh strength to our people.

MEETING (P.T.M.)

1. Parents/Guardians are not allowed to meet the teachers during class hours. Those wishing to visit the School or meet the staff of the School must first seek permission from the Principal.
2. Parents may meet the Principal any day from 9:30 a.m. to 11:30 a.m. in winter, and 9:00 a.m. to 11:00 a.m. in summer except on Saturdays and public holidays. Interviews at any other time may be held by appointment. Teachers may be contacted before or after class hours.
3. Periodic meetings of parents with the teacher will be arranged by the principal in order to ensure coordination in the progress of the children's education.
4. Parents who regularly fail to attend Parent-Teacher meetings will be deemed to be not interested in the student's education. Such a student may be asked to discontinue.
5. It is compulsory to attend the parent-teacher meetings on the scheduled date. Kindly adhere to the timings.

PERSONAL BELONGINGS:

1. Money should not be lent or borrowed or articles exchanged between the students.
2. Burning crackers in the school or carrying inflammable material is considered by the school an indicator of intention to harm others causing disturbance and damage to any property and a serious violation of the fundamental tenets of the school, namely respect, and concern for one's fellow beings. Anybody found or reported to have carried this activity in the school either personally or through others will be suspended. It may even lead to dismissal after verification.
3. Every pupil should take care of his/her personal belongings. School authorities do not assume the responsibility for loss of such belongings.

CO-CURRICULAR ACTIVITIES:

1. The school provides ample opportunities for students to take part in different co-curricular activities and thereby develop qualities of self-expression, self-confidence, self-discipline, purposefulness, endurance, decision-making, etc. which are needed for a full and fruitful life.
2. The school is grouped into four houses for the purpose of different activities and inter house championship trophy is awarded to the house that scores the highest number of points in the school year. Pupils are also given training in Music, Dance, Drawing, Painting, and other art forms.

3. Inter-house debates and quiz competitions, talent shows, inter-house games and athletic and cultural competitions are the regular features of the school year. Students are to participate at least in two items as per the general instructions given by the school authorities.

EDUCATIONAL TOUR (I.-VIII)

1. Education tour helps a student to improve observation power, group dynamism, self-management, team spirit, leadership quality, and writing skills.
2. Educational tours are arranged by the school, every student is expected to go for the tour.
3. The class teacher accompanies the students.
4. Students should carry their own snacks and drinking water.
5. Although all educational tour groups generally return by the intimated time, there could be delays owing to traffic congestion and breakdowns. Parents are requested to bear with such a situation.
6. Students with previous records of indiscipline may be asked to abstain from the tour by the Principal.
7. The Principal for security reasons can at her discretion may cancel any educational tour at the last minute.
8. Students are not allowed to carry mobile phones & cameras.
9. In case of any accidents and loss of life school authority will not be responsible.

GENERAL DISCIPLINE

1. It is vitally important that changes in residence/office addresses and telephone numbers are to be communicated in writing to the office immediately when they occur.
2. The school does not hold itself responsible for injuries sustained by pupil while in the school. However, first aid will be rendered immediately and injuries necessitating Hospital/OPD treatment attended to, without delay.
3. Pupils are advised not to have private tuitions. Parents are urged to encourage their children to do their daily work diligently and honestly and to pay utmost attention to the studies in the class room. If there is real need for help contact the Principal.
4. Parents are encouraged to have their children undergo medical examination regularly for general well-being, especially eye, ear and dental care.

