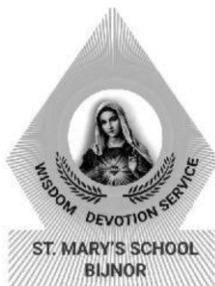


# ST. MARY'S SCHOOL

BIJNOR

Uttar Pradesh - 246 701



An Unaided Christian Minority Institution  
Affiliated to CISCE, New Delhi  
Affiliation No. UP021



01342-255330 (Senior Block)

01342-265330 (Primary Block)

E-mail : [bijnorschool@gmail.com](mailto:bijnorschool@gmail.com)

web. [www.stmarysbijnor.com](http://www.stmarysbijnor.com)

## Handbook

Name .....

Class ..... Section ..... Admin. No. ....

Ph.: ..... Mob.: .....

**Academic Year**

**MARCH 2026 TO MARCH 2027**

- I Term : March to July
- II Term : July to November
- III Term : November to March

**SCHOOL HOURS**

- Summer : 07.30 a.m. to 01.30 p.m.
- Winter : 08.30 a.m. to 02.30 p.m.

**OFFICE HOURS**

11.00 a.m. to 01.00 p.m.

To meet the Principal without appointment  
11.00 a.m. to 12.00 Noon

**No School business will be  
transacted on holidays and after the office hours.**

**St. Mary's School, Bijnor**  
**Statement Made by Parents/Guardian**

Student's  
Passport Size  
Photograph

Student's Name.....

Sex ..... Age ..... DOB ..... Blood Group .....

Class ..... Section ..... Admission No. .... School House .....

Aadhar No. ....Apaar ID.....

Father's Name & Profession .....

Mother's Name & Profession .....

Guardian's Name & Profession .....

Home Address .....

Office Address .....

Phone (Off).....(Res).....(Mob).....

Whatsapp Number of parents 1).....2).....

Name of own brothers and sisters studying in this school.

1. ....Class.....Sec. ....

2. ....Class.....Sec. ....

3. ....Class.....Sec. ....

I promise to abide by all the rules and regulations contained in this Handbook, and all the instructions which may be given by the Principal/Management from time to time and see that my child confirms to the standard required of him/her in conduct and studies.

**Signatures of**

\_\_\_\_\_ / \_\_\_\_\_  
Father

\_\_\_\_\_ / \_\_\_\_\_  
Mother

\_\_\_\_\_  
Guardian

Date.....



## राष्ट्रगान

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

## देश भक्ति के गीत

सारे जहाँ से अच्छा, हिन्दोस्ताँ हमारा, हमारा  
सारे जहाँ से अच्छा  
हम बुलबुलें हैं इसकी, ये गुलिस्ताँ हमारा, हमारा ।  
सारे जहाँ से अच्छा  
पर्वत वो सबसे ऊँचा, हमसाया आसमाँ का, (2)  
वो संतरी हमारा, वो पासबाँ हमारा, हमारा,  
सारे जहाँ से अच्छा  
गोदी में खेलती हैं, जिसकी हज़ारों नदियाँ (2)  
गुल्शन है जिनके दम से  
रश्क-ए-जिना हमारा, हमारा  
सारे जहाँ से अच्छा  
मजहब नहीं सिखाता आपस में बैर रखना, (2)  
हिन्दी है हम! हिन्दी है हम! हिन्दी है हम!  
वतन है हिन्दोस्ताँ हमारा, हमारा  
सारे जहाँ से अच्छा

## The Pledge

"India is my country. All Indians are my brothers and sisters.  
I love my country and I am proud of its rich and varied heritage.

I shall always strive to be worthy of it.  
I shall 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."

## **The School Anthem**

St. Mary's bright with brilliant light!  
Sweet breeze from skies perfumes its site.  
A radiant light in golden robes,  
Drops down on us to make us wise  
Our minds and hearts in "wisdom" sure,  
Enrich our souls with gems so rare.  
We pledge an oath,a'd "devote" our lives,  
Uplift the suffering men in strife.  
Cheer up their minds with blissful light!  
To change them God's own delight.  
Come take courage, to "serve" all men,  
With selfless love and sense of hope,  
And wipe their tears in tender love,  
That makes our lives, now rich and full.

**Fr. Varghese Kottoor CMI**

# PROSPECTUS

## The Vision Statement

St. Mary's School, Bijnor, an unaided Christian Minority Institution established on 17 July 1972, run and administered by 'The Education Society of the Diocese of Bijnor, considers school as a powerful agent of transformation of social, intellectual, moral and spiritual, and forming new persons who fosters universal and eternal values, and thus fully alive to bring about a 'just society'.

We hold fast to the principle that human being is a positive asset, and a precious national resource which need to be cherished, nurtured and developed with tenderness and care coupled with dynamism.

We strive to shape persons who are intellectually competent, morally sound, psychologically integrated and imbued with the sense of the Divine, committed to the cause of justice and peace, and ever open to further growth.

We long to create a human society free from prejudices, superstitions and discriminations based on sex, religion, caste and economic status and characterized by respect for the dignity of human beings, showing concern for each other especially, the under privileged.

For attainment of these goals, the school expects the parents and teachers to share this vision and to co-operate in making it a reality.

## Profile of St. Mary's School

**1. An academic community** : Characterized by a shared vision, and responsibility, mutual love, understanding and respecting all human beings as children of God. Professional, personal and spiritual growth of the staff is given due importance.

**2. Committed to the growth of all the pupils:** Opportunities are provided to all pupils without any discrimination to develop their imagination, creativity, aesthetic sense, communication skills and sporting spirit. Value education programme takes into account and provides for the various steps in the process of value interiorisation.

**3. For a just and human society:** A realistic knowledge of society, with its opportunities for human development as well as its social evils, is gradually imparted to students in various ways with a call to secure a total improvement. Under certain conditions, students have opportunities for guided contact with the poor and to serve them. This contact is always followed by a reflection and self-evaluation. The poor and the under-privileged in the country are always the focus of all educational policies. These policies will benefit them in the long run.

**4. In loyalty to its specific vision:** The vision of the school is based on the specific vision of man and of society. The management with the co-operation of all implements its vision. The pastoral care given by the missionary community is an asset to the students to improve the religious life of all students. In its overall policies the school collaborates with the policies of the local church and is ever loyal to the guidelines of the Bishop, the President of the Society.

### **Profile of a Successful St. Marian**

**1. Intellectually competent:** School helps to master those academic subjects required for the respective public examination, skills of language, critical thinking, power of expression, both oral and written, and gradually leading on to greater precision, personal style, curiosity to explore ideas, creative learning and take pride and ownership in his/her work, and has awareness of the dignity of labour and civic sense, has realistic aspirations and is aware of the need of plan for the future.

**2. Morally sound:** School helps to develop moral attitude and principles as he/she grows towards moral judgements, into moral maturity, assimilating especially the values stressed in the Preamble of the Constitution of India as justice, social, economic and political liberty, fraternity and translates moral actions to give mature reasons for making right decisions.

**3. Spiritually oriented:** School helps one to be aware of God's presence and action in creation, in human history and his personal history. Helps to appropriate knowledge of the basic doctrines of his/her faith and some exposure to other religious traditions than his/her own. Helps to understand the significance and beauty of the main religious festivals in the country.

**4. Catholic students in particular:** School helps to read the Bible and encounter the person of Christ as He is presented in the New Testament. Helps to have a basic understanding of the Church's teaching about Jesus and His redeeming mission and has established a personal relationship with the historical person of Jesus Christ and formed himself/herself a person for others and has some familiarity with the Church's teachings on social justice. Appreciates the importance of the Eucharist and other sacraments in the life of the Christian community and can participate in them meaningfully.

**5. Loving:** School helps to learn to accept oneself with one's strengths and weaknesses. Helps to communicate more easily with others. Helps to experience the support of various levels of the community in the school and has learned to extend support in building up the school community. Helps to feel at ease with persons of the opposite sex. Helps to appreciate deeper personal friendships but also teaches that not all relationships are profound and long-lasting. Helps to be more sensitive to the beauty of the created universe.

