

LITTLE EYES UPON YOU

*There are little eyes upon you
and they're watching night and day.
There are little ears that quickly
take in every word you say.
There are little hands all eager
to do anything you do;
And a little boy who's dreaming
of the day he'll be like you.
You're the little fellow's idol,
you're the wisest of the wise.
In his little mind about you
no suspicions ever rise.
He believes in you devoutly,
holds all that you say and do;
He will say and do, in your way,
when he's grown up like you.
There's a wide - eyed little fellow
who believes you're always right;
And his eyes are always opened,
and he watches day and night.
every day in all you do,
For the little boy who's waiting
to grow up to be like you.*



CO-OPERATIVE PUBLIC SCHOOL

Affiliated to CBSE Delhi No. 930753

MUTHARAMKUNNU

VENGALLOOR P.O., THODUPUZHA

Phone : 04862 - 201896, 201858

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“Towards Excellence, Truth and Knowledge”

SCHOOL DIARY

2017 - 2018

(This diary should be brought to School daily)

PRESIDENT

P. J. GEORGE

04862 - 201858 (O)

04862 - 225407 (R)

9446386407 (MOB)

ADMINISTRATOR

RAJU KOZHICKOTTU

04862 - 201896 (O)

04822 - 246282 (R)

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PRINCIPAL

BOBY JOSEPH

04862 - 201896 (O)

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9847999641 (MOB)

VICE-PRINCIPAL

ANNE ABRAHAM

04862 - 201896 (O)

04862 - 224586 (R)

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9961764239 [K.G. BLOCK]**

BOARD OF DIRECTORS

- | | | |
|----------------------|------------------|--|
| 1. P. J. George | - President | 9446386407 (Mob)
Ph: 04862 - 225407 |
| 2. Sunny James | - Vice President | " " - 225008 |
| 3. Stephen Pachikara | - Hon. Secretary | 9946934770 (Mob) |
| 4. P.C. Joy | - Board member | 9446131874 (Mob) |
| 5. J. Georgie | - " | 9446608921 (Mob) |
| 6. K.M. Raju | - " | 9497686397 (Mob) |
| 7. Raju Kozhickottu | - " | 9446204531 (Mob) |
| 8. Claramma Mathew | - " | 9447754330 (Mob) |
| 9. Omana Kuruvila | - " | Ph: 04862 - 200425 |
| 10. Marykunju George | - " | Ph: 04862 - 200026 |



“My Life is my Message”

PERSONAL RECORD

(To be filled in by the parent)

Name of the Pupil :
Date of Birth :
Standard and Section :Blood group.....
Name of Parent/Guardian :
Relationship to the Pupil :
Occupation & Office :
Address of Father :
or Guardian :
Phone.....E-mail.....
Name, Occupation and :
Office Address of Mother :
Phone.....E-mail.....
Home Address :
:
:
Phone.....E-mail.....
Brothers / Sisters : Name.....Class.....
studying in School :
:
Bus stop and route :
:

I hereby declare that I shall co-operate with the school in abiding by its rules and regulations.

Any change in address should be promptly communicated to the school.

Specimen

Signature : Father Mother

PERSONAL RECORD

(To be filled in by the parent)

Name of the Pupil :

Date of Birth :

Standard and Section :Blood group.....

Name of Parent/Guardian :

Relationship to the Pupil :

Occupation & Office :

Address of Father :
or Guardian

Phone.....E-mail.....

Name, Occupation and :

Office Address of Mother :

Phone.....E-mail.....

Home Address :

:

:

Phone.....E-mail.....

Brothers / Sisters : Name.....Class.....

studying in School

.....

.....

Bus stop and route :

.....

I hereby declare that I shall co-operate with the school in abiding by its rules and regulations.

Any change in address should be promptly communicated to the school.

Specimen

Signature : Father Mother

CO-OPERATIVE PUBLIC SCHOOL

INTRODUCTION

The Co-operative Public School is the second educational institution promoted and managed by the Thodupuzha Taluk Educational Co-operative Society Ltd. No. I-159.

The school is located at Mutharamkunnu, a hilltop resort, just on the outskirts of Thodupuzha Town, enjoying all the facilities of the town, but away from its din and dirt. The atmosphere is always calm, serene and well-suited for intellectual pursuit.

