

ST. FRANCIS DE SALES HIGH SCHOOL

(ENGLISH MEDIUM AFFILIATED TO CBSE NO: 2030100)
SINDUKPATHAR, SABROOM, SOUTH TRIPURA- 799143

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SCHOOL CALENDAR

Name

Class.....Sec.....Roll No.....Admission No.....

Address.....

.....

.....

Specimen Signature of Parents/Guardian.....

This Diary must be brought to school daily

PROFILE OF A FRANSALIAN STUDENT

A **Fransalian student** is a diligent and studious member of the student community of a Fransalian School.

- He/She is a member of a Fransalian school not by chance but by choice, who chooses to be formed and educated by Fransalians in a Fransalian way.
- He/She practices salesian virtues of simplicity, honesty, gentleness, humility etc.
- He/She knows life and works of St. Francis De Sales, the patron, and Fr. Peter Mermier the founder of the Fransalians who manages and administers the Fransalian educational institutions.
- He/She respect and obeys teachers, parents and elders.
- He/She develops human qualities together with the intellectual formation.
- He/She is regular to school, does his daily duties and follows the directions of the staff.
- He is God fearing, prayerful, follows the rules of the school in letter and spirit.
- He/She relates with others in a matured and balanced way irrespective of gender, age, caste or creed or economic inequality and promotes brotherhood/sisterhood.
- He/She accepts and respects the differences among them, learn to live as brothers and sisters.
- He/She lives and promotes eco-friendly life style which does not destroy the nature rather promotes.
- He/She is punctual, ready to accept corrections and take guidance from elders and teachers.
- He/She does not speak negatively about the school, management and staff.
- He/She keeps the school campus neat, clean and green.

SCHOOL HOURS

Class KG-I to KG-II Monday to Friday: 08:30 am to 11:30 am

Class I to X - Monday to Friday: 08:30 am to 2:00 pm

OFFICE HOURS

8:30a.m. to 10a.m. and 1:30 p.m. to 2:00 p.m.

All Correspondence is to be addressed to:

The Principal

St. Francis De Sales High School
Sindukpathar P.O. Satchand Block
Sabroom, South Tripura - 799143

Please Note:

- ☛ No school business however urgent may be, will be transacted on Holidays/Sundays.
- ☛ The school will accept the signature of the father, mother and the local guardian only.
- ☛ The Local Guardian is anyone who is responsible for the child in the absence of the parents. Hence, a third person.
- ☛ All communication should be addressed to the Principal only. Oral communication will not be attended to.
- ☛ Written communication should contain date, nature of the problem, names and specificities.
- ☛ School will not be responsible for accidents, unforeseen events and absence of a child without information.

S.F.S SCHOOL

St. Francis De Sales English Medium School, a Catholic Religious Minority Institution established and administered by the religious society of the Missionaries of St. Francis De Sales (Popularly known as MSFS OR Fransalians) is a private school. The school was established in the year 2009 by M.S.F.S under the rights and powers granted to religious and linguistic minorities by the constitution of India (Art: 29 and 30). In the establishment of the school the society has the following aims and purposes in mind.

OUR VISION

An Institution of Excellence
Imparting Holistic Education To Its students
Human Resource To Mould Them
Into Globally Competent,
Environmentally Sensitive And
Scientifically Tempered Citizens
With The Fransalian Value Of
Universal Brotherhood

OUR MISSION

To Nurture An Engaging Environment
Through A Progressive Curriculum,
Joyful And Experiential Learning, Care
For The Environment And Respect For
Every Being To Promote Universal
Well-Being.

OBJECTIVES OF THE INSTITUTION

1. School under the management of M.S.F.S. aims developing in the child an integrated personality, with a healthy mind and body, possessing strength of character and capacity for hard work. The school aims at opening the heart rather than the mind". Our schools pursue excellence in all aspects of life and activity. The students are encouraged to make sound moral judgments based on the well-formed conscience and to put them into practice with a sense of personal commitment and to know and love God more perfectly".
2. We undertake measures to brighten the future of every person with whom we come in contact with a "Salesian spirit of attentiveness to the individual, characterized by firmness and gentleness" making him/her useful to society and helping all to become aware of their own dignity and destiny.
3. The school introduces the pupils to the rich cultural heritage of our country and foster dialogue and interaction.
4. The staff in our institutions are our collaborators, participating in a common mission. Parents are sought to be associated with the realization of the aims and objectives of the school. A sense of belongingness is inculcated through personal relationship of the staff with the students affirming worth and dignity of every person.
5. We emphasize the following aspects of formation:

INTEGRATED PERSONAL DEVELOPMENT

1. Spiritual formation:

Living and presenting Jesus as a Model-Helping students to become committed believers in God.

2. Emotional formation:

Self-mastery in coping with one's own emotions - self-esteem - mutual respect and appreciation.

3. Intellectual development:

Academic excellence- Perfecting various skills, Critical thinking - Communication skills.

4. Training in creativity:

in art - in aesthetics arts - in leadership.

5. Pursuit of virtues:

Love for hard work - Dignity of Labour - Gentleness - Optimism - Truthfulness - Simplicity-Respect for nature - Formation of upright conscience.

6. Physical Growth:

Interests and excellence in sports & games Personal hygiene.

SOCIAL COMMITMENT

Being called to be "all to all" we are committed to social awareness and concern for the poor. National integration and co-operation rather than competition, communal harmony and enleged humanize.