**6. Committed to the cause of justice:** School helps to consciously seek to be more respectful, understanding, accepting and generous with others against the attitude and tendencies that lead to injustice. Sees that religious faith implies a commitment to a just society. He/she is exposed to the needs of the poor in the school and the outside community and develops compassion for them. Helps to be aware of the need to help and support those who suffer injustice, especially women, the poor, the bonded labourers, the handicapped, the refugees, the unemployed, etc. Begins to understand the structural roots of injustice in social institutions, attitudes and customs. Understands the complexity of many social issues and is aware of the merits and demerits of mass media, social sites, etc.

**7. Open to growth:** School helps to pursue one's own growth because, he/she wants to be a better person emotionally, intellectually, socially, morally and religiously; is beginning to take responsibility for his/her own growth and is learning to accept self with her/his talents and limitations. Helps to be aware of feelings and emotions and is beginning to be authentic in expressing them. Helps to seek new experiences, new ways of self expression and developing the habit of reflecting on past experiences. Helps to become more flexible and respect to other's views. Recognizes how much can be learnt from a careful listening to peers and others. Helps to explore career and life-style choices within a value frame work-considering noble values and not materialistic ones only. Helps them to open self gradually to broader adult issues.

### **Management**

St. Mary's School, Bijnor is one of the schools under the ambience of the Education Society of the Diocese of Bijnor. The school is affiliated to the Council for the Indian School Certificate Examinations, New Delhi (Affiliation No. UP021). This is an unaided Christian Minority Institution, established by the Catholic Diocese of Bijnor, meant primarily for Christians but is open to all irrespective of religion, caste or creed.

### **Aim**

The aim of this institution is to train the students under its care for an all round balanced growth of their intellectual, spiritual, mental, physical, cultural, social and moral aspects that they may be fully equipped citizens as to fulfil the future demands of our country in particular and the human society in general. Its service is open to all without distinction of caste or creed. The motto of the school is 'WISDOM, DEVOTION & SERVICE.

### **Curriculum**

1. The school year begins in March. The academic year is divided in three terms - March to July, July to November and November to March. The courses of studies followed in the school lead to:- Indian Certificate of Secondary Examination - ICSE for Class - X and Indian School Certificate - ISC for Class - XII.

2. The Courses offered at the Class ISC level (class XII) are :-

<b>Group A</b>	<b>Group B</b>	<b>Group C</b>
English	English	English
Physics	Physics	Economics
Chemistry	Chemistry	Business Studies
Maths	Biology	Accounts
Computer	Computer	Computer
Phy. Ed.	Phy. Ed.	Applied Mathematics /Phy. Ed.

**'Robotics and Artificial Intelligence' at the ICSE level from examination-2025 onwards is introduced for class IX & X**

### **RULES AND REGULATIONS**

#### **I. Admissions & Withdrawals**

1. Every pupil seeking admission to class I, having passed from St. Mary's School (KG), has to seek admission in St. Mary's School with the Transfer Certificate (TC).

All the fresh admissions will be made after the entrance test if seats are available. The Application form must be accompanied by the latest progress report together with the transfer certificate from the school last attended. Pupils are not admitted to the higher classes until they have been tested, and the right to admit them to those classes for which they have been found fit, is entirely reserved with the school authorities.

2. Parents/Guardians should take utmost care to fill in the correct date of birth and name of the child. The Date of birth once entered in the school register will not be changed.
3. The pupils will have to take admission to Class XI. Choice of subjects/group (Mathematics, Biology, Commerce) shall be offered to the pupils on the basis of their performance in the Pre-board and ICSE Examinations. The criteria or cut off percentage shall vary from year to year depending upon the overall results of the pupils in the relevant subjects in the ICSE Examinations.

4. In view of providing more working days for the pupils of Class XI, their classes may commence from the month of March, prior to the declaration of ICSE results.
5. Permission to attend Class XI from April is given only to those pupil who have qualifying marks, fixed by the Management, in the relevant subjects both in the half-yearly and in the pre-board examinations held in Class X.
6. The admission to Class XI is finalized only after the declaration of the class X (ICSE) results by the council.
7. The permission to attend Class XI from April does not amount to regular admission in the Class XI.
8. The caution money, yearly fees and first installment of the monthly fee shall be paid in advance to complete the formalities of admission for Class XI.
9. The admissions shall be granted strictly based on the merit of the candidates. Any unfair means like an attempt to bribe, recommendation etc. will debar the candidate from getting admission.
10. After the admission, if the candidate fails to attend class, no refund of any kind shall be made except for the caution money.
11. An application for a transfer certificate has to reach the Principal's office at least three days in advance.
12. The application for a T.C. must be made on the prescribed form along with a fee of Rs. 100/- and must be signed by the parent/guardian.
13. Transfer certificate will not be issued until all the dues to the school are paid.
14. The students who pass out from class XII will be issued their T.C. together with their Pass Certificate.
15. If a student is migrating for further studies to a state other than U.P. his/her T.C. is to be counter - signed by the Council. The parents will have to pay the expenses involved in this transaction.

16. The school reserves the right to ask the parents/guardians to withdraw their child, if his/her progress in studies is found unsatisfactory, his/her attendance is irregular, his/her conduct is harmful to others, or for reasons which in the opinion of the school authorities render his/her continuance in the school undesirable.

## **II. School Uniform**

It is essential that the students must come to the school wearing proper school uniform always including for PTM. A student who is not in a proper uniform, is liable to be sent back home.

### **1. Summer Uniform**

#### **Boys (I-XII)**

Navy blue pants/short pants, White shirt with half sleeves, White socks & round shaped black leather shoes with laces, Navy blue tie and belt with school's name.

#### **Girls (I-VIII)**

Navy blue tunic (properly stitched with two-inch pleats) White shirt with half sleeves, White socks up to the knee & black leather shoes. Blue ribbons & hair band, Navy blue tie & belt with school's name.

#### **Girls (IX-XII)**

Navy blue salwar, White half sleeves up to elbow kamiz with high neck & 'V' neck navy blue Jacket, White socks & black leather shoes, Blue ribbons & hairband.

### **2. Winter Uniform**

#### **Boys (I-XII)**

Grey pants, White shirt with full sleeves, Navy blue blazer, Navy blue sweater (plain knitted and 'V' necked), White socks and black leather shoes, Navy blue tie and belt with school's name and navy blue cap.

### **Girls (I-VIII)**

Grey tunic (properly stitched with two inch pleats), White shirt with full sleeves, Navy blue blazer, Navy blue sweater (plain knitted and 'V' necked), White socks up to the knee & black shoes with laces, Navy blue tie and belt with school's name and navy blue scarf.

### **Girls (IX-XII)**

Grey salvar, white kamiz with high neck & full sleeves, navy blue coat, white socks & black leather shoes, A Navy blue sweater (plain knitted and 'V' necked) Blue ribbons and hairband.

## **3. P.T. Uniform**

### **Boys (I-XII)**

White shirts & White short pants/pants, white socks, white canvas shoes.

### **Girls (I-VIII)**

White shirts, White tunic, white ribbon, white hair bands & white canvas shoes.

### **Girls (IX-XII)**

White salvar, White Kamiz with high neck and full sleeves, 'V' neck white Jacket, white ribbon, white hair bands & white canvas shoes.

**Physical Education :** Class XI & XII Track suit for Boys and Girls.

## **III. Books & Syllabus**

The students must obtain all the books as per the syllabus in the first week of the new session and bring books to the school as per the periods. Books must be covered neatly with brown paper and write the name, class, section etc. on the outer cover and the inner page.

## **IV. School Fee**

1. The school fee is collected as per **The Uttar Pradesh Self-Finance Independent Schools Ordinance 2018**. The Fees are classified as

Registration Fee, Admission Fee, Examination Fee, Composite Annual Fee, Refundable Fee and Optional Fee.