AIM

The School seeks to provide and maintain international standards in English education from LKG to Std. XII, under the CBSE Syllabus. Though Kerala has always fostered English education, the existing system has proved quite inadequate to cater to the needs of the present scenario. Often our career-seeking youth are elbowed out of the employment market, as they lack the adequate skill to communicate in English. The Co-operative Public School aims at providing quality English education to wipe out the drawbacks of the prevailing teaching system.

As a result of commercialisation, education has deteriorated to the level of 'Knowledge for work.' Instead of teaching the art of living, children are taught only how to make a living. It is imperative that growing minds should be trained in the art of living. We insist on value-based education which is a synchronisation of our goals and ends. The school offers a new mode of teaching which makes learning imaginative, innovative and inspiring. Special emphasis is also given to traditional and moral values in our curriculum.

The Co-operative Public School has evolved a holistic approach to education with a view to detect, develop and perfect the latent faculties of the students. Besides academic excellence, the institution aims at the overall development in extra-curricular activities, including sports, arts and games.

As we live in the global village of IT era, computer literacy and communicative skill in English have become the needs of the day. With a view to impart up-dated education and training, a computerised and well-equipped lab is also set up in the school.

To ensure perfection at all levels, an Advisory Board consisting of experts from different walks of life has also been constituted.

SCHOOL YEAR AND VACATION

The academic year commences from the first week of June and ends in the last week of March, as per the State Govt's Education Calender.

SCHOOL HOURS

Monday to Friday 9.40 am to 3.40 pm

OFFICE HOURS

Monday to Friday 9.30 am to 4 pm

EXTRA CURRICULAR ACTIVITIES

Class-room learning is supported and supplemented by the following activities to foster the latent talents of the students.

- ♦ Sports and Games ♦ Fine Arts ♦ Music
- ♦ Dance ♦ Karate ♦ Club Activities
- ♦ Creative Writing ♦ Instrumental Music
- ♦ Public Speaking & Debate ♦ Excursions and Picnics
- ♦ Communication and Reading for Excellence (CARE)

ADMISSION

Admission to Kindergarten will be made after an interview with the Principal of the School. From Standard I onwards there will be a written test and interview.

EXAMINATION AND PROMOTION

Two Mid Term Examinations and Two Terminal Examinations are conducted during the academic year. Promotion is based on the student's cumulative performance in all the examinations and internal assessments.

OPEN HOUSE

Parents are requested to be in constant touch with the teachers concerned, especially after each examination, for a regular feedback of their child's performance and progress. Marks will be intimated to the parents after each examination. Parents are expected to attend the Open House without fail.

ATTENDANCE

No pupil shall be promoted unless he/she has 80% of attendance during an academic year. Absence for a period of 15 days or more without submitting a leave note will result in the removal of the pupil's name from the rolls.

LEAVE OF ABSENCE

1. Every leave record must be enlisted on the leave record page and signed by the parent or guardian.
2. Absence for more than three days should be informed to the Principal in writing.
3. Normally leave is not granted on examination days, and the first and last working days of the Term. Leave request for these days; if it is a must, should be made to the Principal in writing.
4. Leave application on medical ground should be supported by a medical certificate.

SCHOOL UNIFORM

Exactness of uniform is applicable to all the students. No difference in the uniform will be permitted based on caste, creed or religion.

KINDER GARTEN

BOYS : Red grey checks half sleeve shirt with one pocket. Dark grey shorts with side pockets. Black shoes, grey socks, school belt.

Wednesday : White half sleeve shirt with one pocket. Dark grey shorts, black shoes, white socks, school belt.

GIRLS : Single piece dark grey dress with puff sleeves, black shoes, grey socks, white bush.

Wednesday : Single piece dark grey dress with white waistband, black shoes, white socks, white bush.

CLASSES I - XII

BOYS : Cream - Grey check half sleeve shirt with one pocket. Dark grey shorts / pants with side pockets. Black shoes, Dark grey socks and school belt.

Wednesday : White half sleeve shirt, dark grey shorts/pants. black shoes, white socks, school belt and tie.

Note : Shorts for boys of Classes I-IV
Pants for boys of Class V onwards

GIRLS

(I - IV) : Cream grey check half sleeve shirt and dark grey pinafore (single piece), black shoes, white bush.

