



MAHESHWARI PUBLIC SCHOOL

Governed by The Education Committee of The Maheshwari Samaj (Society), Jaipur
A Prestigious Co-Educational CBSE English Medium School

📍 SPL-224, RIICO Industrial Area, Phase-II, Bagru (Ext.), Jaipur-303007
📞 0141-2983705, +91-8114410588 ✉️ mpsbagru@gmail.com 🌐 www.mpsajmerroad.com



THE EDUCATION COMMITTEE OF THE MAHESHWARI SAMAJ (SOCIETY), JAIPUR

Registered Office : Maheshwari Bhawan, Singhi Ji Ka Rasta, Chaura Rasta, Jaipur-302003
Administrative Office : 3rd Floor, MPS International, Bhabha Marg, Tilak Nagar, Jaipur-302004
Website : www.ecmsjaipur.com

LEGACY OF ECMS :



ECMS HELPLINE NO.: **18001806832**

School Almanac 2024-25

Name : _____

Class/Sec.: _____

Enrollment No. _____

Exam Roll No.: _____

Mobile No(s) _____

IMPORTANT INFORMATION

SCHOOL TIMINGS

Summer : Classes I to XII : 8:00 am to 1:50 pm

Winter : Classes I to XII : 8:40 am to 2:20 pm

9:30 am to 10:30 am

VISITING HOURS WITH PRINCIPAL

VISITING HOURS WITH

TEACHERS

Summer : 1:40 pm to 2:30 pm

Winter : 2:10 pm to 3:00 pm

The school policy does not approve of parent calling up a teacher at his/her residence.

Telephone calls to teachers during school hours will not be entertained.



OFFICE HOURS

To deposit fees and other dues: **9:00 am to 12:00 noon** (on scheduled days)

9:00 am to 10:00 am (on non-scheduled days)

- Half day leave/short leave is strictly not allowed.
- Every Second Saturday is a holiday.
- Late comers are strictly not allowed in school premises.
- On the last working day of the month, the school will get over after the fourth period for the students.



ECMS PARENT APP

ECMS Parent App is a Parent app for all schools that comes under 'The Education Committee of The Maheshwari Samaj.' It's an initiative taken to keep you updated on everything related to your child's school life.

- App can be downloaded from Google Play Store/App Store.
- Once downloaded, the Login screen appears which prompts the Parent to enter their registered mobile number to verify their identity.
- After successful Login, the home screen appears which serves as the interface to access all the features of this app.

LINKS/ ICONS

- **My Profile** : List of Information of the student as registered in the school and his/her achievements.
- **Communication** : Shows all the relevant updates, notes, circulars, and news related to your child
- **Assignments** : Shows the various tasks assigned by the teachers.
- **Results** : Keeps you updated on your child's Academic Performance.
- **Fees** : Allows you to view fee payment details such as fee amount, pending fee, paid fee etc. With this feature, fee can be paid online conveniently.
- **Calendar** : Lists all the important events and holidays for the academic year.
- **Attendance** : Parents can keep track of their ward's regularity. This feature provides an overview of their presence and absence in a month.
- **Gallery** : The image gallery displays photos of school events and activities.
- **Syllabus** : Gives you access to the current session curriculum which can be downloaded also.
- **Leave** : Keeps you updated on leave records of your child, including past and upcoming leaves, also it enables parents to apply for leave on behalf of their child.
- **Book Store** : The book store screen allows parents to browse and purchase books and study materials for their child, conveniently from their mobile device.
- **Uniform** : It allows parents to browse and purchase school uniforms and related accessories for their child, conveniently from their mobile device.
- **Order History** : It provides the details of previous purchases made by parents on the app, providing a record of their transaction history.
- **Change Password** : For changing/updating the login credentials for added security and protection.



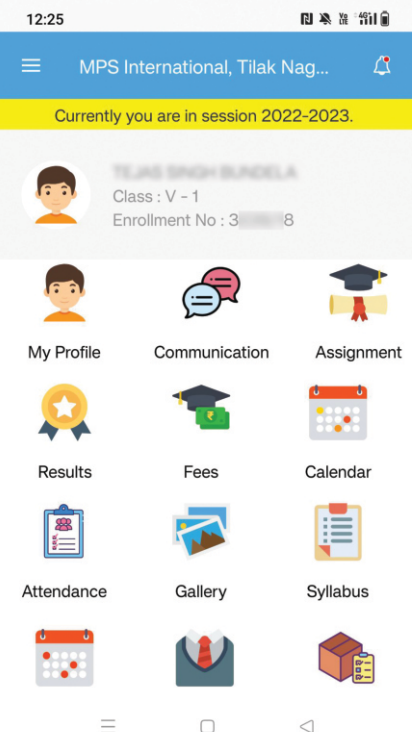
The Education Committee of
The Maheshwari Samaj (Society), Jaipur

Phone No

Request OTP On Mobile

Or

Enter Password

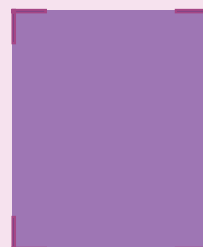


PERSONAL PROFILE

(To be detached by the Class Teacher)



Name:..... Exam Roll No.
Class:.....Sec :Enroll No. :
Student's Aadhaar No. Caste :
Class Teacher :
House :
D.O.B.:..... Blood Group :
Residential Phone No.....
Residential Address :
.....
Siblings (if any) studying in this School :
Auto / Bus No. :Driver's Name:.....Mobile:



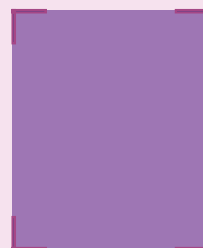
MY PARENTS

Mother's Name :
Occupation : Post :
Aadhaar No.
Office Address
Telephone No. : Mob/Whatsapp No.:
E-mail :
Annual Income :



Specimen Sign.

Father's Name :
Occupation : Post :
Aadhaar No.
Office Address
Telephone No. : Mob/Whatsapp No.:
E-mail :
Annual Income :



Specimen Sign.

