

PONNAIYAH RAMAJAYAM

PUBLIC SCHOOL (PRPS)

(CBSE)

Yagappa Chavady, Thanjavur.



எழுமின் !
விழிமின்!
குறிசாரும் வரை
நில்லாது
செல்மின்!

HAND BOOK

தாய், தந்தையாரை வணங்கு

PERSONAL RECORD

(to be filled - in by the parents at the beginning of the year)



Name of the Student :.....

Standard / Section :.....

Admission No :.....

Date of Birth :.....

Blood Group :.....

Father's Name :.....

Father's Occupation :.....

Mother's Name :.....

Mother's Occupation :.....

Residential Address :.....

:.....

Phone No. with code No:..... Mobile.....

Mode of Transport to
 School : Van Own

Name of the Brothers
 Sisters studying in our
 School :.....

Signature of the
Father/Mother/Guardian

Signature of the
Class Teacher

ENDORSEMENT

We....., D/o, S/o.....
 Studying in Standard.....
 Section..... have read the rules and regulations laid down in
 the Ponnaiyah Ramajayam Public School (CBSE) Hand Book and
 we promise to abide by them in letter and spirit in the interest of me
 and my ward.

Date :

Signature of the Parent

நீதி நெறி விளக்கம்

கருமமே கண்ணாயினார்

மெய்வருத்தம் பாரார் பசி நோக்கார் கண் துஞ்சார்
எவ்வெவர் தீமையும் மேற்கொள்ளார் செவ்வி
அருமையும் பாரா ரவமதிப்பும் கொள்ளார்
கருமமே கண்ணாயினார்.

திருக்குறள்

தந்தை மகற்காற்றும் நன்றி அவையத்து
முந்தி இருப்பச் செயல்

மகன் தந்தைக்காற்றும் உதவி இவன்தந்தை
என்னோற்றான் கொல் எனும் சொல்.

தமிழ்த் தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடைநதைக்

கெழிலொழுகும்

சீராரும் வதனமெத்திகழ்பரதக் கண்டமிதில்,
தெக்கணமும் அதிற் சிறந்த திராவிடநல்

திருநாடும்

தக்கசிறு பிறைநுதலும் தரித்த நறுந்

திலகமுமே!

அத்திலக வாசனைபோல் அனைத்துலகும்

இன்பமுற

எத்திரையும் புகழ்மணக்க இருந்த பெருந்

தமிழுணங்கே!

தமிழுணங்கே!

உன்சீரிளமைத் திறம் வியந்து, செயல் மறந்து

வாழ்த்துதுமே! வாழ்த்துதுமே!! வாழ்த்துதுமே!!!

-மனோன்மணியம் பெ.சுந்தரம் பிள்ளை

Give Respect to Parents, Teachers & Elders

OUR NATIONAL ANTHEM

जन-गण-मन अधिनायक जय हे
भारत-भाग्य-विधाता ।
पंजाब सिंधु गुजरात मराठा
द्राविड उत्कल बंग ।
विंध्य हिमाचल यमुना गंगा,
उच्छल जलधि तरंग ।
तव शुभ नामे जागे,
तव शुभ आशिष माँगे;
गाहे तव जय गाथा ।
जन-गण मंगलदायक जय हे,
भारत-भाग्य-विधाता ।
जय हे, जय हे, जय हे,
जय जय जय, जय हे ॥

Jana-Gana-Mana-Adhinayaka, Jaya He
Bharata-Bhagya-Vidhata
Punjab-Sindhu-Gujarata-Maratha
Dravida-Utkala-Banga
Vindhya-Himachala-Yamuna-Ganga
Uchchhala-Jaladthataranga
Tava Subha Name Jage
Tava Subha Ashisa Mage
Gahe Tava Jaya Gatha.
Jana-Gana-Mangala Dayaka, Jaya He
Bharata-Bhagya-Vidhata,
Jaya He, Jaya He, Jaya He,
Jaya, Jaya, Jaya, Jaya He

ஸாதா, சிதா, குரு, தெய்வம்

கொடி வாழ்த்து

பாரத தேவியின் மணிக்கொடி பாரீர்
பக்தியுடன் இதை வணங்குவோம் வாரீர்

(பாரத...)

