

St. Teresa's School

BERHAMPORE - Murshidabad



School Diary
2020 - 2021

PLEASE NOTE

SCHOOL YEAR

The Scholastic Year is from March to February.

SCHOOL TIMINGS

LKG & UKG : 7.45 am to 12.15 pm

Std I to III : 7.45 am to 1.30 pm

Teachers and students are expected to be in the school premises 10 minutes before schedule.

OFFICE HOURS

The School Office will remain open on all working days of the School from 8.30 am to 9.30 am.

All business will be restricted to these hours.

Principal is available

Between 8.30 am to 9.30 am

The teachers are available

Free periods with prior intimation

VACATIONS

The Summer Vacation (May - June)

The Autumnal Vacation (September - October)

The Winter Vacation (December - January)

No business will be transacted on holidays.



St. Teresa's School

Berahampore, Panchanantala., Boaliadanga
P.O., Murshidabad Dist.,
West Bengal - 742102
Mob : 9932974647
E-mail : stspanchantala24ctc@gmail.com
Website : www.stteresaberhampore.in

Affix a
recent stamp
size photo
in
school uniform

Class	<input type="text"/>
Section	<input type="text"/>
Roll No.	<input type="text"/>

CALENDAR 2020-2021

(USE BLOCK LETTERS ONLY)

Pupil's name in full :

Date of Birth : Admn No.: Blood Group :

Father's Name :

Mother's Name :

Address :

Phone : Office Mobile (Father) :

Phone : Residence Mobile (Mother) :

Mode of Transport :

House : Colour : Motto :

Has the ward any one sister / brother studying in this school? If so state the

Name : Class : Section :

IMPORTANT

Declaration by parents

We shall not engage teachers of this school for private tuitions of our ward.

.....
Father's Signature

.....
Mother's Signature

.....
Class Teacher's Signature

This Diary must be brought to school daily.



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ASSEMBLY PRAYER

Our Father who art in Heaven/Hallowed be thy name / Thy kingdom come/ Thy will be done/ One earth as it is in Heaven. Give us this day / our daily bread/ forgive us our trespasses / as we forgive / those who trespass against us / and lead us not into temptation / but deliver us form evil. Amen.

NATIONAL ANTHEM

Jana gana mana adhinayaka jaya he
Bharat bhagya vidhata
Punjab, Sindhu, Gujrat, Maratha
Dravida, Utkala, Banga
Vindhya Himachala Yamuna Ganga
Uchhala jaladhitaranga
Tava Subha name jage
Tava subha ashish mange
Gahe tava jaya gatha
Jana gana mangla dayaka jaya he
Bharat bhagya vidhata
Jaya hey, jaya he, jay he,
Jaya jaya jaya jaya he.

STUDENT'S PLEDGE TO THE NATION

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 every one / with courtesy / to my country / and my people / I pledge / my devotion / in their well being / and prosperity alone / lies my happiness.



SCHOOL ANTHEM

Chorus : St. Teresa my Alma Mater
A blessed home of mine,
My dear school where I grow with time
Towards a life sublime.

St. Teresa of Avila
We salute thee our patron
"God alone suffices"
Lends courage in every girl and boy
With determined determination
We Teresians stand united
In St. Teresa's garden
L'le flowers bask in love's bliss. (Chours)



Proud in Teresian hues
Pick we life's values,
Under the blue sky bright
Learn we sins to fight.
Your glory we shall sing
Through life's thick and thin,
Your flag will fly high
In the boundless sky.

DISMISSAL PRAYER

Dear Lord, we thank you for this happy day. We thank you for our parents, teachers and for our friends. Lord, we are grateful to you for your loving care here at school and everywhere. Amen.

PRAYER ON TRAVEL

Mighty God / Lord of life and death / Father of all that was / that is / that would be / guard us night and day / May your glory / shine on us now on our way / and reach us home safe. Strengthen / the mind and hands of our driver / and others at the steering / The vehicles that you have made / to speed up our journey / and enhance our comfort / and those of others / move right and left / behind and ahead of us to be on the safe line. Amen. (Late Mother Gracia CTC)



St. Teresa of Avila

THE TEACHER OF PRAYER AND THE DOCTOR OF THE CHURCH

“All things are passing, but GOD never changes... “GOD ALONE SUFFICES.”



St. Teresa of Avila also called St. Teresa of Jesus was born at Avila, in Spain on March 28th 1515 in a very noble family, in the family of knights. She was the beloved child of her father. By her charming smile and sweet nature, she became the favourite of all. She was very gentle and compassionate in her dealing with others. Even at a very young age, she had an ardent desire to love God and to die for the sake of God.

As she grew up as a teenager in the boarding school of Augustinian nuns, God gave her a deep inspiration to follow him in religious life. Overcoming all the objections from her family members and friends, she entered the Carmel convent in 1536. St. Teresa had a determined determination to please the good lord in whatever she did whether in personal prayer, meditation or caring the sick, she always sought the will of God. St. Teresa of Avila is famous for her teaching and writing. Her main writings are Autobiography, Way of Perfection, Interior Castle etc. we remember Teresa of Avila as a woman of iron with determined determination to do God's will. With her daringness and profound spirit of true love, St. Teresa established 17 convents and 15 monasteries within just 21 years. She was truly a person of prayer. Her motto was “To Suffer or to Die.” This boosted her to take up every challenge in life. God was well pleased with her and called her to his eternal peace in the year of 1582. In 1622, forty years after her death, she was canonized and on 27th September 1970 she was named a Doctor of the Church by Pope Paul VI. Saint Teresa is among the most important figures of all time for catholic spirituality. Her works especially the four best known books and her letters show her occupied with a great variety of everyday problems. Her doctrine on the unity of the soul with God follows Carmelite tradition which had preceded her and to which she herself contributed in a notable way, enriching it as well as passing the tradition on, not only to her spiritual Sons and Daughters but also to the whole church which she secured so unsparingly. When she was dying, her one joy was to be able to affirm that “I die as a daughter of church.”