Wednesday : White half sleeve shirt and dark grey pinafore (single piece), White socks, white bush and tie.

(V - X) : Cream grey check half sleeve shirt, dark grey pants with overcoat, black shoes, white bush.

Wednesday : White half sleeve shirt, dark grey pants with overcoat, black shoes, white socks, white bush and tie.

** For XI & XII, shirt is cream grey stripe for boys and girls on all days.*

** Vests for boys (LKG-XII) and petticoats for girls (LKG-IV) are compulsory. Tights should be worn when required.*

FEE STRUCTURE - 2017-2018

I. LKG	Tuition Fee	
First term	- ₹	3500
Second term	- "	3500
Third term	- "	3500
Fourth term	- "	3500
II. UKG		
First term	- ₹	3500 + Spl fee ₹ 1200
Second term	- "	3500
Third term	- "	3500
Fourth term	- "	3500
III. Std I		
First term	- ₹	3650
Second term	- "	3650 + Digi. Classroom fee 200
Third term	- "	3650 " 200
Fourth term	- "	3650 " 200
IV. Std II to IV		
First term	- ₹	3650 + Spl fee ₹ 1200
Second term	- "	3650 + Digi. Classroom fee 200
Third term	- "	3650 " 200
Fourth term	- "	3650 " 200
V. Std V-VII		
First term	- ₹	3800 + Spl fee ₹ 1200
Second term	- "	3800 + Digi. Classroom fee 200
Third term	- "	3800 " 200
Fourth term	- "	3800 " 200
VI. Std VIII-X		
First term	- ₹	4050 + Spl fee ₹ 1200
Second term	- "	4050 + Digi. Classroom fee 200
Third term	- "	4050 " 200
Fourth term	- "	4050 " 200
VII. Plus One		
First term	- ₹	4750
Second term	- "	4750 + Digi. Classroom fee 250
Third term	- "	4750 " 250
Fourth term	- "	4750 " 250
VIII. Plus Two		
First term	- ₹	4750 + Spl fee ₹ 1200
Second term	- "	4750 + Digi. Classroom fee 250
Third term	- "	4750 " 250
Fourth term	- "	4750 " 250

- Note: 1) A fine of ₹ 25 for every month after due date.
 2) Every student (except new admissions) is expected to pay the special fee **each year**, along with the 1st Term tuition fee.

MANAGEMENT AND ADMINISTRATION

Co-operative Public School is the second Educational Institution which started functioning in June 2004 under the auspices of the Thodupuzha Taluk Educational Co-operative Society Ltd. No. I-159, the first being, The Co-operative College, Thodupuzha and the third being the Co-operative School of Law.

The Thodupuzha Taluk Educational Co-operative Society Ltd. No. I-159 was registered in 1983, under the Kerala State Co-operative Societies Act. The society aims at providing excellent education at the minimum cost. The Co-operative College, the first educational institution meant for higher education, was started in 1983. It has established a stamp of high reputation in the field of parallel education. The Co-operative Public School-the second venture of the society was started with the knowledge and confidence of two decades of experience in the field of education. The Co-operative School of Law, the third institution of the society was started in 2013.

The Co-operative Public School is managed and administered by the Board of Directors of the Thodupuzha Taluk Educational Co-operative Society. The Board is fully dedicated to and responsible for the effective running of the institution.

In addition to this, the institutions under the society work strictly under the supervision of the Co-operative Department, Govt. of Kerala.

Co-operative Public School is a 10+2 co-education institution formally affiliated to CBSE Delhi (Aff. No. 930753). The School offers four options for choosing subjects in the Senior Secondary Sections. English, Mathematics, Physics, Chemistry & Biology or English, Mathematics, Physics, Chemistry & Computer Science or English, Accountancy, Business Studies, Economics & Computer Science or English, Accountancy, Business Studies, Economics & Mathematics.

PRAYER BEFORE CLASS

O God / You are Truth / and the Origin of all Knowledge / Bless our studies / Enlighten our minds / Strengthen our memories / and Direct our will towards what is right. Grant us / to seek Truth always / and make us truly wise.

PRAYER BEFORE EXAM

O Lord, Enlighten our minds, strengthen our memories and bless us to do well in the examination. Keep us healthy in mind and body all through our examination.

