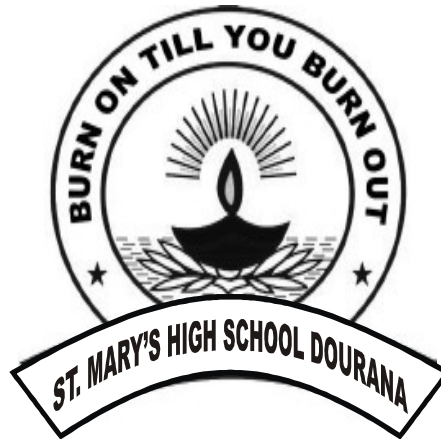


# **ST. MARY'S HIGH SCHOOL**

**DOURANA P.O., GUNA Dt., M.P. 473 110**

**Email Id: stmaryshighschoolourana@gmail.com**

**Ph. - +91 9340218394**



**Photo**

## **SCHOOL TIMING**

K.G. Section..... 08.15 a.m. To 02.10 p.m.

School Section ..... 08.15 a.m. To 02.10 p.m.

Saturday - Holiday for Nursery & K.G. Classes

## **MEETING THE PRINCIPAL**

09:00 a.m. to 10:00 a.m.

12:30 p.m. to 01:30 p.m.

**School Handbook**

## TIME - TABLE

DAYS	1st Period	2nd Period	3rd Period	4th Period	5th Period	6th Period	7th Period	8th Period
	8:30-9:20	9:20-10:00	10:00-10:45	11:00-11:40	11:40-12:20	12:20-12:55	01:05-1:35	01:35-2:10
<b>MON</b>								
<b>TUE</b>								
<b>WED</b>								
<b>THU</b>								
<b>FRI</b>								
<b>SAT</b>							X	X
<b>R E C E S S 10.45-11.00</b>								
<b>Break 12.55-01.05</b>								

**ST. MARY'S HIGH SCHOOL  
DOURANA P.O.  
GUNA DT., M.P. 473 110**

***School Motto : BURN ON TILL YOU BURN OUT***

Name..... Surname.....

Std. .... Div. .... Roll No. ....

Date of Birth..... Admn. No.. ....

Father's Name .....

Mother's Name.....

SSSM ID .....FM ID.....

Bank A/c..... Branch.....

Aadhar No. ....

Address : .....

.....

.....

Mob.: .....Mob:.....

**I have read and understood the contents of your School Diary  
and I promise to abide by the rules and regulations of your  
school.**

**Specimen Signature of Parent/Guardian**

**Date.....** .....



---

---

**ST. MARY'S HIGH SCHOOL**

**DOURANA P.O.**

**GUNA DT., M.P. 473 110**

***School Motto : BURN ON TILL YOU BURN OUT***

Name..... Surname.....

Std. .... Div. .... Roll No. ....

Date of Birth..... Admn. No.. ....

Father's Name .....

Mother's Name.....

SSSM ID .....FM ID.....

Bank A/c..... Branch.....

Aadhar No. ....

Address : .....

.....

.....

Mob.: .....Mob.:.....

**I have read and understood the contents of your School Diary and I promise to abide by the rules and regulations of your school.**

**Specimen Signature of Parent/Guardian**

**Date.....** .....



---

---

**OUR NATION**  
**Preamble to Our Constitution**



सत्यमेव जयते

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

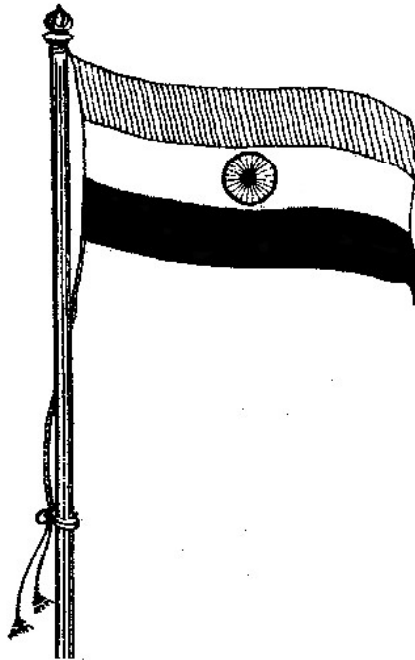
JUSTICE, Social, Economic and Political; LIBERTY of thought, expression, belief, faith and worship:

EQUALITY of status and of opportunity; and to promote among them all FRATERNITY assuring the dignity of the individual and the unity and integrity of the Nation ; IN OUR CONSTITUENT ASSEMBLY The twenty-sixth day of November, 1949, do HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.

---

---

## NATIONAL FLAG



The Indian flag was designed as a symbol of freedom. The late Prime Minister Nehru called it a flag not only of freedom for ourselves, but a symbol of freedom to all people.

The flag is a horizontal tricolour in equal proportion of deep saffron on the top, white in the middle and dark green at the bottom. The ratio of the width to the length of the flag is two is to three. In the centre of the white band, there is a wheel in navy blue to indicate the *Dharma Chakra*, the wheel of law in the Sarnath Lion Capital. Its diameter approximates the width of the white band and it has 24 spokes. The saffron stands for courage, sacrifice and the spirit of renunciation; the white, for purity and truth; the green for faith and fertility. The design of the National Flag of India was adopted by India's constituent assembly on 22nd July, 1947. It's use and display are regulated by a code.

---

---

## NATIONAL ANTHEM

### (Jana Gana Mana)

Composed by Rabindranath Tagore, the song *Jana Gana Mana* was first sung on December 27, 1911 at the Calcutta session of the Indian National Congress. On January 24, 1950, the Constituent Assembly adopted the song as the National Anthem of India. The complete song consists of five stanzas. The first stanza comprises the full version of the National Anthem. Playing time of the full version of the National Anthem is approximately 52 seconds.

### राष्ट्रीय गान

जन गण मन अधिनायक जय हे, भारत-भाग्य-विधाता!  
पंजाब, सिंधु, गुजरात, मराठा, द्राविड़, उत्कल, बंग,  
विंध्य, हिमाचल, यमुना, गंगा, उच्छल जलधि - तरंग!

तव शुभ नामे जागे,  
तव शुभ आशिष माँगे,  
गाहे तव जयगाथा।

जनगण मंगलदायक जय हे, भारत-भाग्य-विधाता।  
जय हे ! जय हे ! जय हे !  
जय जय जय, जय हे !