Servant of God

Rev. Mother Eliswa

“The soul is the blessed furnace to burn with the love of god.”



The congregation of Teresian Carmelite (CTC) is a religious institute founded by venerable servant of God Rev. Mother Eliswa of Verapoly in Kerala, India on February 13th 1866. Mother Eliswa was born in October 15th 1831, was the eldest of eight siblings from the wealthy and religious Vypassery Family of Ochanthuruth.

Mother Eliswa was the first nun from Kerala to establish the first convent in the state. The Congregation, under Mother Eliswa, was given the task of teaching girls who had no means to pursue education. Mother Eliswa's mission in life was to educate young girls and she set up St. Joseph school for the education of girls at varapuzha. Mother Eliswa breathed her last on July 18th 1913, at the convent near Varapuzha School. Mother Eliswa always meant what she said and did and they corresponded to her heart. Mother Eliswa was purely motherly especially to the poor. She was a trend setter and she responded whole heartedly to the challenges of her liberative mission. Her daughters, follow her mission facing the challenges of times.

PROSPECTUS

GENERAL INFORMATION

St. Teresa's School, Berhampur is a Catholic Educational English Medium Institution established in 2015 and owned by Teresian Carmelite Sister registered under the Societies Registration Act XXI of 1860 with Registration No:80 in the year 1975-76 having its office in Asansol, West Bengal.

As such it is a minority institution, but provision is also made for the admission of children irrespective of caste and creed. The Teresian Carmelites are working in India and abroad through educational centers, orphanages and other charitable and promotional works.

I. AIMS AND OBJECTIVES

1. The primary aim of St. Teresa's School is to impart sound value based Education by forming in the students the habits of piety, virtue, discipline and self reliance thus enabling them to be dutiful and useful citizens of their Motherland, India. It also imparts a sound formation – spiritual, moral, social and physical to all admitted to this institution.
2. The method of education followed in the school is based on the principles of convictions, loving kindness and faith in God. We seek to form the young, through education into men and women of character, competence, conscience, compassion and commitment who will foster uprightness in public life in the society.
3. All the students must attend classes of Moral Science, which deal with moral principles and values for a healthy living. A student must strive to attain qualities of mind and heart and integrate into her/his life virtues such as honesty, right judgement, compassion, generosity, sincerity and respect for the rights of other human beings, love for nature and other aesthetic values.

4. Special attention is given to ensure a high standard of morality and discipline in the school. Guardians are requested to collaborate in this with the School Authorities.

II. ADMISSION

1. Applications for admissions are accepted without distinction of caste and creed. At the time of LKG admission, the original Birth Certificate should be produced from the Municipality / Panchayat.
2. Admissions to other classes will be taken against chance vacancies at the beginning of the School Year.
3. Parents/Guardians are asked to fill in the admission forms with the utmost accuracy. No subsequent changes will be permitted.
4. A candidate who has attended a recognized school may be admitted only with a Transfer Certificate from the school he/she has last attended.
5. New candidates must be introduced personally to the Principal by the one who will be responsible for his/her regularity, conduct and fees. They will be examined on the syllabus of the class immediately below that to which they seek admission.
6. The Principal along with the special committee is the final authority in granting admission and their decision is final and binding on all.

III. REGULARITY RECORD

(ARRIVAL, DEPARTURE, ABSENCE, LEAVE)

1. School begins with the morning assembly and students must be on time for it and be present on the assembly ground. It is advisable that students reach school at least 5 minutes before the scheduled time for the assembly. Parents or guardians are requested to make proper

arrangements to collect the students immediately after school hours.

2. The purpose of regular attendance is to inculcate in the students traits of punctuality, regularity and academic discipline. To be eligible for promotion, a student must have a minimum of 80% attendance. Absence from the school without leave is not allowed except when the cause is sudden illness or unforeseen circumstances in which case the information must be given at the earliest.
3. An absence due to illness for more than two days from the school the reasons for the absence must be entered briefly in the regularity record under 'ABSENT' in the school diary duly signed by one of the parents. Parents/Guardians should give a prior intimation to the school on the 3rd day of their ward's absence if he/she is likely to be absent for a longer period.
4. If an unauthorized absence from school exceeds 5 calendar days, the student's name may be struck off the roll and he/she may not be admitted to the school. However the parents can seek for readmission if the student intends to join the classes.
5. Leave for religious ceremonies, wedding of close relatives or special occasions must be obtained beforehand.
6. A leave granted must be recorded in the Regularity Record under 'Leave' in the school diary. This must be signed by Principal/Vice- Principal.
7. Early Departure : It is availed when there is an emergency at home or when a student gets sick in the school. It is not granted to those who come sick from home. Parents are requested not to send their ward only to do a test.
8. In case a student falls sick/meet with an accident in the school premises, the student can be helped with immediate first aid only. Utmost care is ensured but the school will not be held responsible for any such

eventuality. The parents will be informed and are expected to come and attend the child immediately.

9. The student's identity card in parent's custody must be produced at the gate. It is advisable that one of the parents take the responsibility but if any other arrangement is made, it has to be with an understanding with the Principal. But the student's ID card is a must for the release of the student from the school. It is important to give the correct contact numbers in the diary and update it whenever there is a change.
10. Late arrival to the school is a breach of discipline. A student who comes late to school must enter the date and time of arrival into the Regularity Record under 'Late'.
11. Five late arrival will result in parents being called to the office of the principal, after which that student is liable to a fine of Rs. 50/- for every late arrival.
12. It is mandatory for a student to attend the school on days marked 'compulsory attendance'. Defaulters are to seek re-admission to the school. In case of sickness / eventualities the matter must be notified to the Principal / Vice Principal by means of communication and produce the relevant documents on his/her first day in the school.