KG PRAYER

God bless Daddy, God bless Mummy, God bless Teachers, Help me always and Make my day happy.

OUR PLEDGE

“India is my country / All Indians are my brothers and sisters. I love my country / and I am proud of its / rich and varied heritage. I shall always strive / to be worthy of it.

I shall give my parents / teachers / and all elders / respect/ and treat everyone with courtesy. To my country and my people / I pledge my devotion. In their well being and prosperity alone / lies my happiness”.

LEAD KINDLY LIGHT

Lead kindly light,
Amidst the encircling gloom,
Lead thou me on, The night is dark,
And I am far from home, Lead thou me on
Keep thou my feet; I do not ask to see
The distant scene; One step enough for me

OUR PRAYER

ദൈവമേ കൈതൊഴാം കേൾക്കുമാറാകണം
പാവമൊമെന്നെ നീ കാക്കുമാറാകണം
എന്നുള്ളിൽ ഭക്തിയുണ്ടാകുമാറാകണം
നിന്നെ ഞാനെന്നുമേ കാണുമാറാകണം
നേർവഴിക്കെന്നെ നീ കൊണ്ടുപോയിടേണം
നേർവരും സങ്കടം ഭസ്മമായിടേണം
ദുഷ്ടസംസർഗ്ഗം വരാതെയായിടേണം
ശിഷ്ടരായുള്ളവർ തോഴരായിടേണം
നല്ലകാര്യങ്ങളിൽ പ്രേമമുണ്ടാകണം
നല്ലവാക്കോതുവാൻ ത്രാണിയുണ്ടാകണം
കൃത്യങ്ങൾ ചെയ്യുവാൻ ശ്രദ്ധയുണ്ടാകണം
സത്യം പറഞ്ഞിടാൻ ശക്തിയുണ്ടാകണം
(ദൈവമേ.....)

SHOWERS OF BLESSINGS

There shall be showers of blessing
This is the promise of love
There shall be seasons refreshing
Sent from the Saviour above

Showers of blessing
Showers of blessing we need
Mercy - drops round us are falling
But for the showers we plead

There shall be showers of blessing
Previous reviving again
Over the hills and the valleys
Sound of abundance of rain.

NATIONAL ANTHEM

Jana gana mana adhinayaka jay hai
Bharatha bhagya vidhata
Punjab Sind Gujarath Maratha
Dravida Utkala Banga
Vindhya Himachala Yamuna Ganga
Uchala Jaladhi Tharanga
Thava Subha name jage
Thava Subha ashisha mage
Gahe thava jaya gatha
Jana gana mangala dayaka jaya hai
Bharata bhagya vidhatha
Jaya hai, jaya hai, jaya hai
Jaya, jaya, jaya, jaya hai.

VANDEMATHARAM

Vande Mataram - Vande Mataram
Sujalam Suphalam
Malayaja Sheetalam
Sasya Shyamalam Mataram (Vande)
Subrajyothsna Pulakitha Yamineem
Pulla Kusumitha drumatala sobhineem
Suhasineem sumadura bhashineem
Sukhadam Varadam Mataram (Vande)

RECOMMENDATIONS TO PARENTS

1. Kindly read the diary for all instructions. Check the same on a daily basis and ensure that it is sent to school everyday. Train the child to complete his/her work in a systematic way on a daily basis.
2. Any change in your address or telephone number should be intimated to the school promptly.
3. Label all belongings of your child.
4. Send a baby towel and spoon everyday along with the lunch.
5. Kindly make sure that your child attends remedial/special classes if he/she is expected to do so.
6. Ensure that your child comes to school neatly groomed and dressed in the prescribed school uniform. Nails and hair should be kept trimmed and clean.
7. Make sure that your child is regular and punctual.
8. In case of contagious diseases send your child after complete recovery with a leave letter supported by a medical certificate.
9. Ensure that you make arrangements to collect your child from the bus stop.
10. Do not send money through your child unless requested for in writing from the school.
11. Your complaints / suggestions / appreciations should be intimated to the school in writing.
12. Your participation and support is solicited in all meetings, functions and workshops organized by the school in the interest of your child.