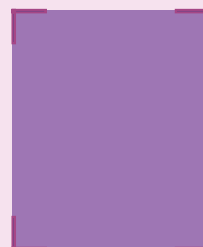
Local Guardian's Name :
Relationship with the Pupil :
Address & Tel. No. :
Local Guardian's Signature :





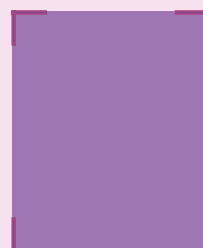
PERSONAL PROFILE

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Class:.....Sec :Enroll No. :
Student's Aadhaar No. Caste :
Class Teacher :
House :
D.O.B.:..... Blood Group :
Residential Phone No.....
Residential Address :
.....
Siblings (if any) studying in this School :
Auto / Bus No. :Driver's Name:.....Mobile:



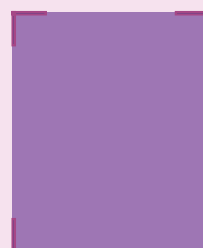
MY PARENTS

Mother's Name :
Occupation : Post :
Aadhaar No.
Office Address
Telephone No. : Mob/Whatsapp No.:
E-mail :
Annual Income :



Specimen Sign.

Father's Name :
Occupation : Post :
Aadhaar No.
Office Address
Telephone No. : Mob/Whatsapp No.:
E-mail :
Annual Income :



Specimen Sign.

Local Guardian's Name :
Relationship with the Pupil :
Address & Tel. No. :
Local Guardian's Signature :

AGREEMENT AND SPECIMEN SIGNATURES

The specimen signatures of the Parents/Guardians, who are responsible for signing the Report Card and remarks etc. by the Principal /Teachers, should be given below:

We promise to abide by all the rules and regulations mentioned in this Almanac and all the instructions which may be given by the Principal from time to time.

	Name	Signature	Relation with the Student
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

04

While communicating with the school authorities, kindly mention FULL NAME, CLASS and SECTION of your ward.

Statement made by Parents/Guardians:

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

Signature of

Mother _____

Father _____

Guardian (If any) _____

Note: To be filled in by the Parent/Guardian.

MEDICAL/HEALTH CHECK-UP REPORT

Name.....

Father's Name.....

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

Date of Birth.....Age Date of Check-up

HEALTH CHECK-UP (To be completed by a Regd. Medical Doctor)

Height.....cm

Weight.....Kg

Examination by the Physician :

Gen. Examination

Cardiovascular :

Respiratory :

Gastro-Intestinal :

Neurological :

Skin :

Other-Finding :

Mouth/Throat :

Teeth :

Ear :

Nose :

Dentist's Signature

Ophthalmologist Exam:

Distance Vision < R.E.
L.E.

Colour Vision :

Gen. Eye check-up :

Physician's Signature

Eye Specialist's Signature

Parent's Signature



MESSAGE FROM THE PRINCIPAL'S DESK



“
भाओं एक-जुटकर
होकर सब,
एक शिक्षित समाज
बनाएं, संकुचित
विचारों वाली
मानसिकता को,
सबके मन से
मिटायें।”

06

Dear Students,

Education is not limited to the four walls of the school building, rather it is much more than this. The beginning of education is the physical, mental, behavioral and social upliftment of the child. Education is the only key to success in personal and professional life which provides various skills.

For one who has planned the goal of life, life is like a festival. To keep it a festival, it is important that we remain alert and cautious about our mistakes and prevent life from becoming a trash of vices.

Ideal educational institutions are astute gardeners of the nation's culture. They create vital powers by laboriously irrigating the roots of the plant in the form of values with the fertilizer in the form of values. With these values given to them, students will be able to become ideal citizens with academic achievements.

Education is the key to open the golden doors of success. It is the most powerful weapon with which you can change the whole world. You have the ability to face change and bring revolution in every field so focus your attention and start your journey towards success. Move forward.

Society and country need successful and thoughtful individuals who can develop their versatile talent and hoist their flag at the top of the society and country.

DALJEET KAUR
PRINCIPAL

THE IMAGE OF A TRUE MPSITE

An ideal student is one step above others. An ideal student is the wealth and future of his/her nation, hope of his/her family and pride and glory of his/her school or college. He/She endears himself/herself to all by his/her temperament, qualities of head and heart and knowledge. He/She respects his/her teachers and is helpful and friendly to his/her class-fellows. Such good and bright students are the gems of an institution. They are the pillars of a nation. Such students become ideal citizens, politicians, statesmen and leaders. Traits of an MPSITE are -

- M** - mirthful, modest, methodical
- P** - punctual, passionate, polite, powerful
- S** - sparkling, sincere and devoted
- I** - intelligent, insightful, industrious, ingenious
- T** - treasured, team player, thoughtful, truthful
- E** - enthusiastic, empathetic, elated, exuberant

Everyone aspires to be an ideal student, but only some are able to become one. It takes a good amount of effort to achieve that kind of excellence. However, once you achieve it, you are unstoppable. Being good at everything then becomes a habit and you do not want to settle for anything less.

07

*Self-discipline begins with the mastery of your thoughts.
If you don't control what you think, you can't control what you do.*



मंत्र पाठ

असतो मा सद्गमय
तमसो मा ज्योतिर्गमय
मृत्योर्माऽमृतं गमय

ॐ सह नावतु
सह नौ भुनक्तु
सह वीर्यं करवावहै
तेजस्विनावधीतमस्तु
मा विद्विषावहै ॥
ॐ शान्तिः शान्तिः शान्तिः

अर्थ - (हे प्रभु!) मुझको असत्य से सत्य की ओर,
अंधकार से प्रकाश की ओर, मृत्यु से अमरता की ओर ले चलो ।

अर्थ - (हे प्रभु!) हम दोनों (गुरु और शिष्य) का साथ-साथ रक्षण करें
साथ-साथ हम दोनों का पोषण हो,
साथ-साथ हम दोनों शक्ति-सामर्थ्य प्राप्त करें,
हम दोनों का अध्ययन तेजस्वी हो,
हम दोनों एक-दूसरे से द्वेष न करें ।