IV. SCHOOL FEES (See the Fee Book)

1. The school fees cover twelve calendar months and must be paid as indicated in the school calendar. No reduction is made for holidays or broken periods. Students are liable to be charged full fees as long as their names are officially on the roll. Fees once paid will not be refunded.
2. The fees, if paid monthly, must be paid on or before the due date, failing which a late fee of Rs. 50/- per month cumulatively. Due dates are clearly indicated in the school calendar. Fee defaulter may not be allowed to attend the class if fees are not cleared for consecutive two months.

3. Fees for the holiday months must be paid in advance before the school closes. All dues of the first session must be cleared before the Half Yearly Examination and the second session fees upto March to be cleared by mid January before the Final Examination, failing which the students may be debarred from appearing for the final examination.
4. Parents must pay the school fees before 18th of every month. School fees must be paid in Axis Bank at Cossimbazar Branch through AxisEasyPay. There is also a provision to collect fees in the school office through swipe machine (only Debit card allowed).
5. The School reserves the right to increase the fees at any time of the year if an increment is considered necessary.

V. SCHOOL UNIFORM

Parents must take special care to see that students leave home in full uniform. Uniform is compulsory for all school activities, both curricular and co-curricular on instruction days as well as on non instruction days. Whenever the complete or correct uniform cannot be worn, permission to attend the school must be obtained on the Regularity Record under 'UNIFORM'.

The uniform will be as follows:

GIRLS

- (a) White and deep peacock blue striped tunic.
- (b) Black shoes and white socks upto ankle on Mondays, Tuesdays, Thursday and Fridays.
- (c) White hair band.
- (d) Hair style to be plain, no front fringes.

BOYS

- (a) White and deep peacock blue striped half sleeved shirt.
- (b) Deep peacock blue shorts (LKG & UKG) and full pant for class 1 onwards throughout the year.

- (c) Peacock Blue and white striped belt.
- (d) Blacks shoes and white socks on Mondays, Tuesdays, Thursdays and Fridays.

House colour T-shirt, white pant for both boys and girls, white canvas shoes and white socks on Wednesday.

IN WINTER

Peacock Blue sweater. The uniform is available from an authorized tailor.

VI. ASSESSMENT AND PROMOTION

1. Promotion at the end of the year will be based on attendance, unit tests and continuous assessment in every subject, work done during the year and overall conduct record and not merely on marks scored in the final examination.
2. Unit Tests are important part of the continuous assessment for the progress of the student. The answer scripts of these tests, dully evaluated, are handed over to the student, to be taken home, signed by the parents and kept in the file in the class. A student is expected to enter his marks in the relevant columns of Achievement Record in his school diary.
3. For students who are absent for any unit test, class test, no provision can be made for supplementary tests. However no student must come to school to do a test and go back home after the test. He / She must attend the full day class.
4. There is no arrangement for 're-examination' or 'promotion on trial'.
5. A student who fails to secure promotion may be asked to leave the school. A pupil failing in the class at the end of the year does not remain on the roll unless the parents /guardians notify the Principal in advance that they wish their ward to continue his/her studies in the school.

6. The reports must be collected by the parents on the stipulated day. A defaulter may not be allowed to attend the school until his /her report is collected after the examinations.
7. Promotion is decided at the teachers' meet. But in all questions of promotion or failure the Principal's decision is final.

VII. PRIVATE TUITION

1. The School forbids all private tuitions. A pupil should be able to progress in his/her work as a result of good teaching in school.
2. Teachers are not allowed to undertake private tuitions since they will interfere with the proper execution of their school duties, including the preparation of lessons at home and the correction of exercises. Private tuitions are not to be undertaken by the school teachers. A student who takes tuition from his own teacher may be dismissed from the school.

VIII. VACATION

Vacations are given in the School Calendar. These holidays may not be extend or anticipated. Unauthorized absence on the last days before vacation and delays in returning to school will mean 're-admission' to the school.

IX. WITHDRAWAL AND DISMISSAL

1. The Transfer Certificate will be issued only on receipt of a written application signed by both the parents and personally handed over to the Principal by the parents of the student. Before withdrawing a student from the school a month's notice is to be given or a month's fee in lieu of notice.
2. Those who take T.C. after the month of November are required to clear the whole year's fees. No certificate will be

issued until all dues to the school have been paid in full.

3. Any student failing two years in succession in the same class or failing twice in three consecutive years, will have his name struck off the roll and a Transfer Certificate will be granted. A student who has been dismissed from the school is not re-admitted. A student, who has taken TC, except in the case of transfer of residence, will not be re-admitted to the school.
4. Students whose attendance is irregular, habitual want of application, insubordination, serious misconduct in the school or even outside the school premises or any habit of behavior damaging the good name of the school, who misbehave in the school buses, who are habitually late or absent, lazy or disobedient, whose conduct is injurious to the moral tone of the school or incompatible with strict discipline may be dismissed.
5. Any certificate from the school will cost Rs. 50/-.
6. Notwithstanding anything in the Prospectus, the Principal may, at her absolute discretion, request any parent any time to take his/her ward out the school.
7. The Principal's decision is final in all cases of dismissal or withdrawal.

X. OTHER RULES OF CONDUCT AND DISCIPLINE

1. School Diary is the true record of a student's academic performance and conduct. It is to be signed by the Principal/Vice Principal or their delegates. It must be maintained with utmost care. Every student must have a copy of the School Diary and it must be brought to school on every class-day.
2. No. remarks once written in the diary can be cancelled by anyone other than Principal/Vice Principal.
3. Every student must possess an identity card issued by the school. This card must be renewed periodically.