5. Parents and/or pupils (individually or collectively) are forbidden to give gift to teachers. Neither parties nor gift presentations by students or parents on birthdays of students or such occasions are allowed. Token of flower or a sweet may be allowed.
6. Collection of funds for whatever use is forbidden without prior permission of the Principal. Students shall not sell or take orders for any merchandise in school or in the name of the school.
7. Pupils are required to behave politely and avoid using indecent language or actions injurious to the feelings of fellow students, teachers or others in this school. Any such behavior indicative of hurting others, caste or community will attract serious disciplinary action.
8. In the absence of the Teacher from the classroom, pupils are required to observe silence and obey the Monitor of the class.
9. Fines, which may be deemed necessary to be imposed on the students, are only to improve or to enforce discipline.
10. Pupils may be required to take part in various co-curricular and extra 20 curricular activities even outside School hours. When so required participation will be deemed compulsory.
11. Staying away from mandatory school functions, including Annual day and Sports Day, without prior permission and/or justification will be considered a discipline default.
12. Each student's safety is a major concern of the School. Therefore, the following should be strictly observed: -
 - a. Students must wear an identity card with the school uniform.
 - b. Parents of pre-primary students are required to teach their children their names, address, and telephone numbers.
 - c. If the child has to go to a place other than the normal one, a note from the parents must be sent to School requesting permission and stating the reason for the child to go to a different address after school.
13. Parents are advised to inform the Principal about any problem they may be facing regarding their children keeping in mind that it is only with sincerity and openness of the parents that the School will be able to help their child to become a well-adjusted person and a strong character with right attitudes. Needless to say, the disclosures made will be treated with the utmost confidentiality.
14. Pupils are strictly forbidden to make purchases from unauthorized dealers in or near the School premises.
15. Any students found travelling at odd hours with fellow students in a motorized vehicle without their parent's permission and/or without

a proper valid license will be liable for disciplinary action, if this is brought to the notice of the School authorities.

16. Students as well as parents are reminded that the minimum passing mark in the School is 40% both in the terminal exams as well as in the final promotional exams.
17. Although the conservation of our environment is fundamental, it is also equally important that applications made to the Principal or the School office be done in a decent sheet of paper. Applications submitted to the office or to the Principal inappropriately will not be considered.
18. Children must be in their respective classrooms at least ten minutes before the time fixed for the assembly to commence.
19. All pupils are expected to be present for assembly during which they pray together.
20. Running, playing, shouting and whistling inside the school building is not permitted.
21. No books (other than the text and library books), newspapers or periodicals and electronic gadgets like Transistors, Cameras, and Mobile Phones etc. should be brought to the school. Rs. 500/-will be collected as fine if any one of these gadgets found in possession.

SPECIAL NOTE

- Encourage your child to speak in English.
- Develop good reading habits.
- Spend quality time with your child.
- Due to the growing child sexual abuse faced in today's society, please be aware of the company your child keeps in the neighborhood and family.
- Set a good personal example for your child.

With Regards
Sr. Dr. Shilpa
Principal

DIET CHART

DAYS	PARTICULARS
Monday	RICE PREPARATION (Idly, Dosa, Poha, Pulao, Dal – Rice) with any fruit or salad.
Tuesday	WHEAT PREPARATION (Chapati, Puri, Stuffed Paratha, etc. accompanied with vegetables) with any fruit or salad.
Wednesday	BREAD ITEM /SUJI/BESAN PREPARATION (Uthapam, Sandwich, Chilla, Halwa) with any fruit or salad.
Thursday	Roti – Sabji with a small quantity of any fruit or salad.
Friday	Tiffin of your choice + One Fruit
Saturday	Enjoy your day at home (Eat Dal and Vegetable)

Note: 1. “Say NO to all Junk food, Say YES to Veggies”.
2. Kindly send handkerchief and a small napkin & table mat daily in your child's bag with name on it.

SUMMARY OF THE PLANNER

1.	Reporting Dates for The New Session Class I-VIII	April
2.	Summer Vacation	19th May 2024 To 30th June 2024
3.	Reporting After Summer Vacation Class I To VIII	1st July 2024 (Monday)
4.	First Periodic Test	06 May 2024 To 10th May 2024
5.	PTM	18th May 2024 (Saturday)
6.	First Term Exam	09th Sep 2024 To 19th Sep 2024
7.	PTM	28th Sep 2024 (Saturday)
8.	Annual Function	Tentative
9.	Second Periodic Test	18th Nov 2024 To 22nd Nov 2024
10.	PTM	30th Nov 2024 (Saturday)
11.	Winter Vacation	1st January To 10th January 2025
12.	Reporting After Winter Vacation	As Per Govt Order
13.	Second Term Exam	27th February To 7th March 2025
14.	Final PTM Result	Tentative