### राष्ट्रीय गीत

वन्दे मातरम्  
सुजलाम सुफलाम् मलयज शीतलाम्  
शस्यश्यामलाम् मातरम् ॥ वन्दे..... ॥  
शुभ्र ज्योत्सना-पुलकित यामिनीम्,  
फुल्ल कुसुमित-द्रुमदल-शोभिनीम्,  
सुहासिनीम्, सुमधुर भाषिणीम्,  
सुखदाम् वरदाम् मातरम् ॥ वन्दे..... ॥

---

---

**ENGLISH TRANSLATION OF  
NATIONAL ANTHEM**

Thou art the rulers for the minds of all people  
dispenser of India's destiny.

Thy name rouses the hearts  
of Punjab, Sind, Gujarat and Maratha,  
of the Dravida and Orissa and Bengal,

It echoes in the hills of  
the Vindhyas and Himalayas,  
mingles in the music of the Yamuna and Ganga  
and is chanted by the waves of the Indian Sea.

They pray for the blessings and sing the praise.

The saving of all people waits in the hand,

Thou dispenser of India's destiny.

Victory, victory, victory to thee.



---

---

## 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  
हैं। / हमें अपना देश / प्राणों से भी प्यारा है / इसकी  
समृद्धि और विविध संस्कृति पर हमें गर्व है। / हम हमेशा / इसके  
सुयोग्य बनने का / प्रयास करेंगे / हम अपने माता—पिता / शिक्षक  
एवं / सभी बड़ों का / आदर करेंगे / हम अपने देश / और  
देशवासियों के प्रति / वफादार रहेंगे। / उनकी उन्नति / और  
समृद्धि पर ही / हमारा सुख निहित है।

---

---

**SCHOOL ANTHEM**

O! St. Mary's, O! St. Mary's  
You light up my world today  
We come to you with love  
To grow in love and peace  
My mind and heart will always sing  
To love and serve O!.....

O! St. Mary's, O! St. Mary's  
You touch my life today  
We study and work for life  
To grow in hope and courage  
My mind and heart will always sing  
To love and serve O!.....

O! St. Mary's, O! St. Mary's  
You teach us to learn today  
To be just and honest in life  
To serve the needy and all  
My mind and heart will always sing  
To lead me on..... O!.....

---

---

## **ST. MARY'S HIGH SCHOOL DOURANA**

St. Mary's High School Dourana, founded in 1996, is a co-educational English Medium School, under the management of Sagar Diocesan Service Society, Sagar which is a Christian Minority one. It stands to meet the intellectual, cultural, emotional and physical developments of the children of the Guna district and of neighbouring localities.

The school is open to all competent students, irrespective of caste, creed, language and economic conditions. All students should be willing to abide by the rules and regulations set by the management of the school. Every child that walks into the school from its earlier stages gets the utmost care. His/her character is polished and refined in order to help him/her to grow into a mature being, ready to face tomorrow's challenges and able to launch into the deep to brighten the world.

We consider each student as an individual person. In a climate of mutual trust, we help students to discover and cultivate their talents and to accept responsibilities for their own development, and also to assist others in their growth. We assure the holistic and integral development of every student, in all the dimensions of growth :

- Health and body fitness
- Emotional and psychological maturity
- Social sensitivity and leadership
- Intellectual and cognitive skills
- Moral and spiritual growth
- Eco friendly

Our objective is that our students become men and women of high levels of personal competence, conscience, compassion

---

---

and commitment. We realize that bringing this about through personalized accompaniment demands great dedication and selflessness on the part of all stake holders.

The institution is known for its excellence in discipline, education and leadership. The instruments used in the realization of this character formation are the teachers, parents and healthy environment. The school is totally private unaided and does not receive any grand in aid from the government. This school is recognized by the government educational department.

## **THE EDUCATION POLICY OF SAGAR DIOCESAN SERVICE SOCIETY**

We consider education as an integral formation of the human person, for the fulfilment of his/her individual and social responsibilities.

Our education endeavours aim at forming leaders who are intellectually competent, spiritually mature, morally upright, psychologically healthy and socially acceptable, who will champion the cause of justice, love, truth and peace and who are ever open to further growth.

The secret of the success of our educational institutions is a community of teachers who are committed to their vocation, professionally competent, morally upright, just and human in dealings, and who grow the true vision of education.

We aspire towards creating a just human society, where dignity of the human person is respected, where unjust social structures are challenged where our cultural heritage of Ahimsa, religious harmony and national integration is upheld, and where the poor and the marginalised are specially taken care of.

---

---

We have to reach out to the families, primarily of the students, to assist them in their needs, to share in their joys and sorrows and to help them experience love and freedom so that the students realize that our educational institutions are an extension of their homes.

Our institutions are open to all students, irrespective of caste and creed, they are accepted and cherished as they are, and are helped to grow in their cultural, social and religious traditions. As they are privileged to be in our institutions, they will also have the right to acquainted, with the person of Jesus Christ and His Gospel. **Being an institution established and administered by and for Christian Minority Community based on religious in State under article 30 clauses I, it will give preference to Christian minority in admissions and appointments and have a special concern for the faith formation fo the Christian students and value education for all others.**

For the realization of the goal of education we expect students, parents and teachers to share this vision and to co-operate with us whole heartedly.

## **AIMS AND OBJECTIVES**

We consider education as integral formation of the human person for the fulfilment of his/her individual and social responsibilities.

Our important aims are as follows :-

1. To form intellectually developed, emotinally matured, morally upright and spiritually enlightened men and women.
2. To form a new generation of the people who are committed to the task of building up a just society.
3. To foster in the pupils a high degree of integrity, honesty, justice, charity and forgiveness.

---

---

## **OUR SCHOOL MOTTO**

Every institution has its own motto to give it a special identity. This motto is inscribed within the emblem which is special to a school, and institution or an organization. A student studying at St. Mary's High School must know his/her motto, the meaning of the school emblem and be worthy of it,

Inscribed within the shield are the words "**BURN ON TILL YOU BURN OUT**". What makes a girl/boy great is her/his hard work and determination. Student of St Mary's High School has to work at becoming successful all through her/his life. She/He must remember this important work of becoming good and noble through the practice of perseverance. He or She must be kind, gentle, respectful, helpful, cheerful, hard working and enthusiastic at all times. This is what makes her/him different from others.

Lamp on the water is the main theme of the emblem. Round symbolizes the world and the water symbolizes the deep ocean of knowledge. Lotus symbolizes, purity, beauty, majesty and grace. The wick symbolizes human person and the light is divine, symbol of enlightenment and knowledge. Light dispels darkness.

A student of St. Mary's carry a flame of love, wisdom, determination and perseverance in his/her life in all situations. This light of life burns on firmly and sheds its light in the world dispelling darkness and ignorance from the world, Tilled with knowlede students of St. Mary's move magestically and successfully spreading joy and happiness with everyone as the rays of light.