08

सरस्वती वन्दना

या कुन्देन्दु तुषार हार धवला या शुभ्र वस्तावृता।
या वीणा वर दण्ड-मण्डित करा, या श्वेत पद्मासना॥
या ब्रह्माच्युतशंकरः प्रभृतिर्भि देवैः सदा वन्दिता।
सा माम् पातु सरस्वती भगवती निःशेषजाड्यपहा।

जो (सरस्वती) कुन्दपुष्प, चन्द्रमा और बर्फ समान श्वेत
हार को धारण किये हुए है, जो शुभ्र पवित्र वस्त्रों से आवृत है।
जिसका हाथ वीणा के श्रेष्ठ वाद्य से शोभित है, जो सफेद
कमल रूपी आसन पर विराजमान है।
जिसकी ब्रह्म, विष्णु, शंकर आदि देवी भी सदा वन्दना करते हैं।
सरस्वती मेरी रक्षा करे, मेरे अज्ञान को दूर करे।



विद्यालय गीत

संस्कार की ये खान है
हमको इस पर अभिमान है
हम सभी की ये शान है
ये हमारी पहचान है
हम सा न हुआ होगा ना कभी
बात हमारी है राईट
हम ही है वो बगरू एम पी एस आईट्स - 4
सा रे सा रे सा नि
रे ग रे ग रे सा
ग म ग म ग रे
म प ध प ग रे - 2
सा सा सा सा - 2
गुरुजनों ने सच्चाई का मार्ग हमें दिखलाया हैं। - 2
कठिनाई में धैर्य न खोए, हमको ये सिखलाया है।
हम ना झुकेंगे हम ना रुकेंगे
अब कोई तूफान से
अब ये हिम्मत कम न होगी, फौलादी चट्टान से
हम सा ना हुआ होगा ना कभी
फ्यूचर किसी का ब्राईट
हम ही है वो बगरू एम पी एस आईट्स - 4

सरस्वती वन्दना

हे शारदे माँ, हे शारदे,
अज्ञानता से हमें तार दे माँ।।
तू स्वर की देवी ये संगीत तुझ से,
हर शब्द तेरा है हर गीत तुझसे
हम हैं अकेले हम हैं अधूरे,
तेरी शरण में हमें तार दे माँ।।
मुनियों ने समझी है गुनियों ने जानी,
वेदों की भाषा पुराणों की वाणी
हम भी तो समझें हम भी तो जाने,
विद्या का हमको अधिकार दे माँ।।
तू श्वेत वरणी कमल पे विराजे,
हाथों में वीणा मुकुट सर पर साजे
मन से हमारे मिटा कर अंधेरे,
हमको उजालों का संसार दे माँ।

प्रार्थना

ऐ मालिक तेरे बन्दे हम, ऐसे हों हमारे करम,
नेकी पर चले और बदी से टले,
ताकी हँसते हुए निकले दम

ये अंधेरा घना छ रहा, तेरा इंसान घबरा रहा
हो रहा बेखबर, कुछ ना आता नजर,
सुख का सूरज छिपा जा रहा
है तेरी रोशनी में वो दम, तू अमावस को
कर दे पूनम, नेकी पर चले...

बड़ा कमजोर है आदमी, अभी लाखों हैं
इस में कमी पर तू जो खड़ा, है दयालु बड़ा,
तेरी कृपा से धरती थमी,
दिया तूने हमें जब जनम,
तू ही ले लेगा हम सब का गम
नेकी पर चले...

English Prayer

Bless the Lord, oh my soul,
Oh my soul
Worship His holy name
Sing like never before
Oh my soul
I'll worship Your Holy name
The sun comes up
It's a new day dawning
It's time to sing Your song again
Whatever may pass
And whatever lies before me
Let me be singing
When the evening comes
You're rich in love
And You're slow to anger
Your name is great
And Your heart is kind
For all Your goodness
I will keep on singing
Ten thousand reasons
For my heart to find

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 give respect to 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.

राष्ट्र-गाथा

जन-गण-मन अधिनायक जय हे,
भारत-भाग्य विधाता
पंजाब, सिंध, गुजरात, मराठा
द्राविड़, उत्कल, बंग,
विंध्य-हिमाचल-यमुना-गंगा,
उच्छल जलधि-तरंग
तव शुभ नामे जागे,
तव शुभ आशिष मांगे ।
गाहे तव जय गाथा,
जन-गण-मंगलदायक जय हे ।
भारत भाग्य विधाता
जय हे, जय हे, जये हे,
जय, जय, जय, जय हे ।

राष्ट्र-गीत

वन्दे मातरम्, वन्दे मातरम्, वन्दे मातरम्,
सुजलाम् सुफलाम् मलयज-शीतलाम्
शस्यश्यामलाम् मातरम् ।
शुभ्रज्योत्स्ना, पुलकितयामिनीम्
फुल्लकुसुमित द्रुमदल शोभिनीम्
सुहासिनीम् सुमधुर भाषिणीम्
सुखदाम्, वरदाम्, मातरम् ।



SCHOOL UNIFORM

The students have to come to school in proper school uniform. The parents are advised to manage the following uniform material for their wards in time. No excuse whatsoever will be accepted. The stitching of the uniform must be as per the pattern given below (also displayed at school reception)

Note: Wearing of casuals (civil dress) on Birthday is prohibited.

SUMMER UNIFORM

Class I to V (Boys/ Girls)

Lemon shirt (half sleeves) with school logo on the shirt pocket, blue check shorts/ tunic, blue socks, black derby shoes (with laces/ buckle), necktie/ bow, lemon sash, handkerchief and school belt.

Class VI to XII (Boys)/ VI to VIII (Girls)

Lemon shirt (half sleeves) with school logo on the shirt pocket, blue trousers/ divider, blue socks, black derby shoes (with laces/ buckle), necktie, handkerchief and school belt.

Class IX to XII (Girls)

Blue salwar, lemon kurta, blue dupatta, blue socks and black leather shoes.

Specifications:

Lemon shirt (half sleeves), one flapless pocket on left side top, no flaps on the shoulders. (During monsoon white canvas shoes are allowed.)

WINTER UNIFORM

Class I to XII (Boys) / I to VIII (Girls)

Lemon shirt (full sleeves) blue trousers, blue socks, black derby shoes (with laces/ buckle), necktie/ bow, lemon sash, handkerchief and school belt, pullover with school logo/ blazer with school crest.