2. Fee is to be paid in Punjab National Bank, Najibabad Road, Bijnor/Lofty App. It may be paid in four installments in the first half of April, July, October and January.
3. If any student fails to pay the fee on the due dates, it shall be paid in the first week of the following months with a fine of a Rs. 50.00 for successive months.
4. A receipt signed by the bank accountant shall be given for every payment made.
5. Students whose school fees fall into the arrears are liable to be debarred from appearing at the terminal examinations and attending the school till the fees are paid. Neither the Report/Progress Card nor the T.C. will be issued till all such dues are paid in full.
6. Fees once paid will not be refunded.
7. No deductions are made in the fees for vacations or broken periods.
8. Fee concession is extended to a few deserving students as the request of the parents/guardians of such students. Applicants for fee concession will have to submit along with an income certificate from a competent authority together with the application and mark-sheet of the previous year before 30 September.

**V. Attendance/Leave Rules**

1. As regular attendance is an integral element of education and discipline, no leave or absence will be granted except for serious reasons.
2. Attendance is compulsory on the opening and the closing day & after each vacation of the academic year.
3. Absence for more than three consecutive days immediately after the vacation renders the student liable to have his/her name struck off the rolls.

4. Attendance will be marked at the beginning of the first period. Late comers will not be granted attendance.
5. Strict regularity and punctuality are mandatory.
6. Leave/Absence record must be duly filled by the class teacher and be signed by the parent/guardian.
7. It is compulsory for every student to have 80% of total attendance to appear for the final exam.
8. Absentees in an examination will be considered failed unless it is established satisfactorily that their absence was due to illness, or any other serious reason.
9. Applications for leave shall be submitted to the Principal.
10. Applications for leave of absence from the school shall be submitted beforehand. If this is not possible due to unforeseen circumstances, leave should be applied on the following day.
11. Repeated absence without leave letter or unexplained absence for more than ten consecutive days, student's name will be struck off from the roll. Readmission, if granted will be done on payment of admission fee and on the availability of vacancy.
12. Physical training and games are compulsory. If a child is physically unfit for P.T. and games, a doctor's certificate should be submitted and must obtain permission from the Principal.

## **VI. Examinations and Promotions**

The whole academic year is divided into three terms and examinations are conducted at the end of every terms. Class tests will be conducted before every term exam.

The grade is allotted in the following manner :

Grade	Class I-X	Class XI-XII
A+	90% -100%	90% -100%
A	80% -89.99%	80% -89.99%
B+	70% -79.99%	70% -79.99%
B	60% -69.99%	60% -69.99%
C+	40% -59.99%	50% -59.99%
C	33% -39.99%	35% -49.99%
D	Detained (below 33%)	Detained (below 35%)

Promotions are granted on the basis of the whole year's work of a student.

Special arrangements for examinations will not be made for students who absent themselves from any examination scheduled by the school. The results declared at the end of the year are final in all cases and will not be reconsidered. If any parent wants to get his ward's paper rechecked and an application along with the fee fixed by the Principal is to be submitted.

#### **VII. House System**

The students are divided into four houses and each is headed by one boy and one girl known as House Captains. A member of the staff acts as the House In-charge. He/She is assisted by other teachers. The school organizes inter-class, inter-house & inter-school competition in sports & games and literary & cultural events. The best house is awarded with a trophy for its overall performances.

### **VIII. Co-curricular/S.U.P.W. Activities**

Students are expected to take an active part in the co-curricular activities as they are essential for integral development of a student. With a view of fostering close relation between education and the realities of people, village oriented exposure programmes are undertaken by the school during the academic year.

### **IX. Accidents**

All possible precautions are taken to protect the children from accidents while playing. However, in the event of any mishap, the school does not accept legal responsibility. Immediate first aid will be administered, and the parent/guardian concerned shall be informed at the earliest. If the parent/guardian makes undue delay to reach the school the student will be taken to the local hospital.

### **X. Alumni Association**

1. The school is interested in remaining in touch with its former pupils. With this in mind the Alumni Association is formed.
2. The association aims at bringing about a meaningful interaction of all past pupils passed out and left the school after class X (ICSE) and XII (ISC) examinations.
3. All the former students are expected to be members of this association.
4. A certain percentage of each student's caution money will go to the Alumni Association Fund.
5. One can become a life time member of the association by paying Rs. 1000/-
6. One can remain as a member by paying an amount of Rs. 50/- per year as a membership fee.
7. This amount shall be used for the activities of the association as well as for charitable purposes.

## **XI. Private Tuition**

1. Parents shall not engage the staff of the school to extend private tuition to their wards outside the school.
2. The parent/guardian may engage a private tutor only after consulting the principal. The management of the school is not responsible for any misunderstanding that may arise between the parent/guardian and the person who takes private tuition.
3. Students shall not go to teachers of St. Mary's School for private tuition; Teachers shall not take private tuition to the students of St. Mary's School.

## **XII. Responsibilities of School Leaders and Cabinet.**

1. He/She should show exemplary behaviour providing shining examples of leadership, trust, courtesy, love and goodness.
2. He/She should ensure that the leaders carry out their duties in a responsible and impartial manner.
3. He/She should command the whole school in discipline in the morning assembly and all the special gatherings.
4. He/She should be constantly alert and sensitive to the needs of the school, and act promptly after consulting and getting instructions from the Principal/teacher in-charge.
5. He/She should bring to the notice of the teachers day-to-day problems of students like fights, misunderstandings, injuries, damage to the school properties, missing articles, etc.
6. Periodical meetings of leaders will be held under the guidance of the Principal.

## **XIII. Discipline**

All the rules and regulations that are in force from time to time are binding upon all the students and parents. Ignorance of the existing rules and regulations will not be an excuse for the lack of compliance. The school expects every student to maintain a high standard of discipline inside as well as outside the class-room and school. Special care must be taken by the teachers and students to preserve an atmosphere of silence during class hours and must keep in mind the following points.

1. Students shall reach the school at least five minutes before the first bell. Once the gate is closed, late comers are not permitted to enter into the school campus.
2. Students shall come to school in proper uniform always. Even if they come only for office work, they have to come in uniform.
3. Students shall respectfully greet all the staff members and elders whenever they meet them either inside or outside the school.
4. Students shall be in attention position while talking to teachers and elders and not lounge with their hands in their pockets.
5. While going to the morning assembly, P.T. classes or when changing class rooms, the students should go silently in a single line without disturbing the neighbouring classes and should keep to the left of the corridors.
6. Students shall not leave the class-rooms during any period without permission and class pass. They are prohibited from going out of the school premises during school hours without the permission of the Principal. Students shall not enter into other classes without the permission of the class teachers.
7. Students shall not bring cell phones and similar electronic gadgets to the school, and if found violating, a fine of Rs. 500/- will be levied, and the gadgets will not be returned during the academic year. Students shall not defame the school or any staff member through the social sites.
8. Students are strictly forbidden to use motor vehicles during school working hours and in school uniform, and if found violating, a fine of Rs. 500/- will be levied.
9. Students should bring to the class all necessary text-books and notebooks according to the time-table. Books other than syllabus shall not be brought to the class.
10. Students shall be regular in submitting their home assignments. Disciplinary action will be taken for failure in doing so. Projects prepared by outsiders are not accepted.

11. Irregular attendance, truancy, insubordination to teachers, and authority's habitual neglect of studies, indifference to school work and obscenity in word or action are sufficient reasons for suspension of a pupil.
12. Any kind of damage caused to the school property must be compensated by the parent/guardian of the ward. The decision of the Principal regarding the compensation to be paid is final.
13. Students shall keep the school premises and class-rooms clean and shall not destroy plants or flowers or litter up the place.
14. Exchange of articles, gifts/money between students is strictly prohibited.
15. Collecting money or things for any purpose shall not be carried out by the students/teachers without the permission of the Principal.
16. Running, playing or shouting inside the school building is prohibited.
17. Giving gift to teachers in any kind or cash is prohibited.
18. Students shall not bring valuable articles such as Mobile, Gold, Silver, Wrist Watch, etc. to the school and if found violating a fine of Rs. 500/- will be levied. The school is not responsible for the loss of books, money, clothes and other articles.
19. Strict regularity, implicit obedience, politeness and courtesy in speech and conduct, and cleanliness of dress and person are mandatory.
20. Every student shall bring the handbook to the school daily, and is expected to handle it with care and keep it in a good condition throughout the academic year.
21. Students shall speak only in English on the school premises; else a fine of Rs. 10 will be charged.
22. Smoking or using any intoxicative article by the student is strictly prohibited in and outside the school premises. Those found violating this rule will be dismissed with immediate effect.
23. Bringing of arms and weapons like knives, chains and fire-arms to the school and ganging up with the students of one's own school or outsiders justify immediate dismissal.
24. The students are not allowed to tattoo the visible parts of their bodies. At the time of admission, the candidates will be checked for the same. The candidate may be denied admission if they are found bearing tattoos. Student can be dismissed from the school for violation of this rule.