## **RULES AND REGULATIONS**

### **To Students :**

1. Students are required to bring the school diary to the school every day.
2. Students shall be punctual. They should reach school at least 5 minutes before the first bell is rung and must take



seats in their classes immediately after the bell. When the second bell goes, all should assemble in the school yard/ground in order and in silence. After the assembly they should go to their classes in perfect order and silence.

3. Students are to talk in English in the class room and in the school campus. They must use English for ordinary conversation.
4. The school authorities will not be responsible for any child who disappears or runs away from the school premises without permission. During intervals and play time they shall not go out of the school premises. They should avoid shouting, quarrelling and using rude language.
5. Coming late without reason shall have disciplinary action.
6. Irregular attendance, unjustified or unexplained absence for more than 3 days, habitual illness, disobedience or objectionable influence justifies dismissal.
7. Students who have been absent for a fortnight i.e. 14 days continuously without special prior permission are liable to have their names struck off the roles and may not be re-admitted.
8. Children are forbidden to bring sharp objects to the school.
9. No literature other than text books or library books may be brought in the school premises without principal's sanction. Students found having immoral books or pictures in their possession, or found lending them to others, are liable to be expelled from the school.
10. Every student should endeavour to keep up the high standard of the school by excelling in good manners and study. For the smooth running of the school, no student shall bring into the school any object liable to prove a source of disturbance, e. g. Crackers. Water pistols. Transistors, Electronic Games and Mobile phone etc..

- 
- 
11. Students should produce their report cards on re-opening day, without which they will not be allowed to enter the class. In case the report-card is lost, he/she should obtain a duplicate from the office remitting Rs.50/-
12. Any student who is repeatedly or willfully mischievous or guilty of malpractices in connection with examination or has committed an act of serious indiscipline and misbehaviour, or who has any bad influence on his fellow pupils for may be expelled permanently or removed from the school for specified period by the Head of the school.
13. Going from one class to another class between periods should be done in silence by falling in line. Running, playing, shouting and howling inside the school building is never allowed.
14. No students are allowed to enter any other class rooms other than theirs without permission.
15. No collection for any celebration should be made without the previous permission of the principal.
16. Student are not allowed to wear any jewellery or to bring any valuable articles to the school.
17. Students are strictly forbidden to write or scribble on walls, desks etc. or to throw paper, spill ink in and around the class room, or to cause damage to the school property in any way. Damage done should be compensated at the discretion of the principal.
18. Student should always be neatly dressed with their shoes polished and hair done properly. They should turn out in school uniform daily, on all school functions and on all local/ board examination times.

- 
- 
19. Students who are improperly or shabbily dressed would be punished.
20. Boys should get their hair cut properly at regular intervals. They are also not allowed to keep the beard in any way.
21. Students are advised to make use of the dust bins provided to throw bits of papers etc. They are expected to keep the class rooms and surroundings neat and clean.
22. No students should whistle in the school premises. Students are always expected to set higher standards of good conduct and politeness in the school, home and public places.
23. The school is not responsible for any injury or harm that is subjected to the pupil outside the school hours.
24. Students are very strictly forbidden to bring mobile phone to school.
25. Those who have valid license only can bring the Motor Bike.

## **To Parents**

1. Parents / Guardians have to co-operate with the authorities of the school for enforcing regularity and discipline, and for promoting the intellectual and cultural development of the children. They should everyday supervise and check their child's home work.
2. Parents should go through the school diary and sign the remark if any.
3. Parents, guardians or visitors are not permitted to visit or interview the class teachers and children in their respective class rooms or take away them during the school hours without the permission of the principal. Any such business may be transacted through the school office.

- 
- 
4. Parents are advised not to absent their children from the classes to attend any social functions. Such a practice can have serious impact on their behaviour and studies.
5. If for any serious reason a parent desires that his/her child returns from the school before the scheduled time, he/she can apply in writing and get the principal's sanction.
6. Parents are kindly requested to bring any sort of complaint directly to the principal and not through any member of the staff.
7. If a student remains absent from the school, he/she shall produce an explanatory note from the parent/guardian on the very next day he/she attends the class, the reason for his/her absence.
8. If the leave or absence is for more than 3 days, guardian shall write to the principal about it in advance. Absence on account of illness should be supported by medical certificate. No leave will be granted except for genuine reason. Absence without leave application is liable to the punishment at the principal's discretion.
9. Principal has the right to request the withdrawal if any student, whose behaviour or progress, in his/her opinion is unsatisfactory.
10. It is advisable not to send a student suffering from infectious or contagious disease to school. A medical certificate showing that the student is free from infection should be produced when he/she rejoins the school after such illness.
11. Parents/Guardians should see and sign the report card on the second saturday/ the open House day itself. In case of any unseen event, an application from the parent/guardian should reach to the school office before the second saturday / open house. Genuine reason would be accepted.

- 
- 
12. All students shall make themselves familiar with the rules and regulations that determine their conduct in the school. Ignorance of the rules will not be accepted as excuse. Parents/ guardians are requested to ensure that the above rules are carefully observed by their children.

## **ADMISSIONS AND WITHDRAWAL**

1. Every candidate for admission must be introduced in person to the principal by one who will be responsible for the child.
2. The minimum age for admission to the Nursery class is 3 years. The admission form should be filled in by the parents/ guardian only.
3. A student coming from any other school will have to appear for an entrance examination in main subjects. Admission depends on the performance in this examination.
4. Any pupil coming to school fresh from home should produce an official birth certificate from the respective authority to verify the date of birth given in the admission form.
5. Pupil coming from other schools must produce the transfer certificate from the school last attended duly counter signed by the BEO/DEO.
6. A student may be removed by school authorities on any of the following grounds.
  - i. Irregular Attendance.
  - ii. Constant weakness in studies.
  - iii. Habitual idleness and disobedience.
  - iv. Behavioural problem.
  - v. Indifference to the school activities.
  - vi. Moral breach considered serious by the school authorities.
  - vii. Failing two times in the same class.

- 
- 
7. The principal has the right to refuse the continuation of studies to any pupil in this school, whose conduct or behaviour is not satisfactory.
8. Transfer Certificate and other security deposits if any will be released only on clearance of the school dues.
9. **Application for T.C. should be submitted one week in advance. No T.C. will be issued during holidays and also on the same day of submission of application.**
10. A student who takes T.C. from the school will not be readmitted in the same academic year.

## **EXAMINATION AND PROMOTION**

1. Besides Unit Tests, there will be Quarterly, Half Yearly, Model and Annual examination during the year and reports are issued on Second Saturday or the day fixed for it.
2. Parents / Guardians are requested to examine the reports before signing it. They shall make enquiries if no report is shown to them by their children.
3. No re-examination will be conducted in any subject. No examination will be conducted before the scheduled time.
4. Absence from the whole examination means a total loss of marks.
5. The result at the end of the academic year will be distributed on an appointed day.
6. Results of examination are final and will not be reconsidered. The annual examination paper will not be shown to anybody. Parents and students should not contact office regarding this matter. The rank, in all examinations will be determined according to the total marks of the students who passed in all subjects.

