



Stella Maris Convent & Junior College, Korpana

Korpana, Wani Road, Dist. Chandrapur - 442916 (Maharashtra)
Mob. No. : +91 7038526937

SCHOOL DIARY 2025 - 26

Our Patroness



Our Inspiration



Msgr. Joseph Kuzhinjalil



Mother Mary Kallarackal



STELLA MARIS CONVENT & JUNIOR COLLEGE

(RUN BY SOCIETY OF THE DAUGHTERS OF MARY)

Korpana, Wani Road, Dist. Chandrapur - 442916 Maharashtra

Mobile No. : 7038526937

Affiliation No. 1131262

Email : sms2013korpana@gmail.com

SCHOOL DAIRY
2024-2025

Name :

Class :Div. :Roll No.

Parent's Name:

Home Address :

.....

.....

Mobile No. of Parents :

Email Address :

Note - I Must Bring My Diary to School Everyday

Life is a finger print that cannot be duplicated.
So make the best impression with it

01

PRINCIPAL'S DESK

" Your level of success is determined by level of discipline, hard work and Perseverance"

Do you know what they do to keep a circus elephant from running away? The world's most powerful animal, which can uproot a tree easily as you and I can break a toothpick, remains tied down by a small peg and a flimsy chain. How come ?

When still a baby, the elephant is tethered by a very thick rope to a stake firmly hammered into the ground. The elephant tries several times to get free, but it lacks the strength to do so.

After a year, the stake and the rope are still strong enough to keep a small elephant tethered, although it continues to try unsuccessfully, to get free. At this point the animal realizes that the rope will always be too strong and so it gives up. This story shows that Childhood is a best time to character formation. So school life is the best time to lay the foundation of the core values essential for the overall development of the citizen of tomorrow. The world's mighty animal is regimented by a small rope then why can't you and I be disciplined by following the instructions given to us.

Every child is like a seed which has the potential to grow if it is nourished with love and care under the right guidance. In the contemporary challenging scenario it is crucial that children should not only excel in academics but should also develop courtesy, discipline, love kindness, elegant personality, social sensibility and be imbued with the traditional values and culture of our country.

We foster a positive spirit and believe in partnership between student, parent's teachers and support staff striving to create a milieu that sustains excellence. Our distinction lies in the pursuit of high academic attainment through support, encouragement, praise and motivation.

I wish you a pleasant and productive 2024 - 2025 school year at Stella Maris.

PRINCIPAL

" Many Relations come into our life like Rain or Ocean but only some can take the best place like a Drop which fortunately becomes a Pearl. "

02

PRINCIPAL'S OFFICE HOURS

9:30 am to 10:30 am

(Will be available from Monday to Saturday)

OFFICE HOURS

Monday to Saturday : 8:00 am to 12:30 pm
Second Saturday : Holiday

PRIMARY SECTION

Monday to Friday : 7:45 am to 02:00 pm
Saturday : 7:45 am to 12:00 pm
Second Saturday : Holiday

TEACHER'S PRAYER : 7:30 AM

1st Bell : 7:50 am 2nd Bell : 7:55 am
3rd Bell : 8:00 am

Note : Parents can meet teachers on Saturdays from 12 to 1:00 pm

NB: No School business will be transacted on holidays and out of school hours.

- 01 . Each Student should have a copy of the school diary and bring it to school daily. Any student who loses or tampers with the school diary must replace it with a new one.
- 02 . Parents are requested to check the school diary of their children regularly and see the particulars of lessons, assignments and remarks from the teachers are sent in the pages of diary.
- 03 . Only the parents /guardian whose specimen signature is given already in the personal data shall attest any report or application of the child.

Principal

" Every sacrifice has a fruitful reward. Every failure has a second chance...
We only have to be strong be God's grace to persevere in the tests of life...."

03

**PERSONAL DATA
2024 - 2025**

Recent Photo
2.5cm x 2.5cm

ADMISSION NO :
FULL NAME OF THE STUDENT :
CLASS :BLOOD Grp :GENDER ☒ (MALE/FEMALE)
DATE OF BIRTH.....PLACE OF BIRTH :
RELIGION : CASTE ☒ Open / SC / ST / OBC / SBC
If Minority ☒ CHRISTIAN / MUSLIM / SIKH / PARSI / JAIN / BOUDHA
FATHER'S NAME :
OCCUPATIONMob. No.
OFFICE ADDRESS
.....
E-MAIL
MOTHER'S NAME
OCCUPATIONMob. No.
OFFICE ADDRESS
E-MAIL
GUARDIAN'S NAME
MOTHER'S NAME
OCCUPATIONMob. No.
OFFICE ADDRESS
RESIDENTIAL ADDRESS :
.....
.....

PARTICULARS OF SIBLINGS AT STELLA MARIS

NAME :STD :
NAME :STD :
YEARLY INCOME OF THE FAMILY ☒ B.P.L / A.P.L

SPECIMEN SIGNATURES

FATHER

MOTHER

GUARDIAN

I Mr. / Mrs. _____
have read all the rules and regulation prescribed / printed by school
authorities. So, I hereby undertake that I shall co-operate with
the school in abiding by its rules and regulations and see that my
child also abides by them.

Signature of the Parent / Guardian

04

**PERSONAL DATA
2024 - 2025**

Recent Photo
2.5cm x 2.5cm

ADMISSION NO :
FULL NAME OF THE STUDENT :
CLASS :BLOOD Grp :GENDER ☒ (MALE/FEMALE)
DATE OF BIRTH.....PLACE OF BIRTH :
RELIGION : CASTE ☒ Open / SC / ST / OBC / SBC
If Minority ☒ CHRISTIAN / MUSLIM / SIKH / PARSI / JAIN / BOUDHA
FATHER'S NAME :
OCCUPATIONMob. No.
OFFICE ADDRESS
.....
E-MAIL
MOTHER'S NAME
OCCUPATIONMob. No.
OFFICE ADDRESS
E-MAIL
GUARDIAN'S NAME
MOTHER'S NAME
OCCUPATIONMob. No.
OFFICE ADDRESS
RESIDENTIAL ADDRESS :
.....
.....

PARTICULARS OF SIBLINGS AT STELLA MARIS

NAME :STD :
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have read all the rules and regulation prescribed / printed by school
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the school in abiding by its rules and regulations and see that my
child also abides by them.

Signature of the Parent / Guardian

05

CONVEYANCE PARTICULARS

Place : _____

Mode of conveyance : { Bus / Sumo / Auto / Parents)

Name of the Bus / Sumo / Auto driver :

Contact No of the Bus / Sumo / Auto driver : _____

Name of the Bus helper : _____

Contact No. of Bus helper : _____

Vehicle No : _____

HEALTH INFORMATION

Instruction to the Parent / guardian

Please identify and urgent health problems of your child. Any information we must know in case of a health emergency and action to be taken by us.

Student's Name :

☐ Male ☐ Female Date of Birth/...../.....

Address :

.....

.....

Please check all that apply :

☐ My Child need medication

☐ My Child should take the following over the counter medication

☐ My Child is allergic to insect bites to the extent that he/she needs medical treatment.

☐ My Child is allergic to

☐ My Child has special dietary conditions such as

Date of Student's last tetanus shot

Other Information :

Name of the Family Doctor :

Parent's Home Telephone:

Father's Office Telephone :

Mother's Office Telephone :

Emergency Contact Name :

Emergency Contact Phone No :

Dear Principal,

In an emergency situation, when I cannot be contacted, I authorize you to secure proper treatment for my child.

Date :

Signature of the Parent / Guardian

" If you have to hurt other people in order to feel powerful,
you are an extremely weak individual. "

07

TO THE PARENTS

Dear Parents,

Take Care of the following :

1. Check the Diaries of your children every day. Ensure that instructions are being followed by your child properly and counter sign the remark.
2. Co-operate with the school in ensuring an effective education for your child by :

- ❖ Providing text books, note books and other requirements of your ward
- ❖ Providing conducive environment for studies at home.
- ❖ Assisting and guiding in doing home work.
- ❖ Assisting your ward in removing his/her deficiency in particular subjects.
- ❖ Pay the school fee in time.
- ❖ Attend parent-teacher meeting whenever informed.
- ❖ Make sure that your child reaches school in time and as in full neat and smart uniform.
- ❖ Making yourselves available for the needs of your wards.

TO THE CHILDREN

Dear Children,

The School Diary is in your hands. Please make maximum use of it. The main aim of introducing the Student's Diary is to help you in informing the habit of doing planned work and study regularly.

You should bring this Diary to school daily and note down after every period the instructions given by your teachers regarding home work - reading / writing / assignment. This diary contains useful information which you should note for your guidance in day to day work.

This school intends to provide you maximum opportunities in all sorts of activities possible during school hours. Please make maximum use of all such programmes.