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1. SCHOOL ANTHEM

Asatoma satgamaya thamasoma jyotirgamaya

Mrityoma amrutham gamaya

Om.....Om...SFS....SFS... jaye jaye he.....

- (1) You are the champion of God's Kingdom
You are the source of true wisdom (2)
Christ you are the radiance of SFS
Dispel the shades of our avidya-(2)
Asatoma satgamaya....
- (2) (Your) brighten the way to God and human
To spread the light of Christ and love (2)
You teach the truth of Christ and wisdom
This for all time your vision and mission (2)
Asatoma satgamaya.....
Om.....Om...SFS..SFS...jaye jaye he-(2)

2. THE 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 respect my parents / teachers and elders / 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.

3. NATIONAL ANTHEM

Jana- gana- Mana- Adhinayak Jaya He

Bharata -Bhagya -Vidhata

Punjaba- Sindhu- Gujarata- Maratha

Dravida -Utkala -Banga

Vindhya -Himachala –Yamuna- Ganga
Uchachhala -Jaladhi -Taranga
Tava Shubha Name Jage,
Tava Shubha asisa Mage,
Gahe Tava Jaya gatha
Jana— Mangala- Dayaka Jaya He
Bharat -Bhagya –Vidhata
Jaya He, Jaya He, Jaya He
Jaya Jaya Jaya Jaya He!

4. SCHOOL PRAYERS

1. SIGN OF THE CROSS

In the Name of the Father/and of the son/and of the Holy Spirit, Amen.

2. GLORY BE

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

3. OUR FATHER IN HEAVEN

Our Father, who art in Heaven/Hallowed be Thy Name/ Thy kingdom come/Thy will be done/On 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 / Lead us not into temptation / but deliver us from every evil. Amen.....

4. HAIL MARY

Hail Mary, Full of Grace/the Lord is with you. Blessed are you among women/and blessed is the fruit/of your womb, Jesus.

Holy Mary mother of God/Pray for us sinners/now and at the hour of our death/Amen.

5. PRAYER BEFORE CLASS

O God, you are truth / and origin of all knowledge. Bless our studies, which we consecrate to you. Enlighten our minds / strengthen our memories / and direct our wills/ towards what is right. Grant us to seek /truth always/ and makes us truly wise. Amen.

6. PRAYER AFTER THE CLASS

God of infinite wisdom / and source of all knowledge / grant that/we may remember/what we have learnt. We offer you, our works and our endeavors, our failures and our successes. Forgive us our shortcoming, and give us the courage / to follow the path of truth. We thank you Lord, for all the good things, you have taught us today, and help us to be good children always. Amen.

7. PRAYER BEFORE MEALS

Bless us, O Lord, and these gifts, which we are about to receive, from your goodness. Amen.

8. PRAYER AFTER MEALS

We give you thanks, Almighty God, for all the benefits, which we have received from your bounty. Amen.

9. PRAYER TO THE GUARDIAN ANGEL

O my good Angel, whom God has appointed to be my guardian, enlighten and protect, direct and govern me who have been entrusted to you by the divine mercy. Amen.

PRAYER SONGS

1. I'M YOUR CHILD

I am your child
Lord God I am your child (2)
Everyday every where
I can feel your healing power
I am your child lord God
I am your child

Guide me oh Lord God Guide me Lord (2)
Everyday everywhere
I can feel your healing power
Guide me oh Lord God, Guide me Lord

Walk with me lord God
Walk with me (2)
Everyday every where
I can feel your healing power
Walk with me Lord God, Walk with me

Stay with me Lord God, Stay with me (2)
Everyday everywhere
I can feel your healing power
Stay with me Lord God, Stay with me

2. I HAVE COME TO THEE

**Ch: I have come to thee to take thy touch
before I begin my day**

- (1) Let thy eye rest upon my eyes for a while.
- (2) Let me take to my work the assurance of thy comradeship,
my friend.
- (3) Fill my mind with thy music to last through the desert of
noise.

3. PRAISE HIM, PRAISE HIM

- (i) Praise him, praise him,
Praise him in the morning,
Praise him in the noon time,
Praise him (3) When the sun goes down.
- (ii) Love him,
- (iii) Serve him,

4. LIKE A SUNFLOWER

Like a sunflower that follows
Every movement of the sun
So, I turn towards you, to follow you, my god
In simplicity, charity, I follow (2)

5. GIVE ME OIL IN MY LAMP

(1) Give me oil in my lamp, keep me burning (3)
Give me oil in my lamp, I pray.
Give me oil in my lamp, keep me burning (3)
Keep me burning till the end of day.
Sing Hosanna, Sing Hosanna,
Sing Hosanna, to the King of kings,
Sing hosanna, sing hosanna,
Sing hosanna to the king.

(2) Give me love in my heart, keep me serving (3)
(3) Give me joy in my heart, keep me praising (3)

6. WE ARE THE WORLD

There comes a time when we hear a certain call
When the world must come together as one
There are people dying
And its time to lend a hand.....to life,
The greatest gift of God
We can go on pretending day by day
That someone somewhere will soon make a change
We are all a part of
God's great big family and the
Truth, you know
Love is all we need

Ch:- We are the world
We are the children
We are the one's who make a
Brighter day so let's start giving
There's a choice we're making
We are saving our own lives
Is true will make a better day
Just you and me...