- 
- 
7. A minimum of 35 % is required for pass mark in each subject.
8. Any mal-practice detected during or subsequent to an examination is liable to punishment.
9. Promotion of a student will depend not only on the final examination but also on the result of the examinations held during the year. If promotion is refused, under no circumstances will be reconsidered and the principal's decision shall be final.
10. If student fails twice in the same class he/she should be withdrawn from the school with leaving certificate.
11. All fee once paid is not refundable.
12. Students once admitted cannot be withdrawn without a month's notice or a month fee in lieu of such a notice.
13. Application for Transfer Certificate should be made within the same year, from the date of the result of the public examination at which the student appeared from the school. After this period a fee will be charged for a duplicate copy of Transfer Certificate, for the date of birth or for any other extract from the general register.

## **LEAVE & ATTENDANCE**

1. Every student is expected to maintain an attendance record of 75 % in each term. Failing this he/she may not be allowed to write Quarterly, Half yearly and Annual Examinations.
2. For one or two day's absence, a proper leave application must be written by the parents / guardians to the class teacher. It should be reached to the class teacher on the very next day.

- 
- 
3. Leave application should be supported by a medical certificate, in case of sick leave.
4. Parents / guardians are requested to meet principal personally to give an explanation for the absence in case of a serious occasion.

## **SCHOOL FEES**

1. Fees is charged for ten months. Fees should be paid before the due date of each month/ installment. After that date a late fee of Rs. 100/-is charged per installment.
2. It is however, recommended to pay the fees in advance for three months together.
3. If fees are not paid for six months, the student's will not be allowed to sit in the class.
4. The school will not be responsible for the loss of cash sent through the student.
5. Parents are requested to keep the receipts issued to them. They have to produce them as proof of payment if needed.

**NB: Before the Quarterly, Half Yearly and Annual Examinations, all dues should be cleared. Otherwise the students will not be allowed to give the concerned examination.**

## **SCHOOL LIBRARY**

The school library and reading room is well equipped with books and periodicals, dealing with diverse topics of interest specially suited for students. The students should try to draw the maximum benefit from them.

- 
- 
1. Book from the school library will be issued to the students during the library periods as assigned in the class Time Table. Only one book is issued at a time.
  2. All books must be entered in the library register before they are taken from the library.
  3. Books are issued to the borrower only. Hence a student may not lend or exchange them with classmates.
  4. Books must be examined by the borrower before leaving the library. The borrower will be held responsible for the damages to the books while in his/her charge.
  5. Books may not be kept for more than 7 days. They may however, be extended for a further period of 7 days provided that are not in demand by other borrowers.
  6. Failure to return a book on expiry of the maximum period of 14 days will involve the payment of a fine of Rs. 5/-per day.
  7. The borrower who loses a book will have to pay the price of the book.
  8. All library books must be returned one month before the model or final examination.
  9. Habitual carelessness in handling books of the library and unruly conduct towards the library assistants will render a student liable to suspension from further use of the library.

## **SCHOOL UNIFORM**

The school uniform must be worn on every school day. Uniform may be privately tailored but the prescribed shape and pattern must be carefully adhered to. Any deviation will not be accepted, The sample pattern is available in the school office.

A pupil who is not dressed neatly and tidily in the full school uniform may not be permitted to sit in class. The new admission must have the school uniform within two weeks of their admission. Strict measures must be taken against those who ignore the rules concerning the uniform.

<b>MONDAY, TUESDAY, THURSDAY AND FRIDAY</b>		
<b>Classes</b>	<b>Girls</b>	<b>Boys</b>
<b>Nursery - V</b>	Red colour check shirt and carbon blue tunic with mono. White ribbon, black shoes with white socks.	Red colour check shirt and carbon blue pant, black shoes with white socks.
<b>VI-X</b>	Carbon blue salwar and red colour check kurti with carbon blue jacket (koti), Sleeves $\frac{3}{4}$ , black shoes with white socks.	Red colour check shirt and carbon blue pants Black shoes with white socks.

**N.B.** - On all the above mentioned days all girls and boys should wear black shoes with white socks.

- Girls with short hair should use white colour hair band.
- Girls with hair to the shoulder level need to tie up two pony tails with white ribbon
- Girls with hair below the shoulder level should tie up two plaits with prescribed the ribbon.



<b>WEDNESDAY</b>		
<b>Classes</b>	<b>Girls</b>	<b>Boys</b>
<b>Nursery &amp; K.G.</b>	White Colour half sleeve shirt, White colour skirt and white ribbon, white shoes with white socks.	White colour half sleeve shirt and white colour shorts, White shoes with white socks.

- N.B.** - On Wednesdays all girls and boys should wear white colour shoes with white colour socks.
- Girls should use white colour hair band and prescribed ribbon.

<b>WEDNESDAY, SATURDAY</b>		
<b>Classes</b>	<b>Girls</b>	<b>Boys</b>
<b>Nursery &amp; K.G.</b>	White Colour half sleeve shirt, White colour skirt and white ribbon	White colour half sleeve sleeve shirt and White colour shorts
<b>Std. I-X</b>	House T-Shirt and Dark blue lower, white Ribbon, white shoes with white socks	House T-Shirt and Dark blue lower, white shoes with white socks

- N.B.** - On Saturdays all girls and boys should wear white colour shoes with white colour socks,
- Girls should use white colour hair band and prescribed ribbon.

---

---

## **GOOD MANNERS**

### **In Dress and Personal Habits :-**

1. Give special attention to your personal cleanliness.
2. See that your clothes are always neat and tidy.
3. Never clean your ears or nose or finger nails in public.
4. When passing by open doors or windows do not stare inside.
5. To sit, stand or walk with your hands in your pockets is not considered good manners.
6. Always carry a handkerchief with you.
7. Do not blow your nose loudly, make as little noise as possible when doing so.
8. Scratching any part of your body, putting your finger into your ears, nose or teeth or smoothing your hair in public is not polite.
9. Never forget to say "Please" and "Thank you" when asking or receiving favours.
10. If you offend anyone even in a small way, do not hesitate to say "I am sorry,"
11. During a conversation, if you happen not to catch what has been said, do not ask "what" "but say" "I beg your pardon."
12. If you speak to a person when you see talking to another do not interrupt the conversation but stand aside until you find a suitable opportunity to excuse yourself and talk to the person.
13. Do not dash, without notice into another person's private apartment. Always knock at the door and wait for an answer before entering. Always respect to privacy of your friends, however intimate you may be with them.
14. Do not look over a person's shoulder when he / she is reading or writing,
15. Never read other people's letters.