Pupils are responsible for the safe custody of their books and belongings. Each article should be marked with pupil's name.

4. No student will be allowed to leave the school campus during school hours except on the strength of a written request from his/her parent and due authorization by the Principal/Vice Principal.
5. Students are to address their teachers and all members of the School Staff with due respect and politeness. Arrogant and challenging behavior towards teaching and non-teaching staff is forbidden. On their way to and from school, students must behave in a gentle manner.
6. Any damage to school property must be made good by the student concerned.
7. Jewellery of any kind is not allowed in the school.
8. No books, periodicals, comics, newspaper or printed matter of an objectionable nature, must not be brought into the school. All printed materials (except those mentioned in the school book list) when brought into the school must be presented to the Principal /Vice Principal for approval and may be retained in the school and read only if it bears the signature of one of those authorities.
9. Every student is expected to subscribe towards local charities and other relief work if authorized by the Principal. No collections or fines or raising of funds are to be made in the school without the explicit permission of the Principal.
10. It is mandatory for all students to speak only in English in the school campus.
11. Use of mehendi and nail polish is forbidden in the school. However use of mehendi or special occasion can be permitted with prior permission from the Principal/Vice Principal.
12. Hair cut with front fringes for girls is not allowed. Students must wear simple ear rings like small rings or tops. Bangles

and finger rings are not to be worn in the school.

13. On Birthdays, students are allowed to wear coloured dresses. On this occasion, only distribution of sweets, is permitted.
14. Students who are found guilty of teasing other companions verbally, passing on unnecessary messages which causes damage to the good name of other and cause tensions and disturbances among the school mates will be suspended for a week.
15. Students who are found guilty of continuous disturbance in the class, fighting physically, throwing stones or even picking up a stone with the intention of hurting others will be suspended for a week and at the discretion of the Principal, if need be given a T.C. at the end of the year if there is no behavioural changes.

XI. FOR PARENTS / GUARDIANS

1. Parents retain their rights and duties in the education of their children, even though they delegate them in part to the school. The support and collaboration of parents is in all cases considered indispensable for the success of the work of education carried out by the school.
2. Parents' POSITIVE CO-OPERATION with the school is absolutely essential for the constructive upbringing of their sons / daughters. They are strongly exhorted to co-operate with the school.
3. By urging their wards to be regular and punctual in attendance.
4. By checking the school diary on regular basis.
5. By seeing that their wards are diligent at their homework and lessons.
6. By not engaging private tutors without consulting the school authorities.
7. By insisting on neatness and cleanliness in their books and personal appearance.

8. By occasionally meeting the Principal / Vice Principal / Teacher to discuss the progress of their wards.
9. Periodical reports, and the Report Card, will keep parents/guardians informed of the progress of their wards.
10. Ordinary communication with parents/guardians is made through the school calendar. On the first day of every month, the school calendar should be checked by the parents and signed with the word "CHECKED".
11. Parents/Guardians are not allowed to see their wards during class hours.
12. Parents can meet the teachers after the class. They must intimate the same to the respective teachers a day in advance through their ward.
13. Admittance into the school premises is at the sole discretion of the school authorities, who reserve to themselves the right to refuse admission to any one without assigning any reason whatsoever. Guardians of our students must produce the students identity card at the gate.
14. Electronic gadgets, cell phones, digital watches and diaries, toys, video games, pen drives, PSDs, DVDs, CDs, portable audio and video devices are forbidden in the school. Students who bring any of the above items are liable to be penalized. It would mean confiscation of the unit, and suspension for a period of one week. Use of mobiles by the parents in the school campus is forbidden. It has to be switched off at the gate.
15. Exemplary behavior is expected from students and parents in the school campus and outside the school campus.
16. Though the school takes care of the students while in the school, the school cannot be held responsible for: (a) any self inflicted or accidental mishap/injury, physical or otherwise, that may befall on your ward. (b) If the student leaves the school campus without due written permission from the school authorities.

17. Parents/Guardians threatening the school by various methods, by labeling malicious or false information which tends to bring into disrepute the school or its employees or spreading rumours or giving false information which tends to bring into disrepute the school or its employees or spreading panic among them might result in issuing of Transfer Certificate to their ward from the school.
18. Parents and guardians cannot dictate to the school authorities as to the process of admission or dismissal of students. They will neither interfere whatsoever with the school administration.
19. All communication to the school should be addressed to the Principal.

XII. LIBRARY RULES

1. Strict silence and order must be observed by all in the library.
2. Every student, in the school uniform, has access to the library during the library hours.
3. All articles, personal belongings and bags must be left outside when entering the library. Only an exercise-book and library book, if to be returned, may be taken into the library.
4. Library Card needs to be surrendered to borrow from the library. Only one book will be issued per card and no student can take a book on another's card. A book can be kept for one week only. No renewal will be allowed. Books overdue may be returned on any day with a fine of Rs.10/- per day. No fine if one has been absent for a valid reason.
5. Books exclusively meant for Reference are not to be taken out of the library. They remain available to all students all the time.
6. Before leaving the library every student must submit for scouting the books borrowed.
7. All magazines, reference book or books used while in the

- library must be put back in the proper place after reading.
8. Books borrowed from the library must be returned directly to the librarian. They must not be circulated. A student who circulates books borrowed from the library may have his library card withdrawn and may be fined as well.
 9. Any defect noticed in a book that is being borrowed, the librarian should be notified. Failure to do this checking renders one liable to be considered responsible for the defect noticed on the return of the book. Fines will be imposed for damages done to books and articles in the library.
 10. Books lost must be replaced by the borrower or exact amount to be paid.
 11. A remark will be entered in the library page of the School Diary for every book returned late. Three such remarks will result in the withdrawal of the lending card a fine of Rs.20/- may be imposed.
 12. Library cards are distributed once a year, in March. A lost card may be replaced by a new one but a fine of Rs.20/- will have to be paid.
 13. No books shall be retained by the students during the summer, autumn and winter vacations.
 14. During class hours, a student will be allowed into the library only according to the time table published by the principal. Permission to enter the library during these class-hours must be obtained from the librarian.