- ❖ Set up and use a study time table.
- ❖ Do your homework to the best of your ability and in a timely manner.
- ❖ Show respect to your Parents, Teachers and Elders.
- ❖ Be on time for school every day.
- ❖ Obey the rules of the school.

PRINCIPAL

" Good things come to those who Believe, Better things come to those who are Patient and the best things come to those who don't give up."

08

STELLA MARIS CONVENT & JUNIOR COLLEGE

Stella Maris Convent & Junior College is an English medium school started in 2013 with the CBSE syllabus. The school is managed by the Congregation of Daughters of Mary.

The charism of the congregation is to work out people oriented program sensing the needs and signs of the times. The primary aim of education is to form the human person, especially the young, rooting them firmly in justice, truth, peace & faith. Right from the days of its founders, Msgr. Joseph Kuzhinjalil and Mother Mary Kallarackal, it has taken up pioneering steps in the fields of teaching. Proclamation of the Word of God through visiting the families is the main Apostolate of the Congregation. Besides that, we are engaged in pastoral activities, education and health care mission, social service programs, vocational training centers, rehabilitation programs for the aged, handicapped, T.B and leprosy patients and orphans.

Today we understand and define education as a process and an endeavour catering not only to the child's mental exigencies but also to its physical, moral and aesthetic exigencies, there by achieving the development of the total personality of the individual, making him/her an integrated and harmoniously developed person, valuable not only to himself/herself but also to the society as a whole.

The general ethics of education is the basis and foundation of all the educational activities of the D.M congregation, which has been doing yeoman service in the field of modern education, not only at tertiary and advanced levels, but even at nursery, primary and secondary levels. This institution has been started to satisfy the need of locality and thus create a social and educational awareness among the people.

Stella Maris Convent & Junior College, Korpana is yet another undertaking of the Society of Daughters of Mary who dreamt of a progressive country. True education is beyond earning degrees it is more than bookish knowledge. It means inculcating positive thinking, ethical values and integrity to the upcoming generation. Only the full-fledged students are able to bring transformation in society. They will become good citizen of nation and most important one good human being such students are able to discover something new, out breaking. They will surely become successful in their life.

" Good things come to those who Believe, Better things come to those who are Patient and the best things come to those who don't give up."

OUR EMBLEM



Our Emblem portrays :

A. **STAR** indicates Star of the Ocean - Mother Mary- Patroness of the School.

B. **SAILING BOAT** signifies Seekers of Knowledge and Wisdom striving in the sea.

C. **STRIVE - THRIVE - SERVE**

Strive : To actualise dreams and potentialities

Thrive : Into a well-integrated citizen

Serve : One's family and society at large

VISION

Value-based Qualitative Education to all who are in the pursuit of knowledge and enabling them to respect the dignity of human life.

To equip the students with a keen sense of self-esteem and enable them to become responsible citizens and lifelong learners.

To provide a welcoming, safe and stimulating environment where everyone is listened to and respected.

To recognize and celebrate success in all aspects of school life with disciplined way of life.

MISSION

We focus on the wholesome development of the young generation by personal intervention without any discrimination and caring the less privileged students with compassion.

"Life is best for those who are enjoying It.... Difficult for those who are comparing it...
Worst for those who are criticizing it... Your own attitude defines your life...So enjoy life for each moment .

PRAYER BEFORE THE CLASS

Oh! My God, all knowledge is in Thee: bless our studies enlighten our minds, strengthen our memories and direct our wills towards what is right grant us to seek the truth always and make us truly wise.

PRAYER AFTER THE CLASS

we give Thee thanks, Almighty God for all the benefits and for helping us to learn our lessons and for keeping us healthy and happy all through the day.

PRAYER BEFORE EXAMINATION

Almighty God! We thank you/ for this day/Bless us/ as we write our exam. / Give us good understanding/memory power to recall/ what we have learnt. Help us / to be honest during the exams. / And never o end you / by words or actions / shower your blessings upon us / throughout this day.

PRAYER OF THE STAFF BEFORE THE CLASS

Each time / before I face my class / I hesitate a while / and ask the Father / help me Lord / to understand each child / help me to see / in every one a precious soul. / Most dear / and may I lead that child / through paths of wonder / not of fear. / Dear Father / as they look to me / for Christian guidance / true I look to Thee / and humbly ask / Thou will teach me too.

PRAYER

Almighty God! We thank you for this new day, for the sunshine, and for your beautiful creations. Thank you Lord for my Good parents, teachers and dear friends. And thank you for the good school where I learn and for your wisdom and guidance. May our minds and hearts be filled with your knowledge. Inspire and enlighten us throughout this day. Grant that we may always remain faithful to you in all our words and deeds. O God! Shower your blessings upon us.

THE PLEDGE

India is my country / all Indians are I my brothers and sisters. / I love my country / and I am proud of / its rich and varied heritage / I shall always / strive to be worthy of it. / I shall give my parents / teachers / and all elders / respect /and treat everyone / with courtesy. / To my country / and my people pledge my devotion. / In their well being / and prosperity alone / lies my happiness.

THE PREAMBLE

WE THE PEOPLE OF INDIA/ having solemnly resolved / to constitute India
/ in to a SOVEREIGN / SOCIALIST / SECULAR / DEMOCRATIC / REPUBLIC
and to secure to all its citizens:
JUSTICE, / social, economic and political; /
LIBERTY of thought, /expression, / belief, / faith and worship, /
EQUALITY of status and of opportunity, / and to promote among them all/
FRATERNITY / assuring the dignity of the individual / and the unity and
integrity of the nation:
IN OUR CONSTITUENT ASSEMBLY / this twenty sixth day of November. /
do HEREBY / ADOPT, ENACT / AND GIVE TO OURSELVES / THIS
CONSTITUTION.

UNIFORM FOR NURSERY TO STD VIII

For Boys : Grey trousers & Cream shirt.

For Girls : Grey skirt & cream shirt and white hair band.

Grey belt with a White line, dark Grey socks with a White band and black shoes are common for both boys and girls.

WEDNESDAY {P.T} UNIFORM

For Boys : White shirt and white trousers.

For Girls : White shirt and White skirt and a red hair band.

White socks with red strips, Red lined tie and belt and White canvas shoes are common for both boys and girls.

SATURDAY UNIFORM

For Boys T- shirt House colour with school pattern and
Black track suit.

For Girls T- shirt House colour with school pattern and
Black track suit and a Red hair band.

White socks with red strips and White canvas shoes are common for both boys and girls.

Only Grayish Coloured Sweaters are allowed

LEAVE OF ABSENCE

No leave of absence is granted except on previous written application from parents or guardians and that too, only for serious reasons which should be mentioned.

In case of illness, a leave application with medical certificate should be sent on the 1st day of absence. Absence without leave for one continuous period of 15 days will lead to the removal of the student from the school.

Repeated absence for more than fifteen consecutive days renders the student liable to have his/her name struck off the rolls. Re-admission if granted will be done on payment of re-admission fee.

No student who has been absent from school or is late to the school will be admitted to class without a signature in his/her diary.

WITHDRAWALS

Fifteen day's notice is required before a student can be withdrawn from the school.

However all the dues to the school shall be settled before issuing the Leaving Certificate. Application for leaving certificate shall be made in written by the parents / guardians.

ADMISSION

1.Registration for admission to the Nursery and K G I is generally done in the month of March.

2.Children who complete 3 years in the month of June are eligible for admission to Junior KG. Guardians seeking admission to KG section & Std 1 have to produce the true copy of the Birth certificate, Adhar Card & a passport size photo of their wards.

3.Admission to all the other classes will be done in the month of April depending on the availability of seats and on merit basis. Special consideration will be given to talented students in Sports, Games, and Cultural and Literary activities.

4.Once the admission is taken for any class, and if anybody withdraws the admission, the admission fee paid for the admission by the parents or guardians will not be refunded.

DISMISSAL

Irregular attendance, habitual idleness, disobedience or defiance of authority, malpractice in connection with examinations, lack of sufficient improvement in conduct and studies even after warnings or conduct injurious to the moral tone of the school are sufficient reasons for the dismissal of a student. A student who fails more than once in the same class

" Happiness isn't about getting what you want all the time.
It's about loving what you have and being grateful for it. "

shall be removed from the rolls. The decision of the Principal shall be final in this matter.

EXAMINATIONS AND PROMOTION

The examination schedule 2024-2025 for classes I to X is divided into 2 Class tests of 10 marks each, 2 Unit Tests of 40 marks each and 2 Terminal exams of 80 marks each. According to the CBSE revised examination pattern 20 marks internal assessment is divided into 10 Marks Periodic, Tests, 5 Marks for Note books and 5 Marks for Subject enhancement activities. The Class Test I, Unit Test I, and First Terminal exam will be included in the Term I result for classes I- IX and Class Test II Unit Test II, and Second Term will be included in the Term II result for classes I-IX. Students are mandatory to pass in both the Terms Individually. A student who seek dishonest aid in an examination will be disqualified from the rest of the examination, and more drastic step, explicitly dismissal may be taken by the Principal. A student who has not remitted his/her fees may be debarred from any examination.