25. Students who have got police complaint shall be dismissed from the school immediately.
26. Students who are involved in immoral/criminal activities such as stealing, beating, consuming alcohol/drugs, violation of any kind, etc (even though it may happen outside the school campus) shall be dismissed.
27. All students will be issued Identity Cards at the beginning of the academic year. It is compulsory for them to wear it every day, and also whenever they go out representing the school, for various competitions, picnics, exhibitions, etc. A fine of Rs. 100/- will be charged each time if they violate it.
28. Students shall not bring soft drinks, non-vegetarian food, chewing gum, tobacco, etc. to the school campus.
29. Boys shall come to school with proper/decent hair cut. The school will make necessary arrangements to cut the hair in the school itself, if they do not cut the hair after giving a warning.
30. Students who contract marriage shall be dismissed immediately.

**IXV. Cash Award**

In memory of the Late Rev. Fr. Mathew Parackal (the manager who passed away on 17 October 2006), the management gives a cash award of Rs. 10000/- (ten thousand only) to the ISC Topper of St. Mary's School every year.

**XV. For the Kind Attention of Parents/Guardians.**

1. Parents are requested to bear in mind that St. Mary's School gives great importance to create a sound character in the pupils. Therefore, the parents are expected to co-operate with the school by making their children understand that a well-ordered and disciplined way of life is as important at home as in the school.
2. Parents are requested to co-operate with the school authorities in enforcing discipline.
3. Parents are expected to sign progress reports or any other similar documents when requested for. The failure to do so will put their children to great inconvenience.

4. Parents are requested to keep an eye on the regularity and punctuality record.
5. Particular attention should be paid to the uniform of their wards. Pupils who do not wear neat and proper uniform will not be admitted to the class and would be sent home.
6. Parents are strictly forbidden to meet their wards or their teachers during the class hours.
7. The Handbook is a record of reference. We recommend that the parents check the handbook of their child regularly and enforce regularity and discipline at home also. Kindly monitor whether the wards prepare their lessons and do the assigned home-works. Remarks made in the handbook should be checked and countersigned.
8. Withdrawal of the wards from the school for mere social functions is not recommended, because it disturbs the child's progress in the school.
9. Parent's failure to attend the meeting called by the Principal amounts to lack of co-operation, and defeats the whole aim of education. In such a situation the school authorities have no other option than to request the parents to withdraw the ward.
10. A student shall not attend the school if he/she is infected by a contagious disease until the danger of infection has passed. Intimation to this effect must be given to the principal.
11. A student returning to the school after suffering from an infectious disease should produce a doctor's certificate permitting him/her to rejoin the class.
12. If an absence due to illness lasts for more than three days, an application for leave must be made to the Principal, accompanied by a registered doctor's certificate.
13. Those who return to the school after absenting themselves without a leave application are not permitted to enter the class without the permission of the Principal.
14. Parents are requested to report changes in the address or the telephone numbers to the school authority in writing in order to avoid inconvenience.
15. Parents are welcome to visit the school and discuss the problems of their wards with the teachers on the day of parent-teachers meeting and with the Principal on any day with a prior appointment. However, they are not allowed to enter class-rooms during school hours.
16. When students are taken on tours/picnics or excursions, utmost care will be taken by the school of their safety. However, the authorities take up no responsibility for any untoward incident which may take place on such occasions.

17. Complaints, if any, should be made in writing and submitted to the Principal or drop in the complaint box in school.
18. Parents/guardians will not be allowed to take their wards home during school hours, unless it is in the extremity of emergency.
19. Parents are requested to send packed lunch (only vegetarian) with their wards. Food packets or water bottles will not be accepted at the gate or reception later.
20. Parents/guardians of each student will be provided with a parent/guardian identity card which shall be used as an entry card to enter the school campus. This card will have photographs of the father/mother/guardians and student. Parents/guardians are requested to bring this card whenever they come to the school for any matter concerning their wards, even for picking up their wards at dispersal failing which they will not be allowed to enter the school campus or meet their wards.
21. The school gate will not be opened for anyone during recess.
22. Enrollment in St. Mary's School implies on the part of the student and his/her parent's willingness to comply with the requirements and regulations of the school which will be received from time to time.
23. Parents shall send their wards to the school on all national festivals like Independence day, Republic day, Gandhi Jayanti, etc. to instil patriotism in the children. Attendance will be taken and a fine of Rs. 100/- will be levied on students who do not come to school on these days.
24. Parents shall send their children to school only in those vehicles which are approved by the government. It is the sole responsibility of the parents to arrange safe transport facility. The management does not provide transport facilities for the students.

# Calendar 2026-2027

## April 2026

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
14				1	2	3	4
15	5	6	7	8	9	10	11
16	12	13	14	15	16	17	18
17	19	20	21	22	23	24	25
18	26	27	28	29	30		

## May 2026

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
18						1	2
19	3	4	5	6	7	8	9
20	10	11	12	13	14	15	16
21	17	18	19	20	21	22	23
22	24	25	26	27	28	29	30
23	31						

## June 2026

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
23		1	2	3	4	5	6
24	7	8	9	10	11	12	13
25	14	15	16	17	18	19	20
26	21	22	23	24	25	26	27
27	28	29	30				

## July 2026

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
27				1	2	3	4
28	5	6	7	8	9	10	11
29	12	13	14	15	16	17	18
30	19	20	21	22	23	24	25
31	26	27	28	29	30	31	

## August 2026

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
31							1
32	2	3	4	5	6	7	8
33	9	10	11	12	13	14	15
34	16	17	18	19	20	21	22
35	23	24	25	26	27	28	29
36	30	31					

## September 2026

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
36			1	2	3	4	5
37	6	7	8	9	10	11	12
38	13	14	15	16	17	18	19
39	20	21	22	23	24	25	26
40	27	28	29	30			

## October 2026

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
40					1	2	3
41	4	5	6	7	8	9	10
42	11	12	13	14	15	16	17
43	18	19	20	21	22	23	24
44	25	26	27	28	29	30	31

## November 2026

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
45	1	2	3	4	5	6	7
46	8	9	10	11	12	13	14
47	15	16	17	18	19	20	21
48	22	23	24	25	26	27	28
49	29	30					

## December 2026

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
49			1	2	3	4	5
50	6	7	8	9	10	11	12
51	13	14	15	16	17	18	19
52	20	21	22	23	24	25	26
53	27	28	29	30	31		

## January 2027

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
53						1	2
1	3	4	5	6	7	8	9
2	10	11	12	13	14	15	16
3	17	18	19	20	21	22	23
4	24	25	26	27	28	29	30
5	31						

## February 2027

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
5		1	2	3	4	5	6
6	7	8	9	10	11	12	13
7	14	15	16	17	18	19	20
8	21	22	23	24	25	26	27
9	28						

## March 2027

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9		1	2	3	4	5	6
10	7	8	9	10	11	12	13
11	14	15	16	17	18	19	20
12	21	22	23	24	25	26	27
13	28	29	30	31			