XIII. COMPUTER CENTRE RULES

1. The Computer Centre is a place of learning and serious work. For this 'Silence' is a very necessary element.
2. Dust is the greatest enemy of computers. Remove shoes before entering the room. Wear clean socks.
3. Take nothing into the computer room without the prior permission of the teacher.

4. The Computer is a very delicate and expensive machine. Damages must be paid for by the student. Report immediately and kind of defect or damage, so that prompt action can be taken and the machine is available for the next user.
5. Computer time is precious. Don't waste it.

XIV. HOUSE SYSTEM

The curricular and co-curricular activities of the school are conducted through house system. The house system provides ample opportunities for an all round education and development of the students. There are four houses, each having its own colour, patron and motto and guided by appointed moderators.

HOUSE	PATRON	COLOUR	MOTTO	FEAST
Little Flower	St. Therese	Red	Love	Oct 1st
Savio	St. Dominic Savio	Green	Joy	May 6th
Joan of Arc	St. Joan of Arc	Yellow	Courage	May 30th
Francis of Assisi	St. Francis of Assisi	Blue	Peace	Oct 4th

Its' aim is to build up team work and collaboration in the exchange of ideas, opinions etc at participation and organizing level as well. Beside this it helps the integral growth of the child studying in this institution.

Competitions initiate each group to work harder and to aim higher every day. It provides opportunities to discover ones talents and abilities and to develop them.

Each house is guided by Co-ordinators, Captains & Vice – Captains.

All the end of the year trophies are presented to winning Houses for games and academics.

HINTS FOR GIRLS/ BOYS
ST. TERESA'S SCHOOL, BERHAMPORE

XV. ATTITUDE TO GOD

1. Remember that we have been created in order to love and serve God, our Creator and that all learning and wealth in this world amount to nothing without the fear of God on which our temporal and eternal welfare depend.
2. Give glory to God for whatever learning you have for he is the Author of every good. Do not glory in any ability.
3. Give yourself to the practice of virtue while you are young. The virtues to be cultivated most are modesty (Purity), humility obedience and kindness.
4. By modesty is meant a proper and decent manner of speaking and acting. This virtue is one of the best ornaments of your age.
5. Avoid any kind of sin; especially three evils should be particularly avoided;
6. Speaking lies.
7. Impurity in thought, word or deed;
8. Stealing

These evils draw God's anger upon us. But if we keep these evils far away from us, God will never fail us with His blessings.

XVI. ATTITUDE TO TEACHERS

1. Girls/Boys should look upon their school-mates as Brothers & Sisters and upon their Teachers as Guardians.
2. Respect every teacher whether of your own class or not. Be grateful towards those who taught you in the past. Show your teachers those exterior signs of reverence to which they are entitled, such as, greeting them whenever you meet them.
3. Be convinced that your teachers deeply feel their serious

obligation of promoting your welfare in the best way they possibly can, and that in advising, commanding and correcting you, they have nothing else in view but your own good.

4. After piety study is most praise worthy. Therefore, your first occupation must consist in doing the tasks assigned to you by your teachers.
5. Always rise when your teachers enter the class and again when they leave. If they delay in coming, do not make any noise, but wait for them in your places in silence, reviewing your lesson or reading some good books.
6. During class avoid whispering or interrupting.

XVII. ATTITUDE TO SCHOOL – MATES

1. Strive to edify your school-mates by your good example at all time. In fact no sermon is more efficacious than good example.
2. Never make fun of those who are backward in their studies or not so quick to grasp their lessons. Let there be no ridiculing of any-one on account of his/her physical defect. What you laugh at or despise in others may some day befall you.
3. Gladly help one another at recreation; make no distinction in the choice of your companions. Let no one be slighted in any game and let there be no selfishness. If there be need to make a sacrifice for the sake of the team let it be made cheerfully.
4. When you are asked by an authority regarding the conduct of some of your companions, answer to the best of your knowledge especially when it is a matter of preventing or remedying some evil. To be silent would not be beneficial to your companion and would be offensive to God. Always avoid exaggeration and speak truthfully.

XVIII. BEHAVIOUR AT SCHOOL

1. To write or draw on the black board (except when called upon to do so), to write offensive words, to soil walls or maps or anything else are absolutely to be avoided.
2. Take great care of you text-books, copy books and other belongings. Beware of appropriating your neighbour's property even if it be the smallest thing. Should you find a lost article, give it at once to the Principal or the Office.
3. Keep the floor clean by allowing no paper or ink to fall on it. Cleanliness and purity of soul are reflected by a clean and neat exterior.
4. Always speak well of your school, teachers, and of your mates.

XIX. RESPONSIBILITIES OF THE HEAD GIRL/ BOY & PREFECTS

1. She/he should ensure that the leaders carry out their duties in a responsible and impartial manner.
2. She/he should command the whole school-discipline at Prayer Assemblies every morning and at all School gatherings.
3. She/he should be constantly alert, observant and sensitive to the needs of the School and act promptly after consulting and getting order from the principal.
4. She/he should show exemplary behavior with head held high, providing a shining example of leadership, trust, courtesy, love and goodness.
5. She/he should receive the visitors, the parents etc during the school functions, activities and Inter School Competitions.
6. She/he should play an active role in organizing Inter House and Inter School activities.
7. She/he should bring to the notice of the teachers day to day problems of the students like fights, misunderstanding, injuries, damage to the School property, missing articles etc.