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HOLIDAYS LIST 2024-2025

S.NO.	DATE	DAY	HOLIDAYS
1	01-04-2024	Monday	Easter Monday
2	11.04.2024	Thursday	Eid-UI-Fitar
3	14.04.2024	Sunday	Ambedkar Jayanti
4	17.04.2024	Wednesday	Ram Navami
5	21.04.2024	Sunday	Mahavir Jayanti
6	23.05.2024	Thursday	Buddha Purnima
7	16.07.2024	Tuesday	Foundation Day
8	17.07.2024	Wednesday	Muharram
9	15.08.2024	Thursday	Independence Day
10	19.08.2024	Monday	Raksha Bandhan
11	26.08.2024	Monday	Janmashtami
12	16.09.2024	Monday	Id-E-Milad
13	02.10.2024	Wednesday	Gandhi Jayanti
14	11.10.2024	Friday	Ram Navami
15	12.10.2024	Saturday	Dussehra
16	17.10.2024	Thursday	Maharishi Valmiki Jayanti
17	30.10.2024	Wednesday	Narak Chaturdashi
18	31.10.2024	Thursday	Deepavali
19	02.11.2024	Saturday	Govardhan Puja
20	03.11.2024	Sunday	Bhai Dooj
21	15.11.2024	Friday	Guru Nanak Jayanti
22	24.11.2024	Sunday	Guru Tegh Bahadur Shaheed Diwas
23	25.12.2024	Wednesday	Christmas
24	14.01.2025	Tuesday	Makar Sankranti
25	26.01.2025	Sunday	Republic Day
26	26.02.2025	Wednesday	Maha Shivaratri
27	14.03.2025	Friday	Holi

1. Wednesday and Saturday- P.T. Uniform
2. Every 4th Saturday P.T.M: 8:00 AM to 10:00 AM for all.
3. All Saturdays are holiday from I to Class II

**STUDENT'S DISCREPANCY/ACCOLADE
(IN CLASSROOM) RECORD**

S. No.	Observation and Remark Made by Class Teacher/ Incharge Teacher	Sign. of C. Teacher/ Incharge Teacher	Sign of Parent/Guard- ian
Note: More than 3 lines should not be used per remark.			

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**RECORDS OF BOOK/NOTEBOOK
NOT BROUGHT TO SCHOOL**

Date	Subject	Teacher's Sign	Parent's Sign	Date	Subject	Teacher's Sign	Parent's Sign

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**RECORDS OF BOOK/NOTEBOOK
NOT BROUGHT TO SCHOOL**

Date	Subject	Teacher's Sign	Parent's Sign	Date	Subject	Teacher's Sign	Parent's Sign

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**RECORDS OF BOOK/NOTEBOOK
NOT SUBMITTED FOR CORRECTION**

Date	Subject	Teacher's Sign	Parent's Sign	Date	Subject	Teacher's Sign	Parent's Sign

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PERIODIC TEST-1 (MAY 2024) CLASSES I-II

DATE	DAY	CLASS I	CLASS II
06-05-2024	Mon	English	E.V. S
07-05-2024	Tue	Comp/G. K	English
08-05-2024	Wed	Hindi	Math
09-05-2024	Thu	E.V. S	Comp/G. K
10-05-2024	Fri	Math	Hindi

PERIODIC TEST-2 (NOVEMBER 2024) CLASSES I-II

DATE	DAY	CLASS I	CLASS II
18-11-2024	Mon	Math	English
19-11-2024	Tue	Hindi	Comp/G. K
20-11-2024	Wed	Comp/G. K	Hindi
21-11-2024	Thu	English	E.V. S
22-11-2024	Fri	E.V. S	Math

FIRST TERM EXAMINATION (SEPTEMBER 2024) CLASSES I - II

DATE	DAY	CLASS 1	CLASS 2
09-09-2024	Mon	Hindi	English
11-09-2024	Wed	Comp/G. K	E.V. S
13-09-2024	Fri	E.V. S	Hindi
17-09-2024	Tue	English	Math
19-09-2024	Thu	Math	Comp/G. K