7. MAKE ME A CHANNEL OF YOUR PEACE

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

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

Make me a channel of your peace,
Where there is despairs in life, let me bring hope,
Where there is darkness, only light
And where there is sadness, ever joy
Make me a channel of your peace,
It is in pardoning that we are pardon,
In giving to each one that we receive,
And in dying that we're born to eternal life.

8. HOW LOVELY IS YOUR DWELLING PLACE

How lovely is your dwelling place, O Lord
What peace and joy to feel so close to you
Our heart and soul ring out their joy this morning
We long to meet you, God, the living God

1. The Sparrow even here has found a shelter
The swallow by your altars builds a nest
O happy those whose dwelling is your temple
Who day by day your praises sing O Lord
2. One day within your courts indeed is better
Than thousand days elsewhere
To wait upon the threshold of your temple
Is better than to waste our life in vain

9. THIS WORLD YOU HAVE MADE

**This world you have made is a beautiful place
It tells the power of your love
We rejoice in the beauty of your world
From the seast the heavens above**

1. The morning whispers of purity
The evening of your peace
The thunder booms your exuberance
In the awesome power you release
2. The tenderness of a new-born child
The gentleness of the rain
Simplicity in a single cell
And complexity in a brain

10. SHOWERS OF BLESSINGS

**There shall be showers of blessing
This is the promise of love
There shall be seasons refreshing
Sent from the savior 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
Precious reviving again;
Over the hills and the valleys,
Sound of abundance of rain.

There shall be showers of blessing;
Send them upon us, O Lord!
Grant to us now a refreshing;
Come, and now honor Thy Word.

There shall be showers of blessing;
Oh, that today they might fall,
Now as to God we're confessing,
Now as on Jesus we call!

There shall be showers of blessing,
If we but trust and obey;
There shall be seasons refreshing,
If we let God have His way.

11. WELCOME SONG

We want to wish you dear.....
For your sweet presence here
We want to wish you happy day
So here we sing a cheer
A hearty welcome (2)
Dearest loving.....
May god bless you all through the year
Along your whole life through
God bless and guide you everywhere
This is our wish and prayer
Let's keep away then gloom and fear
And join in Joyful song

12. WELCOME TO OUR FAMILY

Welcome to our family
We're glad that you have come
To share your love with us
As we grow in love and
May we always be to you
What God would lead us be
A family always there
To be strong and to lean on
May we learnt to love each other
More with each new day
May words of love be in our lips
In everything we say
May the spirit melt our hearts
And teach us how to pray
That we must be a true family

13. BIRTHDAY SONG

What a beautiful day joyous day lovely day
What a beautiful day charming joyous day
We are here to wish you Father
We are here to sing to you
It's our thoughtful day but be merry

**Ch:- Happy birthday to you....La...La....La....
On this happy dayLa.....La.....La
Smiling faces around you.**

6. ADMISSION DETAILS

1. New admission is made only from KG-I. Other admissions if any, will depend on availability of seats and on the competence of the student (i.e. II-VIII only)
2. After the submission of application to classes (II-VIII) a test will be conducted in due course of time to know the proficiency of the student in English, Science and Mathematics. The result of the test will be published on the notice board.
3. Admission is made only on receipt of the following documents:-
 - a. Copy of the Birth Certificate
 - b. Transfer Certificate counter signed by the Inspector of Schools.
 - c. Copy of the Final result of class he/she studied.
 - d. Health Certificate of the student.
 - e. Aadhar Card, Ration Card
4. The application form for entrance test shall be collected from the office or can be downloaded from our website (www.sfssindukpathar.in).
5. Tuition Fees is to be paid offline. School Fee receipt will be issued at the time of Admission.
6. Books and Stationary items will be issued on all working days.
7. The school fees must be paid for twelve calendar months.
8. Pupil failing to pay fees for three consecutive months without prior information will have their names struck off the roll without any notice.
9. A pupil joining or leaving the school during any term will have to pay all the fees for the whole year, including the annual fees. Absence from any examination does not mean exemption from examination fees.
10. Pupils whose dues are not cleared completely will be barred from the examinations.

11. Transfer Certificate will be issued only when all dues have been paid in full and on the receipt of the duly filled application form from the parents or guardians.
12. A fees of Rs. 200/- will be charged for Transfer Certificate and Conduct Certificate or for a duplicate of the same, or for any extract from the register.
13. The following fees have to be paid at the time of admission.
 - a. Admission Fee (for new admission only)
 - b. Maintenance Fee
 - c. Development Fund
 - d. Examination Fee
 - e. Electricity and water
 - f. Sports and Games
 - g. Library
 - h. Laboratory
 - i . Co-curricular activities

PREAMBLE TO THE INDIAN CONSTITUTION

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 unity and integrity of the nation.

IN OUR CONSTITUENT ASSEMBLY this twenty sixth day of November 1949, do HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.

GENERAL RULES

School Hours :

- a. From Monday to Friday: 8:30 am - 2:30 pm.
- b. Holidays : Sunday and Second Saturdays, National Holidays & State Holidays as mentioned in school Hand Book.
- c. Depending upon the need, second saturday will be declared an instructional day and all the students should be present.
- d. If there is a sudden or emergency holiday on any working days, depending upon the need, second saturday will be a working day and even on other saturdays, classes will be extended till 2.30 pm.
2. **English is the official language of communication in the School Campus, thus to acquire greater confidence and fluency in the language is a must.**
3. Any damage done to the school property must be repaired or compensated by the pupil.
4. This institution is established by the Catholic Church. It is a minority institution primarily to educate the children of its community, but it is also open to all, irrespective of religion, caste or community. No disrespect should be shown to articles and images of religion and worship proper to that religious group. No other external form of religious worship will be allowed in the school premises.
5. No act of indiscipline interference in the administration, disrespect to any teacher and to any religion or community by any student shall be tolerated and delinquent may even be expelled from the school.