XIX. RESPONSIBILITIES OF CLASS CAPTAINS / ASST. CAPTAINS

1. Special attention shall be paid by the Class Teachers in choosing suitable leaders. Names shall be submitted to the Sr.-In-Charge whenever there is change.
2. The leaders must be, as far as possible, exemplary in their conduct and industrious in their studies.
3. They must be able to command respect in the class.
4. They are employed for all assistance in the class, e.g. maintaining discipline, attending to the cleanliness and the neatness of the class room, bringing charts, maps, reporting to the concerned authorities about various need of the class, up-keeping of the bulletin board etc.
5. They must rub out the writing on the black board immediately after each period.
6. The leader will write each day on the black board, the date and the number of students present out of the total in their particular class.
7. The leaders have to realize that to be a leader is a special privilege and honour. To betray the trust and confidence reposed in them is to commit a most degrading act.
8. It is incumbent on all the leaders to report to the Principal, the Teacher-in-Charge or the Class Teacher any breach of discipline noticed even during the recess.
9. In the event of a teacher being absent, they must inform the Principal within the first five minutes from the commencement of periods alone / lies my happiness.

I have read, understood and am willing to abide by the rules and regulations given in the school prospectus in letter and spirit.

Signature:
Father Mother

Date

MARCH 2020 (Working Days - 12)

Date	Day	Class/Hol	Event
1	Sun	Hol	
2	Mon	Hol	
3	Tue	Hol	
4	Wed	Hol	
5	Thu	Hol	
6	Fri	Hol	
7	Sat	Hol	
8	Sun	Hol	
9	Mon	Hol	
10	Tue	Hol	
11	Wed	Hol	
12	Thu	Hol	Syllabus Preparation
13	Fri	Hol	Orientation for teachers.
14	Sat	Hol	Syllabus Preparation & Staff meeting
15	Sun	Hol	
16	Mon	CL	Academic Year 2020 - 21 begins. (Attendance compulsory) School gets over at 11:00 am. Syllabus submission to the Principal & Staff Meeting.
17	Tue	CL	
18	Wed	CL	Last day to pay the fee of March, Ann. Fee & Dev. Fee
19	Thur	CL	
20	Fri	CL	Inauguration of the scholastic year (Blue House) Mrs. Richa & Mrs. Soumi
21	Sat	Hol	
22	Sun	Hol	
23	Mon	CL	
24	Tue	CL	
25	Wed	CL	
26	Thu	CL	
27	Fri	CL	Routine of Wednesday. Story telling comp (LKG to Std III)-cl. Teachers
28	Sat	Hol	Parent-teacher meeting - (LKG- 8:00 am), (UKG - 10:30 am) & (Std I- 11:30 am)
29	Sun	Hol	
30	Mon	CL	Diary Checking - Cl. Teachers
31	Tue	CL	Personal Data form to be Submitted to the cl. Teachers

APRIL 2020 (Working Days - 21)

Date	Day	Class/Hol	Event
1	Wed	CL	
2	Thu	CL	
3	Fri	CL	Bulletin Board (LKG to Std. III) -People who help us
4	Sat	CL	Routine of Monday(Std I to III)
5	Sun	Hol	
6	Mon	CL	
7	Tue	CL	
8	Wed	CL	
9	Thu	Hol	Holy Thursday
10	Fri	Hol	Good Friday
11	Sat	Hol	Holy Saturday
12	Sun	Hol	Easter
13	Mon	CL	
14	Tue	Hol	Dr. Ambedkar's Birth Day & Bengali New Year
15	Wed	CL	Last Day to pay the fees of April
16	Thu	CL	
17	Fri	CL	Sit & Draw Comp. - Cl. Teachers
18	Sat	Hol	Parent-teacher meeting (Std. II- 8:00 am) & (Std III - 10:30 am)
19	Sun	Hol	
20	Mon	CL	Unit Test -I begins.
21	Tue	CL	
22	Wed	CL	
23	Thu	CL	
24	Fri	CL	
25	Sat	CL	Routine of Tuesday(LKG to III)
26	Sun	Hol	
27	Mon	CL	
28	Tue	CL	
29	Wed	CL	Diary Checking-Cl. Teachers
30	Thu	CL	Prayer service & May Day Celebration (Green House)Mrs.Sampa & Miss . Sangita

MAY 2020 (Working Days - 14)

Date	Day	Class/Hol	Event
1	Fri	Hol	May Day
2	Sat	CL	Routine of Wednesday.
3	Sun	Hol	
4	Mon	CL	
5	Tue	CL	
6	Wed	CL	Feast of St. Dominic Savio (Green House)
7	Thu	CL	
8	Fri	CL	Tagore's Birth day celebration (Yellow House) - Mrs.Vibha & Mrs.Trina , Final Comp. -Sit & Draw - Mrs.Tamalika & Story telling- Mrs. Moumita
9	Sat	Hol	
10	Sun	Hol	
11	Mon	CL	
12	Tue	CL	
13	Wed	CL	
14	Thur	CL	
15	Fri	CL	Last day to pay the fee of May & Ex. Curricular Fee
16	Sat	Hol	Routine of Thursday.
17	Sun	Hol	
18	Mon	CL	
19	Tue	CL	Attendance Compulsory. Singing Comp. - Cl. Teachers
20	Wed	Hol	Summer Holidays Begin
21	Thu	Hol	
22	Frid	Hol	
23	Sat	Hol	
24	Sun	Hol	
25	Mon	Hol	ID UL -FITAR
26	Tue	Hol	
27	Wed	Hol	
28	Thu	Hol	
29	Fri	Hol	
30	Sat	Hol	Feast of St. Joan of Arc (Yellow House)
31	Sun	Hol	