---

---

## **SCHOOL DISCIPLINE**

Students are expected to conduct themselves as gentlemen / ladies at all times and in all places, The whole hearted co-operation of the guardians is expected in the formation of the character of their children As the child progresses from the lower to the upper classes he/she will be given increasing opportunity to shift from conforming to externally imposed order to self imposed discipline.

The school will insist of strict punctuality, regular school attendance cleanliness in dress, general grooming and fidelity to study and work assignments. Absence from school for mere social functions will be strongly discouraged.

1. All students must be clean and neat and dressed in the school uniform according to the season. No boys are permitted to come to school with long hair and beard.
2. Indisciplined behaviour on the way and back to the school Bus/Jeep etc. will make the pupil liable for dismissal.
3. Care should be taken for all school property and no student should scratch or spoil the desk or chairs or damage any school furniture, write or draw anything on the walls or in any way damage things belonging to others. Damage done even by accident should be reported at once to the class teachers 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. Each class will be responsible for looking after their class property.
4. No books (other than textbook or library books) periodicals, magazines, photos or papers may be brought to the school without the Principal's permission.

- 
- 
5. Pupils are forbidden to bring crackers, explosives and other dangerous materials to school. Disciplinary action will be taken against such offenders.
6. Money or articles should not be lent or borrowed or exchanged among the students.
7. The school is not responsible for goods or money lost. It is not advisable to bring valuables (like expensive watches, fountain pens, silver or gold ornaments) to school.
8. Cycles must be kept locked and in the place provided. Cycles must not be ridden within the compound between 7:30 am and 2:15 p.m.
9. Student's should behave in a courteous manner wherever they go. They should always remember that the school is judged by their conduct. They should greet all their teachers without exception,
10. The school reserves to itself the right to dismiss students whose diligence or progress in studies is steadily unsatisfactory or whose conduct is harmful to other students or whose guardians show little interest in the progress of their wards. Immorality, grave insubordination contempt of authority or wilfully damage to property are always a sufficient reason for immediate dismissal,
11. Parents and guardians are allowed to meet the teachers on day that are fixed for it. They may not visit their wards. or their teachers in the class room.
12. The following practices which include smoking, use of drugs or intoxicants, rowdism, rude behaviour, casteism and communalism, will render students most unworthy to continue their education in this institution.

- 
- 
13. Strict regularity, implicit obedience, courtesy in speech and conduct, cleanliness of dress and person are expected from each pupil.
14. All students when admitted must make themselves acquainted with the rules, notified for their conduct whilst in this school. Ignorance of the rules, will be no excuse.
15. Irregular attendance, habitual idleness, unsatisfactory application to studies, disobedience, objectionable moral influence and unsatisfactory conduct in and out of school, justify dismissal of a student.

## **THE PRINCIPAL'S PERMISSION IS REQUIRED**

To make collection for any purpose whatsoever.

To arrange for party, picnic or meeting.

To bring books, periodicals and newspapers in to the school premises.

1. All articles found in school and not claimed shall be disposed off after a month,
2. Absence from school prior to test (and on saturday that are marked as class days) will adversely affect the student's grade in the tests,
3. **Repeated absence without leave or unexplained absence for more than 30 consecutive days renders the students liable to have his/her name struck off the rolls. Re-admission if granted will be done on payment of a admission fee.**
4. All are expected to attend class on the opening day after each of the vacations. Those who are absent without prior leave will be fined at the rate of Rs. 20/- per day. Those

---

---

absent because of sickness must inform the school before or on the reopening and present a medical certificate before they are re-admitted to class, failing which they must pay the above penalty, **Absence without leave for more than five days immediately after a vacation renders the student liable to dismissal.**

5. A student returning to school after suffering from an infection or contagious disease should produce a doctor's certificate permitting him/her to rejoin class subject to conditions laid down below :-
- (A) Student suffering from the following must observe the prescribed period of quarantine before returning to class.
- CHICKENPOX** : 6 days after the disappearance of the first crop of vesicles.
- MEASLES** : 7days from rash.
- MUMPS** : Until swelling of salivary gland has subsided which may take 9 days from the appearance of symptoms.
- (B) The parents should take the responsibility of taking their ward home if required during the school hours.
6. **No student is allowed to go home with his relatives or friends during the school hours without a letter of authority from the parents.**

## **SCHOOL CAPTAINS**

Our school features a well established parliamentary system for the smooth functioning of the sundry and everyday activities. This is a veritable training ground for good citizenship and leadership. It also provides ample scope for growth with a commitment to do and dare.

---

---

The school parliament includes, Principal as the president, one of the staff members as speaker and another staff member as the opposition in charge. There are teachers in-charge for all the portfolios viz Education, Discipline, Cultural, Sport & Traffic and Health & Finance, Prime Minister (Boy / Girl of Class X) appointed, Head (Girl /Boy of class X) appointed, students from class IX as Deputy ministers in-charge, students from class IX as Deputy ministers in-charge.

The appointment of the students is done by assessing the merit of the students at different levels by the teachers. The students are expected to be exemplary both in activities as well as in studies.

The appointed students with the consent from their parents hold the office through the swearing in ceremony.

## **HOUSE SYSTEM**

In our school we also maintain the House system. There are four houses:- Blue, Green, Red and Yellow. Every house will have a Captain and a Vice - Captain (one boy and one girl). They are elected from a panel of students, proposed by the staff, cast for election. The successful candidates will be allotted houses by picking lots.

The captain and vice-captain assume responsibility of organizing and conducting activities such as Sports & Games, Arts & Science and various extra curricular activities under the guidance of the house masters and mistresses appointed from the staff body. This system brings to scene another handful of potential leaders. Mottos of the houses are the following:-

- |                     |   |                                |
|---------------------|---|--------------------------------|
| <b>Blue House</b>   | - | Non violence                   |
| <b>Green House</b>  | - | Determination leads to success |
| <b>Red House</b>    | - | Hard work & Discipline         |
| <b>Yellow House</b> | - | Live to serve                  |

---

---

## **PROHIBITED**

The students are not allowed to bring lap-top, mobile phone, I-pod, DVD player, CD player, camera, alarm watch, tape recorder, and walkman etc. to the school premises without the prior permission of the Principal.

## **CO-CURRICULAR ACTIVITIES**

Our school strives for the integral developments or personality of the children. Hence, co-curricular activities are regularly organized for various classes throughout the year. Students are expected to take initiative and take part in these activities. Parents should encourage their wards to participate actively in these activities. The individual talents of the students shall be displayed, so that proper back up and encouragement may be given to these children. Social programs like hospital visit, prison visit, art and fine arts, visit to slums etc. are conducted at regular intervals.