SECOND TERM EXAMINATION (FEBRUARY 2025) CLASSES I - II

DATE	DAY	CLASS 1	CLASS 2
27-02-2025	Thu	English	Comp/G. K
01-03-2025	Sat	Hindi	English
03-03-2025	Mon	E.V. S	Math
05-03-2025	Wed	Comp/G. K	E.V.S
07-03-2025	Fri	Math	Hindi

PERIODIC TEST-1 (MAY 2024)**CLASSES III-V**

DATE	DAY	CLASS 3	CLASS 4	CLASS 5
06-05-2024	Mon	Hindi	Comp/G. K	Math
07-05-2024	Tue	Math	E.V. S	Hindi
08-05-2024	Wed	Comp/G. K	Hindi	E.V. S
09-05-2024	Thu	English	Math	English
10-05-2024	Fri	E.v. S	English	Comp/G. K

PERIODIC TEST-2 (NOVEMBER 2024)**CLASSES III-V**

DATE	DAY	CLASS 3	CLASS 4	CLASS 5
18-11-2024	Mon	Comp/G. K	Math	Hindi
19-11-2024	Tue	Hindi	Comp/G. K	English
20-11-2024	Wed	Math	E.V. S	Comp/G. K
21-11-2024	Thu	English	Hindi	Math
22-11-2024	Fri	E.v. S	English	E.V. S

FIRST TERM EXAMINATION (SEPTEMBER 2024)**CLASSES III – V**

DATE	DAY	CLASS 3	CLASS 4	CLASS 5
09-09-2024	Mon	Math	Comp/G. K	Hindi
11-09-2024	Wed	E.V.S	English	Math
13-09-2024	Fri	Comp/G. K	Hindi	English
17-09-2024	Tue	English	Math	E.V.S
19-09-2024	Thu	Hindi	E.V.S	Comp/G. K

SECOND TERM EXAMINATION (FEBRUARY 2025)**CLASSES III-V**

DATE	DAY	CLASS 3	CLASS 4	CLASS 5
27-02-2025	Thu	E.V. S	Hindi	Math
01-03-2025	Sat	Comp/G. K	Math	English
03-03-2025	Mon	Math	English	Comp/G. K
05-03-2025	Wed	English	E.V. S	Hindi
07-03-2025	Fri	Hindi	Comp/G. K	E.V. S

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PERIODIC TEST-1 (MAY 2024)
CLASSES VI-VIII

DATE	DAY	CLASS 6	CLASS 7	CLASS 8
06-05-2024	Mon	English	Hindi	S.ST
07-05-2024	Tue	Science	Math	English
08-05-2024	Wed	Math	S.ST	Science
09-05-2024	Thu	Hindi	English	Math
10-05-2024	Fri	S.ST	Science	Hindi

PERIODIC TEST-2 (NOVEMBER 2024)
CLASSES VI-VIII

DATE	DAY	CLASS 6	CLASS 7	CLASS 8
18-11-2024	Mon	S.ST	Hindi	Math
19-11-2024	Tue	English	Science	S.ST
20-11-2024	Wed	Science	Math	Hindi
21-11-2024	Thu	Math	S.ST	English
22-11-2024	Fri	Hindi	English	Science

FIRST TERM EXAMINATION (SEPTEMBER 2024)
CLASSES

DATE	DAY	CLASS 6	CLASS 7	CLASS 8
09-09-2024	Mon	Math	Science	S.ST
11-09-2024	Wed	English	Hindi	Math
13-09-2024	Fri	S.ST	English	Science
17-09-2024	Tue	Hindi	S.ST	English
19-09-2024	Thu	Science	Math	Hindi

SECOND TERM EXAMINATION (FEBRUARY 2025)
CLASSES VI-VIII

DATE	DAY	CLASS 6	CLASS 7	CLASS 8
27-02-2025	Thu	Science	English	S.ST
01-03-2025	Sat	Hindi	Math	Science
03-03-2025	Mon	S.ST	Science	Hindi
05-03-2025	Wed	English	Hindi	Math
07-03-2025	Fri	Maths	S.ST	English