Class IX to XII (Girls)

Pullover/Blazer with school logo along with regular uniform.

Specifications:

Lemon shirt (full sleeves), blue trousers, (as per specimen available from the office) same as that of summer trouser, sweater sleeveless with V neck and plain design, blazer (colour as per specimen available from the office) one pocket on the left front of the coat, 2 bottom pockets, 2 brass buttons in front and two on each sleeve, one slit at the back. It should be single breasted.

SIKH BOYS UNIFORM

Blue turban or patka in addition to the above (compulsory for all the Sikh students of classes I to XII)

Sports Uniform:

I to XII (Boys/ Girls): White canvas shoes, white socks with House stripes, track suit, House T-shirt.

Sports uniform is to be worn by the students on **Wednesday and Saturday.**

SCHOOL DECORUM

The School is a temple of learning and its premises should be approached with devotion and reverence. Thus, every student is expected to-

1. respect one and all especially the elders, parents and teachers.
2. rise when any teacher or visitor enters the classroom.
3. speak with care and thoughtfulness. Avoid impolite language whatever be the provocation.
4. never move aimlessly in corridors, run about, shout or whistle.
5. avoid writing on walls and carving out names on desks/ benches.
6. avoid bringing to school items like - jewellery, pen drives, cameras, smart watches, mobile phones or any other electronic gadgets.
7. refrain from bringing fire crackers in the school premises.
8. avoid bringing/splashing colours in the school premises.
9. not to carry sharp or pointed article in the school.
10. accept defeat with a smile like a true sportsman.
11. regard the school as your second home and do everything possible to keep the classroom and the school premises neat and pleasing to the eye.
12. switch-off lights and fans and turn-off taps when not in use.
13. maintain cleanliness and hygiene of school toilets.
14. never indulge in deliberate destruction of school property and must report any such instance to the teachers.
15. treat your school mates as your brothers/sisters.
16. be ready to co-operate in any endeavour to promote the well-being of the school and schoolmates.
17. avoid indecent talk and behaviour, no matter whatever be the provocation.
18. abstain from visiting street vendors to ensure good health.
19. be ready to accept whatever work is assigned in a rightful manner.

12

DISCIPLINE POLICY

The desire to observe rules should come from within and must be genuine to facilitate building one's character.

1. Punctuality & regularity are the first step towards success. Thus, students must reach at least five minutes before the school time. The late comers will not be permitted to enter under any circumstances.
2. Homework must be done regularly, carefully, neatly and systematically.

3. Students must carry their school diary to school every day. It must have their photograph and complete personal record which should be signed by parents.
4. Morning Assembly is a solemn occasion. Each student is expected to sing the School Prayer, National Anthem, and National Song with due respect.
5. Students are required to go to the assembly hall/ground as soon as the bell for the assembly rings.
6. Students must come to school in a complete school uniform. The uniform must be neat, tidy and properly ironed. The shirt must be fully buttoned and properly tucked in. Shoes must be properly polished. Only uniform socks must be worn.
7. Personal cleanliness, hygiene and neatness is expected all the time. Girl's hair must be properly cut/combed/pinned/plaited (two plaits tied with ribbons for Class I-V and one plait for Class VI-XII). Ponytail is not allowed. Fancy hair bands, hairpins or hair accessories are not allowed. Boys must keep their hair trimmed. Fancy hairstyles and coloured hair are not allowed for both boys and girls.
8. Nails must be kept clean and pared. Applying Nail-Polish, Mehndi, Tattoo or any other artificial imprint on the body is strictly prohibited.
9. Students are not permitted to wear smart watches, chains, earrings, belts, bands, metal-kadas etc.
10. Carrying a mobile is not allowed in the school. If any mobile is found with students during school hours, it will be confiscated and will not be returned for rest of the session.

11. Given below are some of the consequential actions of misbehaviors.

Stage I:

Whenever any student is found indulged in a mischievous activity or any activity which may be against the discipline policy mentioned in school diary, the student will be given a warning/diary note by the concerned class teacher or any other teacher.

Stage II:

Parents will be called by school authorities, if the child doesn't respond in a positive manner towards the school decorum and discipline even after the diary note/warning.

Stage III:

The Pink Card may be issued to a student:

- a) if he/she doesn't improve his/her behaviour even after the meeting of the concerned teacher with the parents.
- b) on the following grounds even if the student does the mistake first time.
 - Disrespect shown to the National Anthem and National Song by not standing up or misbehaving.
 - Involvement in indisciplinary activities.
 - Damaging school property.
 - Acts of violence with other students.

- Using abusive or obscene language.
- Carrying liquor or tobacco product in the school.
- Getting three remarks in a month for improper uniform, coming late or failure to maintain proper personal appearance.
- Any kind of unauthorised gathering/celebration done outside/near the school premises/building by the students.

Stage IV:

The Red card/ suspension will be issued to the student on the following grounds:

- a) if he/she doesn't improve his/her behaviour even after receiving 3 pink cards in a session
- b) on the following grounds even if the student does the mistake first time.
 - Grave indiscipline which spoils the reputation of the institution in public.
 - Misbehaviour/ inappropriate behaviour with opposite sex inside/outside school premises.
 - Misbehaviour/ inappropriate remarks which destroy the harmony amongst the students.

12. Renewal of the students in class VI, IX & XI will purely depend on the overall behavioural performance of the child and on sole discretion of the principal.

ATTENDANCE AND LEAVE RULES

1. Every student is expected to maintain an attendance record of at least 75% during the year. Failing this, he/she may not be allowed to appear in the final examination. The total meetings are counted from the day the school opens and not from the date of admission of the student.
2. For any absence, leave is granted in the prescribed form signed by the parents / guardians. It is to be submitted to the class teacher/ at the reception on the following working day. In case of sick leave, it should be supported by a medical certificate. However, students suffering from contagious diseases are to resume school only on the completion of the quarantine period and on producing fitness certificate.
3. Those absent for a day, for any reason, should get it entered in the leave record of the almanac, and must get it sanctioned by the class teacher prior or on the following day.
4. The student's name will be struck off from the rolls if he/she is absent from the school for 7 days continuously without taking valid leave. A sum of Rs. 1000/- as Re-admission fee in such cases will be charged.
5. Attendance is compulsory on all School Functions when invited.
6. No half day leave/short leave will be granted, except, with the permission of the Principal.