## APRIL - 2026

Date	Day	Particular
01	Wednesday	Fee dates of I Installment till 15th April, Painting Competition (VII - XII), Solo Singing Competition (VII - XII), Solo Dance Competition (VII - XII)
02	Thursday	Maundy Thursday
03	Friday	Good Friday
04	Saturday	Holy Saturday
05	Sunday	Easter Sunday
06	Monday	
07	Tuesday	World Health Day
08	Wednesday	Investiture Ceremony (Primary), Selection of Council Members (VII - XII), Group Singing Competition (VII - XII), English Elocution Competition (VII - XII)
09	Thursday	
10	Friday	
11	Saturday	
12	Sunday	
13	Monday	First Class Test Begins
14	Tuesday	Ambedkar Jayanti
15	Wednesday	Selection of School Cabinet, Hindi Elocution Competition (VII - XII), English Declamation Competition (VII - XII)
16	Thursday	
17	Friday	
18	Saturday	
19	Sunday	
20	Monday	
21	Tuesday	
22	Wednesday	Skating Competition (I-VI), Investiture Ceremony (Senior)
23	Thursday	
24	Friday	
25	Saturday	
26	Sunday	
27	Monday	
28	Tuesday	
29	Wednesday	Solo singing competition (I-VI), Instrumental Competition (VII-XII), Hindi Declamation Competition (VII - XII)
30-04-2026	Thursday	

## MAY - 2026

Date	Day	Particular
01	Friday	Buddh Purnima, Labour's Day
02	Saturday	
03	Sunday	
04	Monday	First Term Examination Begins
05	Tuesday	
06	Wednesday	Fee date with fine
07	Thursday	Fee date with fine, World Athletic Day
08	Friday	
09	Saturday	
10	Sunday	Mother's Day
11	Monday	International Nurses Day
12	Tuesday	
13	Wednesday	
14	Thursday	
15	Friday	International Day of Family
16	Saturday	Last Working Day
17	Sunday	Summer Break Begins
18	Monday	
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	
23	Saturday	
24	Sunday	
25	Monday	
26	Tuesday	
27	Wednesday	Id-ul-Zuha (Bakra Eid)
28	Thursday	
29	Friday	Fr. Cassius Memorial Basketball Tournament
30	Saturday	Fr. Cassius Memorial Basketball Tournament
31	Sunday	

## JUNE- 2026

Date	Day	Particular
01	Monday	
02	Tuesday	
03	Wednesday	
04	Thursday	
05	Friday	Fee date with fine, World Environment Day
06	Saturday	Fee date with fine
07	Sunday	
08	Monday	
09	Tuesday	
10	Wednesday	
11	Thursday	Anti Child Labours' Day
12	Friday	
13	Saturday	
14	Sunday	World Blood Donor Day
15	Monday	
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	
20	Saturday	
21	Sunday	Father's Day, International Yoga Day
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	Moharram
27	Saturday	
28	Sunday	
29	Monday	
30	Tuesday	Staff Seminar

## JULY - 2026

Date	Day	Particular
01	Wednesday	School Re-opens, Fee dates of II Installment till 15th July, Extempore Competition (English & Hindi) VII - XII
02	Thursday	
03	Friday	St. Thomas Day
04	Saturday	
05	Sunday	
06	Monday	
07	Tuesday	
08	Wednesday	Hindi Elocution (I - VI), Fancy Dress Competition(VII - XII), Group Dance Competition (VII - VIII)
09	Thursday	
10	Friday	
11	Saturday	World Population Day
12	Sunday	
13	Monday	
14	Tuesday	
15	Wednesday	Kho-Kho competition V-VI), Group Dance Competition (IX-XII), Essay Writing Competition (English & Hindi) VII - XII
16	Thursday	
17	Friday	
18	Saturday	
19	Sunday	
20	Monday	
21	Tuesday	
22	Wednesday	Fancy Dress competition (I-III), Mono Act Competition (IV-VI)
23	Thursday	
24	Friday	
25	Saturday	
26	Sunday	
27	Monday	
28	Tuesday	Feast of St. Alphonsa, Special Assembly by Alphonsa House
29	Wednesday	Instrumental Competition (I - VI), Skit Competition (VII - XII)
30	Thursday	
31	Friday	

## AUGUST - 2026

Date	Day	Particular
01	Saturday	
02	Sunday	
03	Monday	
04	Tuesday	Chehllum
05	Wednesday	Carrom Competition (I - III), Chess (IV - VI), Football Match for Class IX
06	Thursday	Fee date with fine
07	Friday	Fee date with fine
08	Saturday	
09	Sunday	
10	Monday	Second Class Test Begins
11	Tuesday	
12	Wednesday	Football Match for Class IX
13	Thursday	
14	Friday	
15	Saturday	Independence Day
16	Sunday	
17	Monday	
18	Tuesday	
19	Wednesday	Solo Dance Competition (I - VI), Football Match for Class X
20	Thursday	
21	Friday	
22	Saturday	
23	Sunday	
24	Monday	
25	Tuesday	
26	Wednesday	Eid-E-Milad
27	Thursday	Activity - I Rakhi Making (for Primary also) (I - VI)
28	Friday	Raksha Bandhan
29	Saturday	Drawing Competition (I - III), Poster-making (IV - VI)
30	Sunday	
31	Monday	

## SEPTEMBER - 2026

Date	Day	Particular
01	Tuesday	
02	Wednesday	Race (I - VI), Volleyball Matches (XI - XII)
03	Thursday	Long Jump, Shotput, High Jump (V to VI)
04	Friday	Janmashtami
05	Saturday	Teacher's Day, Mother Teresa's Feast
06	Sunday	
07	Monday	Fee date with fine
08	Tuesday	Fee date with fine, St. Mary's Day (Birthday of Mother Mary) (Special Assembly Rani Maria House), World literacy Day
09	Wednesday	Hindi Quiz (Primary), Volleyball Matches (XI - XII), Activity - II (Envelope making),
10	Thursday	
11	Friday	
12	Saturday	
13	Sunday	
14	Monday	Hindi Diwas
15	Tuesday	
16	Wednesday	Volleyball Matches (XI - XII), Hindi Quiz
17	Thursday	Vishwakarma Pooja
18	Friday	
19	Saturday	
20	Sunday	
21	Monday	Second Term Examination Begins
22	Tuesday	
23	Wednesday	Volleyball Matches (XI - XII)
24	Thursday	World Rivers Day
25	Friday	
26	Saturday	
27	Sunday	
28	Monday	
29	Tuesday	
30	Wednesday	Volleyball Matches (XI - XII)

## OCTOBER - 2026

Date	Day	Particular
01	Thursday	Special Assembly Gandhi House, Fee dates of III Installment till 15th October
02	Friday	Gandhi Jayanti
03	Saturday	St. Francis of Assisi-Patron of Ecology
04	Sunday	
05	Monday	
06	Tuesday	
07	Wednesday	Story-telling (I - IV), Declamation (English) (V - VI), Maths Quiz (VII - XII), March Past Competition House wise
08	Thursday	Indian Airforce Day
09	Friday	
10	Saturday	
11	Sunday	
12	Monday	
13	Tuesday	
14	Wednesday	Activity - II Diya Making (I - VI), Activity - III (Diya Making)
15	Thursday	Birthday of A.P.J Abdul Kalam
16	Friday	World Food Day, Dussehra Celebration (Special Assembly by Kalam House)
17	Saturday	Death Anniversary of Rev. Fr. Mathew Parackal
18	Sunday	
19	Monday	
20	Tuesday	Maha Navmi
21	Wednesday	Dussehra
22	Thursday	
23	Friday	
24	Saturday	Fr. Peter Memorial Cricket Tournament
25	Sunday	
26	Monday	Valmiki Jayanti
27	Tuesday	
28	Wednesday	Science Quiz (VII - XII), Rangoli making Competition (Housewise)
29	Thursday	
30	Friday	Badminton Competition (IV - VI)
31	Saturday	