Sports and games are compulsory to all students. The house system has been introduced in the school in order to develop the feeling of co-ordination, healthy competitive spirit, leadership, and self-restraint among students. It provides opportunities of self expression and a chance to solve problems and difficulties.

---

---

---

## **RAILWAY CONCESSION**

According to Railway Regulations, concessions are granted for vacation period and monthly concession.

The concessions are valid for 14 days from the date of issue for the OUTGOING journey and 3 months for the return journey. To obtain such a concession, the school authorities ask you to co-operate fully in the following ways.

1. Apply for the said concession only on school working days.
2. Applications should be made by some responsible person, either parent or guardian.
3. The prescribed form must be filled in on time, and be submitted to the principal's office.
4. The railway concession will be issued only for direct Home Holidays during winter and summer holidays, not for any other purpose.
5. Monthly railway concession will be given to the student who come to school only and not for coaching classes.
6. The nominal fee for the office work and other expenses must be paid for the Railway Concessions.

## **PARENT'S DECLARATION**

I have consciously read and understood all the policies and programmes which are mentioned in the diary of this Christian Minority School. I fully agree to abide by all the above mentioned rules and regulations.

---

Name and Signature of the parent/ guardian

Date : .....

---

---

# **PHYSICAL TRAINING AND GAMES**

## **Physical Training**

It should be your proud privilege to participate in all that your school plans for your physical development. Give yourself an all round formation. In this way, you will be laying the foundation stone for a bright and prosperous future, by your active and enthusiastic participation in sports, games, march past and physical training.

1. Physical training, games and sports are compulsory activities of the school curriculum.
2. No child will be exempted unless a medical certificate (one original and one true copy) is produced. Both the copies should be signed by the Principal, The original is retained in the office and the child should keep one copy with her/him always. Those who are exempted must be with the class during the P.T. period.

### **DEFINITION OF A SPORTS WOMAN / SPORTS MAN**

1. She/He plays the game for game's sake.
2. She/He plays for the team and not for oneself .
3. She/He is a good winner and a good loser i.e. modest in victory and generous in defeat.
4. She/He does not argue with referees or judges.
5. She/He is chivalrous towards a defeated opponent.
6. She/He is unselfish and always ready to help others to become proficient.
7. As a spectator, she/he applauds good play on both sides.
8. She/He does not take advantage of the weakness of others.
9. She/He is a sports woman/sportsman on the play field.

---

---

**GAMES**

1. Outdoor games are encouraged. Students must take part in any of the following games:- Foot Ball, Volley Ball, Cricket, Throw Ball, Hand Ball, Kho Kho, Kabbadi, Badminton, Skipping and Cycling etc.
2. Students are ranked in grades and divided into four houses. All games, athletics and co-curricular activities are conducted on the basis of house system.
3. Players should wear the prescribed school uniforms, white colour shorts and sports shirts and white canvas shoes.

I have read the above mentioned rules and regulations of the school and agree to abide by them and see that my child also conforms to the standard required of him/her. I extend my full co-operation without any complaint and wish for her/his success,

.....  
Signature of the Parents/Guardians

**NB : No school business will be transacted on holidays or out of school hours.**

---

---

**COMMON PRAYERS**

**OUR FATHER**

Our Father in Heaven, Holy be Your Name, Your kingdom come, Your will be done on earth as it is in Heaven.

Give us today our daily bread and forgive us our sins as we forgive those who sin against us, do not bring us to the test but deliver us from evil.

Amen.

**PRAYER BEFORE CLASS**

Dear God, you are the truth and the origin of all knowledge. Bless my studies which I have consecrated to you. Enlighten my mind, strengthen my memory and direct my will towards what is right, Grant me the strength to speak truth always and make me truth wise. Bless my parents, teachers my country and its leaders.

Dear God, I offer to you my study and my games. Protect and look after me all through the day.

**PRAYER BEFORE STUDY**

O God / you are truth / and seat of all knowledge. / Bless our studies./ Enlighten our minds / and strengthen our memory / so that / we will learn properly / what ever is taught / in our class. Bless our teachers / so that / they may / direct us/ into the right path.

**PRAYER AFTER STUDY**

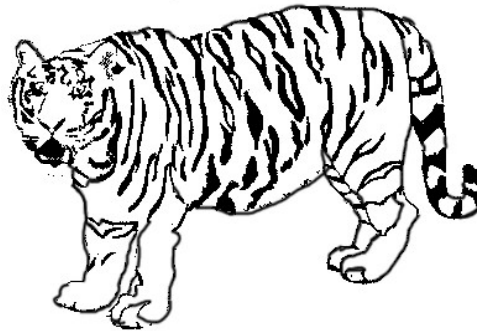
Dear God / I thank you / for this happy day / for fun / and friends / for work / and play / Thank you / for you loving care/ here at school /and everywhere.

---

---

**NATIONAL ANIMAL OF INDIA**

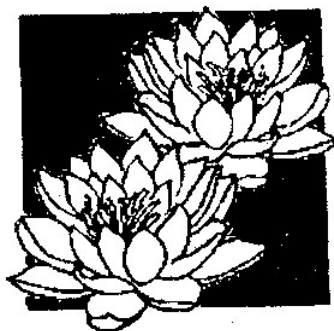
**(THE TIGER)**



The magnificent Tiger *Panthera Tigris* (linnaeus), the national animal of India, is a rich-colored well striped animal with a short coat. The combination of grace, strength, power has earned the tiger great respect and high esteem.

**NATIONAL FLOWER OF INDIA**

**(THE LOTUS)**



Among the various flowers of Indian sub-continent, the flower Lotus is regarded with divinity and grace. Lotus symbolizes purity, beauty, majesty, grace, fertility, wealth, richness, knowledge and serenity. They are found in white and pink colors in general and they grow in shallow and murky waters.