Progress reports are issued to the students at the conclusion of Unit Tests and Terminal Examinations.

THERE WILL BE NO REEXAMINATION AT ANY TIME FOR ANY CAUSE, EXCEPT WHEN A STUDENT IS REQUIRED TO REPRESENT THE SCHOOL IN SOME ACTIVITIES OUTSIDE.

FEES

The school collects Tuition fee for 10 months only. It can be paid at a time or in a term, i.e. July, October, and January. It is payable during the first 15 days of those months or, the next working day, if the 15th happens to be a holiday. The students will not be allowed to sit for any exam unless the fees are paid fully. A fine of Rs. 50/- is charged after that date till the end of the month.

Term Fee and other relevant fees are collected every year. The computer fee for class first onwards, will be collected separately in the second & third installments. As the school meets all the expenses on its own, it reserves the right to increase the fees of the students slightly every year till it is in a position to pay the teacher's salary at par with the government norms of salary to teachers.

CO-CURRICULAR ACTIVITIES

The school has different kinds of co-curricular activities aimed at the harmonious development of the children. Students are exhorted to participate in these activities whole heartedly.

The following are the some of the co-curricular activities of the School : Literary club, Maths and Science Club, Sports Club, Arts Club, Quiz Contest, Public Speaking, Spell Bee, Spoken English, Music, Dance, Eco Club, Drawing and painting, Competitive Exams etc.

ATTENDANCE

1. Every day attendance is marked in the morning before the class teacher Starts teaching. 90% of the attendance is necessary for promotion.
2. Leave of absence up to maximum 6 days only will be granted by the Principal ON A PRIOR WRITTEN APPLICATION AND FOR SERIOUS REASONS ONLY. Parents taking their children away for marriages, festivals, holidays etc. without prior permission of the Principal are acting against the school regulations and are liable for disciplinary action.
3. The students are not allowed to be absent on the closing day, reopening day, or whenever there is a school function. In case of substantial reasons prior notice is a must.
4. If a student is absent on account of illness, he/she must bring a letter from his/her parents/gardian. For illness of more than 3 days the letter must be supported by medical certificate.

PHYSICAL EDUCATION

Physical Education is compulsory for all students. No pupil will be exempted from physical exercise or games unless it is specially permitted by the Principal.

HOUSE SYSTEM

This is an age for the 'fittest' and hence, healthy competitions have become the keyword of success. So the students are divided into different houses. Each house has a captain, a vice captain and a few teacher animators. House wise competitions are conducted to create a sense of belongingness and to make them feel the spirit of working together. Results of all such competitions are graded and recorded. Each house is given a house notice board to exhibit their talents in literary fields.

" Pray as if everything depends on God and work as if everything depends on you "
" To handle yourself use your brain and to handle others use your heart..."

LIBRARY

- The school has a well-stocked Library consisting of books and periodicals in all subjects.
- The school library is open to all bonafide students of the school. All classes are provided with at least one library period per week.
- All should see that an atmosphere of silence and seriousness is observed in the library and the Computer Lab at all times.
- Books from the school Library will be issued to students only during the library period allotted for each class.
- Books for reference can be obtained from the Library during the library hours.
- These books cannot be taken out of the library. Periodicals and new, papers should not be taken out of the reading room.
- All books, before they are taken out of the library, must be entered in the library issue register.
- Books are issued for the use only of the borrower hence he/ she may not, exchange them with or lend them to others.
- Books must be examined by the borrowers before they leave the library and they must point out to the librarian about the damages observed or else they will be held responsible for all damages found in the book while in their possession.
- Books may not be kept for more than a week. They may however be extended for another week, provided the book is overdue.
- In case of damage or loss of the book, the student will have to make good the loss or damage as assessed by the librarian.
- All library books must be returned one week before the Terminal or Final Examination, failing which a student may be debarred from the examination.

HOME STUDY AND PARENTAL CO-OPERATION

Parents /guardians are requested to go through the planner carefully and make a study of the rules and regulations. The school planner, part of the calendar contains pages to note down the homework, which the students are expected to do at home. Children should do their home-work by themselves. They should not be helped in their homework by parents or by tutors, unless they really need it. It is important that the children develop a habit of study and work on their own. Parents / guardians are informed that the reports and messages sent by teacher in the calendar should be read and signed

Parents should see that the children prepare their lessons regularly. They are requested to go through the answer sheets of all tests and examinations and sign them. If the child does not show the answer scripts they are requested to contact the principal.

“Self confidence is the most attractive quality on but you must have the ability to recognize it.

Parents are reminded that engaging private tutors for their children may prove injurious to their progress in studies. Parents should check all the books of the children periodically and make sure that the written work in all subject is up to date.

Criticism of a teacher should be avoided in the presence of the child because it undermines his/her respect for the teacher. If you have a legitimate complaint, please bring it to the notice of the Principal. Any such complaint made to her will be most welcome, as this could help in the better functioning of the school.

Parents should see that their children put in adequate hours of study at home. Apart from taking helpful interest in the academic work of the school, parents must also encourage their children to take part in all activities organized for the benefit of the children.

Parents, guardians and others may not meet students or their teachers during the school hours without the sanction of the Principal. On every Saturday except Second Saturdays, they can meet the teacher between 12:15 pm to 12:45 pm

Parents / guardians should make it a point to visit the school and meet the principal at least once in a month to enquire about the progress of their children.

Parents are requested to pay special attention to the personal cleanliness of their child, especially the child neatly attends the school in the prescribed uniform.

As the medium of instruction in the school is English, children should be helped to follow their class easily and intelligently by a certain amount of regular English conversation even at home.

If a child is absent without valid permission for more than 15 days, his/her name will be removed from the rolls. However, he/she may be readmitted provided the seat is still vacant by paying the re-admission fee.

DISCIPLINE

Discipline is an integral part of the learning process. If a student is to develop self-control he/she must be trained to bridle his/her emotions and impulses, thereby enabling him/her to live in harmony with others, to respect the traditions of his/her family, to keep the laws of the country and to obey the commandments of God.

All the students shall make themselves acquainted with the rules and regulations notified for their conduct. Ignorance of the rules will not be accepted as an excuse for their violation.

Running, playing or shouting inside the school building is not allowed. When passing along the corridors during class hours, students shall keep silence.

Classroom is a sacred place. Strict discipline is expected in the class. During the absence of a teacher the monitor should maintain the discipline in the class.

The students must obey them. The second monitor should report the matter to the principal within five minutes.

Students shall be responsible for the safe custody of their belongings. The school authorities will not be responsible for the loss of articles of students and for any injury or loss of life that might happen accidentally. Any damaged caused to the property of the school must be immediately reported to the principal and will have to be made good by the concerned Child.

Speaking English Is compulsory at the school and In the premises.

Discourtesy and disrespect to the members of the school in any form will be viewed seriously and students responsible for such misbehavior are liable to be dismissed.

Genuine respect, love and gratitude to teachers, parents and school mates is expected from everyone. So pupil should greet their teachers whenever they meet them. They should also greet one another.

Politeness and courtesy in speech and conduct as well as cleanliness and grace of person are to be cherished.

The school insists on punctuality, regularity in attendance, cleanliness in dress, neatness in character and fidelity in study. Classrooms and surroundings should be kept neat and clean. Text books and note books should bring regularly to the class as per the time table. These books should be neatly covered and labeled.

Students suffering from contagious or infectious diseases will not be permitted to attend school.

TRANSPORT FACILITIES

School doesn't have bus facility. It provides transport facilities on certain routes through Bus / Sumo Contractors. Details in this regard can be obtained from the school office. School gate will be closed sharp at 7:55 am. School will not entertain or be responsible for the students coming late to School.

NEEDS FOR PARENTS <--> TEACHERS CO-OPERATION

The school needs co-operation of the guardians to get maximum information about their wards and their progress in order to have fuller understanding of his/her nature, talents, habits, environmental influence etc. Parents/Guardians are requested to visit the school on any working day at least once in a month between 2.00 — 2.30 noon and the staff will be glad to discuss with them about the character and progress of their children. But they may not enter into the class or interrupt the teachers during class hours. No students will be sent home unless an authorized person comes to

them with a letter of authority from parents. parents are requested to collect their wards before 2.30 PM from the school. It is advisable to have a home time table for the children for studies, play etc.

COMPLAINT ABOUT THE STUDENTS

We have categorized some of the most common faults under ten counts

Kindly check the remarks of the teacher

1. Your ward did not do the homework given.
2. Your ward did not bring the text books, note books required in the class.
3. Your ward came to school wearing an untidy uniform.
4. Your ward came to school without wearing proper uniform.
5. Your ward came absent from school and leave letter was not given.
6. Your ward is irregular/late.
7. Your ward's report card is not signed.
8. Your ward's behaviour in the school was not satisfactory.
9. Your ward was disrespectful to the teacher.
10. Your ward is not showing any progress in studies.