## NOVEMBER - 2026

Date	Day	Particular
01	Sunday	
02	Monday	
03	Tuesday	Inter School Cultural Meet
04	Wednesday	Inter School Cultural Meet
05	Thursday	Inter School Cultural Meet
06	Friday	Fee date with fine
07	Saturday	Fee date with fine, National Cancer Awareness Day
08	Sunday	Deepawali Break Begins
09	Monday	
10	Tuesday	
11	Wednesday	Deepawali Break Ends
12	Thursday	
13	Friday	
14	Saturday	Children's Day
15	Sunday	
16	Monday	Inter School Badminton Tournament for Girls
17	Tuesday	Inter School Badminton Tournament for Girls
18	Wednesday	Paragraph writing (I - III), Extempore Speech (IV - VI)
19	Thursday	
20	Friday	
21	Saturday	
22	Sunday	
23	Monday	
24	Tuesday	Guru Nanak Jayanti, Guru Teg Bahadur Shahid Diwas
25	Wednesday	Science Quiz (I - VI), Social Science Quiz (VII - X)
26	Thursday	National Constitution Day
27	Friday	
28	Saturday	
29	Sunday	
30	Monday	

## DECEMBER - 2026

Date	Day	Particular
01	Tuesday	World Aids Day
02	Wednesday	
03	Thursday	World Day of Differently Abled
04	Friday	Fee date with fine, Indian Navy Day
05	Saturday	
06	Sunday	
07	Monday	Fee date with fine, III Class Test Begins
08	Tuesday	Fee date with fine
09	Wednesday	Activity - III Star Making (I - II), Bell Making (III - IV), Christmas Tree (V - VI), Activity - IV Star Making (VII), Bell Making (VIII), Wreath Making (IX - XI), Candle Decoration (X & XII),
10	Thursday	Human Rights Day
11	Friday	
12	Saturday	
13	Sunday	
14	Monday	
15	Tuesday	
16	Wednesday	Carol Singing (House-Wise) Competition,(I - VI), Carol Singing Competition (VII - XII)
17	Thursday	
18	Friday	Minority Rights Day
19	Saturday	Skipping Rope Competition (IV - VI)
20	Sunday	
21	Monday	
22	Tuesday	Christmas Celebration, Special Assembly (LCA)
23	Wednesday	Christmas Holidays Begin
24	Thursday	
25	Friday	
26	Saturday	Christmas Holidays End
27	Sunday	
28	Monday	Group Song Class Wise (IV - VI)
29	Tuesday	Group Dance Class Wise (I - III)
30	Wednesday	Group Song Class Wise (IV - VI)
31	Thursday	Group Dance Class Wise (I - III)

## JANUARY - 2027

Date	Day	Particular
01	Friday	New Year Day, Fee Date IV Installment till 15th January
02	Saturday	
03	Sunday	
04	Monday	Pre-Board Examination Begins
05	Tuesday	
06	Wednesday	
07	Thursday	
08	Friday	
09	Saturday	
10	Sunday	
11	Monday	Missionary Day
12	Tuesday	National Youth Day
13	Wednesday	
14	Thursday	Makar Sankranti
15	Friday	Guru Gobind Singh Jayanti
16	Saturday	
17	Sunday	
18	Monday	
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	
23	Saturday	
24	Sunday	National Girl Child Day
25	Monday	National Voters Day
26	Tuesday	Republic Day
27	Wednesday	
28	Thursday	
29	Friday	
30	Saturday	Martys' Day
31	Sunday	

## FEBRUARY - 2027

Date	Day	Particular
01	Monday	
02	Tuesday	
03	Wednesday	
04	Thursday	World Cancer Day
05	Friday	Fee date with fine
06	Saturday	Fee date with fine
07	Sunday	
08	Monday	III Term Examination Begins
09	Tuesday	
10	Wednesday	
11	Thursday	Basant Panchmi, World Day of Sick
12	Friday	
13	Saturday	
14	Sunday	
15	Monday	
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	
20	Saturday	Ravidas Jayanti
21	Sunday	
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	Feast of Blessed Rani Maria
26	Friday	
27	Saturday	
28	Sunday	National Science Day

## MARCH - 2027

Date	Day	Particular
01	Monday	
02	Tuesday	
03	Wednesday	
04	Thursday	
05	Friday	
06	Saturday	Maha Shivratri
07	Sunday	
08	Monday	
09	Tuesday	Eid-ul-fitr
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	
14	Sunday	
15	Monday	
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	St. Joseph's Day
20	Saturday	
21	Sunday	
22	Monday	Holi
23	Tuesday	Holi
24	Wednesday	
25	Thursday	
26	Friday	
27	Saturday	
28	Sunday	
29	Monday	
30	Tuesday	
31	Wednesday	

## ASSEMBLY THEMES

“We become what we think about.”

Earl Nightingale

<p>March 2026</p> <p>16 - 21</p> <p>23 - 28</p> <p>30 - 31</p>	<p>Walking in God’s Light</p> <p>Rooted in faith, Growing in knowledge</p> <p>Choosing the right path each day.</p>
<p>April 2026</p> <p>1 - 4</p> <p>6 - 11</p> <p>13 - 18</p> <p>20 - 25</p> <p>27 - 30</p>	<p>Choosing the right path each day.</p> <p>From Darkness to Light.</p> <p>‘Hope’ that never fails.</p> <p>Honesty</p> <p>Be thankful for what we have.</p>
<p>May 2026</p> <p>1 - 2</p> <p>4 - 9</p> <p>11 - 16</p>	<p>Be thankful for what we have.</p> <p>Do your best, God will do the rest.</p> <p>Effort today, excellence tomorrow.</p>
<p>July 2026</p> <p>1 - 4</p> <p>6 - 11</p> <p>13 - 18</p> <p>20 - 25</p> <p>27 - 31</p>	<p>Beginning anew with faith and hope.</p> <p>Let your light shine.</p> <p>Do right every day.</p> <p>Small steps, big success.</p> <p>A good heart matters.</p>
<p>August 2026</p> <p>1 - 8</p> <p>10 - 15</p> <p>17 - 22</p> <p>24 - 31</p>	<p>Reading: A tool to grow.</p> <p>Freedom with Responsibility.</p> <p>Positive youth: Positive world.</p> <p>Bond of Love and Protection.</p>
<p>Sep. 2026</p> <p>1 - 5</p> <p>7 - 12</p>	<p>Teachers inspire Future.</p> <p>Faith, Humanity: Paves the way of God.</p>

14 – 19	Preserve language, Preserve culture.
21 – 26	Good always triumphs.
28 – 30	Character is Power.
October 2026	
1 – 3	Character is Power.
5 – 10	Be The Change (Practice Gandhiji's values)
12 – 17	Power of Good values.
19 – 24	Victory of good over evil.
26 – 31	Kindness drives away fear.
Nov. 2026	
2 – 7	Serve with Love
9 – 14	Light overcomes Darkness.
16 – 21	Childhood: The foundation of bright future.
23 – 30	Truthful living is highest.
Dec. 2026	
1 – 5	Healthy choices; changes life.
7 – 12	Give Love: share Joy.
14 – 19	Small acts, Big smiles.
21 – 26	Christ's Birth, Hope Renewed.
28 – 31	New Year, New Hope.
January 2027	
1 – 2	New Year, New Hope.
4 – 9	Dream, Work, Achieve.
11 – 16	Joy, Prosperity, Colour: harvest of happiness.
18 – 23	Strength is service and sacrifice.
25 – 30	Proud citizens, Responsible actions.
February 2027	
1 – 6	Hard Work
8 – 13	Miles to go before I sleep.

## **Our Father**

Our Father in heaven  
Holy be Your name  
your kingdom come  
your will be done  
on earth as in heaven.  
Give us today our daily bread,  
forgive us our sins  
as we forgive those  
who sin against us,  
do not bring us to the test  
but deliver us from evil.      Amen.

## **HAIL MARY**

Hail Mary, full of grace, the Lord is with you, blessed are you among women, and blessed is the fruit of your womb, Jesus.

Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

### **PRAYER FOR PEACE**

Lord make me an instrument of your peace.  
Where there is hatred, let me sow love;  
Where there is injury, pardon;  
Where there is doubt, faith;  
Where there is despair, hope;  
Where there is darkness, light;  
And where there is sadness, joy.