6. Irregular attendance, habitual idleness, disobedience and conduct injurious to moral tone of the school, justify dismissal at any time of the year, unless a student after having been admonished corrects himself/herself.
7. Guardians and parents are requested to make proper arrangements to collect the children immediately after school hours. Though proper care is taken to ensure safety of the children, the school cannot be held responsible if a student leaves the school campus on his/her own accord or any accident, minor or major, to pupil during their stay in the school or while taking part in any activities of the school.
8. No magazines, paper or books other than school textbooks may be brought to the school without permission of the Principal. Parcels and letters are subject to inspection.
9. Parents and Guardians are not allowed to see their children or meet teachers during class hours.
10. Every child must be in clean and full uniform daily.
11. All the communication and correspondence relating to the school should be addressed to the Principal only.
12. All promotion to the next class will be according to the instruction given in the Handbook.
13. Parents/Guardians who wish to meet the teachers can do so on Saturdays from 12 noon to 1pm (Preferably on last Saturday of the month).
14. The school diary is a record concerning the student. Therefore, every student should take care of the diary and bring it to class daily. If anyone loses it, he/she should get a written authorization from the Principal/ Headmaster to buy a duplicate diary.
15. Student of this school are not encouraged to take private tuitions outside the school from the teacher's of SFS School.
16. The school neither recognize student's union nor any union activities are permitted with in the school premises.

17. Students are strictly forbidden to organize strike or incite others to strike or to bring external elements that can destroy peace, harmony and effective running of the School. They shall be abstained from any act, which is likely to damage the reputation of the School.
18. Any student who comes to school without the prescribed uniform or whose uniform is dirty or untidy will not be allowed to attend classes or may be allowed to attend classes, but will be marked absent.
19. Girls shall not wear ornaments and jewellery like rings, earrings, chain, bangles or the use of cosmetics such as lipsticks, nail polish etc. Girls are to tie their hair properly and not to let it loose.
20. Unconventional hairstyle, any make-up that degrades the uniform of the pupil will not be tolerated.
21. Boys must have a proper hair cut. Long hair, long nails, ear rings, chains, watches, imprinting tattoos, unconventional hair styles are not permitted.
22. Students are not allowed to wear baggy trousers.
23. The length of the skirts should be below the knee.
24. Those students who come to school early should sit and study in their classrooms or should be in the reading room.
25. A pupil who has been absent for 15 calendar days without due authorization from the Principal/VP will have his / her name struck off from the rolls and stand withdrawn.
26. Students must not absent themselves from the school on days prior to holidays and examinations. Students must rejoin classes after the holidays on the re-opening day. Any breach of this will be considered a grave offence. Moreover, any student arriving later than a calendar week after the re-opening of the school is liable to forfeit the seat.
27. Parents should not hand over the tiffin to the staff both teaching and non-teaching or to the students, to be distributed. They can bring during break time (outside). No food items to be taken to classroom.

28. The Parents are not allowed to get inside the school to drop and to pick children in the morning and evening.

ABSENCE & LEAVE

1. No pupils should absent himself/ herself without obtaining prior leave unless it is a sick leave. Reasons such as birthday, excursions, festivals, urgent business, work at home are not considered as sufficient reason for leave. Whenever leaves have been sanctioned, the fact will be recorded in Regularity Record. However, evidence for leave is to be submitted on the very first day when he/she returns to the school.
Evidence for Medical Leave and other matters include the following.
 - a. Genuine Report of a registered doctor with proper date, seal, signature and phone number.
 - b. Copy of the payment voucher and prescription are to be attached along.
 - c. Other Occasions-Invitation cards, photographs, travel tickets etc.
2. 100% attendance in the school is appreciated. Because for a student being absent even for a single day can cause immense hardships in the effective learning process.
3. If it is noticed that mass bunking of the school willfully to avoid attending the classes, important scholastic and co-scholastic activities, extra classes, guest lecture etc, will lead to fine not exceeding Rs 100/- per day along with other disciplinary actions, to the extent of expulsion from the school.
4. Leave must be obtained in written application from parents or guardians in the prescribed leave records and must be signed by the Head of Institution.
5. Late arrivals in the school shall be fined Rs. 10/ or above as given in the disciplinary chart.
6. No child is allowed to leave the school premises without the permission of the Principal.

7. No pupil will be allowed to sit for Term I, Term II and Pre-board if the attendance during the year is below 93%, in the respective semesters.

DISCIPLINARY ACTION AGAINST STUDENT

Students are expected to follow the rules and regulations of the school. If there is a significant violation of the rules of the school by any student, the school administration has to take action. This is important for the good of the institution. The Principal/VP/Co-ordinator/ Class teacher is the competent or the sole authority to inflict just and appropriate punishment on a student. As a rule, the following steps are taken to discipline the students.