RULES AND REGULATIONS REGARDING SCHOOL FEE 2024-25

- The school fee is to be paid through Post Dated Cheques (PDC)/ ECMS Parent App at the time of admission/renewal.
 - (a) 1st Installment As per schedule given in circulars
 - (b) 2nd Installment PDC Date - 5th July, 2024
 - (c) 3rd Installment PDC Date - 5th October, 2024
 - (d) 4th Installment PDC Date - 6th January, 2025
- In case the cheque bounces, a fine of Rs. 200/- will have to be paid.
- If the School fee is not deposited till the last date of the month in which the fee is due, fee defaulters to be handled as per school's norms.
- Re-admission would be at the discretion of the Principal for which re-admission fee of Rs. 1000/- will be applicable.
- Fee once paid, will not be refunded under any circumstances.
- The school will not issue a separate circular to deposit the fee.
- The Management reserves the right to revise any policy at any time during the academic session.

ADVISORY - CONVEYANCE FACILITY

- **School doesn't provide any conveyance facility however parents can arrange the transport as per their convenience. However following point should be taken care while arranging the transport.**
- The need to adhere to pickup and drop down points is of paramount importance as it saves time for all.
- Personally seeing your child off or in the transport and assisting him/her in crossing the road is advisable.
- The driver/ conductor should be briefed with regard to the conduct and care of children in their transport.
- While hiring any mode of transport, please ensure that the vehicle is having the proper registration, insurance and driver is having a valid driving licence.
- Preference should be given to transport which is equipped with proper GPS facility to track the vehicle.
- Please keep a copy of above mentioned documents as a record.
- Please ensure that the transport doesn't have the students more than the prescribed capacity.

LIBRARY & ITS RULES

The Library is an integral part of the school community and plays an important role in the cultural and social life of students. It is a central point of engagement with all kinds of reading, access to information, knowledge building, deep thinking and lively discussions. The School library is well stocked with thousands of books and various educational magazines.

Library Rules:

- A book is issued for a week for classes III to XII.
- The book must be returned on the due date mentioned on the date slip of the book.
- If a child is absent on the day of the library period, he/she must return the book during the recess, the next day.
- For late return, a fine of Rs. 5/- will be charged per day including the holidays.
- No new book will be issued to the child until the previous book is returned and the fine has been paid.
- If a student damages a book, he/she will have to replace it with a new one.
- If a student misplaces a book, he/she will have to pay one and a half times of the cost of the book.
- If a student loses the library card, he/she will have to pay a fine of Rs.20.
- Taking care of library books is of paramount importance.

GENERAL INFORMATION

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IDENTITY CARD

Students must wear their identity cards during school hours and while travelling to and from school. In case an identity card is lost or parents wish to change the information on the card (for instance if there is a change of address), they can send an application to the class teacher.

BIRTHDAY AND GIFTS

Students are not allowed to wear casuals on their birthday. Bringing birthday cakes and gifts for friends or teachers for any kind of celebration is not allowed. The school does not permit any student to go directly from the school to attend birthday celebrations of any classmate or friend nor will the school share the telephone number or address of any student for sending invitations.

TIFFIN AND SCHOOL CANTEEN

- Parents are requested to pack the lunch properly. Do not wrap the food in newspaper, plastic bags or aluminium foil.
- Pickles / sauces are not allowed. Junk food should be avoided. Kindly encourage your ward to carry and consume healthy food.
- The lunch box should be carried by the student. Sending lunch box during break is not allowed.
- Bringing non-vegetarian food is strictly prohibited.
- The School Canteen provides a variety of nutritious food at a reasonable cost. Canteen facility is only available during break or at the end of the day once the school is over.

INTER HOUSE ACTIVITIES: - COUNCIL MEMBERS

The School follows the House Systems for academic, cultural, indoor and outdoor activities. Inter House competitions are planned to provide all round training for extra and co-curricular activities.

The Student Council is led by the Head Girl / Head Boy assisted by the Deputy Head Girl / Head Boy, House Captains and Vice- Captains, Cultural Captain & Sports Captain. The Council Members are selected on the basis of their qualities of leadership, capabilities and respect from their fellow students.

FIRST AID ROOM

The School plays a vital role in improving students' health and social outcomes, in addition to promoting academic success. An annual Health Check-up is organized for students which is conducted by a team of qualified medical experts with the objective to identify any health related issue and to generate awareness on the importance of health and personal hygiene amongst them. Parents are requested to ensure that their wards are present in school on the days allocated for the check-up. Students may visit the Medical Room only in emergency situations and only with a teacher's written permission through the Diary. Parents will be informed in the event of serious illness or emergency and may be requested to come to school to take their ward home if necessary.

Health reports of the students would be shared with the parents. They are also recommended to take their ward's health report seriously and take action on any observation/comment made in it. Since this is a screening exercise and not a diagnostic, parents are advised to seek the opinion of their family physician/doctor for further evaluation.

COUNSELOR AND SPECIAL EDUCATOR

The School Counselors closely interact with students, teachers and parents, as and when required, with the express intention of providing counseling on a wide range of issues and problems. They may also provide recommendations and educate parents about mental health concerns as well as learning disabilities and behavioral issues. Counselors also engage in career guidance and help students identify their strengths. The Counselors visit classrooms and talk to students about study skills, social skills, academic difficulties, bullying etc. They also conduct individual sessions with students facing any of the above difficulties.

There is a Special Educator in the school to help the children with special needs to integrate with classes and conduct remedial classes that address their requirements.

EDUCATIONAL TRIPS AND EXCURSIONS

The School organizes educational trips and excursions on a regular basis such as visits to industries, historical monuments, planetarium, museums, book fairs, bird sanctuaries, science centres etc. to reinforce learning outside the classroom. It is important for children to participate as these are related to the school curriculum. Students also learn to get along with each other and become more independent. Parents are encouraged to research the places of visit and discuss with the children. Parental consent in writing is required for the children to go on these trips. Since the seats are limited, students are registered on first come first serve basis.