GUIDELINES FOR FIRE PRECAUTIONS

Aims of fire drill: a. To prevent panic and ensure safe, orderly and efficient vacuation of all the occupants in case of a fire emergency. b. To get students and staff attuned to react rationally when confronted with a fire or other emergencies within the premises.

PROCEDURE DURING FIRE DRILLS/OUTBREAK OF FIRE:

1. Sound of alarm. Fire in predetermined part of the school will trigger the fire alarm. In a real emergency a loud hailer will be used if there is a power failure.
 2. Evacuation of the premises. When the alarm sounds, all students must evacuate the premises immediately in a calm and orderly manner, making use of all available exits. If a specific staircase is cut off or rendered unusable by smoke or fire, use an alternative staircase.
 3. Order of classes will movement:
 - a. Each class to line up in twos.
 - b. The classes will move off in an orderly fashion according to the emergency evacuation plan.
 - c. All occupants will proceed to predetermined assembly point on open grounds, away from the building.
 - d. At the assembly, a complete roll call will be carried out.
- Any pupil who cannot be accounted for must be reported at once to the principal with his/her last known whereabouts in the building.
- e, The person in charge will give the all-clear signals for re- entry into the buildings.

4. What to do if you discover a fire?

- a. Raise alarm immediately.
- b. Extinguish the fire by using the nearest fire fighting equipments, but not take unnecessary risks.
- c. Notify the principal or teachers of the fire.
- d. Evacuate the premises by using the nearest safest exit.

HINTS ON FIRE SAFETY: Be familiar with the location of exits. Where there is smoke, stay low, as the air is fresher there. Refrain from fighting a fire alone. Evacuate and proceed to the designated assembly point.

TIPS FOR STUDENTS

- Remember that study is your first duty as a student: do not neglect your home works and assignments.
- Be grateful to your parents for the love and affection they have showed upon you ever since you were a child.
- Remind yourself of your duties to God. Prayer will bring him nearer to you and help you in your need.
- Be God-fearing. Take care never to offend God.
- Be always friendly with others in and out of school.
- Take corrections from your parents / teachers in a grateful and cheerful manner. It is meant for your own good.
- Observe good manners and etiquettes everywhere.
- Avoid vulgarity in talk and behaviour. Never call anybody bad names.
- Do not be noisy and quarrelsome. Be cheerful and polite.
- Lend a helping hand to everybody with a cheerful heart.
- Do your daily lessons. Do not leave everything until the time of examination.
- Never neglect the lessons or home work assigned to you.
- Draw up a study time-table with the help of your teacher or parents for your home study and be faithful to it.
- Never waste time. Time is precious. Make use of it sincerely.
- Inculcate in yourself civic responsibilities and try to fulfill as many as possible.
- Grow up to be a proud citizen of this country.

TIPS FOR PARENTS

- Always encourage your children. Don't discourage them.
- Take time to listen.
- Set the right example.
- Develop a family sense of humour.

- Let the children share in your family duties.
- Be a friend to their friends.
- Provide wholesome sex instruction.
- Guide your children towards maturity.
- Be appreciative to each other.
- point out their civic responsibilities.
- Promote respect for authority.
- Assist them to make the most of free time.
- Provide them a zeal for learning.
- Elucidate their doubts.
- Instill the moral values in them.
- Help them to transparent in every field.
- Stimulate them to be creative.

AMENDMENT OF RULES

The Principal /Management has the right to introduce new rules, amend or change these rules and regulations in case of exigencies and in furtherance of the aims and objectives of the Managing Society of the School, as and when necessity arises.

The Managing committee

CODE OF CONDUCT FOR STUDENTS

- Our students should be polite and disciplined wherever they go. They should always remember that the school is judged the conduct by its students.
- They should never be cruel and should know that cruelty is the trait of a bully while kindness is the mark of gentleman. Bullying is strictly prohibited inside the school premises and so such act will not go unnoticed or unpunished. Depending on the gravity of misconduct punishment will be given as per the CBSE guidelines.
- They should always accept and complete whatever work is assigned to them.
- They should respect the aesthetics of the classroom and of the school premises and report any damaged caused to the teacher.
- They should never hesitate to say "NO" when asked or tempted to do a thing, which they know is wrong.
- They should keep their classroom clean and take care of the school furniture.
- No shouting or whistling is allowed in or around the school building. Running in corridors is strictly prohibited.

There will always be reason why you meet people. Either you need them to change your life or you are the one who will change theirs.

- Throwing things outside the windows, physically hurting anyone inside the classroom, in the corridor or outside the school, throwing any object anyone is strictly forbidden.
- Boy's hair must be regularly trimmed. It must not cover the forehead touch the collar. Girls must tie their hair in neat ponytails or plaits.
- Sweater is a part of the winter uniform and must be worn.
- The school diary and identity card must be brought every day.
- Students are not allowed to bring camera, mobile phone or any expensive things in the school. Students are responsible for their belongings: umbrella, pen, pencils, books, money, bag, ornaments etc.
- Irregular attendance, neglect of homework, disobedience or disrespect towards staff and bad moral influence will lead to serious disciplinary action.
- Most aspects of discipline involve parents monitoring and cooperation for maintaining a high standard of discipline.

स्कूल के अनुशासन

- 1) बच्चे की स्कूल यूनिफॉर्म पूरी तरह साफ होनी चाहिए एवं बच्चों को ठीक तरह से तैयार करके स्कूल भेजे ।
- 2) प्रत्येक विद्यार्थी को कम से कम **Warning Bell** चेतावनी घंटी बजने के 5 मिनट पहले स्कूल में पहुँचना होगा ।
- 3) यदि शिक्षक कुछ समय के लिये कक्षा में नहीं है, तो **Class Monitor** एवं प्रत्येक विद्यार्थी को पूरी जिम्मेदारी एवं अनुशासन के साथ कक्षा संभालनी होगी ।
- 4) कक्षा एक पवित्र स्थान है, यहाँ पर बात करना सख्त मना है ।
- 5) पाठशाला एवं उसका परिसर तथा सभी चीजें साफ सुथरी रखी जानी चाहिए ।
- 6) स्कूल के खेलने के सामान एवं स्कूल की चीजों के नुकसान होने पर संबंधित विद्यार्थी को सामान के नुकसान का भुगतान करना पड़ेगा ।
- 7) विद्यार्थी की कोई भी वस्तु जैसे-पेन्सिल, पुस्तकें, छाता, पैसे, ज्वेलरी या कोई भी दूसरी वस्तु खो जाने पर स्कूल की कोई जिम्मेदारी नहीं होगी ।
- 8) बच्चे अपने गुरुजनों को प्रणाम करें तथा प्रत्येक छात्र आपस में नमस्कार करें ।
- 9) स्कूल बिल्डींग के अन्दर दौड़ना, खेलना, एवं शोर करना सख्त मना है ।
- 10) विद्यार्थी अपने **(Progress Report)** में अपने माता-पिता के हस्ताक्षर करवाकर तीन दिन के अन्दर वापस करें ।

भर्ती

- 1) **Nursery** के लिये बच्चे की 3 वर्ष की आयु अप्रैल या मई में पूरी होनी चाहिए।
- 2) कक्षा में भर्ती के लिये आवेदन पत्र ऑफिस से प्राप्त करें।
- 3) बच्चे में भर्ती के लिये जन्म प्रमाणपत्र (नगर परिषद) और आधार कार्ड से बनवाकर लाये।
- 4) **Admission** (भर्ती) फीस भरने के बाद वापस नहीं मिलेगी।

अनुपस्थिति एवं स्कूल छोड़ने के लिये

यदि बच्चे को एक दिन की छुट्टी चाहियें तो एक आवेदन पत्र में न आने का कारण एवं माता पिता के हस्ताक्षर के साथ कक्षा-शिक्षक / शिक्षिका को आवेदन पत्र भेजे।

यदि बच्चे को एक से अधिक या एक सप्ताह की छुट्टी चाहिए तो एक आवेदन पत्र में न आने का कारण एवं पूर्ण हस्ताक्षर के साथ प्रधानाध्यापक के नाम पर आवेदन पत्र भेजे।

यदि बच्चा 15 दिन से ज्यादा दिन तक लगातार अनुपस्थित रहेगा तो उसका नाम हाजिरी रजिस्टर से काट दिया जायेगा। फिर आपको कक्षा में दोबारा भर्ती कराने के लिये पूरी **Admission** फीस भरनी पड़ेगी।

यदि आपको बच्चे की टी.सी (Transfer Certificate) चाहिये तो पहले आपको एक आवेदन पत्र पूर्ण हस्ताक्षर के साथ जमा करना होगा।

परंतु टी.सी (Transfer Certificate) निकालने से पहले स्कूल की पुरी फिस जमा करनी होगी।