1. For minor violations of any rule, the class teacher corrects the students with a mild scolding and then warning not to repeat the mistake. In case of non-compliance minus points will be given according to the rule given in the school diary
2. If the student or a group of students repeat the same mistake or commit a serious offence, they will be sent to the Principal/VP/ Co-ordinator, who will correct them sternly.
3. Gentleness, loving kindness, persuasion, patience and counseling take the place of corporal punishment. The spirit of St. Francis de Sales shall prevail in the education institution.
4. In the absence of the class teacher and the Principal VP/ Co-ordinator / any teacher of the school is entitled to correct and even punish moderately, if the situation demands.
5. If a student commits a serious offence or if he/she repeatedly breaks the rule of the school the Principal/VP/ Co-ordinator will call the Parent/Guardian of the student to his/her office and explain to them the gravity of the matter and in their presence warn the student not to repeat the offence.
6. The following punishment may be inflicted for major offence:-
 - i. Fines not exceeding Rs. 1000/-

- ii. Suspension from the school for a period not exceeding 20 days
- iii. Rustication for a period not exceeding 2 months
- iv. Forfeiture / withdrawal or cancellation of Scholarships other privileges.
- 7. If a student commits a very serious offence, the Principal/ VP can suspend him/ her from the school. Suspension is used for serious reasons.
- 8. If a student, even after a repeated suspension does not reform himself/ herself, he/she may be expelled. The measure of expulsion is taken only in the case of very grave offences, when there is no reasonable prospect of change and moral reformation of the offending student and where the retention of such, would be injurious to the morals of other students or undermine the discipline and reputation.
- 9. In case of rustication or expulsion, the head of the school shall place the matter in the hands of the Disciplinary Committee. If the Disciplinary Committee decides on rustication or expulsion, the order must be drawn up in the appropriate form.
- 10. The Principal / VP shall forward a copy of the order of rustication or expulsion to the parent/guardian of the student concerned.
- 11. Before expelling a student from the School, he /she will be given an opportunity to present his/her explanation to the case in question.

SCHOOL FEE

This is an unaided, minority institution and does neither receive any government grant nor any financial assistance from other agency. The only income of the school is the fee realized from the students. Hence it becomes necessary to increase the fees time to time depending upon the increase in the cost of maintenance, addition and up-gradation of facilities.

All fees are to be deposited in the school Account with the bank (as specified) unless prescribed otherwise.

Fee is charged for twelve months of the year. The fee is due in April, July, October and January. The fee should be deposited on/before the last day of the month mentioned above or a late fee will be charged as specified in the Fee Book. The name of the student will be struck off the rolls after two months, if the fee has not been paid and re-admission will only be allowed depending on the availability of seats in the class. Parents will kindly keep the pay slip counterfoils with them till the end of the session, until promotion to the next class has been granted.

Computer Science is compulsory for all classes and fee will be charged extra. Those who take Computer Science as an optional subject in class XI and XII will also have to pay extra for the same.

THE METHOD OF STUDY

All of you have to devote a lot of time for your studies but most of you find it impossible to finish the given task or assignments. Then from where can you find time to study? For this there is no magic formula. But the formation of correct study habits will keep you free from anxiety and give a feeling of confidence.

A. Study Condition

1. Avoid all distractions. Do not let your mind wander or be distracted from what you are doing. For this, select a quiet place.
2. Keep ready all the materials you might require close at hand so that you do not waste time and energy looking for it.
3. Study under proper light, because poor light tires the eyes and you lose concentration.
4. Have proper ventilation, for fresh air keeps the mind alert.

B. Make a plan for study

1. Keep in mind what you have to study, how much you have to study and the time you have. Have a balance between leisure

and study. Organize a time table in such a way that you have fun and sufficient time for study. "All work and no play makes Jack a dull boy". Fun is essential because an exhausted mind cannot absorb what it studies.

2. Decide when to study and what to study. Make a weekly timetable. It is better to have short frequent periods of study for each subject than long hours for one. Start with interesting easy lessons/topics and then go on to difficult ones unless they are interconnected.
3. Pay total attention to what you are studying. You will absorb more and understand better.
4. Do not study when you are tired. Relax with something light for a short-while and come back to studies. But do not confuse laziness with tiredness.
5. Understand the material that you have to learn as a whole
6. Re-learn and revise previous lessons frequently. If you have learnt, mathematical formula or grammar rules practice them, for practice makes a man perfect.
7. Do not practice rote learning. Read the chapter carefully, understand the ideas and write the essentials points.
8. Do not learn from notes, but get the most important points and put them down in order, under headings and subheadings.
9. During the weekend, set aside something to go over the week's work concentrating on points you had not grasped. Regularity and concentration are the key words to success.

POINTS FOR STUDENTS TO REMEMBER

01. Never neglect the lesson or homework assigned. If you do so, it is like missing a train that you can never catch afterwards.
02. Always revise the work done in class.
03. Consider tuition as social evil. Avoid it by concentrating and participating in the class.

04. Never postpone what you can do each day.
05. Be enthusiastic in doing everything. Live well by doing everything well.
06. Daily show your school diary to your parents and get them to sign any remarks.
07. Make friends with studious companions. They will help you by words and example.
08. Take part in games. Recreation serves to refresh your mind and gives you new energy for study.
09. Do not flinch in the face of difficulties in your studies.
Remember, a prayer to God for light will always help. Your teacher will help you too.

SCHOOL UNIFORM

On all class days pupils must wear the school uniform. The uniform must be clean and tidy. Uniform consists of Pants/Half Waist Coat/ Full Sleeve Lined Shirt/Tie/Black Shoes & Winter Sweater/House T-shirts/Track Pants/White Socks/PT Shoes.