JUNE 2020 (Working Days - 8)

Date	Day	Class/Hol	Event
1	Mon	Hol	
2	Tue	Hol	
3	Wed	Hol	
4	Thu	Hol	
5	Fri	Hol	
6	Sat	Hol	
7	Sun	Hol	
8	Mon	Hol	
9	Tue	Hol	
10	Wed	Hol	
11	Thu	Hol	
12	Fri	Hol	
13	Sat	Hol	
14	Sun	Hol	
15	Mon	Hol	Last day to pay the fee of June.
16	Tue	Hol	
17	Wed	Hol	
18	Thu	Hol	
19	Fri	Hol	
20	Sat	Hol	
21	Sun	Hol	
22	Mon	CL	School Re-opens. Attendance compulsory.
23	Tue	CL	
24	Wed	CL	
25	Thu	CL	
26	Fri	CL	Final Comp- Singing -Mr. Anirban & Mrs. Trina
27	Sat	CL	Routine of Friday.
28	Sun	Hol	
29	Mon	CL	
30	Tue	CL	Diary Checking-Cl. Teachers

JULY 2020 (Working Days - 24)

Date	Day	Class/Hol	Event
1	Wed	CL	Unit Test-2 begins.
2	Thu	CL	
3	Fri	CL	
4	Sat	CL	Routine of Monday.
5	Sun	Hol	
6	Mon	CL	
7	Tue	CL	
8	Wed	CL	
9	Thu	CL	
10	Fri	CL	Fancy Dress Comp. (LKG to STd III) - Cl. Teachers
11	Sat	Hol	
12	Sun	Hol	
13	Mon	CL	
14	Tue	CL	
15	Wed	CL	Last day to pay the fee of July
16	Thu	CL	
17	Fri	CL	Dance Comp. - Cl. Teachers
18	Sat	Hol	
19	Sun	Hol	
20	Mon	CL	
21	Tue	CL	
22	Wed	CL	
23	Thu	CL	
24	Fri	CL	Quiz Comp. - Cl. Teachers
25	Sat	Hol	
26	Sun	Hol	
27	Mon	CL	
28	Tue	CL	
29	Wed	CL	
30	Thu	CL	Diary Checking-Cl. Teachers
31	Fri	CL	Bulletin Board - National symbols (LKG & UKG), - Freedom fighters (Std I to III), Cl. Teachers

AUGUST 2020 (Working Days - 23)

Date	Day	Class/Hol	Event
1	Sat	Hol	Id-Uz-Zuha
2	Sun	Hol	
3	Mon	CL	Final Fancy Dress Comp (Independence Day)- Mrs. Moumita
4	Tue	CL	
5	Wed	CL	
6	Thu	CL	
7	Fri	CL	
8	Sat	CL	Routine of Tuesday. Clay modeling Comp. - Cl. Teachers
9	Sun	Hol	
10	Mon	CL	
11	Tue	Hol	Janmashtami
12	Wed	CL	
13	Thu	CL	
14	Fri	CL	Last Day to pay the fee of August.
15	Sat	Hol	Independence Day celebration .
16	Sun	Hol	
17	Mon	CL	
18	Tue	CL	
19	Wed	CL	
20	Thu	CL	
21	Fri	CL	Half-yearly exam begins.
22	Sat	CL	
23	Sun	Hol	
24	Mon	CL	
25	Tue	CL	
26	Wed	CL	
27	Thu	CL	
28	Fri	CL	
29	Sat	CL	
30	Sun	Hol	Muharram
31	Mon	CL	Diary Checking-Cl. Teachers

SEPTEMBER 2020 (Working Days - 22)

Date	Day	Class/Hol	Event
1	Tue	CL	
2	Wed	CL	
3	Thu	CL	
4	Fri	CL	
5	Sat	CL	Prayer Service & Teachers' Day Celebration (Red House) Mrs. Moumita & Mrs. Tamalika. Final Dance Comp. - Mrs. Trina & Ms. Sangita
6	Sun	Hol	
7	Mon	CL	
8	Tue	CL	
9	Wed	CL	Parent-Teacher meeting (Report Card & answer scripts will be shown) LKG at 11:00am
10	Thu	CL	Parent-Teacher meeting (Report Card & answer scripts will be shown) UKG at 11:00am
11	Fri	CL	Parent-Teacher meeting (Report Card & answer scripts will be shown) Std-I at 12:00 noon
12	Sat	Hol	Parent-Teacher meeting (Report Card & answer scripts will be shown) StdII at 8:00am & Std III 10:30 am
13	Sun	Hol	
14	Mon	CL	
15	Tue	CL	Last day to pay the fee of September.
16	Wed	Hol	Viswakarma Puja
17	Thu	Hol	Mahalaya
18	Fri	CL	
19	Sat	Hol	
20	Sun	Hol	
21	Mon	CL	
22	Tue	CL	
23	Wed	CL	
24	Thu	CL	
25	Fri	CL	Inter-house Quiz Comp - Mrs. Anita & Mrs. Richa
26	Sat	CL	Routine of Thursday.
27	Sun	Hol	
28	Mon	CL	
29	Tue	CL	
30	Wed	CL	Diary Checking-Cl. Teachers

OCTOBER 2020 (Working Days - 13)