13. Avoid use of gold ornaments on your child to school. Fancy clips and fancy ear rings should be avoided.
14. Progress cards should be returned duly signed by the parent/guardian within a day or two.
15. Pupils will not be allowed to leave the school during the working hours. In case of emergency, the parent or the guardian should seek permission from the principal personally.
16. Parents are not allowed to go to the classes to meet their child or the teachers during class hours.
17. The school expects your whole-hearted co-operation and we request you to abide by the rules and regulations of the school.

ADDITIONAL INSTRUCTIONS TO KG PARENTS

1. The books, pencil box, crayons will be kept at school.
2. Books will be sent home occasionally.
3. A handkerchief should be sent along with the child daily.
4. Intimation should be given to the office / teacher when sending money / medicine.
5. Avoid sending fish with bones.
6. Check your child's bag/diary daily.
7. Involve your child in a lot of creative activities at home (eg. Colouring, Doing paper work, Making them say stories etc.
8. Encourage your ward to talk about the activities at school.
9. Read out stories and sing songs to children as often as possible.

GENERAL INSTRUCTIONS TO STUDENTS

1. Proper and complete uniform is compulsory. Present yourself in the best turnout possible. A cheerful countenance and a dignified dressing and behaviour are always expected.
2. Be punctual and regular everyday and strive to put in full attendance.
3. Students are expected to communicate in good English inside the classrooms, school premises, buses and at bus stops.
4. Be polite, courteous and respectful to all, especially elders and members of the staff.
5. Mobile Phones, Jewellery, Fancy ornaments and Fancy Hair-clips are not permitted.
6. Note books, study materials and other records should be updated and maintained systematically.
7. Homework, projects or any other assignments allocated should be taken with due seriousness. Ensure timely completion and submission of the same.
8. Students should not destroy, damage or deface the institution's property. Violation of the same should be reported immediately to the concerned authority. The defaulter will be liable to make good the loss.
9. Proper use of the diary helps you to use your time better and make your life systematic. You are expected to bring it to school daily.
10. Love people, Love books, Love nature, be creative, set high goals, work hard and strive for a great success.

“Our Attitude determines our Altitude”

***“Winners don’t do different things.
They do things differently”.***

-Shiv Khera

ACADEMIC YEAR 2017 - 2018			
MONTH : JUNE 2017			
Date	Day	Calender and Schedules	Activities & Competitions
1	THU	School Re-opens for Classes I - XII	
2	FRI		
3	SAT		
4	SUN		
5	MON	School Re-opens for UKG	
6	TUE		
7	WED	LKG Classes begin - Holiday for UKG	PTA Meeting for LKG
8	THU		
9	FRI		
10	SAT		
11	SUN		
12	MON		
13	TUE	House Meetings -Election of House leaders	
14	WED		
15	THU		
16	FRI	Formation of School Parliament	
17	SAT		
18	SUN	<i>Father's Day</i>	
19	MON		
20	TUE		
21	WED	Last day for payment of 1st Term Transport Fee	
22	THU		
23	FRI	<i>Investiture Ceremony</i>	
24	SAT		
25	SUN	Id-ul-Fitr	
26	MON		
27	TUE		
28	WED		
29	THU		
30	FRI		

ACADEMIC YEAR 2017 - 2018			
MONTH : JULY 2017			
Date	Day	Calender and Schedules	Activities & Competitions
1	SAT		
2	SUN		
3	MON		
4	TUE		
5	WED		
6	THU		
7	FRI	PTA General Body Meeting	Debate VI - VIII - Mal
8	SAT		IX - XII - English
9	SUN		
10	MON		
11	TUE	<i>World Population Day</i>	
12	WED		
13	THU		
14	FRI		
15	SAT		
16	SUN		
17	MON		
18	TUE		
19	WED		
20	THU		
21	FRI	Last day for payment of Ist Term School Fee	
22	SAT		
23	SUN		
24	MON	First Mid Term Examination	
25	TUE		
26	WED		
27	THU		
28	FRI		
29	SAT		
30	SUN		
31	MON		