GENERAL GUIDELINES FOR PARENTS/ GUARDIANS

1. The school expects the co-operation of parents to ensure :-

- (a) that their ward comes to school regularly, punctually and dressed-up neatly.
- (b) that they bring their books and note books to school according to school time table only, in order to avoid unnecessary weight.
- (c) that the books & notebooks are covered properly and maintained neatly.

2. Parents are requested :

- (a) to acknowledge promptly all school circulars/messages/e-mails of programmes, Parent Teacher Meets, School Fees and fines etc. and comply with the letters.
 - (b) to report immediately to the school office about any change of address or telephone number etc. with an application.
3. Parents are not allowed to interfere with the school administration in anyway. In case of any problem, they can discuss the same with the Principal. They are welcome to record their suggestions in the suggestion register at the Parents Teacher Meet.
 4. Parents / Guardians are expected to co-operate in enforcing regularity and discipline by ensuring that the children prepare their lessons and do their home-work regularly.
 5. To improve expression and fluency in English, the school has made it compulsory for the students to speak only in English in the school. It is desirable that they communicate in the same even outside.
 6. Parents/Guardians are particularly requested to sign the Principal's/Teacher's remarks in the diary after reading them. The school disclaims all responsibility if the remarks are not signed.
 7. In case of any complaint about the school, the parents are requested to contact the Principal and not the class teachers. Criticism of the school or teachers in the presence of students must be strictly avoided as it adversely affects discipline.
 8. Parents must make sure that the children do not bring any expensive articles to the school.
 9. Carrying mobile phones by students to school is strictly prohibited.
 10. School Almanac is the bridge of communication. Kindly read/ go through it regularly. Also ensure that your ward brings the Almanac to school every day.
 11. Encourage your child to read books at home.
 12. Punctuality is a must, a real sign of discipline, thus students must reach school on time.
 13. The School reserves the right to send a late comer back and not allow him/her to attend the school on the day he/she arrives late.
 14. Students are strongly discouraged to leave school during school hours other than on medical grounds.
 15. Parents are advised to be in decent attire when they drop/pick up their ward to/from school.

LIST OF SCHOOL HOLIDAYS 2024-25

S.No.	OCCASION	DATE	DAY
1.	Sheetla Asthami (As per Collector's Order)	01-04-24	Monday
2.	Chetichand	10-04-24	Wednesday
3.	Id-UI-Fitr (Subject to moon)	11-04-24	Thursday
4.	Dr. Bhimrao Ambedkar Jayanti	14-04-24	Sunday
5.	Ram Navami	17-04-24	Wednesday
6.	Mahaveer Jayanti	21-04-24	Sunday
7.	Id_UI-Zuha	17-06-24	Monday
8.	Moharram (Subject to moon)	17-07-24	Wednesday
9.	Raksha Bandhan	19-08-24	Monday
10.	Janmashtami	26-08-24	Monday
11.	Rishi Panchami	08-09-24	Sunday
12.	Bara-Wafat (subject to moon)	16-09-24	Monday
13.	Navratra Sthapana	03-10-24	Thursday
14.	Durga Ashtami	11-10-24	Friday
15.	Maha Navami	11-10-24	Friday
16.	Vijayadashmi	12-10-24	Saturday
17.	Guru Nanak Jayanti	15-11-24	Friday
18.	Christmas	25-12-24	Wednesday
19.	New Year	01-01-25	Wednesday
20.	Guru Govind Singh Jayanti	06-01-25	Monday
21.	Makar Sankranti As per Collector's Order)	14-01-25	Tuesday
22.	Maha Shivratri	26-02-25	Wednesday
23.	Holi	13-03-25	Thursday
24.	Dhulandi	14-03-25	Friday

CBSE/RBSE SCHOOLS

Summer Vacations	39 Days	11.05.24 - 18.06.24
Diwali Break	6 Days	29-10-24 - 03.11.24
Winter Break	Exact dates for the winter vacations will be intimated later	

Note:

- Exact date for the unspecified ones will be intimated later.
- The school office will remain closed during the Diwali Break(29-10-24 to 03-11-2024) but in lieu of 1.11.2024 it will be a working day on Second Saturday ie. 09.11.2024.
- The school office will remain closed on 01.01.2025.
- Holidays are likely to change according to the Govt. of Rajasthan orders/circulars.
- The school remains closed on Second Saturday of every month.
- The last working day of the month will be a half day for the students.

MORNING ASSEMBLY DUTIES 2024-25

Months	Classes	Tarang	Anhad	Nirbhay	Vaani
April	XII/VI	4/4 to 7/4	8/4 to 15/4	16/4 to 23/4	24/4 to 30/4
May/ June	X/V	1/5 to 7/5	8/5 to 15/5	16/6 to 23/6	24/6 to 30/6
July	IX/IV	1/7 to 7/7	8/7 to 15/7	16/7 to 23/7	24/7 to 31/7
August	XI/I	1/8 to 7/8	8/8 to 15/8	16/8 to 23/8	24/8 to 31/8
September	VIII/II	1/9 to 7/9	8/9 to 15/9	16/9 to 23/9	24/9 to 30/9
October	VII/III	1/10 to 7/10	8/10 to 15/10	16/10 to 23/10	24/10 to 31/10
November	XI/V	1/11 to 7/11	8/11 to 15/11	16/11 to 23/11	24/11 to 30/11
December	IX/I	1/12 to 7/12	8/12 to 15/12	16/12 to 23/12	24/12 to 31/12
January	VIII/IV	1/1 to 7/1	8/1 to 15/1	16/1 to 23/1	24/1 to 31/1
February	VII/III	1/2 to 7/2	8/2 to 15/2	16/2 to 23/2	24/2 to 28/2

Monday- Tuesday - Wednesday

Senior and Middle

Thursday -Friday-Saturday

Middle and Primary

- Assembly Duty will be as per the House on Duty.