O Divine Master / grant that I may not so much seek / to be consoled as to console / to be understood, as to understand / to be loved as to love / for it is in giving that we receive / it is in pardoning that we are pardoned / and it is in dying / that we are born to eternal life.

Amen.

(Prayer of St. Francis of Assisi)

### **PRAYER BEFORE CLASS**

We offer Thee God,  
our studies and skills:  
Enlighten our minds,  
that we may know Thee and Thy Grace,  
Move our hearts  
that we may love Thee and each other.

### **PRAYER AFTER CLASS**

We thank you O Lord for all the blessings you have bestowed on us this day. May we ever remain grateful to you. Help us to be good and dutiful children.

## 1. ABIDE WITH ME

Abide with me, fast falls the eventide  
The darkness deepens, Lord with me abide.  
When other helpers fail and comforts flee  
Help of the helpers, O abide with me.

Swift to its close ebbs out life's little day  
Earth's joys grow dim, its glories pass away  
Change and decay in all around I see  
O Thou who changes not, abide with me.

I need Thy presence every passing hour  
What but thy grace can foil the tempter's power?  
Who, like thyself, my guide and stay can be?  
Through cloud and sunshine, Lord abide with me.

I fear no foe with Thee at hand to bless  
Ills have no weight and tears no bitterness  
Where is death's sting? Where, grave, thy victory?  
I triumph still, if Thou abide with me.

Hold Thou Thy cross before my closing eyes  
Shine through the gloom and point me to the skies  
Heaven's morning breaks and earth's vain shadows flee  
In life, in death, O Lord, abide with me.

## 2. SING TO MARY

Daily - daily sing to Mary,  
Sing my soul her praises due.  
All her feasts her action worship  
With the heart's devotion true.  
Lost in wandering contemplation,  
Be her majesty confess'd.  
Call her Mother call her Virgin.  
Happy Mother Virgin blest.

Daily-daily.....

She is mighty to deliver  
Call her, trust her lovingly  
When the tempest rages round thee,  
She will calm the troubled sea.  
Gifts of heaven she has given  
Noble lady, to our race,  
She the queen, who decks her subjects  
With the light of God's own grace.

She is mighty to .....



### 3. BE WITH US MARY

Be with us Mary along the way,  
Guide ev'ry step we take,  
Lead us to Jesus, your loving son,  
Come with us, Mary, come!

No man can live as an Island,  
Journeying thru' life-along;  
Since we're most loved by a mother,  
Jesus gave us his own,

When Jesus met with rejection,  
Mary stood by the cross  
How can a mother desert her son ?  
She'll also stand by us!

### 4. OPEN YOUR HEART

Open your heart (2)  
Open your heart to Jesus.  
He knocks today, do not delay  
But open your heart to Jesus  
    In to my heart (2)  
    Come into my heart, Lord Jesus  
    Come today, come in to stay  
    Come into my heart, Lord Jesus.  
He is in my heart (2)  
He is in my heart forever.  
He never goes this I know  
He is in my heart forever.

### 5. MAKE ME A CHANNEL

Make me a channel of Your peace  
Where there is hatred let me sow your love  
Where there is injury, your pardon, Lord And  
Where there's doubt, true faith in you  
O Master, grant that I may never seek  
So much to be consoled, as to console;  
To be understood, as to understand;  
To be loved, as to love with all my soul.  
Make me a channel of Your peace.  
Where there's despair in life, let me bring hope;  
And where there's darkness, only light,  
And where there's sadness ever joy;  
Make me a channel of Your peace  
It is in pardoning that we are pardoned;  
In giving to all men that we receive;  
And in dying that we're born to eternal life.

### 6. WITH YOU AS MY GUIDE

With you as my guide, I'll not want:  
You are my Shepherd, Lord, nothing shall I fear.

1. In pastures fresh and green  
You give my soul repose;  
Near cool and restful waters,  
My spirit you revive
2. In vales of gloom and death,  
No evil shall I dread,  
Your strength and peaceful presence  
Will be my comfort sure.
3. A banquet you have spread,  
while foes in envy watch.  
My head you have anointed,  
My cup now overflows.
4. Your loving favour, Lord,  
Shall surely follow me  
Until one day in heaven  
Forever shall I dwell.

## 7. BIND US TOGETHER

Bind us together, Lord, bind us together  
with cords that cannot be broken.

Bind us together, Lord (2)

Bind us together in love.

1. There is only one God,  
there is only one King,  
There is only one Body,  
that is why we sing,
2. Though there are many branches,  
There is only one vine,  
We are one in Christ Jesus,  
that is why we sing

## 8. AS THE DEER

1. As the deer pants for the water,  
So my soul longs after you,  
You alone are my heart's desire  
And I long to worship You.  
**You alone are my strength, my shield,  
To You alone may my spirit yield,  
You alone are my heart's desire  
And I long to worship You.**
2. I want You more than gold and silver,  
Only You can satisfy.  
You alone are the real joy-giver,  
And the apple of my eye.
3. You're my friend and You are my brother  
Even though You are my Lord.  
I love You more than any other,  
So much more than anything.



## 9. SHOWERS OF BLESSING

1. 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**
2. There shall be showers of blessing  
Precious reviving again  
Over the hills and the valleys  
Sound of abundance of rain  
**Showers of blessing.....**
3. There shall be showers of blessing  
Oh, that today they might fall  
Now as to God we're confessing  
Now as on Jesus we call  
**Showers of blessing.....**

## 10. LEAD, KINDLY LIGHT

Lead, kindly light,  
amid 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  
I was not ever thus,  
nor prayed that thou  
Shouldst lead me on  
I loved to choose,  
and see my path but now  
Lead thou me on  
I loved the garish day,  
and spite of fears  
Pride ruled my will,  
remember not past years  
So long thy power hath blest me,  
Sure it still  
Will lead me on  
O'er moor and fen, o'er crag and torrent,  
Till the night is gone  
And with the morn those angel faces smile  
Which I have loved long since and lost a while  
Lead kindly light





## 11. तेरी हैं जमी तेरा आसमाँ

तेरी हैं जमी तेरा आसमाँ,  
 तू बड़ा मेहरबान तू बखशिश कर।  
 सभी का है तू सभी तेरे,  
 खुदा मेरे तू बखशिश कर।

1. तेरी मर्जी से ऐ मालिक,  
 हम इस दुनियाँ में आये हैं।  
 तेरी रहमत से हम सब ने,  
 ये जिस्मों जाँ पाए हैं  
 तू अपनी नजर हम पर रखना,  
 किस हाल में हैं ये खबर रखना  
 तेरी .....

2. तू चाहे तो हमें रखे,  
 तू चाहे तो हमें मारे  
 तेरे आगे झुकाकर सिर,  
 खड़े हैं आज हम सारे  
 तू सबसे बड़ी रहमत मालिक,  
 तू चाहे तो हर आफत टाले  
 तेरी .....



## 12. इतनी शक्ति हमें

इतनी शक्ति हमें दे न दाता  
मन का विश्वास कमज़ोर हो ना  
हम चलें नेक रास्ते पे हमसे  
भूलकर भी कोई भूल हो ना...

हम चले .....

हर तरफ़ जुल्म है बेबसी है  
सहमा—सहमा—सा हर आदमी है  
पाप का बोझ बढ़ता ही जाये  
जाने कैसे ये धरती थमी है  
बोझ ममता का तू ये उठा ले  
तेरी रचना का ये अन्त हो ना...

हम चले...

दूर अज्ञान के हो अन्धेरे  
तू हमें ज्ञान की रोशनी दे  
हर बुराई से बचके रहें हम  
जितनी भी दे, भली जिन्दगी दे  
बैर हो ना किसीका किसीसे  
भावना मन में बदले की हो ना...

हम चले...

हम न सोचें हमें क्या मिला है  
हम ये सोचें किया क्या है अर्पण  
फूल खुशियों के बाटें सभी को  
सबका जीवन ही बन जाये मधुबन  
अपनी करुणा को जब तू बहा दे  
करदे पावन हर इक मन का कोना...

हम चले...