Set one: (Monday, Tuesday)

Pants and half waist coat and full sleeve light blue line shirt, tie, black shoe with socks with white red strips.

Set two: (Wednesday, Saturday)

Group T-shirt white striped black track suit, socks with red stripes and sports shoe.

Set three: (Thursday and Friday)

Pants and half waist coat, full sleeve light yellow line shirt, tie, black shoe, socks with white red strips.

WINTER: ... WINTER (BLACK BLAZZER)

ASSEMBLY THEMES

SR.NO	THEMES(CLASS IX-X)		THEMES(CLASS VI-VIII)
1	Missile man APJ Abdul Kalam.	25	Importance of reading
2	Knowledge is the Power.	26	Positive attitude
3	Haste makes Waste	27	Unity in diversity.
4	Bad effects of social media	28	Modern education system.
5	Importance of speaking English.	29	The highest result of education is tolerance.
6	Pride and Prejudice spoil relationship	30	Global warming.
7	God is our father.	31	Simple living high thinking.
8	Consequence of drugs	32	When you know better, you do better.
9	Time and Tide wait for no one	33	Importance of being polite to everyone.
10	Influence of Science & Technology	34	Cleanliness is next to godliness.
11	Character and Success	35	Joy shared is double joy, grief shared is half grief.
12	If there is will there is a way	36	Importance of reading habit.
13	Importance of reading habits.	37	Slow and steady wins the race.
14	Discipline in life.	38	Hard work is the key to success.
15	Hard work and success	39	Necessity is the mother of invention.
16	Never ever give up	40	Child labor.
17	Protect your Environment	41	My favorite book
18	Family that prays together stays together	42	Importance of Internet.
19	All work and no play make Jack a dull boy	43	Water conservation.
20	Respect for elders.	44	Skill development.
21	Work is worship.	45	Obedient is the mother of success
22	Do your best and go God will do the rest	46	Parents are gift of God.
23	Politeness	47	Mother -"as your role model".
24	Importance of time management.	48	A trip to remember.

ASSEMBLY THEME FOR

Sl. No.	Themes (Class III-V)	Sl. No.	Themes (class I-II)
1	Our Freedom Fighters.	1	Parents are gift of God
2	Charity.	2.	Father of the Nation
3	People who help us.	3	Good Habits
4	India-my motherland.	4	Respect for elders
5	Mahatma Gandhi	5	Love one another
6	Natural resources.	6	Forgiveness
7	The Main Festival of Tripura.	7	Slow and steady in the race
8	Children's Day.	8	Peace begins with a smile
9	We rise by lifting others.	9	Be positive
10	A Friend in need is a friend in deed.	10	Importance of reading habits
11	Discipline In life.	11	Kindness
12	Helping hands are better than praying lips	12	Truthfulness
13	National flag.	13	Honesty
14	Teacher's Day.	14	My School
15	Christmas & New Year.	15	Independence Day
16	Respect for Elders.	16	Teachers Day
17	SFS School.	17	Children's Day
18	Parents.	18	Christmas
19	Our environment.	19	Republic Day
20	Cleanliness	20	Holi
21	Truthfulness	21	God is our Father
22	Politeness	22	Work is Worship
23	Knowledge is Power	23	Hard work
24	Honesty is the best policy	24	Good Character is more beautiful than good looks.

PRIOR LEAVE

Name: _____

Class: _____ Sec: _____ Roll No: _____

Dates of Absence		Reason	Signature
From	To		Signature of Parent
No. of days seeking leave			Signature of Class Teacher
			Signature of Principal/Vice-Principal
Dates of Absence		Reason	Signature
From	To		Signature of Parent
No. of days seeking leave			Signature of Class Teacher
			Signature of Principal/Vice-Principal
Dates of Absence		Reason	Signature
From	To		Signature of Parent
No. of days seeking leave			Signature of Class Teacher
			Signature of Principal/Vice-Principal

PRIOR LEAVE

Name: _____

Class: _____ Sec: _____ Roll No: _____

Dates of Absence		Reason	Signature
From	To		Signature of Parent
No. of days seeking leave			Signature of Class Teacher
			Signature of Principal/Vice-Principal
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No. of days seeking leave			Signature of Class Teacher
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No. of days seeking leave			Signature of Class Teacher
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PRIOR LEAVE

Name: _____

Class: _____ Sec: _____ Roll No: _____

Dates of Absence		Reason	Signature
From	To		Signature of Parent
No. of days seeking leave			Signature of Class Teacher
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From	To		Signature of Parent
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From	To		Signature of Parent
No. of days seeking leave			Signature of Class Teacher
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Name: _____

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Dates of Absence		Reason	Signature
From	To		Signature of Parent
No. of days seeking leave			Signature of Class Teacher
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From	To		Signature of Parent
No. of days seeking leave			Signature of Class Teacher
			Signature of Principal/Vice-Principal
Dates of Absence		Reason	Signature
From	To		Signature of Parent
No. of days seeking leave			Signature of Class Teacher
			Signature of Principal/Vice-Principal

LEAVE DURING SCHOOL HOURS

(while leaving the school due to illness)

Name: _____

Class: _____ Sec: _____ Roll No: _____

Date / Time	Reason	Signature
		Signature of Parent
Office In-charge		Signature of Class Teacher
		Signature of Principal/Vice-Principal
Date / Time		Signature of Parent
Office In-charge		Signature of Class Teacher
		Signature of Principal/Vice-Principal
Date / Time		Signature of Parent
Office In-charge		Signature of Class Teacher
		Signature of Principal/Vice-Principal