फिस भरने के नियम

- 1) स्कूल फीस तीन किस्तों में भरनी पड़ेगी।

पहली किस्त	-	जुलै 15 के पहले।
दूसरी किस्त	-	ऑक्टोबर 15 के पहले।
तीसरी किस्त	-	जानेवारी 15 के पहले।

- 2) फीस भरते समय बच्चों की डायरी साथ में अवश्य लाये एवं फिस डायरी में एंट्री करावे।

परीक्षा एवं प्रमोशन (बढत)

- 1) साल में युनिट टेस्ट, छिमाही एवं वार्षिक परिक्षा ली जायेगी एवं साथ में प्रगति पत्र भी दिया जायेगा ।
- 2) बच्चे के प्रत्येक विषय में प्राप्त किये अंको के अनुसार ही उनको अगले कक्षा में प्रवेश दिया जायेगा ।

माता - पिता के लिये

माता-पिता को अपने बच्चे पर पूर्ण ध्यान देना होगा । उनकी डेली-डायरी की जाँच कर स्कूल से दिया गया होमवर्क प्रतिदिन पूरा कराये तथा डायरी में दिया गया रिमार्क के कॉलम पर ध्यान देकर उसमे हस्ताक्षर करें ।

यदि बच्चे होमवर्क (गृह-कार्य) नहीं कर रहे हैं या होमवर्क करने में असमर्थ हैं तो पहले मुख्याध्यापिका से संपर्क करें न कि कक्षा शिक्षिका से ।

माता-पिता को कक्षा में पढाई के समय कक्षाओं में जाना सख्त मना है । यदि माता-पिता को अपने बच्चों से मिलना है, तो उसके पहले मुख्याध्यापिका की अनुमति प्राप्त करें ।

यदि माता - पिता को शिक्षक / शिक्षिकाओं से मिलना हो तो उनके अवकाश समय पर ही मिले ।

स्कूल का माध्यम अंग्रेजी होने के कारण बच्चों से नियमित रूप से घर में भी अंग्रेजी में ही बातचित करें जिससे की बच्चों को पढाई में आसानी हो सकें ।



TEN GOLDEN RULES OF STUDY

1. Have a Time table for study.
2. Read first, understand well and then team.
3. Study with concentration.
4. It is better to learn a little well than much, badly.
5. Write down what you have learnt.
6. Do your work thoroughly.
7. Revise every week.
8. Keep on trying till you succeed.
9. Do not say, I will do it tomorrow, if you can to it today.
10. Before study ask God's blessing; after study than Him.

IMPORTANT SAYINGS OF OUR FOUNDERS

- "The means of our action must be pure and holy as that of the goal"
- "You will not have to be afraid of anyone, if you maintain a pure conscience"
- "Let us owe everything to the Lord and work always with the aim to love".
- "Prayer is the expression of the experience of God's love, which is rooted in deep faith and which cannot be disrupted by any external force".
- "Do not let anyone know the burden of your cross, keep it to yourself. Let it be a gratifying music to your ears".
- The community will grow in Divinity when we are submissive, thoughtful and supportive to each other".
- "Vocation is to please God, to grow in holiness and to serve our brethren. We should not dribble with it".

"Forgiveness is the best form of love. It takes a strong person to say sorry an even stronger person to forgive"

- "We should respect and serve everybody realizing that Christ whom I love dwells in them".
- "We should be habited to use every opportunity to proclaim the kingdom of God to anyone and at all time. Our missionary goal is to lead all people to God who we are in contact with... "
- "Daughters of Mary should proclaim the Gospel through house visiting. They should train the people of God to obtain a simple human life style and to fulfill their responsibilities toward God, country and fellow human beings".
- We should show special interest in the observance of the statues with renewed spirit: personally, as a community, and as a whole congregation.



" Good things come to people who wait, but better things come to those who go out and get them..."

MORNING ASSEMBLY

I) THE WORK OF GOD

All things bright and beautiful,
All creatures great and small,
All things wise and wonderful,
The good God made them all,

- 1) Each little flowers that opens,
Each little bird that sings,
He made their glowing colours,
He made their tiny wings
- 2) The purple headed mountain,
The river running by,
The morning and the sunset,
That brighten up the sky,

II) SHOWERS OF BLESSING

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 failing
But for the shower we plead.
There shall be showers of blessing
Precious reviving again
Over the hills and valleys
Sound of abundance of rain
There shall be showers of blessing
Send them open us, O lord
Grant to us now a refreshing
Come and now honour Thy word

III) DEAR LORD

Dear Lord please teach us the pray
For we want to know you more each day
Help us to believe every word you say
To trust in you and live by faith.

I only want what you want for my life
Holy Spirit come down on me
In everything I say and all that I do

May it be pleasing unto you.
I want to loves as you love me
And forgive as you forgive me
With a new mind and heart
So I can live for you
And tell world about your love so true.

VI) AS WE GATHER IN THIS

As we gather in this place today
Holy spirit come and have your way
Have your way
As we lay aside our own desires
Sweep across our hearts with holy fire
Have your way
This is your house your home
We welcome you

Lord we welcome you Today.
As we over up our hearts and lives
Let them be a living sacrifice
Have your way
Be glorified in everything we do
Be glorified in everything we say
Have your way
This is your house

V) हम को मन की शक्ति देना

हम को मन की शक्ति देना मन विजय करें
दूसरे की जय से पहले खुद को जय करें
१ भेदभाव अपने दिलसे साफ कर सकें
दोस्तों से भूल हो तो माफ कर सकें
झूठ से बचे रहें, सच का दम भरें
दूसरे की जय से पहले खुद को जय करें
हम को मन की शक्ति देना ।
२ मुश्किलें पड़ें तो हमपे इतना कर्म कर
साथ दे तो धर्म का चलें तो धर्म पर
खुद पे हौसला रहे बदी से ना डरे
दूसरे की जय से पहले खुद को जय करें
हम को मन की शक्ति देना ।

VI) इतनी शक्ति हमें देना दाता

इतनी शक्ति हमें देना दाता,
मन का विश्वास कमजोर हो ना ।
हम चले नेक रस्ते पे हमसे,
भुलकर भी कोई भुल हो ना ।
१ दूर अज्ञान के हो अंधेरे,
तु हमें ज्ञान की रोशनी दे ।
हर बुराई से बचते रहे हम,
जितनी भी दे भली जिंदगी दे ।।
बैर होना किसीका किसी से,
भावना मन में बदले की होना ना
२ हम ना सोचे हमें क्या मिला है,
हम ये सोचे किया क्या है अर्पण ।
फूल खुशियों के बाँटे सभीको,
सब का जीवन ही बन जाये मधुवन,
अपनी करुणा का जल तू बहाकर,
कर दे पावन हर एक मन का कोना ।
हम चले.....

VII) EVERY TINY

Every tiny stars that twinkles in the night sky
Every drop of morning dew
Every spark of fire blazing in the furnace
Every captivating view, every rainbow in the sky,
Every pretty butterfly
Tells the fascinating news, to those who dare
to hope, And the message is
God still loves the world (2)
So throw your love life into his hands
Day by Day desern his plans
God is passionately busy loving you and me.

VIII) HOLY VIRGIN

Holy virgin, by God's decree
You were called eternally
That he could give his son to our race.
Mary, we praise you, hail full of grace.
Ave, Ave - Ave - Maria

By your faith and loving accord
As the handmade of the Lord
You undertook God's plan to embrace
Mary, we thank you, hail full of grace.
Ave, Ave - Ave - Maria

Refuge for your children so work
sure Protection all can seek
Problems of life you help us to face
Mary we trust, hail full of Grace.
Ave, Ave - Ave - Maria

IX) SUNFLOWER

Like a sunflower that follows
Every movement of the sun
So I turn towards you, to follow you my God.

- 1) In simplicity, Charity I follow(2)
Like a sunflower that follows
- 2) In simplicity, honesty I follows
Like a sunflower that follows
- 3) In simplicity, fidelity I follows
Like a sunflower that follows

X) NO ONE CAN

No one can live as an island
Journey through life alone
Since we're most loved by a mother
Jesus gave us his own.

Be with us Mary along the way
Guide every step we take
Lead us to Jesus your loving son
Come with us Mary come.

XI) O HOW WE LOVE

O how we love Mary to praise you
Honour your name bless you always
You are the mother of Jesus Christ
And mother of humankind

You're the glory of our race
New every morning is your love
Virgin most blessed,

You're the song in our heart
And we will praise you
Through all eternity.

XII) MAKE ME A SERVANT

Make me a servant humble and meek
Lord let me lift up those who are weak
And may the prayer of my heart always be
Make me a servant (3) today

Even though we were far away from you
You took the way to our life
You accepted us as your children
We seek your love around
make me a servant ...

May I heal the sick
And the cripple bind
Bring back the sheep that stray
May I seek the lost
And the weak made strong
With justice feed the poor
Make me a servant ...