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SPECIAL ASSEMBLIES, EVENTS AND CELEBRATIONS 2024-2025

DATE	DAY	ACTIVITY	TEACHERS INCHARGE
April		Re-Opening Day Assembly	VIII ABC
01-05-2024	Wed	Labour's Day Celebration	VII ABC
15-07-2024	Mon	Foundation Day/Environment Day	VI ABC
05-09-2024	Thu	Teacher's Day	Cabinet Members
14-11-2024	Thu	Children's Day	Teachers
Tentative		Investiture Ceremony	P.E.Teaches

DATE	DAY	ACTIVITY	HOUSE INCHARGE
15-08-2024	Tue	Independence Day	Raymond House(Red)
29-11-2024	Tue	Deepawali	Mother Teresa House (Blue)
23-12-2024	Mon	Christmas	Swami Vivekananda House (Yellow)
26-01-2025	Sun	Republic Day	Martha House (Green)

ACTIVITY CALENDAR I - II (2024-25)
INTER HOUSE ACTIVITIES CLASS I-II

Date	Day	Activity	Teacher In charge
23-07-2024	Tuesday	Cone Balancing/ Cone Collecting	Sports teacher
06-8-2024	Tuesday	Hand-Eye Coordination	Sports teacher
20-8-2024	Tuesday	Solo dance	Dance teacher
08-10-2024	Tuesday	Good over evil activity	Class teacher
05-11-2024	Tuesday	Nature Walk	Class teacher
17-12-2024	Tuesday	Random Acts of Kindness (Sharing Is Joy)	Class teacher
Intra Class Activities Class I-II			
Date	Day	Activity	Teacher In charge
16-04-2024	Tuesday	Plantation /Slogan Save earth	Class teacher
16-07-2024	Tuesday	Prayer song	Class teacher
13-08-204	Tuesday	Patriotic Song	Class teacher
10-9-2024	Tuesday	Hindi poem recitation	Class teacher
Inter Class Activities Class I-II			
Date	Day	Activity	Teacher In charge
09-04-2024	Tuesday	All about Me(oral)	Class teacher
30-04-2024	Tuesday	Helpers' toolmaking with paper	Class teacher
07-05-2024	Tuesday	Mother's Day Card making	Class teacher
09-07-2024	Tuesday	Spell bee and Calligraphy English	Class teacher
23-07-24	Tuesday	Dictation and Calligraphy Hindi	Class teacher
22-10-24	Tuesday	Diya Decoration – Diwali Craft	Class teacher
19-11-24	Tuesday	Vegetable printing	Class teacher
26-11-23	Tuesday	Information of Preamble	Class teacher
21-01-25	Tuesday	Flag making activity	Class teacher
Inter House Sports Activities Classes I-II			
Date	Day	Activity	Teacher In charge
06-08-24	Tuesday	Relay Race	Sports teacher
17-09-24	Tuesday	Collecting cones	Sports teacher
12-11-24	Tuesday	Frog race	Sports teacher
28-01-25	Tuesday	Obstacle Race	Sports teacher

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ACTIVITY CALENDAR III – V (2024-25)
INTRA CLASS ACTIVITIES 2024-25 CLASS (III-V)

Date	Day	Activity	Teacher In Charge
10-04-2024	Wednesday	Hindi/English Calligraphy	Class Teacher
08-05-2024	Wednesday	Card Making Activity On Mother's Day	Class Teacher
31-07-2024	Wednesday	Painting Competition (Vegetables/Thread) (Outdoor Activity)	Class Teacher
04-09-2024	Wednesday	Carrom/Ludo (Indoor Activity)	Class Teacher
13-11-2024	Wednesday	Tambola (Indoor Activity)	Class Teacher
04-12-2024	Wednesday	Table Dodging	Class Teacher
15-01-2025	Wednesday	Paragraph Writing (Harvest Festivals)	Class Teacher

Inter Class Activities 2023-24 Class (III-V)