ACADEMIC YEAR 2017 - 2018			
MONTH : AUGUST 2017			
Date	Day	Calender and Schedules	Activities & Competitions
1	TUE		
2	WED		
3	THU		
4	FRI		
5	SAT		
6	SUN		
7	MON		
8	TUE		
9	WED		
10	THU		
11	FRI	<i>Co-ops Arts Fest</i>	
12	SAT	” ”	
13	SUN		
14	MON		
15	TUE	<i>Independence Day- Holiday</i>	
16	WED	First Term Examination for Senior Secondary	
17	THU		
18	FRI	<i>KG Cultural Competitions</i>	
19	SAT		
20	SUN		
21	MON		
22	TUE		
23	WED		
24	THU		
25	FRI		
26	SAT		
27	SUN		
28	MON		
29	TUE		
30	WED		
31	THU	School closes with Onam Celebrations	

ACADEMIC YEAR 2017 - 2018			
MONTH : SEPTEMBER 2017			
Date	Day	Calender and Schedules	Activities & Competitions
1	FRI	Bakrid	
2	SAT		
3	SUN	First Onam	
4	MON	Thiruvonam	
5	TUE	Teacher's Day	
6	WED	Sree Narayana Guru Jayanthi	
7	THU		
8	FRI		
9	SAT		
10	SUN		
11	MON	School Re-opens	
12	TUE		
13	WED		
14	THU		
15	FRI		
16	SAT		
17	SUN		
18	MON		
19	TUE		
20	WED		
21	THU	Sree Narayana Guru Samadhi-Holiday	
22	FRI	Last day for payment of IInd Term School Fee	
23	SAT		
24	SUN		
25	MON		
26	TUE		
27	WED		
28	THU		
29	FRI	Mahanavami - Holiday	
30	SAT	Vijayadasami, Muharam	

ACADEMIC YEAR 2017 - 2018			
MONTH : OCTOBER 2017			
Date	Day	Calender and Schedules	Activities & Competitions
1	SUN		
2	MON	Gandhi Jayanthi - Holiday	
3	TUE	Ist Terminal Exam LKG - X	
4	WED		
5	THU		
6	FRI		
7	SAT		
8	SUN		
9	MON		
10	TUE		
11	WED		
12	THU		
13	FRI	Last day for payment of IInd Term Transport Fee	
14	SAT		
15	SUN		
16	MON		
17	TUE		
18	WED	Diwali - Holiday	
19	THU		
20	FRI		
21	SAT		
22	SUN		
23	MON		
24	TUE		
25	WED		
26	THU	Educational Exhibition - Classes V-X	
27	FRI		
28	SAT	Open House 9.30 am 12.00 noon	
29	SUN		
30	MON		
31	TUE		

ACADEMIC YEAR 2017 - 2018			
MONTH : NOVEMBER 2017			
Date	Day	Calender and Schedules	Activities & Competitions
1	WED	Kerala Piravi	Registration for Admission to Classes KG to VIII
2	THU		
3	FRI	<i>KG Sports Day</i>	
4	SAT	Classwise Picnic begins	
5	SUN		
6	MON		
7	TUE		
8	WED		
9	THU		
10	FRI	<i>Sports Day I - XII</i>	
11	SAT		
12	SUN		
13	MON		
14	TUE	<i>Children's Day</i>	
15	WED		
16	THU		
17	FRI		
18	SAT		
19	SUN		
20	MON		
21	TUE		
22	WED		
23	THU		
24	FRI		
25	SAT		
26	SUN		
27	MON		
28	TUE		
29	WED		Debate VI - VIII - English IX - XI - Malayalam
30	THU		

ACADEMIC YEAR 2017 - 2018			
MONTH : DECEMBER 2017			
Date	Day	Calender and Schedules	Activities & Competitions
1	FRI	<i>World Aids Day</i>	
2	SAT	Nabidinam	
3	SUN		
4	MON	Second Term Exam for Senior Secondary	
5	TUE		
6	WED		
7	THU		
8	FRI	Last day for payment of IIIrd Term School Fee	
9	SAT		
10	SUN		
11	MON	Second Mid Term Examination	
12	TUE		
13	WED		
14	THU		
15	FRI		
16	SAT		
17	SUN		
18	MON		
19	TUE		
20	WED		
21	THU	Grandparents Day - KG	
22	FRI	School closes with X'mas Celebrations	
23	SAT		
24	SUN		
25	MON	CHRISTMAS	
26	TUE		
27	WED		
28	THU		
29	FRI		
30	SAT		
31	SUN		