INDIAN NATIONAL ANTHEM

Jana-gana-mana adhinayak jayahe.
Bharat bhagya vidhata
Punjaba, Sindhu, Gujarata, Maratha,
Dravida, Utkala, Banga
Vindhya, Himachala, Yamuna, Ganga
Uchchala Jaladhi Taranga
Tava Subha name jage,
Tave Subha ashisha mage,
Gahe tava jaya gatha,
Jana-gana mangala dayaka jaya he
Bharat bhagya Vidhata,
Jaya he, jaya he, jaya he,
Jaya, Jaya, Jaya, Jaya he.

VANDE MATARAM

Vande-Mataram (2)
Sujalam, Suphalam, Malayaja Sitalam
Sayashyam alam - Mataram
Vande-Mataram
Subhralystna - Pulakitayamini
Pullakisumata - Drumadal Shobhinim
Suhasinim, Smadhura Bhasinim
Sukhadam, Varadam, Mataram.

SCHOOL ANTHEM

Oh! Star of the ocean
Enlighten our life
Fill the hearts with thy grace
in every walk of life
 Strive thrive and serve is the
Motto of our school
Never we stand against them
Even we have to sacrifice
 Obedience truthfulness
Kindness and charity
In all we do
In all we say
Bind us all in unity
 May noble valued education
 Be the aim of our school
 Impartiality and purity
 In every act of our life
 For the seekers of knowledge
 Stella Maris shows the light
 By the grace of star of sea
 Like the light of morning star
Oh! Star of the ocean
Enlighten our life
Fill the hearts with thy grace
in every walk of life

JUNE - 2024		
DATE	DAY	PARTICULARS
1	Saturday	
2	Sunday	HOLIDAY
3	Monday	
4	Tuesday	
5	Wednesday	
6	Thursday	
7	Friday	
8	Saturday	Secound Saturday (Holiday)
9	Sunday	HOLIDAY
10	Monday	First Staff meeting
11	Tuesday	
12	Wednesday	
13	Thursday	
14	Friday	
15	Saturday	
16	Sunday	HOLIDAY
17	Monday	Bakari Eid (Holiday)
18	Tuesday	
19	Wednesday	School Reopens for STD VI to X
20	Thursday	
21	Friday	School Reopens for STD I to V(International Yoga Day)
22	Saturday	
23	Sunday	HOLIDAY
24	Monday	School Re-Opens for KG-I to KG-II
25	Tuesday	Election of School Cabinet Members
26	Wednesday	
27	Thursday	
28	Friday	
29	Saturday	Staff Meeting
30	Sunday	HOLIDAY
Working Days : 10		
" Peace cannot be kept by force. It can only be achieved by understanding " <div>34</div>		

JULY - 2024		
DATE	DAY	PARTICULARS
1	Monday	1st Installment fee Starts (NUR- X)
2	Tuesday	
3	Wednesday	Praveshutsav for Nursery
4	Thursday	
5	Friday	
6	Saturday	PTA Formation of Executive Body/Installation of School Cabinet Members
7	Sunday	HOLIDAY
8	Monday	
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	Second Saturday (Holiday)
14	Sunday	HOLIDAY
15	Monday	
16	Tuesday	
17	Wednesday	Moharam (Holiday)
18	Thursday	
19	Friday	
20	Saturday	Paper boat making competition (I to V)
21	Sunday	HOLIDAY
22	Monday	Green day (Tree Plantation)
23	Tuesday	Book checking
24	Wednesday	UT-I Question Paper Submission
25	Thursday	
26	Friday	Kargil Victory Day
27	Saturday	
28	Sunday	HOLIDAY
29	Monday	First UT Begins
30	Tuesday	
31	Wednesday	Staff Meeting
Working Days: 25		
<div> "Understanding comes only through self- knowledge". <div>35</div> </div>		

AUGUST - 2024		
DATE	DAY	PARTICULARS
1	Thursday	
2	Friday	
3	Saturday	
4	Sunday	HOLIDAY
5	Monday	
6	Tuesday	
7	Wednesday	
8	Thursday	Speech Competition (English, Hindi, Marathi)
9	Friday	Poem Recitation (KG-Section)
10	Saturday	Second Saturday (Holiday) / Result Day UT-I
11	Sunday	HOLIDAY
12	Monday	
13	Tuesday	
14	Wednesday	
15	Thursday	Independence Day/Parsi New Year
16	Friday	
17	Saturday	Rakhi Making Competition (I-IX)
18	Sunday	HOLIDAY
19	Monday	Rakshabandhan (Holiday)
20	Tuesday	
21	Wednesday	
22	Thursday	
23	Friday	Founder's Day Celebration
24	Saturday	
25	Sunday	HOLIDAY
26	Monday	
27	Tuesday	Dahi Handi Celebration
28	Wednesday	
29	Thursday	
30	Friday	
31	Saturday	Clay Modeling Competition/Staff Meeting
Working Days: 24		
<div> <div>"You are only what you are when no one is looking"</div> <div>36</div> </div>		

SEPTEMBER - 2024		
DATE	DAY	PARTICULARS
1	Sunday	HOLIDAY
2	Monday	
3	Tuesday	Tanha Pola (Holiday)/Mother Teresa Week (Joy of Giving)
4	Wednesday	
5	Thursday	Teacher's Day & Patroness Day Celebration
6	Friday	
7	Saturday	Ganesh Chaturthi (Holiday)
8	Sunday	Holiday/Stella Maris Day
9	Monday	Mother Teresa Week End
10	Tuesday	
11	Wednesday	
12	Thursday	
13	Friday	Hindi Essay Writing Competition (V to IX)/Hindi Poem Recitation (I to IV)
14	Saturday	Second Saturday (Holiday)/Hindi Diwas
15	Sunday	HOLIDAY
16	Monday	Eid-a-Milad (Holiday)
17	Tuesday	Rajura Mukti Din (Holiday)
18	Wednesday	
19	Thursday	
20	Friday	
21	Saturday	English & Hindi Handwriting Competition (I to IX)
22	Sunday	HOLIDAY
23	Monday	Evaluation-I (KG-Section)
24	Tuesday	
25	Wednesday	
26	Thursday	
27	Friday	
28	Saturday	Spell Bee Competition/Grandparents Day
29	Sunday	HOLIDAY
30	Monday	Staff Meeting
Working Days: 20		
"A retentive memory is a good thing, but the ability to forget an injury is great thing!" <div>37</div>		

OCTOBER - 2024		
DATE	DAY	PARTICULARS
1	Tuesday	Book Checking
2	Wednesday	Gandhi Jayanti (Yellow Day)/Story Telling Competition (KG-Section)/Swatchata Diwas(I to IX)
3	Thursday	2nd Installment Fees Starts
4	Friday	Submission of Question Paper (First Term Exam)
5	Saturday	Result of Evaluation-I (KG-Section)
6	Sunday	HOLIDAY
7	Monday	
8	Tuesday	
9	Wednesday	
10	Thursday	First Term Exam Starts (I to IX)
11	Friday	
12	Saturday	Second Saturday (Holiday) /Daserra
13	Sunday	HOLIDAY
14	Monday	
15	Tuesday	
16	Wednesday	Dhama Chakra Parivartan Din (Holiday)
17	Thursday	
18	Friday	
19	Saturday	
20	Sunday	HOLIDAY
21	Monday	
22	Tuesday	
23	Wednesday	
24	Thursday	
25	Friday	
26	Saturday	Diwali Celebration/Fancy Dress Competition (KG Section)
27	Sunday	HOLIDAY
28	Monday	Diwali Vacation Starts
29	Tuesday	HOLIDAY
30	Wednesday	HOLIDAY
31	Thursday	HOLIDAY
Working Days: 20		
<p>"Worry about your character, not your reputation. Because your character is who you are, and reputation is only what others think of you"</p>		

NOVEMBER - 2024		
DATE	DAY	PARTICULARS
1	Friday	HOLIDAY
2	Saturday	HOLIDAY
3	Sunday	HOLIDAY
4	Monday	HOLIDAY
5	Tuesday	HOLIDAY
6	Wednesday	HOLIDAY
7	Thursday	School Reopens (After Diwali)
8	Friday	
9	Saturday	Second Saturday (Holiday)
10	Sunday	HOLIDAY
11	Monday	Submission of First Term Exam Result
12	Tuesday	
13	Wednesday	
14	Thursday	Children's Day Celebration (Holiday)
15	Friday	Gurunanak Jayanti (Holiday)
16	Saturday	Result Day (First Term Exam)
17	Sunday	HOLIDAY
18	Monday	Science & Maths Exhibition -2024
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	
23	Saturday	Solo Dance Competition (I-IX)
24	Sunday	HOLIDAY
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	
29	Friday	
30	Saturday	Master Chef Competitions/Staff Meeting
Working Days: 19		
" Stepping out of the comfort zone is the best way for you to grow"		39