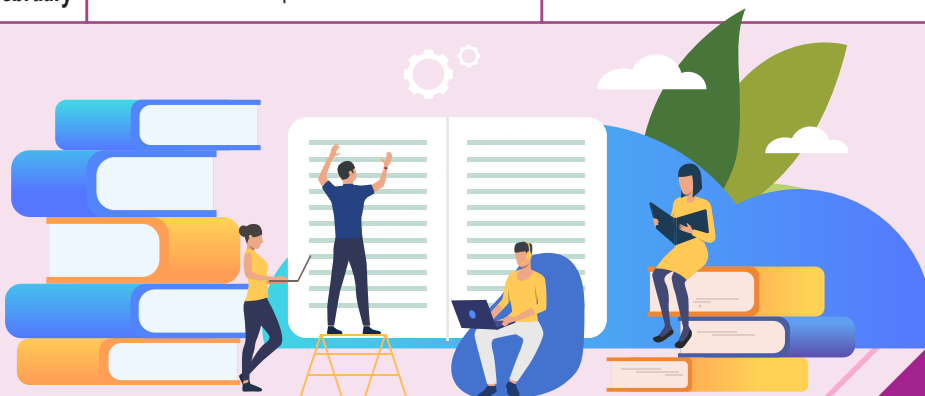
TOPICS FOR THE HOUSE BOARD 2024-25

Month	Topic
April/May	5R's- Reduce, Reuse, Recycle, Refuse, Recreate
June/July	Climate Change
August	Indian Heritage and Culture
September	Literary Minds
October	Nine Incarnation of Goddess Durga
November	Bio- Technology
December	Rational Thinkers
January/February	World of Art

DISPLAY BOARD THEME

Month	Class I to II Topic	Class III to V Topic
April/ May	Nouns	Noun-kinds of noun
June/ July	Ocean life/ Summer Travels	Three R's- Waste Management
August	Patriotism	National Symbols
September	Teaching of Lord Krishna	The Symbolism of Lord Ganesha
October	Our Helpers	Our Mentors
November	Places in my neighbourhood	Different System in Our Body
December	Know your city- Famous Monuments	Know Your State -Famous monuments
January / February	Sports Logos	Sports Awards in India

Month	Class VI TO VIII Topic	Class IX to XII Topic
April/ May	Conserve Nature	Climate Change
June/ July	Flora and Fauna of India	Artificial Intelligence
August	Freedom Fighters	Constitution of India
September	Teachers -Architect of Human Future	Career Avenues in various Streams
October	Fundamental Rights and Duties	Upcoming technologies
November	Water-An Elixir of life	Our Renewable Resources
December	Know Your Country -Famous monuments	21st Century Skills
January / February	ICC T-20World Cup	7 C's Communication



ACTIVITY PLANNER 2024-25

Month - April			
Date	Day	Class	Celebrations/ Activities /Competitions
04.04.24	Thur		Beginning of New Session/Know your School
06.04.24	Sat	I-II, XI -XII	Special assembly -Health Day Show and tell Activity, Industrial Visit
08.04.24	Mon	I-II	Kavita Path
09.04.24	Tue	I-II, III -V VI-VIII	Sulekh English Writing PPT on Heritage Building
12.04.24	Fri	I-II, III -V	Special Assembly -Baisakhi,Fancy Dress, Group Dance
15.04.24	Mon	III -V	Farm to Food Activity
16.04.24	Tue		Expression Series Quarter 1- 2024-25
18.04.24	Thur	III -V, VI-VIII	Visit Historical place through PPT, Visit Jantar mantar
19.04.24	Fri	I, IX-X	Coloring Activity, Atulya Bharat -Quiz
20.04.24	Sat	II, XI -XII	Drawing And Colouring, Business Idea Presentation
22.04.24	Mon	I-II, VI-VIII, IV-V	Special Assembly - Earth Day Plant a Sapling, Poster Making competition, Recycling waste Bottle
23.04.24	Tue	III-IV VI-VIII	Slogan Writing Kavita Path
24.04.24	Wed	IX -X	Creative Writing -Express Yourself
25.04.24	Thur	VI-VIII	Sanskrit se Hum
26.04.24	Fri	III -V	Thanks giving Card Making
27.04.24	Sat	IX- XII	Skit on Women Empowerment
30.04.24	Tue		Foundation Day Celebration

ACTIVITY PLANNER 2024-25

Month - May			
Date	Day	Class	Celebrations/ Activities /Competitions
01.05.24	Wed		Special Assembly - Labour's Day
02.05.24	Thur	III -V ,I-II	Sulekh, English Writing
03.05.24	Fri	VI-VIII	Debate Competition
04.05.24	Sat	I -II, III-V IX-X	Card Making, Book Mark Making, Logo Designing
08.05.24	Wed	VI-VIII XI-XII	Ravindra Nath Tagore Birthday - Celebration World Family Day (Skit) App Design
09.05.24	Thur	III -V I -VIII	Poem recitation Parinda Activity

Month - June			
DATE	DAY	Class	Celebrations/ Activities /Competitions
19.6.24	Wed	I -VIII	National Reading Day- ACTIVITY
21.6.24	Fri		Special Assembly - Yoga Day

Month - July			
Date	Day	Class	Celebrations/ Activities /Competitions
01.07.24	Mon	III-V	Kavita Path
02.07.24	Tue	I	Maths - Fun with shapes
03.07.24	Wed	I-II	Group Song
04.07.24	Thur	I	Maths -Search of Number Name
05.07.24	Fri	III -V, VI-VIII IX -XII	Gift Wrapping, Paper Bag Making Folder Designing

ACTIVITY PLANNER 2024-25

06.07.24	Sat	IX-XII	Debate Competition
08.07.24	Mon		UT 1 Starts
11.07.24	Thur		World Population Day
20.07.24	Sat		UT 1 Ends
22.07.24	Mon		Investiture Ceremony
23.07.24	Tue	I-II	Expression Series Quarter 2 (2024-25) Spell Bee
24.07.24	Wed	III-V	Spell Bee
25.07.24	Thur	VI -VIII	Spell Bee
26.07.24	Fri		Special Assembly -Kargil Vijay Diwas
27.07.24	Sat	XI -XII	Ad Mad Show
30.07.24	Tue	VI-VIII	Jhalana Dungri Visit
31.07.24	Wed	IX -XII	Munshi Premchand Birthday Extempore Competition