Date	Day	Activity	Teacher In Charge
17/04/2024	Wednesday	Slogan Writing On Earth Day	Class Teacher
24/04/2024	Wednesday	Plantation (Outdoor Activity)	Class Teacher
15/05/2024	Wednesday	Basic Yoga Poses Activity (Indoor Activity)	Class Teacher
07-08-2024	Wednesday	Solo Dance Or Solo Song (Patriotic Theme)	Class Teacher
23/10/2024	Wednesday	Mask Making On Ramayana Characters	Class Teacher
11-12-2024	Wednesday	Joy Of Sharing	Class Teacher
17/04/2024	Wednesday	Slogan Writing On Earth Day	Class Teacher

Inter House Activities 2023-24 Class (III-V)

10-07-2024	Wednesday	Poster Making On Any One Core Value	House In Charge
24/07/2024	Wednesday	Quiz On Father Founder	House In Charge
21/08/2024	Wednesday	Matki Decoration Competition (Outdoor Activity)	House In Charge
09-10-2024	Wednesday	Hindi Kavita Lekhan	House In Charge
16/10/2024	Wednesday	Chess Competition (Indoor Activity)	House In Charge
20/11/2024	Wednesday	Speech Competition (Topic-The Challenges Facing Our Planets)	House In Charge
18/12/2024	Wednesday	Making Decorative Items Of Christmas	House In Charge

Inter House Sports Activities 2023-24 Class (III-V)

Date	Day	Activity	Teacher In Charge
28-08-2024	Wednesday	Making 8 (Boys/Girls)	Sports Teacher
25-09-2024	Wednesday	Leg Cricket (Boys/Girls)	Sports Teacher
06-11-2024	Wednesday	Kho-Kho (Boys/Girls)	Sports Teacher
27-11-2024	Wednesday	Relay Race (Boys/Girls)	Sports Teacher

ACTIVITY CALENDAR VI-VIII (2023-24)

Date	Day	Activity	Teacher In charge
10-07-2024	Wednesday	Poster Making (World Population Day)	Activity In charge
24/07/2024	Wednesday	Bethany Quiz (Core Values/ Father Founder)	Class Teacher
21/08/2024	Wednesday	Matki Decoration	Class Teacher
09-10-2024	Wednesday	Hindi (Vad -Vivad)	Hindi Teacher
16/10/24	Wednesday	Spell Bee	English Teacher
20/11/24	Wednesday	How You Can Save Animals (World Animal Welfare)	Class Teacher
18-12-2024	Wednesday	How Do You Want to Celebrate Christmas- Joy Of Sharing	Class Teacher
Intra-Class Activities Class VI-VIII			
Date	Day	Activity	Teacher In charge
10-04-2024	Wednesday	Hindi/English Calligraphy	Class Teacher
08-05-2024	Wednesday	Poem To Your Mother	English Teacher
31/07/2024	Wednesday	Screen shot on your father	Class Teacher
04-09-2024	Wednesday	My Teacher Essay	English Teacher
04-12-2024	Wednesday	Sudoku	Math Teacher
15/01/25	Wednesday	Kite Decoration with tri-colour paper	Class Teacher
Inter-Class Activities Class VI-VIII			
Date	Day	Activity	Teacher In charge
17/04/2024	Wednesday	Earth Day- Best Out of Waste	Class Teacher
24/04/2024	Wednesday	Flip Book/ News Paper Reading	Class Teacher
15/05/2024	Wednesday	Paper Flower Bouquet Making	Class Teacher
07-08-2024	Wednesday	Presentation On One of The Freedom Fighters	Class Teacher
23/10/2024	Wednesday	Toran Making Activity	Class Teacher
11-12-2024	Wednesday	Socks Puppet Activity	Class Teacher
Inter House Sports Activities Class VI-VIII			
Date	Day	Activity	Teacher In charge
28-08-2024	Wednesday	Basket Ball (Boys/Girls)	Sports Teachers
25-09-2024	Wednesday	Leg Cricket (Boys/Girls)	Sports Teachers
06-11-2024	Wednesday	Chess (Boys/Girls)	Sports Teachers
27-11-2024	Wednesday	Relay Race (Boys/Girls)	Sports Teachers
22-01-2025	Wednesday	Dodge Ball (Boys/Girls)	Sports Teachers

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MY SEWA PROMISE FORM (ILLUSTRATIVE)

Dear Students,

SEWA is a firm step to prepare you for life. It is a voluntary project experience. You have to complete My SEWA Promise for and obtain prior approval for the activity/project. Selection of a SEWA activity, development, implementation of the proposal and evaluation of the activity is the responsibility of each student. Signature of the parent indicates review and approval of this proposal.