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(while leaving the school due to illness)

Name: _____

Class: _____ Sec: _____ Roll No: _____

Date / Time	Reason	Signature
		Signature of Parent
Office In-charge		Signature of Class Teacher
		Signature of Principal/Vice-Principal
Date / Time	Reason	Signature
		Signature of Parent
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Date / Time	Reason	Signature
		Signature of Parent
Office In-charge		Signature of Class Teacher
		Signature of Principal/Vice-Principal

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(while leaving the school due to illness)

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Date / Time	Reason	Signature
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		Signature of Principal/Vice-Principal
Date / Time	Reason	Signature
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Date / Time	Reason	Signature
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(while leaving the school due to illness)

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Date / Time	Reason	Signature
		Signature of Parent
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(while leaving the school due to illness)

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		Signature of Principal/Vice-Principal
Date / Time	Reason	Signature
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		Signature of Principal/Vice-Principal
Date / Time	Reason	Signature
		Signature of Parent
Office In-charge		Signature of Class Teacher
		Signature of Principal/Vice-Principal

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(while leaving the school due to illness)

Name: _____

Class: _____ Sec: _____ Roll No: _____

Date / Time	Reason	Signature
		Signature of Parent
Office In-charge		Signature of Class Teacher
		Signature of Principal/Vice-Principal
Date / Time	Reason	Signature
		Signature of Parent
Office In-charge		Signature of Class Teacher
		Signature of Principal/Vice-Principal
Date / Time	Reason	Signature
		Signature of Parent
Office In-charge		Signature of Class Teacher
		Signature of Principal/Vice-Principal

ABSENCE FROM SCHOOL

Name: _____

Class: _____ Sec: _____ Roll No: _____

Dates of Absence		Reason in brief from Parents	Signature
From	To		Signature of Parent
No. of days absent			Signature of Class Teacher
Total no. of days till date			Signature of Principal/Vice-Principal
Dates of Absence		Reason in brief from Parents	Signature
From	To		Signature of Parent
No. of days absent			Signature of Class Teacher
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From	To		Signature of Parent
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Name: _____

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Total no. of days till date			Signature of Principal/Vice-Principal
Dates of Absence		Reason in brief from Parents	Signature
From	To		Signature of Parent
No. of days absent			Signature of Class Teacher
Total no. of days till date			Signature of Principal/Vice-Principal

CLASS ATTENDANCE RECORD

(To be filled in by the Class Teacher)

Name.....

Class.....Sec.....Roll No.....

Date	Total Class Days	No.of Days Absent	Signature of Class Teacher	Signature of Parent/Guardian
April				
May				
June				
July				
August				
September				
October				
November				
December				
January				
February				
March				

- N.B. 1. Parents are requested to follow up this record and see to the regular attendance of their child.
2. 93% attendance is necessary for promotion.
3. To be filled in by the Class Teacher every month.

DISCIPLINE CHART
SCHOOL DISCIPLINARY CHART

SL.NO	DATE	LATE ARRIVAL/DIARY/UNIFORM/HAIR NOT CUT/ LACK OF STUDY MATERIAL	FINE AMOUNT	NAME OF THE TEACHER
1			1st Correction	
2			2nd Correction	
3			Rs 5	
4			Rs 10	
5			Rs 10	
6			Rs 10	
7			Rs 10	
8			Rs 10	
9			Rs 10	
10			Rs 10	
		Warning: Student has to be send to the VP and minus 20 is given along with the warning in the diary.		Sign of Parent:

COMMUNICATION FROM THE SCHOOL

Name: _____

Class: _____ Sec: _____ Roll No: _____

Date	Remarks with signature	Sign. of Parents/ Guardian

COMMUNICATION FROM THE SCHOOL

Name: _____

Class: _____ Sec: _____ Roll No: _____

Date	Remarks with signature	Sign. of Parents/ Guardian

COMMUNICATION FROM THE SCHOOL

Name: _____

Class: _____ Sec: _____ Roll No: _____

Date	Remarks with signature	Sign. of Parents/ Guardian

COMMUNICATION FROM THE SCHOOL

Name: _____

Class: _____ Sec: _____ Roll No: _____

Date	Remarks with signature	Sign. of Parents/ Guardian

COMMUNICATION FROM THE SCHOOL

Name: _____

Class: _____ Sec: _____ Roll No: _____

Date	Remarks with signature	Sign. of Parents/ Guardian

NOTES FROM PARENT / GUARDIAN

Name: _____

Class: _____ Sec: _____ Roll No: _____

Date	Information/Request / Notes by Parent/Guardian with the Signature	Sign. of Parent/ Guardian

NOTES FROM PARENT / GUARDIAN

Name: _____

Class: _____ Sec: _____ Roll No: _____

Date	Information/Request / Notes by Parent/Guardian with the Signature	Sign. of Parent/ Guardian

NOTES FROM PARENT / GUARDIAN

Name: _____

Class: _____ Sec: _____ Roll No: _____

Date	Information/Request / Notes by Parent/Guardian with the Signature	Sign. of Parent/ Guardian

NOTES FROM PARENT / GUARDIAN

Name: _____

Class: _____ Sec: _____ Roll No: _____

Date	Information/Request / Notes by Parent/Guardian with the Signature	Sign. of Parent/ Guardian