ACADEMIC YEAR 2017 - 2018			
MONTH : JANUARY 2018			
Date	Day	Calender and Schedules	Activities & Competitions
1	MON	School Re-opens	
2	TUE		
3	WED		
4	THU		
5	FRI		
6	SAT		
7	SUN		
8	MON		
9	TUE		
10	WED		
11	THU		
12	FRI	Last day for payment of IIIrd Term Transport Fee	
13	SAT		
14	SUN		
15	MON		
16	TUE		
17	WED		
18	THU	KIDDIES DAY	
19	FRI	ANNUAL DAY	
20	SAT		
21	SUN		
22	MON		
23	TUE		
24	WED		
25	THU		
26	FRI	<i>Republic Day - Holiday</i>	
27	SAT		
28	SUN		
29	MON		
30	TUE		
31	WED		

ACADEMIC YEAR 2017 - 2018			
MONTH : FEBRUARY 2018			
Date	Day	Calender and Schedules	Activities & Competitions
1	THU		
2	FRI		
3	SAT		
4	SUN		
5	MON		
6	TUE		
7	WED		
8	THU		
9	FRI		
10	SAT		
11	SUN		
12	MON		
13	TUE		
14	WED		
15	THU		
16	FRI	Last day for payment of IVth Term School Fee	
17	SAT		
18	SUN		
19	MON		
20	TUE		
21	WED		
22	THU		
23	FRI		
24	SAT		
25	SUN		
26	MON		
27	TUE		
28	WED	<i>National Science Day</i>	

ACADEMIC YEAR 2017 - 2018			
MONTH : MARCH 2018			
Date	Day	Calender and Schedules	Activities & Competitions
1	THU		
2	FRI		
3	SAT		
4	SUN		
5	MON		
6	TUE		
7	WED		
8	THU	<i>International Women's Day</i>	
9	FRI		
10	SAT		
11	SUN		
12	MON	Annual Examination (Term II)	
13	TUE		
14	WED		
15	THU		
16	FRI		
17	SAT		
18	SUN		
19	MON		
20	TUE		
21	WED	<i>World Forestry Day</i>	
22	THU		
23	FRI		
24	SAT		
25	SUN		
26	MON		
27	TUE		
28	WED		
29	THU		
30	FRI		
31	SAT		

ACADEMIC YEAR 2017- 2018			
MONTH : APRIL 2018			
Date	Day	Calender and Schedules	Activities & Competitions
1	SUN	Easter	SUMMER VACATION
2	MON		
3	TUE		
4	WED		
5	THU		
6	FRI		
7	SAT	Results - Open House	
8	SUN		
9	MON		
10	TUE		
11	WED		
12	THU		
13	FRI		
14	SAT		
15	SUN		
16	MON		
17	TUE		
18	WED		
19	THU		
20	FRI		
21	SAT		
22	SUN	<i>Earth Day</i>	
23	MON	<i>World Book Day</i>	
24	TUE		
25	WED		
26	THU		
27	FRI		
28	SAT		
29	SUN		
30	MON		

ACADEMIC YEAR 2017 - 2018			
MONTH : MAY 2018			
Date	Day	Calender and Schedules	Activities & Competitions
1	TUE	<i>May Day - Workers Day</i>	SUMMER VACATION
2	WED		
3	THU		
4	FRI		
5	SAT		
6	SUN		
7	MON		
8	TUE	<i>World Red Cross Day</i>	
9	WED		
10	THU		
11	FRI		
12	SAT		
13	SUN		
14	MON		
15	TUE		
16	WED		
17	THU		
18	FRI		
19	SAT		
20	SUN		
21	MON	<i>Anti Terrorism Day</i>	
22	TUE		
23	WED		
24	THU		
25	FRI		
26	SAT		
27	SUN		
28	MON		
29	TUE		
30	WED		
31	THU		

SUBJECT	Date : Day :
SUBJECT	Date : Day :

SUBJECT	Date : Day :
SUBJECT	Date : Day :

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SUBJECT	Date : Day :
SUBJECT	Date : Day :

K.G. - FIRST TERMINAL EVALUATION PORTIONS

Subject	Portions
English	
Malayalam	
Mathematics	
General Knowledge	
Rhymes	
Colouring/Reading/ Memory/Any other	

FIRST TERMINAL EVALUATION TIME TABLE

Day	Date	Time	Subject

Signature of Class Teacher	Signature of Parent
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K.G. - SECOND TERMINAL EVALUATION PORTIONS