Brief description of the activity:

Duration (Day and Time) _____ Estimated Hour _____

Name of the mentor Teacher: _____

Student Signature: _____ Date _____

Parents Signature: _____ Date _____

SEWA Hourly Schedule (Illustrative)

Hour Count	Date and Day	Proposed Activity Plan
Hour 1		
Hour 2		
Hour 3		
Hour 4		
Hour 5		
Hour 6		

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Academic Faculty of Class

Sl. No.	Subject	No. of Notebooks	Name of the Subject Teachers/Incharge (To be filled with Pencil)
1.	Academic Supervisor		
2.	Floor Supervisor		
3.	Class Teacher		
4.	CCA Co-ordinator		
5.	Controller of Exams		
6.	Sports Co-ordinator		
7.	Librarian		
8.	English		
9.	Hindi		
10.	Sanskrit		
11.	Maths		
12.	EVS		
13.	Science		
14.	Social Science		
15.	IT		
16.	GK		
17.	Art		
18.	Moral Science		
19.	Work Education		
20.	Dance		
21.	Music		
..... Sign of the Class Teacher		 Sign of the parent

Home Work /Activities

Subject

Date

Home Work /Activities

Subject

Date

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Home Work /Activities

Subject

Date

Home Work /Activities

Subject

Date

NOTICE

Dear Parents,	Date.....
Signature of the Teacher	Signature of the Parent

Dear Parents,	Date.....
Signature of the Teacher	Signature of the Parent

Dear Parents,	Date.....
Signature of the Teacher	Signature of the Parent

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NOTICE

Dear Parents,	Date.....
Signature of the Teacher	Signature of the Parent

Dear Parents,	Date.....
Signature of the Teacher	Signature of the Parent

Dear Parents,	Date.....
Signature of the Teacher	Signature of the Parent

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ACKNOWLEDGMENT OF CIRCULAR

Date	Parents Signature	Class Teacher

LIST OF LIBRARY BOOKS RECORDS

Date	Author	Title

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SCHOOL FEE

Class Sec. Adm. No.

Instalment	Date of fee Deposit	Parents/ Guardian's Signature	Verification Vice Principal /Class Teacher
1 st to 15 th April			
1 st to 15 th July			
1 st to 15 th October			
1 st to 15 th January			

ATTENDANCE RECORD

Name Class..... Sec

Month	No. of Working Days	No. of Days Present	Class Teacher's Signature	Parent's Signature
April				
May				
July				
Aug				
Sep				
Oct				
Nov				
Dec				
Jan				
Feb				
Mar				
Total				

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TEACHER'S REMARK

Date	Duration	School Leaving Time	Subject/ Activity	Parents/ Guardian's Signature	Principal's Signature

STAYING BACK AFTER SCHOOL

The Class/Subject teacher will note above if a student is required to stay back in school for remedial teaching or any other activity. Parents are required to note the information.

PARENT'S REMARKS

Date	Remarks	Principal's Signature

GATE PASS RECORD

Sl. No.	Date	Time of leaving	Reason	Absent for	Sign of Parent	Sign of Principal/ Office I/C

GATE PASS RECORD

1. Parents should also sign in the gate pass register available at gate.
2. Once in school, students would not be allowed to leave the school except for sickness with valid reason.
3. The students those who are leaving in the middle of school hours due to any personal reasons will be penalized (Rs 150/-) compulsory & attendance will be marked as -Ab- including on exam day.
4. Parents are requested to plan properly before sending their wards to schools and avoid disturbing their wards and the school like bringing tiffin box, medicine, Homework etc.