---

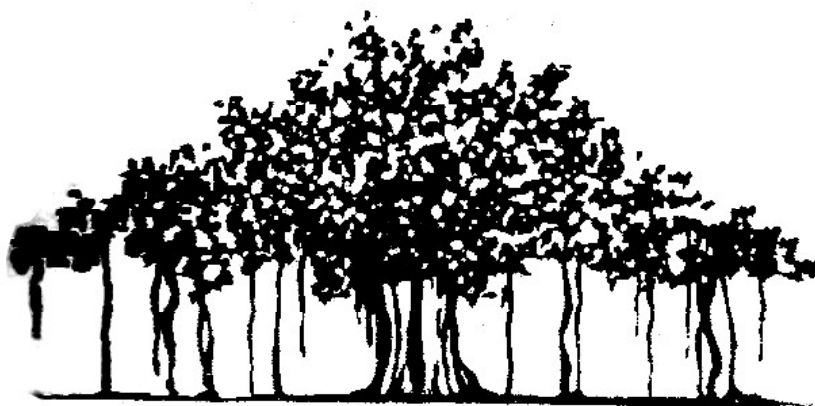
---

**NATIONAL FRUIT OF INDIA**  
**(THE MANGO)**



The fruit Mango, of the tree *Mangifera Indica*, is one of the most widely cultivated fruits of the tropical world. This juicy, delicious fruit is a rich source of Vitamins A, C and D. In India there are hundreds of varieties of mangoes, in different sizes, shapes and colours etc.

**NATIONAL TREE OF INDIA**  
**(THE BANYAN TREE)**

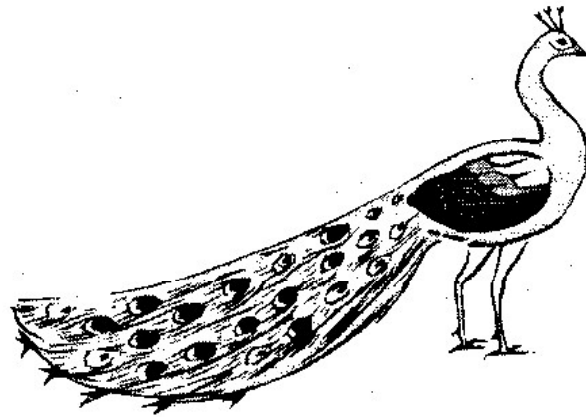


The Banyan Tree called the Indian Fig Tree (*ficus bengalensis*) grow over a large area. The roots then give rise to more trunks & branches. Because of this characteristic & longevity, the Banyan tree is considered immortal & sacred.

---

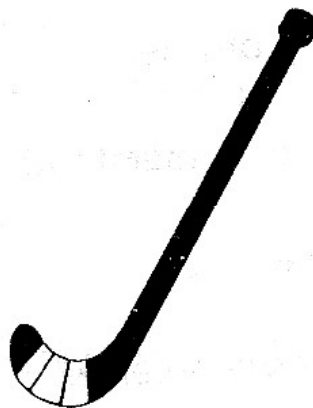
---

**NATIONAL BIRD OF INDIA**  
**(THE PEACOCK)**



Peacock is a large and majestic bird. It has got a long and beautiful tail. Found in India (and also domesticated in villages) they live in jungle lands near water.

**NATIONAL SPORT OF INDIA**  
**(HOCKEY)**



Hockey is the National Game of India. Unmatched excellence and incomparable virtuosity brought india a string of Olympic gold medals. The Golden Era of Hockey in India was the period from 1928-1956 when India won 6 consecutive gold medals in the Olympics.



## **PRAYER FOR PEACE**

Lord make an instrument of your peace.

Where there is hatred, let me sow love.

Where there is injury, pardon.

Where there is doubt, faith.

Where there is despair, hope,

Where there is darkness, light,

Where there is sadness, joy.

O Divine Master,

Grant that I may not so much seek.

To be consoled as to console,

To be understood as to understand,

To be loved , as to love,

For it is in giving that we receive,

It is in pardoning that we are pardoned

And it is in dying that we are born to Eternal Life.



---

---

**O GIVE THANKS TO THE LORD**

O give thanks to the Lord, for He is good (3)  
Yes eternal is His love.

- (a) I will sing to my God never ceasing  
All my life, I will tell of His wonders,  
He is the maker of all, earth and heaven  
Of the Ocean, the seas and all they hold
- (b) The Almighty is faithful for ever  
He is just to the poor and the outraged  
It is He who gives bread to the hungry  
Who delivers the captives from their chains.

**GOD'S LOVE**

God's love is so wonderful (3)  
Oh, Wonderful love  
So high you can't get over it  
So deep you can't get under it  
So wide you can't get around it.  
Oh, Wonderful Love.

**PRAISE HIM**

Praise Him, Praise Him  
Praise Him in the morning  
Praise Him in the noon time  
Praise Him when the sun goes down  
[ Love him,serve him, thank him etc.]



---

---

## **WE ARE GATHERING**

1. We are gathering together unto Him- 2  
Unto Him shall the gathering of His Children be  
We are gathering together unto Him.
2. We are praising together unto Him- 2  
Unto Him shall the praising of His Children be  
We are praising together unto Him
3. We are singing together unto Him- 2  
Unto Him shall the singing of His Children be  
We are singing together unto Him

## **SHOWERS OF BLESSING**

There shall showers of Blessing  
This is the promise of Love  
There shall be seasons refreshing  
Sent from the Saviour above  
Showers of blessing  
Showers of blessing we need  
Mercy drops round us are falling  
But for the showers we plead  
There Shall be showers of blessing  
Send them upon us O Lord  
Grant us now a refreshing  
Come and now honour thy word.



---

---

**O GIVE THANKS**

O give thanks to the Lord, for He is good (3)

Yes eternal is His love.

I will sing to my God never ceasing

All my life, I will tell of His wonders,

He is the maker of all, earth and heaven

Of the ocean, the seas and all they hold

**COME ST. MARY'S COME**

Come St. Mary's come

Come to stay with us today

Come and be guide us today

Stay for all throughout the day

St. Mary's is our Patron

Help and lead us all the day

Give us grace that we shall be kind

Yes we shall be kind.

Come St. Mary's come

Come and love with us today

Teach us to cleaver and meek

Guide us on the path of light.



---

---

## मन में दीप जला दे हे प्रभु

मन में दीप जला दे हे प्रभु  
दिल में ज्योति जला दे  
ज्ञान की ज्योति मेरे मन में (2)  
मन में दीप जला दे हे प्रभु  
दिल में ज्योति जला दे  
(प्रेम, शान्ति, सत्य)

## इतनी शक्ति हमें देना दाता

इतनी शक्ति हमें देता दाता  
मन का विश्वास कमजोर हो न (2)  
हम चलें नेक रास्ते पें हमसे  
भूल कर भी कोई भूल हो न। इतनी.....  
दूर अज्ञान से हो अंधेरे  
तू हमें ज्ञान की रोशनी दे  
हर बुराई से बचते रहें हम  
जितनी भी दे भली जिंदगी दे  
बैर हो न किसी का किसी से  
भावना मन में बदले की हो ना। हम चले.....  
हम न सोचें हमें क्या मिला है  
हम ये सोचें किया क्या है अर्पण  
फूल खुशियों के बाँटे सभी को  
सब का जीवन ही बन जाए मधुवन  
अपनी करुणा का जल तू बहा के  
कर दे पावन हर पल मन का कोना। हम चले.....