NOTES FROM PARENT / GUARDIAN

Name: _____

Class: _____ Sec: _____ Roll No: _____

Date	Information/Request / Notes by Parent/Guardian with the Signature	Sign. of Parent/ Guardian

**PT-I EXAMINATION
TIME TABLE**

Sl. No	Date	Time	Subject

**PT-II EXAMINATION
TIME TABLE**

Sl. No	Date	Time	Subject

**PT-III EXAMINATION
TIME TABLE**

Sl. No	Date	Time	Subject

**PT-IV EXAMINATION
TIME TABLE**

Sl. No	Date	Time	Subject

**TERM - I EXAMINATION
TIME TABLE**

Sl. No	Date	Time	Subject

**TERM - II EXAMINATION
TIME TABLE**

Sl. No	Date	Time	Subject

EXAMINATION RECORD - TERM I

Subjects	PT-1	Signature of Sub.Teacher	PT-2	Signature of Sub.Teacher	SA - 1	Signature of Sub.Teacher
English						
Bengali						
Science						
SST						
Math						
Comp. Sc						
Hindi						
M.Sc.						
EVS						
GK						
Rhymes						
Conv						

Note : After each exam the subject teachers are required to fill these columns.

EXAMINATION RECORD - TERM II

Subjects	PT-1	Signature of Sub.Teacher	PT-2	Signature of Sub.Teacher	SA - 1	Signature of Sub.Teacher
English						
Bengali						
Science						
SST						
Math						
Comp. Sc						
Hindi						
M.Sc.						
EVS						
GK						
Rhymes						
Conv						

Note : After each exam the subject teachers are required to fill these columns.

ASSIGNMENTS FOR TERM I

Name: _____

Class: _____ Sec: _____ Roll No: _____

Subject	Lessons/Topics	Date of Submission	Teacher's Signature

ASSIGNMENTS FOR TERM II

Name: _____

Class: _____ Sec: _____ Roll No: _____

Subject	Lessons/Topics	Date of Submission	Teacher's Signature

ART INTEGRATED PROJECTS FOR
TERM I

Name: _____

Class: _____ Sec: _____ Roll No: _____

Subject	Lessons/Topics	Date of Submission	Teacher's Signature

ART INTEGRATED PROJECTS FOR
TERM II

Name: _____

Class: _____ Sec: _____ Roll No: _____

Subject	Lessons/Topics	Date of Submission	Teacher's Signature

SPORTS & CULTURAL ACTIVITIES

SL	SPORTS	CULTURAL ACTIVITIES
Sub-Junior Section (KG-I & KG-II)		
1	50 Mtr Race	English - Action Rhymes
2	Frog Jump Race	Action Songs / Drawing
Junior Section (Class - I to III)		
1	100 Mtr Race	Single Song English
2	Long Jump	Single Dance English
3	Cock Fight	Folk Dance Bengali
4	Potato Race	Folk Dance Tripuri
5	Spoon Race	Fancy Dress / Drawing / Story Telling
Sub - Senior (Class - IV to VI)		
1	200 Mtr Race	Single Song / Dance - English
2	Long Jump	Folk Dance - Bengali / Tripuri
3	Cock Fight	Fancy Dress / Story Telling
4	Potato Race	English Speech / Poem Recitation
5	Spoon Race	Drawing
Senior (Class - VII to X)		
1	Long Jump	Single Song - English
2	Discus Throw	Single Dance - English
3	Javelin Throw	Folk Dance - Bengali
4	Shot Put	Folk Dance - Tripuri
5	Football	Group Dance - English
6	Cricket	Group Dance - Bengali
7	Tug of War	Group Dance - Tripuri
8	Volleyball	Skit
9	Relay	
10	Chess	

SUBJECT TEACHERS DETAILS & PHONE NUMBERS

Sl.No	Name of the Teacher	Subject	Phone No.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
29			
30			
32			
33			
34			

LIBRARY BOOK RECORD

BOOKS I HAVE READ

Name: _____

Class: _____ Sec: _____ Roll No: _____

Date of Issue	Title/Book Name/Author Name	Date of Return	Sign. of Librarian

TIME TABLE

		ASSEMBLY 08:30 - 08:45												
DAYS	1st Period	2nd Period	1st Break 10:10 - 10:15		3rd Period	4th Period	2nd Break 11:35 - 11:40		5th Period	LUNCH BREAK 12:20 - 12:40			6th Period	7th Period
	08:50 - 09:30	09:30 - 10:10			10:15 - 10:50	10:50 - 11:35			11:40 - 12:20				12:40 - 01:20	01:20 - 01:58
MON														
TUE														
WED														
THURS														
FRI														

PRAYER

***N.B: School Arrival Time : 08:00 AM**

TIME TABLE

		ASSEMBLY 08:30 - 08:45												
DAYS	1st Period	2nd Period	1st Break 10:10 - 10:15		3rd Period	4th Period	2nd Break 11:35 - 11:40		5th Period	LUNCH BREAK 12:20 - 12:40			6th Period	7th Period
	08:50 - 09:30	09:30 - 10:10			10:15 - 10:50	10:50 - 11:35			11:40 - 12:20				12:40 - 01:20	01:20 - 01:58
MON														
TUE														
WED														
THURS														
FRI														

PRAYER

***N.B: School Arrival Time : 08:00 AM**