हम अन्धेरे में हैं रोशनी दे,  
खो ना दे खुद को ही दुश्मनी से,  
हम सज़ा पाये अपने किये की,  
मौत भी हो तो सह ले खुशी से,  
कल जो गुज़रा है फिरसे ना गुज़रे,  
आनेवाला वो कल ऐसा हो ना...  
हम चले नेक रास्ते पे हमसे,  
भुलकर भी कोई भूल हो ना...

इतनी शक्ति .....

## 13. ऐ मालिक तेरे बन्दे हम

ऐ मालिक तेरे बन्दे हम....

ऐसे हों हमारे करम.....

नेकी पर चले और बदी से टले,.....

ताकी हँसते हुए निकले दम.....

ऐ मालिक तेरे बंदे हम.....

ये अंधेरा घना छा रहा,

तेरा इंसान घबरा रहा

हो रहा बेखबर, कुछ ना आता नज़र,

सुख का सूरज छिपा जा रहा

है तेरी रोशनी में वो दम,

तू अमावस को कर दे पूनम

नेकी पर चले और बदी से टले,

ताकी हँसते हुए निकले दम

ऐ मालिक तेरे बंदे हम.....

बड़ा कमज़ोर है आदमी,

अभी लाखों हैं इस में कमी

पर तू जो खड़ा, है दयालु बड़ा,

तेरी कृपा से धरती थमी

दिया तूने हमें जब जनम,

तू ही ले लेगा हम सब का ग़म

नेकी पर चले और बदी से टले,

ताकी हँसते हुए निकले दम

ऐ मालिक तेरे बंदे हम.....

जब जुल्मों का हो सामना

तब तू ही हमें थामना

वो बुरा करें, हम भला करे,

न ही बदले की हो भावना

बढ़ उठे प्यार का हर कदम,

और मिटे बैर का ये भरम

नेकी पर चले और बदी से टले,

ताकी हँसते हुये निकले दम

ऐ मालिक तेरे बंदे हम.... ..



















Subject \_\_\_\_\_

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Parent's Signature



























## LEAVE APPLICATION

Date .....

Master/Km ..... Std. .... Div. ....

needs ..... day (s) leave from ..... to .....

for (reason) .....

Granted : Class teacher .....

Principal .....

Your faithfully  
Parent/Guardian

Date .....

Master/Km ..... Std. .... Div. ....

needs ..... day (s) leave from ..... to .....

for (reason) .....

Granted : Class teacher .....

Principal .....

Your faithfully  
Parent/Guardian

Date .....

Master/Km ..... Std. .... Div. ....

needs ..... day (s) leave from ..... to .....

for (reason) .....

Granted : Class teacher .....

Principal .....

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Parent/Guardian

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Principal .....

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Parent/Guardian

Date .....

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needs ..... day (s) leave from ..... to .....

for (reason) .....

Granted : Class teacher .....

Principal .....

Your faithfully  
Parent/Guardian

## LEAVE APPLICATION

Date .....

Master/Km ..... Std. .... Div. ....

needs ..... day (s) leave from ..... to .....

for (reason) .....

Granted : Class teacher .....

Principal .....

Your faithfully  
Parent/Guardian

Date .....

Master/Km ..... Std. .... Div. ....

needs ..... day (s) leave from ..... to .....

for (reason) .....

Granted : Class teacher .....

Principal .....

Your faithfully  
Parent/Guardian

Date .....

Master/Km ..... Std. .... Div. ....

needs ..... day (s) leave from ..... to .....

for (reason) .....

Granted : Class teacher .....

Principal .....

Your faithfully  
Parent/Guardian

## REGULARITY RECORD

Date	March	April	May	June	July	August
1						
2						
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9						
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11						
12						
13						
14						
15						
16						

LT = Late, AB - Absence, SK = Sick, HW = Home work not done, SD = Slovenly dressed

## REGULARITY RECORD

Date	March	April	May	June	July	August
17						
18						
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23						
24						
25						
26						
27						
28						
29						
30						
31						

LT = Late, AB - Absence, SK = Sick, HW = Home work not done, SD = Slovenly dressed

## REGULARITY RECORD

Date	September	October	November	December	January	February
1						
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14						
15						
16						

LT = Late, AB - Absence, SK = Sick, HW = Home work not done, SD = Slovenly dressed

## REGULARITY RECORD

Date	September	October	November	December	January	February
1						
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14						
15						
16						

LT = Late, AB - Absence, SK = Sick, HW = Home work not done, SD = Slovenly dressed

## ASSESSMENT REPORT

<b>Subject</b>				
English - I				
English - II				
Hindi				
Hindi - II				
Mathematics				
General Sc/EVS				
Physics				
Chemistry				
Biology				
Social Science/Commerce				
History & Civics / Account				
Geography				
Moral Science				
G.K.				
Computer/Economics/AI				

## TIME TABLE

	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>	<b>SAT</b>
<b>I</b>						
<b>II</b>						
<b>III</b>						
<b>IV</b>						

## LUNCH BREAK

<b>V</b>						
<b>VI</b>						
<b>VII</b>						
<b>VIII</b>						

## TIME TABLE

	MON	TUE	WED	THU	FRI	SAT
I						
II						
III						
IV						

## LUNCH BREAK

V						
VI						
VII						
VIII						

## Application for Transfer Certificate

To,

Date.....

The Principal  
St. Mary's School  
Bijnor, U.P. - 246 701

Respected Principal,

Please issue me the Transfer Certificate of my son/daughter. The necessary particulars are given :

Pupil's name in full.....

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

Year of admission.....Abaar ID .....

Date of leaving.....

Reason for leaving.....

Name and place of the New School.....

Your fatihfully  
Parent/Guardian

### For office use only :

1. All fees/dues have been paid.
2. Library books returned.
3. Name has been cancelled from Class Register.
4. School leaving certificate may be issued.

Office Assistant

Principal



## SCHOOL PICNIC / TOUR

To,

Date .....

The Principal  
St. Mary's School  
Bijnor, U.P. - 246 701

### Sub : School Picnic / Tour

Name of the Student : \_\_\_\_\_

Class : \_\_\_\_\_ Section : \_\_\_\_\_

Dear Rev. Sr. Principal

I hereby given my consent to my child to join in the Picnic/Tour arranged by the School. I shall not blame the School management for any untoward happening during the Picnic/Tour.

Date: \_\_\_\_\_

Signature of the Parent

Parent's Address

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Phone No. \_\_\_\_\_

WhatsApp No. \_\_\_\_\_



## SCHOOL PICNIC / TOUR

To,

Date .....

The Principal  
St. Mary's School  
Bijnor, U.P. - 246 701

### Sub : School Picnic / Tour

Name of the Student : \_\_\_\_\_

Class : \_\_\_\_\_ Section : \_\_\_\_\_

Dear Rev. Sr. Principal

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Date: \_\_\_\_\_

Signature of the Parent

Parent's Address

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Phone No. \_\_\_\_\_

WhatsApp No. \_\_\_\_\_



**St. Mary's School, Bijnor**  
**Statement Made by Parents/Guardian**

Student's  
Passport Size  
Photograph

Student's Name.....

Sex ..... Age ..... DOB ..... Blood Group .....

Class ..... Section ..... Admission No. .... School House .....

Aadhar No. ....Apaar ID.....

Father's Name & Profession .....

Mother's Name & Profession .....

Guardian's Name & Profession .....

Home Address .....

Office Address .....

Phone (Off).....(Res).....(Mob).....

Whatsapp Number of parents 1).....2).....

Name of own brothers and sisters studying in this school.

1. ....Class.....Sec. ....

2. ....Class.....Sec. ....

3. ....Class.....Sec. ....

I promise to abide by all the rules and regulations contained in this Handbook, and all the instructions which may be given by the Principal/Management from time to time and see that my child confirms to the standard required of him/her in conduct and studies.

**Signatures of**

\_\_\_\_\_ / \_\_\_\_\_  
Father

\_\_\_\_\_ / \_\_\_\_\_  
Mother

\_\_\_\_\_  
Guardian

Date.....