Sign of the Parent:

Forests are the lungs of our land, purifying the air and giving fresh strength to our people.

PARENTS GATE PASS

On emergency in my absence, I authorize the following persons to take my ward from school after verifying my ID card from them.

1. _____

2. _____

3. _____

Signature of the Parent

Ph. No.:

(Parents have to send his /her ID card with the deputed person)

Parents are requested to check the school diary regularly and meet the teachers on every Saturday after dispersal.

CLASS TIMETABLE WITH ZERO PERIOD (TO BE FILLED WITH PENCIL ONLY)

DAY	SILENCE PERIOD 7:50-8 am	ASSEMBLY 8:00-8:20 am	ZERO PERIOD 8:20-9:10 am	PERIOD 1 9:10-9:45 am	PERIOD 2 9:45-10:15 am	PERIOD 3 10:15-10:45 am	PERIOD 4 10:45-11:15 am	LUNCH BREAK	PERIOD 5 11:30-12 NOON	PERIOD 6 12:00-12:30 pm	PERIOD 7 12:30- 1 pm	PERIOD 8 1 pm- 1:30 pm	
MON	Silence/Copy writing/Home work Checking	Assembly, Yoga And Meditation	Sports And Co-Curricular Activities										
TUE													
WED													
THU													
FRI													
SAT													

(84)

Note: 1. Parents are requested to check thoroughly before sending their wards with necessary textbooks/ notebooks as per the timetable and avoid sending unnecessary to reduce their bag load.

2. Interested parents can divide the textbooks & bind them separately as per the term-wise portion available with the Supervisors.

Sign of Class teacher Sign of Parent/ Gaurdian

CLASS TIMETABLE WITH REGULAR PERIOD (TO BE FILLED BY PENCIL ONLY)

DAY	SILENCE PERIOD 7:50 -8 am	ASSEMBLY 8:00-8:20 am	PERIOD 1 8:20-8:55 am	PERIOD 2 8:55-9:30 am		PERIOD 3 9:35-10:10 am	PERIOD 4 10:10-10:45 am		PERIOD 5 11:05-11:40 am	PERIOD 6 11:40-12:15 pm	PERIOD 7 12:15-12:50 pm	PERIOD 8 12:50 pm-1:30 pm
SAT	Silence/Copy writing/Home work Checking	Assembly, Yoga And Meditation			FRUIT BREAK			LUNCH BREAK				
FRI												
THU												
WED												
TUE												
MON												

Note: 1. Parents are requested to check thoroughly before sending their wards with necessary textbooks/ notebooks as per the timetable and avoid sending unnecessary to reduce their bag load

2. Interested parents can divide the textbooks & bind them separately as per the term-wise portion available with the Supervisors.

Sign of Class teacher Sign of Parent/ Guardian

Application for Transfer Certificate

To,
The Principal
Bethany Convent School
Greater Noida, UP

Respected Principal,

Kindly grant me Transfer Certificate of my child/ward. The necessary particulars are given below:

Surname ADM No.

Name

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

Reason of Withdrawal.....

Address

.....

Phone No.

Principal's Signature

Date.....

(Parents/Guardian)

Signature

To,

The Principal
Bethany Convent School
Greater Noida, UP
Dear Sister,

I Willingly and voluntarily permit my child namely

.....

of Std.....to go on an excursion /Class

Picnic /Day outAlong with his/her

classmates provided it is organized by the school.

Yours faithfully

Date:

Parent's Signature

**BETHANY CONVENT SCHOOL,
GREATER NOIDA**

NO DUES CERTIFICATE (2 WEEK OF FEB 2024)

Those who have not paid the fee they may not be allowed to sit for the final examination.

Name Class Sec

ADM No. Office School Fee.....

Submission Note Copy

Internal Assessment

Library books/fine Lab..... Computer.....

Sports.....

Note: After getting necessary clearance, this should be handed over to the class-teacher one week before commencement of Annual Examination. Cleared, to sit for Annual Examination.

Date Class Teacher