DECEMBER - 2024		
DATE	DAY	PARTICULARS
1	Sunday	HOLIDAY
2	Monday	Evaluation-II (KG-Section)
3	Tuesday	
4	Wednesday	
5	Thursday	
6	Friday	
7	Saturday	Quiz Competition
8	Sunday	HOLIDAY
9	Monday	Model Exam - 1 (Class -X)
10	Tuesday	
11	Wednesday	
12	Thursday	Sport Day- 1
13	Friday	Sport Day - 2
14	Saturday	Second Saturday (Holiday)
15	Sunday	HOLIDAY
16	Monday	
17	Tuesday	
18	Wednesday	
19	Thursday	
20	Friday	
21	Saturday	
22	Sunday	HOLIDAY
23	Monday	Christmas Celebration (Carol Singing and Tree Decoration Competition)
24	Tuesday	Christmas Holiday Starts
25	Wednesday	Holiday - Christmas
26	Thursday	HOLIDAY
27	Friday	HOLIDAY
28	Saturday	HOLIDAY
29	Sunday	HOLIDAY
30	Monday	HOLIDAY
31	Tuesday	HOLIDAY
Working Days: 17		
" He/She alone TEACHES who has something to give. for teaching is not talking, teaching is not imparting doctrines, it is COMMUNICATION! "		

JANUARY - 2025		
DATE	DAY	PARTICULARS
1	Wednesday	HOLIDAY
2	Thursday	School re-opens after the christmas vacation
3	Friday	
4	Saturday	Result of Evaluation-II (KG-Section)
5	Sunday	HOLIDAY
6	Monday	Submission of Question Paper (UT-II) Model Exam 2 (Class X)
7	Tuesday	
8	Wednesday	
9	Thursday	UT-II Begins
10	Friday	
11	Saturday	Second Saturday (Holiday)
12	Sunday	HOLIDAY
13	Monday	
14	Tuesday	Makar Sankranti (Holiday)
15	Wednesday	
16	Thursday	
17	Friday	
18	Saturday	
19	Sunday	HOLIDAY
20	Monday	
21	Tuesday	
22	Wednesday	
23	Thursday	
24	Friday	
25	Saturday	
26	Sunday	Holiday Republic Day
27	Monday	
28	Tuesday	
29	Wednesday	Submission of Result (UT-II)
30	Thursday	
31	Friday	Staff Meeting
Working Days: 24		
" Patience is the key that connects efforts to success ! <div>41</div>		

FEBRUARY - 2025		
DATE	DAY	PARTICULARS
1	Saturday	Result Day (UT-II)
2	Sunday	HOLIDAY
3	Monday	
4	Tuesday	
5	Wednesday	
6	Thursday	
7	Friday	
8	Saturday	Second Saturday (Holiday)
9	Sunday	HOLIDAY
10	Monday	3rd Installment Fees Starts
11	Tuesday	
12	Wednesday	
13	Thursday	
14	Friday	
15	Saturday	
16	Sunday	HOLIDAY
17	Monday	
18	Tuesday	
19	Wednesday	Holiday - Shivaji Maharaj Jayanti
20	Thursday	
21	Friday	
22	Saturday	
23	Sunday	HOLIDAY
24	Monday	
25	Tuesday	
26	Wednesday	Mahashivratri (Holiday)
27	Thursday	Submission of Question Paper (Term-II)
28	Friday	Staff Meeting
Working Days: 21		
" Trust is the glue of life. It's the foundational principle that holds all relationships." 42		

MARCH - 2025		
DATE	DAY	PARTICULARS
1	Saturday	
2	Sunday	HOLIDAY
3	Monday	
4	Tuesday	
5	Wednesday	Second Term Exam Starts
6	Thursday	
7	Friday	International Women's Day Celebration
8	Saturday	Second Saturday (Holiday)/International Women's Day
9	Sunday	HOLIDAY
10	Monday	
11	Tuesday	
12	Wednesday	
13	Thursday	
14	Friday	
15	Saturday	Dhulivandan (Holiday)
16	Sunday	HOLIDAY
17	Monday	Evaluation-III Starts (KG-Section)
18	Tuesday	
19	Wednesday	
20	Thursday	
21	Friday	
22	Saturday	
23	Sunday	HOLIDAY
24	Monday	Annual Result (I to V)
25	Tuesday	
26	Wednesday	Annual Result (VI to IX)
27	Thursday	
28	Friday	
29	Saturday	
30	Sunday	Holiday/Ramzan-Eid/Gudi Padwa
31	Monday	Staff Meeting
Working Days: 24		
Everything that happens in life is not Fixed... It Can be Changed by a Weapon Called " WILLPOWER"		

APRIL - 2025		
DATE	DAY	PARTICULARS
1	Tuesday	New Session Starts (2025-26)
2	Wednesday	
3	Thursday	
4	Friday	
5	Saturday	
6	Sunday	HOLIDAY/Ram Navami
7	Monday	
8	Tuesday	
9	Wednesday	
10	Thursday	Mahaveer Jayanti (Holiday)
11	Friday	
12	Saturday	Second Saturday (Holiday)
13	Sunday	HOLIDAY
14	Monday	HOLIDAY AMBEDKAR JAYANTI
15	Tuesday	
16	Wednesday	
17	Thursday	
18	Friday	Good Friday (Holiday)
19	Saturday	
20	Sunday	Holiday/Easter
21	Monday	
22	Tuesday	
23	Wednesday	
24	Thursday	
25	Friday	
26	Saturday	
27	Sunday	HOLIDAY
28	Monday	
29	Tuesday	
30	Wednesday	Staff Meeting
Working Days: 22		
" Life is short. Time is fast. No replay. No rewind. So enjoy every moment as it comes"		

MAY - 2025		
DATE	DAY	PARTICULARS
1	Thursday	Holiday-Maharashtra Day, Labour Day
2	Friday	Summer Holidays
3	Saturday	
4	Sunday	HOLIDAY
5	Monday	
6	Tuesday	
7	Wednesday	
8	Thursday	
9	Friday	
10	Saturday	Second Saturday (Holiday)
11	Sunday	HOLIDAY
12	Monday	
13	Tuesday	
14	Wednesday	
15	Thursday	
16	Friday	
17	Saturday	
18	Sunday	HOLIDAY
19	Monday	
20	Tuesday	
21	Wednesday	
22	Thursday	
23	Friday	
24	Saturday	
25	Sunday	HOLIDAY
26	Monday	
27	Tuesday	
28	Wednesday	
29	Thursday	
30	Friday	
31	Saturday	
Working Days:		
"The key to happiness is to able to change Pain into Pleasure, Darkness Into Light & Sorrow into Joy. This can occur only if we have the courage to Change!"		

Date :

HOME WORK

ENGLISH : _____

HINDI : _____

MARATHI : _____

EVS/SOCIAL SCI. : _____

MATHS : _____

COMPUTER : _____

G.K./VED : _____

Date :

HOME WORK

ENGLISH : _____

HINDI : _____

MARATHI : _____

EVS/SOCIAL SCI. : _____

MATHS : _____

COMPUTER : _____

G.K./VED : _____

" Concentration comes out of a combination of confidence and hunger...!"

46

Date :

HOME WORK

ENGLISH : _____

HINDI : _____

MARATHI : _____

EVS/SOCIAL SCI. : _____

MATHS : _____

COMPUTER : _____

G.K./VED : _____

Date :

HOME WORK

ENGLISH : _____

HINDI : _____

MARATHI : _____

EVS/SOCIAL SCI. : _____

MATHS : _____

COMPUTER : _____

G.K./VED : _____

" Work is the rent you pay for the room you occupy o earth...! "

47

Date :

HOME WORK

ENGLISH : _____

HINDI : _____

MARATHI : _____

EVS/SOCIAL SCI. : _____

MATHS : _____

COMPUTER : _____

G.K./VED : _____

Date :

HOME WORK

ENGLISH : _____

HINDI : _____

MARATHI : _____

EVS/SOCIAL SCI. : _____

MATHS : _____

COMPUTER : _____

G.K./VED : _____

Date :

HOME WORK

ENGLISH : _____

HINDI : _____

MARATHI : _____

EVS/SOCIAL SCI. : _____

MATHS : _____

COMPUTER : _____

G.K./VED : _____

Date :

HOME WORK

ENGLISH : _____

HINDI : _____

MARATHI : _____

EVS/SOCIAL SCI. : _____

MATHS : _____

COMPUTER : _____

G.K./VED : _____

" Like a birds, let's leave behind what we don't need to carry...
Grudges, sadness, pain, fear and regrets !"