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Month - August			
Date	Day	Class	Celebrations/ Activities /Competitions
01.08.24	Thur	VI -VIII	Group dance
02.08.24	Fri		Aryabhatta Ganit Challenge
03.08.24	Sat	IX- XII	Street Play
05.08.24	Mon	III -V	English Poem Recitation
06.08.24	Tue	I- XII	Story telling Competition
07.08.24	Wed	XI -XII	Product Designing
08.08.24	Thur	VI-VIII	Character Play
16.08.24	Fri	III -V	Rakhi Making
17.08.24	Sat	IX -X	Mono Acting

ACTIVITY PLANNER 2024-25

21.08.24	Wed	III -V	Group Song
22.08.24	Thur	III	Maths Table Champ
23.08.24	Fri	IV-V	Maths Geometrical Attire making competition
24.08.24	Sat		Special Assembly -Janmashtami
27.08.24	Tue	I-II	Shloka Chanting
29.08.24	Thur	III-V	Visit to Science Park
30.08.24	Fri	IX- XII	Mock Parliament
31.08.24	Sat	IX- XII	Heritage Quiz

Month - September

Date	Day	Class	Celebrations/ Activities /Competitions
02.09.24	Mon	I-II	Hindi Dictation
03.09.24	Tue	III -V	Hindi Solo Song Competition
04.09.24	Wed	VI -VIII	Self-composed Poetry
05.09.24	Thur		Teachers Day Celebration
06.09.24	Fri	I-V, IX-XII	Eco Friendly Ganesh Molding, Hasya Kavita Path

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Month - October

Date	Day	Class	Celebrations/ Activities /Competitions
02.10.24	Wed		Gandhiji and Shastri ji Birthday -Special Assembly
04.10.24	Fri	VI -VIII	Mandala Art Competition
05.10.24	Sat		Picnic
07.10.24	Mon	I-V	Music Band
08.10.24	Tue	VI-VIII	Dream House 2D-Plan
10.10.24	Thur	I-II	Story Telling Competition
14.10.24	Mon		Science Exhibition

ACTIVITY PLANNER 2024-25

15.10.24	Tue	III -V	Cartoon Strip Designing
16.10.24	Wed	VI -VIII	Extempore Competition
17.10.24	Thur	VI -VIII	Pin Board Designing
18.10.24	Fri	IX -XII,III -V	Magazine Cover Designing ,Photo Frame (Waste Material)
19.10.24	Sat	IX -XII	Documentary making
21.10.24	Mon	IV, IX-X	Expression Series Quarter 3(2024-25) Wall Hanging, Jewellery Making (Paper Mache /Grains)
22.10.24	Tue	V- VI, VII-VIII	Bandarwar Making , Candle Decoration
23.10.24	Wed		Diwali Milan Fest
24.10.24	Thur		U N Day
28.10.24	Mon	XI -XII	Special Assembly -Diwali Celebration (Ramayan related Skit in Sanskrit) Rangoli Making

Month - November

Date	Day	Class	Celebrations/ Activities /Competitions
05.11.24	Tue	XI -XII	Product Designing
08.11.24	Fri	VI-VIII	Group Music
11.11.24	Mon	III -V	Extempore Competition
12.11.24	Tue	VI-VIII	Jantra Mantra Visit
14.11.24	Thur		Children's Day Celebration
16.11.24	Sat	IX- X	Flyer Designing
19.11.24	Tue	I-II, VI -VIII	Aao Kahani Bune ,Muhaware/ Lokoktiyan ki Duniya
20.11.24	Wed	XI -XII	Corner Beautification

ACTIVITY PLANNER 2024-25

26.11.24	Tue	VI -VIII	Constitution Day Celebration Debate Competition
27.11.24	Wed	III -VIII	Cook with out Fire
28.11.24	Thur	IX-XII	Culinary art(Salad Design)

Month -December			
Date	Day	Class	Celebrations/ Activities /Competitions
21.12.24	Sat	I-II	Fastest Reading Challenge
23.12.24	Mon	III -V	Fastest Reading Challenge
24.12.24	Tue		Christmas Celebration / Annual Function
26.12.24	Thur	VI-VIII	Fastest Reading Challenge
27.12.24	Fri	VI-VIII	Test your Synonym
28.12.24	Sat	I-II	New Year Celebration Dance

Month -January			
Date	Day	Class	Celebrations/ Activities /Competitions
09.01.25	Thur	III -V	Kite Decoration
10.01.25	Fri		Parakram Diwas
13.01.25	Mon		Makar Sankranti and Lohri celebrations
16.01.25	Thur	IX-XI	Flower Arrangement
18.01.25	Sat	VI-VIII	Expression Series Quarter 4(2024-25) No to plastic (Skit)
20.01.25	Mon	VI-VIII	Doodle Art
25.01.25	Sat		Republic Day Celebration

ACTIVITY PLANNER 2024-25

Month - February			
Date	Day	Class	Celebrations/ Activities /Competitions
03.02.25	Mon	XI-XII	Farewell

STREAMS

SCIENCE

- English core, Physics, Chemistry, Biology / Mathematics, Physical education/ Psychology/ Information practice

COMMERCE

- English core, Accountancy, Business studies, Economics, Applied maths /Physical education/ Information practice

HUMANITIES

- English core, History, Political science, Geography / Economics, Physical education/ Psychology/ Information practice /Applied maths
- English core, Hindi core, Painting, Information Technology / Beauty & Wellness / Front Office Operation, Banking /Yoga / Data Science

SKILLS SUBJECTS

- Beauty & Wellness, Data Science, Banking, Front Office , Yoga

List of Skill Subjects offered in VI- X

- VI : Beauty & Wellness, Artificial, Intelligent Coding
IX and X : Beauty & Wellness, Artificial Intelligent, Data Science, Banking

SCHOOL ACTIVITIES AND CLUBS

The school provides a fairly wide range of activities and parents are required to encourage their children to participate in all such activities/club activities:

Maths Club	Science Club	Cyber Club
Eco Club	Commerce Club	Heritage Club
Readers Club	Theatre Club	Yuva Club