Date	Day	Class/Hol	Event
1	Thu	CL	Feast of St. Therese (Red House). Unit Test - 3 begins.
2	Fri	Hol	Gandhi Jayanti
3	Sat	CL	Routine of Friday.
4	Sun	Hol	
5	Mon	CL	
6	Tue	CL	
7	Wed	CL	
8	Thu	CL	
9	Fri	CL	
10	Sat	Hol	
11	Sun	Hol	
12	Mon	CL	
13	Tue	CL	
14	Wed	CL	Homage to St. Teresa - Sr. Pushpita & Ms. Sangita
15	Thu	Hol	St. Teresa's Day. Last day to pay the fee of October.
16	Fri	CL	
17	Sat	Hol	
18	Sun	Hol	
19	Mon	CL	
20	Tue	CL	Attendance Compulsory
21	Wed	Hol	Puja Holidays Begin
22	Thu	Hol	
23	Fri	Hol	Durga Puja (Maha Saptami)
24	Sat	Hol	Durga Puja (Maha Astami)
25	Sun	Hol	Durga Puja (Maha Nabami)
26	Mon	Hol	Durga Puja (Maha Dashami)
27	Tue	Hol	
28	Wed	Hol	
29	Thu	Hol	
30	Fri	Hol	Laxmi Puja & Fateha Doza Dahan
31	Sat	Hol	

NOVEMBER 2020 (Working Days - 22)

Date	Day	Class/Hol	Event
1	Sun	Hol	
2	Mon	CL	School Re-opens. Attendance compulsory.
3	Tue	CL	
4	Wed	CL	
5	Thu	CL	Bulletin Board - Inter religious festivals - cl. Teachers
6	Fri	CL	Recitation Comp. - Cl. Teachers.
7	Sat	Hol	
8	Sun	Hol	
9	Mon	CL	
10	Tue	CL	
11	Wed	CL	
12	Thu	CL	
13	Fri	CL	Final Recitation Comp. - Mrs.Moumita & Mrs. Anita
14	Sat	Hol	Kali Puja & Children's Day
15	Sun	Hol	
16	Mon	Hol	Bhai Phota
17	Tue	CL	Last day to pay the fee of November.
18	Wed	CL	
19	Thu	CL	
20	Fri	CL	Unit test-4 begins.
21	Sat	CL	Routine of Monday.
22	Sun	Hol	
23	Mon	CL	
24	Tue	CL	
25	Wed	CL	
26	Thu	CL	
27	Fri	CL	
28	Sat	CL	Routine of Tuesday.
29	Sun	Hol	
30	Mon	CL	Diary Checking-Cl. Teachers

DECEMBER 2020 (Working Days - 16)

Date	Day	Class/Hol	Event
1	Tue	CL	School hours: LKG & UKG : 8:20 am to 12:50 pm Std- I to III : 8:20 am to 2:00pm
2	Wed	CL	
3	Thu	CL	
4	Fri	CL	Essay Comp. (Std I to III)- Cl. Teachers
5	Sat	Hol	
6	Sun	Hol	
7	Mon	CL	
8	Tue	CL	
9	Wed	CL	
10	Thu	CL	
11	Fri	CL	
12	Sat	CL	Routine of Wednesday.
13	Sun	Hol	
14	Mon	CL	
15	Tue	CL	Last day to pay the fee of December.
16	Wed	CL	
17	Thu	CL	
18	Fri	CL	
19	Sat	CL	Routine of Thursday (Attendance Compulsory)
20	Sun	Hol	
21	Mon	Hol	Christmas Day Celebration.
22	Tue	Hol	Winter Holidays Begin.
23	Wed	Hol	
24	Thu	Hol	
25	Fri	Hol	Christmas
26	Sat	Hol	
27	Sun	Hol	
28	Mon	Hol	
29	Tue	Hol	
30	Wed	Hol	
31	Thu	Hol	

JANUARY 2021 (Working Days - 18)

Date	Day	Class/Hol	Event
1	Fri	Hol	New Year
2	Sat	Hol	
3	Sun	Hol	
4	Mon	CL	School re-opens. (attendance compulsory).
5	Tue	CL	
6	Wed	CL	
7	Thu	CL	
8	Fri	CL	Spelling Contest & Calligraphy (Std I -III) - Cl. Teachers
9	Sat	Hol	
10	Sun	Hol	
11	Mon	CL	
12	Tue	Hol	Birth Day of Swami Vivekanada
13	Wed	CL	
14	Thu	Hol	Makar Sankranti
15	Fri	CL	Last day to pay the fee of January & February.
16	Sat	CL	Routine of Tuesday. Flower arrangemt Comp- Cl. Teachers
17	Sun	Hol	
18	Mon	CL	
19	Tue	CL	
20	Wed	CL	
21	Thu	CL	
22	Fri	CL	Final Comp. - Essay- Mrs. Sampa , Spelling Contest - Mrs. Vibha & Calligraphy - Mrs. Tamalika
23	Sat	Hol	Netiji Subhas's Birth Day
24	Sun	Hol	
25	Mon	CL	
26	Tue	Hol	Republic Day
27	Wed	CL	
28	Thu	CL	
29	Fri	CL	Diary Checking-Cl. Teachers
30	Sat	Hol	
31	Sun	Hol	

FEBRUARY 2021 (Working Days - 21)

Date	Day	Class/Hol	Event
1	Mon	CL	
2	Tue	CL	
3	Wed	CL	
4	Thu	CL	
5	Fri	CL	
6	Sat	Hol	
7	Sun	Hol	
8	Mon	CL	
9	Tue	CL	
10	Wed	CL	
11	Thu	CL	Diary Checking-Cl. Teachers
12	Fri	CL	Final exam begins.
13	Sat	CL	
14	Sun	Hol	
15	Mon	CL	
16	Tue	Hol	Saraswati Puja
17	Wed	CL	
18	Thu	CL	
19	Fri	CL	
20	Sat	CL	
21	Sun	Hol	
22	Mon	CL	
23	Tue	CL	
24	Wed	CL	
25	Thu	CL	
26	Fri	CL	
27	Sat	Hol	
28	Sun	Hol	