Date :

HOME WORK

ENGLISH : _____

HINDI : _____

MARATHI : _____

EVS/SOCIAL SCI. : _____

MATHS : _____

COMPUTER : _____

G.K./VED : _____

Date :

HOME WORK

ENGLISH : _____

HINDI : _____

MARATHI : _____

EVS/SOCIAL SCI. : _____

MATHS : _____

COMPUTER : _____

G.K./VED : _____

" Smiling is the best way to face every problem,
to crush every fear and to hide every pain. "

50

Date :

HOME WORK

ENGLISH : _____

HINDI : _____

MARATHI : _____

EVS/SOCIAL SCI. : _____

MATHS : _____

COMPUTER : _____

G.K./VED : _____

Date :

HOME WORK

ENGLISH : _____

HINDI : _____

MARATHI : _____

EVS/SOCIAL SCI. : _____

MATHS : _____

COMPUTER : _____

G.K./VED : _____

" It is a wise person who knows the difference between
free speech and cheap talk..."

51

Date :

HOME WORK

ENGLISH : _____

HINDI : _____

MARATHI : _____

EVS/SOCIAL SCI. : _____

MATHS : _____

COMPUTER : _____

G.K./VED : _____

Date :

HOME WORK

ENGLISH : _____

HINDI : _____

MARATHI : _____

EVS/SOCIAL SCI. : _____

MATHS : _____

COMPUTER : _____

G.K./VED : _____

" The secret of happiness is to make others believe they are the cause!"

52

Date :

HOME WORK

ENGLISH : _____

HINDI : _____

MARATHI : _____

EVS/SOCIAL SCI. : _____

MATHS : _____

COMPUTER : _____

G.K./VED : _____

Date :

HOME WORK

ENGLISH : _____

HINDI : _____

MARATHI : _____

EVS/SOCIAL SCI. : _____

MATHS : _____

COMPUTER : _____

G.K./VED : _____

" Seeing much, suffering much and studying much,
are the three pillars of learning ! "

53

HOME WORK NOT DONE

Sl. No.	Date	Subject	Sign C. Teacher	Sign Parent	Reason	Remarks

" A teacher can truly teach unless he is still learning himself.
A lamp can never light another lamp unless it continues to burn its own flame... !

HOME WORK NOT DONE

Sl. No.	Date	Subject	Sign C. Teacher	Sign Parent	Reason	Remarks

" The teacher gives not of his/her wisdom but rather
of his/her faith and his/her lovingness.

HOME WORK NOT DONE

Sl. No.	Date	Subject	Sign C. Teacher	Sign Parent	Reason	Remarks

"When you get PAIN in your life just think about the full form of pain.!"
 "POSITIVE ATTITUDE IN NEGATIVE SITUATION"

HOME WORK NOT DONE

Sl. No.	Date	Subject	Sign C. Teacher	Sign Parent	Reason	Remarks

" A Busy life makes prayer herder, but a prayer makes a busy life easier!"

57

TIME TABLE & PORTION FOR CT, UT, Term & Annual Exam
(Timings)

Date	Day	Subject	Portions

Parent's Signature

" Waves are inspiring, not because they rise and fall... but, because they never fail to rise again... "

TIME TABLE & PORTION FOR CT, UT, Term & Annual Exam
(Timings)

Date	Day	Subject	Portions

Parent's Signature

" Failure does not come from falling down... Failure comes from not getting up. "

TIME TABLE & PORTION FOR CT, UT, Term & Annual Exam
(Timings)

Date	Day	Subject	Portions

Parent's Signature

" Relationship is a silent Gift of Nature... More older more strong, More care more respect, Less words more understanding, Less meeting more feelings..."

TIME TABLE & PORTION FOR CT, UT, Term & Annual Exam
(Timings)

Date	Day	Subject	Portions

Parent's Signature

**"Make a mind which never minds.. Make a heart which never hurts..
Make a touch which never pains... & Make a relation which never ends... "**

TIME TABLE & PORTION FOR CT, UT, Term & Annual Exam
(Timings)

Date	Day	Subject	Portions

Parent's Signature

LEAVE RECORD

[illegible]

LEAVE RECORD

[illegible]

"The first ever cordless phone was created by God. He named it "PRAYER". It never loses its signal and you never have to recharge it. Use it anywhere !"

LEAVE RECORD

[illegible]

**" The most difficult task is to make everybody happy, the simplest task is to be...
Happy with everyone. Purpose is same, Spread Happiness..."**

LIBRARIAN'S REMARK

[illegible]

"When people appreciate you or criticise you, be happy about it, because in both cases you are the beneficiary. One will motivate you while other will improve you."

LIBRARIAN'S REMARK

[illegible]

"If you search happiness in others, you will feel lonely.. If you search it in yourself, you will feel happy even when left alone..."

CIRCULARS ISSUED BY THE SCHOOL

[illegible]

" It's very easy to give example. But it's very difficult to become an example !!!"

CIRCULARS ISSUED BY THE SCHOOL

[illegible]

" Satisfied life is better than successful Life Because our success is measured by others. But our satisfaction is measured by our own soul, mind and heart."

(Regarding Progress, Behaviour, Response, Without Books Etc.)

**" The real human being smiles in trouble, Gathers strength from distress,
and Grows brave by reflection ...!"**

(Regarding Progress, Behaviour, Response, Without Books Etc.)

"A teacher's purpose is not to create students in his/her own image, but to develop students who can create their own image !"

CLASS TEACHERS REMARK

(Regarding Progress, Behaviour, Response, Without Books Etc.)

[illegible]

" A good TEACHER in like a CANDLE. It consumes itself to light the way for other..."

(Regarding Progress, Behaviour, Response, Without Books Etc.)

" Don't run ahead of God. Let Him direct your steps. He has plans and He has His time. God's clock is never early nor late, it always strikes right on time.

[illegible]

" Notice the people who are happy for your happiness, and sad for your sadness. They are ones who deserve a special place in your heart ... !

PRINCIPAL'S REMARK

[illegible]

**" Life is like a Cotton Don't make it heavier by dipping it in the Water of sorrow
But MAKE IT LIGHTER By blowing it in the Joy of Air "**

PARENT TO TEACHER CONTACT REMARK

[illegible]

**" A Desire Changes Nothing, A Decision Changes Something
But a Determination Changes Everything...!"**

PARENT TO TEACHER CONTACT REMARK

[illegible]

" Sensible people always think before they act, but stupid people advertise their ignorance.... ! "

Date	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APRIL

" Don't let the noise of other's opinions drown out your own inner voice..
Have the courage to follow the voice and intuition of your own heart. "

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79

80

81

[illegible]

82

Stella Maris School

Korpana,

Dist - Chandrapur

Pin - 442916 (M.S.)

Date -

Sir/Madam,

Your ward

Std.Div.

has been found to be very weak in

in first unit test and in the second unit test. You are requested to
take note of this.

Yours Faithfully,

Signature
Class Teacher

Principal

To
The Principal
Stella Maris School
Korpana,
Dist.- Chanrapur
Pin-442916 (M.S.)

Madam,

With reference to your letter dated
I have noted its contents. I have made the necessary
arrangement to see his/her improvement.

Yours Faithfully,

Date

Parent/Guardian

TIME TABLE

Days	Time						
ASSEMBLY		8 - 8.15					
1	8.15 - 8.45						
2	8.45 - 9.30						
SHORT RECESS		9.30 - 9.35					
3	9.35 - 10.15						
4	10.15 - 10.50						
LONG RECESS		10.50-11.15					
5	11.15-11.50						
6	11.50-12.30						
SHORT RECESS		12.30-12.35					
7	12.35 - 1.15						
8	1.15 - 1.55						

TIME TABLE

Days	Time						
8 - 8.15		ASSEMBLY					
1	8.15 - 8.45						
2	8.45 - 9.30						
9.30 - 9.35		SHORT RECESS					
3	9.35 - 10.15						
4	10.15 - 10.50						
10.50-11.15		LONG RECESS					
5	11.15-11.50						
6	11.50-12.30						
12.30-12.35		SHORT RECESS					
7	12.35 - 1.15						
8	1.15 - 1.55						

"Truth is like surgery. It hurts but it heals. A LIE is like a painkiller.
It gives instant relief but has side effect forever

NOMINATION PAPER

Name of the Candidate

Age StdPercentage of Marks

Signature of the teachers recommended1) _____

2)_____ 3) _____

Deposit (1 Good Book) _____

Scrutinizing Date : _____

Selected / Rejected _____

Date of Election _____

Result : Elected / Not Elected _____

Sd/

Principal

Sd/

Returning Officer

* Required : The candidate is found worthy if the following things are fulfilled :

- 1) Minimum 90% marks in the previous years exam.
- 2) Fluency in English Language.
- 3) Friendly with students.
- 4) Good opinion of the Class Teacher.
- 5) Good opinion of the Principal.
- 6) Recommendation of 3 teachers.
- 7) Donate one good book to the library as a deposit for contesting the election.

" Keep the SMILE, leave the TENSION, Feel the JOY, forget the WORRY,
hold the PEACE, leave the PAIN and always BE HAPPY !"