Subject	Portions
English	
Malayalam	
Mathematics	
General Knowledge	
Rhymes	
Colouring/Reading/ Memory/Any other	

SECOND TERMINAL EVALUATION TIME TABLE

Day	Date	Time	Subject

Signature of Class Teacher	Signature of Parent
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ACADEMIC RECORD : I - X

Name :

Class:

SUBJECTS	First M-T (Marks)	First Term (Marks)	Second M-T (Marks)	SecondTerm (Marks)
English				
Mathematics				
Science / EVS				
Social Science				
Malayalam				
Hindi				
G.K.				
Computer				

Teacher's Signature				
Parent's Signature				

FIRST MID TERM PORTIONS

Subject	Portions
English	
Malayalam	
Hindi	
Mathematics	
Science / EVS	
Social Studies	
Computer Science	
G. K.	

FIRST MID TERM TIME TABLE

Day	Date	Time	Subject

Signature of Class Teacher	Signature of Parent
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FIRST TERM EXAMINATION PORTIONS

Subject	Portions
English	
Malayalam	
Hindi	
Mathematics	
Science / EVS	
Social Studies	
Computer Science	
G. K.	

FIRST TERM EXAMINATION TIME TABLE

Day	Date	Time	Subject

Signature of Class Teacher	Signature of Parent
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SECOND MID TERM PORTIONS

Subject	Portions
English	
Malayalam	
Hindi	
Mathematics	
Science / EVS	
Social Studies	
Computer Science	
G. K.	

SECOND MID TERM TIME TABLE

Day	Date	Time	Subject

Signature of Class Teacher	Signature of Parent
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ANNUAL EXAMINATION PORTIONS

Subject	Portions
English	
Malayalam	
Hindi	
Mathematics	
Science / EVS	
Social Studies	
Computer Science	
G. K.	

ANNUAL EXAMINATION TIME TABLE

Day	Date	Time	Subject

Signature of Class Teacher	Signature of Parent
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CIRCULAR DETAILS

Date	Circular No.	Parent's Signature	Teacher's Signature

LIBRARY RECORD

Date	Name of the Book	Comments on the book	Tr's Initial

EXEMPTION REQUEST

Date	Request for Exemption from Uniform/Attending Assembly/Games etc.	Reason	Parent's Signature	Teacher's Signature

LEAVE RECORD

Date	Reason	Number of days	Parent's Signature	Teacher's Signature

DEFAULT RECORD

Improper uniform, Late coming, Lack of proper grooming, Late fee payment etc. to be recorded here by the teachers.

Sl. No.	Date	Remark	Teacher's Signature	Parent's Signature

Note :- If a child gets three entries in the default column he / she should meet the principal.

FEE PAYMENT RECORD

TUITION FEE

(After payment get the details filled or the seal stamped in the place provided)

Ist Instalment	
Date :	
Amount Paid	
Receipt No.	
Signature :	
IIInd Instalment	
Date :	
Amount Paid	
Receipt No.	
Signature :	
IIIrd Instalment	
Date :	
Amount Paid	
Receipt No.	
Signature :	
IVth Instalment	
Date :	
Amount Paid	
Receipt No.	
Signature :	

FEE PAYMENT RECORD

TRANSPORT FEE

(After payment get the details filled or the seal stamped in the place provided)

1st Instalment	
Date :	
Amount Paid	
Receipt No.	
Signature :	
IInd Instalment	
Date :	
Amount Paid	
Receipt No.	
Signature :	
IIIRD Instalment	
Date :	
Amount Paid	
Receipt No.	
Signature :	

I have checked the diary of my ward

.....

Class Div.....

Month	Signature of Parent	Signature of Class Teacher
June		
July		
August		
September		
October		
November		
December		
January		
February		
March		

STUDENTS HOME TIME TABLE / TIME SCHEDULING

Rising and getting ready Back from school.....

Study Play / Recreation

Breakfast Bath & Study.....

To school Recreation / TV

Supper

Study or / and to bed.....

Signatures:

Student Parent Teacher

TIME - TABLE	FRI								
	THU								
	WED								
	TUE								
	MON								
	PERIODS	I	II	III	IV	V	VI	VII	VIII