---

---

## ज्योति दे भगवान

ज्योति दे भगवान (2)

अपनी पावन ज्योति दे

ज्योति दे भगवान

मेरे दिल में ज्योति दे

जग को अपनी ज्योति दे

तेरी ज्योति से मैं चलूँ

जग को तेरी ज्योति दें।

## हम होंगे कामयाब

हम होंगे कामयाब.....3 एक दिन

ओ हो मन में है विश्वास पूरा है विश्वास ।।

1. होगी शांति चारों ओर.....3 एक दिन

ओ –मन में हैं विश्वास पूरा है विश्वास

होगी शांति चारो ओर एक दिन ।।

2. हम चलेंगे साथ–साथ डाल हाथों में हाथ,

हम चलेंगे साथ–साथ एक दिन ।

ओ –मन में है विश्वास, पूरा है विश्वास ।

हम चलेंगे साथ–साथ एक दिन ।।

3. नहीं डर किसी का आज,

नहीं भय किसी का आज ।

नहीं डर किसी का आज के दिन,

ओ –मन में है विश्वास, पूरा है विश्वास ।

नहीं डर किसी का आज के दिन ।।



**ACTIVITY CALENDAR (20\_\_ - 20\_\_)**  
**FOR CLASSES NURSERY, L.K.G., U.K.G.**

<b>Date</b>	<b>Event</b>	<b>Class</b>	<b>Parents Signature</b>
	ENGLISH RHYME		
	HINDI RHYME		
	HINDI/ENGLISH HANDWRITING		
	FANCY DRESS		
	DRAWING		
	PICNIC		
	GAMES		

**ACTIVITY CALENDAR (20\_\_ - 20\_\_)**  
**FOR CLASSES I to V**

<b>Date</b>	<b>Event</b>	<b>Class/ House wise</b>	<b>Parents Signature</b>
	HAND WRITING (ENGLISH)		
	HAND WRITING (HINDI)		
	DRAWING		
	PAINTING		
	POEM		
	RAKHI MAKING		
	CARD MAKING		
	PICNIC		
	SPORTS & GAMES		

**ACTIVITY CALENDAR (20\_\_ - 20\_\_)**  
**FOR CLASSES VI to X**

<b>Date</b>	<b>Event</b>	<b>Class/ House wise</b>	<b>Parents Signature</b>
	ELOCUTION		
	POEM COMPOSING		
	ESSAY WRITING		
	STAR MAKING		
	CAROL SINGING		
	FOOTBALL MATCH		
	VOLLEY BALL MATCH		
	CRICKET MATCH		
	PENCIL DRAWING		
	QUIZ		
	KHO KHO		
	PATRIOTIC SONG		
	RAKHI MAKING		
	RANGOLI		
	SPORTS & GAMES		
	CARROMS		
	CHESS		
	BADMINTON		
	RING TENNIS		
	PICNIC		

<b>Month</b>	<b>Topic</b>		<b>Class</b>
JULY	CLEAN INDIA SPECIAL		
AUG.	INDEPENDENCE DAY SPECIAL		
SEP.	TEACHERS DAY SPECIAL		
OCT.	DUSSEHRA SPECIAL		
NOV.	CHILDREN'S DAY SPECIAL		
DEC.	CHRISTMAS DAY SPECIAL		
JAN.	REPUBLIC DAY SPECIAL		
FEB.	WINTER SEASON		
MAR.	HOLI SPECIAL		



























---

---

**UNIT TEST**

<b>DATE</b>																				
<b>July</b>																				
<b>August</b>																				
<b>October</b>																				
<b>November</b>																				
<b>January</b>																				
<b>February</b>																				









**Date** \_\_\_\_\_ **Day** \_\_\_\_\_

<b>Subject</b>	<b>Note</b>



**Date** \_\_\_\_\_ **Day** \_\_\_\_\_

<b>Subject</b>	<b>Note</b>



**Date** \_\_\_\_\_ **Day** \_\_\_\_\_

<b>Subject</b>	<b>Note</b>





**Date** \_\_\_\_\_ **Day** \_\_\_\_\_

<b>Subject</b>	<b>Note</b>

**Date** \_\_\_\_\_ **Day** \_\_\_\_\_

<b>Subject</b>	<b>Note</b>

**Date** \_\_\_\_\_ **Day** \_\_\_\_\_

<b>Subject</b>	<b>Note</b>



---

---

**APPLICATION FOR  
RAILWAY CONCESSION**

Date.....

To,

The Principal  
ST. Mary's High School  
Dourana

Respected Principal,

We are planning our home holidays in winter / summer holidays. So Kindly issue my son/daughter a Railway Concession form. Details are given below:

1. Name of Student .....
2. Class in which studying : .....
3. Date of Birth .....Age .....
4. Station from .....to.....
5. Probable date of departure.....
6. Full residential address of native place.....  
.....  
.....

I hereby certify that the above mentioned student is going to his/ her native place for holidays.

Yours sincerely,

(Name of Parent/ Guardian)

1. To be submitted at least 3 days in advance.
2. Not available after the last working days.
2. The railway concession is valid for 14 days after issue or as stated by Railway Rules.

---

---

**APPLICATION FOR  
TRANSFER CERTIFICATE**

Reg. No. ....

Date.....

To,

The Principal  
ST. Mary's High School  
Dourana

Respected Principal,

Please furnish me with the Transfer Certificate of my  
Son/Daughter. The necessary particulars are given below:

Name of the student .....  
Child ID.....Family ID.....  
A/c No. ....IFSC Code.....  
Surname.....Admission No. ....  
Name of Father.....  
Name of Mother.....  
Class in which studying .....  
Date of leaving.....  
Reason for leaving .....  
Address .....

Signature of Parent/ Guardian

---

**Office Use**

---

1. All the dues have been paid  
(including the present month).....  
Treasurer,
  2. Name has been cancelled from the Attendance Register.  
Conduct.....  
Class Teacher
  3. All books returned.....  
Librarian,
  4. The T.C. may be issued,  
Principal
- Received the Transfer Certificate.
- Parent/ Guardian  
Date : .....

---

---

**SCHOOL PICNIC / EXCURSION**

To,

The Principal  
ST. Mary's High School  
Dourana

**Sub : School Picnic / Excursion**

Name of the student .....  
Std. ....Division. ....

**Respected Principal,**

I hereby give my consent to my child / ward to take part in the picnic / excursion arranged by the school. I shall not blame the school management for any untoward happening during the picnic / excursion.

Date : .....

Signature of the  
Parent/ Guardian

**PARENT'S ADDRESS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No. \_\_\_\_\_