வீரர்கள் உடல் பொருள் ஆவியும் கொடுத்து
வெடிதடி யடிசிறை அனைத்தையும் பொறுத்து
தீரமாய் பாரத தேவிக்கே உழைத்து
திகழ்வதைக் காட்டிடும் திருக்கொடி காணீர்

(பாரத...)

பலவளம் அன்பினைக் காட்டிடும் பச்சை
பரிசுத்த உண்மையைக் காட்டிடும் வெண்மை
நலமுறு தியாகத்தைக் காட்டிடும் காவி
நடுநிலை அறநெறி காட்டிடும் சக்கரம்

(பாரத...)

வானூற ஓடி வளம் பெற வீசி
மானூற ஆடி வளைந்து குலுங்கி
ஆனந்தமாகப் பறந்திடும் நமது
அன்னை மணிக்கொடி வாழிய வென்றே!

(பாரத...)

தேசிய ஒருமைப்பாட்டு நாள் உறுதிமொழி

நாட்டின் உரிமை வாழ்வையும் ஒருமைப்பாட்டையும் பேணிக்காத்து
வலுப்படுத்தச் செயல்படுவேன் என்று உளமார உறுதி கூறுகிறேன்.
ஒரு போதும் வன்முறையை நாடமாட்டேன் என்றும், சமயம், மொழி,
வட்டாரம் முதலியவை காரணமாக எழும் வேறுபாடுகளுக்கும் பூசல்களுக்கும்
ஏனைய அரசியல் பொருளாதார குறைபாடுகளுக்கும் அமைதி நெறியாலும்
அரசியல் சட்ட அமைப்பின் வழியாலும் நின்று தீர்வு காண்பேன் என்றும் நான்
மேலும் உறுதியளிக்கிறேன்.

An aimless life is always a miserable life

THE NATIONAL INTEGRATION PLEDGE

“ I Solemnly pledge to work with dedication to reserve and strengthen the freedom and integrity of the Nation.

I further affirm that I shall never resort to violence and that all differences and disputes relating to religion, language, region or other political or economic grievances should be settled peaceful and constitutional means.”

INTEGRATION 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.

ஒவ்வொரு மனிதனும் தன் அயராது உழைப்பின் அளவே உயர்வு பெறுகிறான்.
இக்கருத்தினை விளக்கும் பொருள் பொதிந்த பாடல்

நாட்டுப் புறப்பாட்டு

ஒரு குடம் தண்ணி- ஊத்தி

ஒரு பு புத்தது

ரெண்டு குடம் தண்ணி- ஊத்தி

ரெண்டு பு புத்தது

மூணு குடம் தண்ணி- ஊத்தி

மூணு பு புத்தது

நாலு குடம் தண்ணி- ஊத்தி

நாலு பு புத்தது

அஞ்சு குடம் தண்ணி- ஊத்தி

அஞ்சு பு புத்தது

ஆறு குடம் தண்ணி- ஊத்தி

ஆறு பு புத்தது

ஏழு குடம் தண்ணி- ஊத்தி

ஏழு பு புத்தது

எட்டு குடம் தண்ணி- ஊத்தி

எட்டு பு புத்தது

ஒம்பது குடம் தண்ணி- ஊத்தி

ஒம்பது பு புத்தது

பத்து குடம் தண்ணி- ஊத்தி

பத்து பு புத்தது

-மா.வரதராஜன் அவர்கள் தொகுத்தது

This song is nothing but Newton's Law

Avoid speed and greed

MORNING PRAYER

Gajananam bhuta ganadhi sevitam
Kapiththa Jamboo Phalasara bhakshitam
Umasutam shoka vinashakaranam
Namami Vighneshwara pada pankajam

Manikyavinam upalalayatim
Madalasam manjulavagvilasam
Mahendra niladhyuti komalangim
Matanga tanyam manasa smarami

Gurur Brahma Gurur Vishnuh
Gurur Devo Maheshvarah
Gurur Sakshat para Brahma
Tasmai Shri Gurave Namaha

Sahanavavatu; Sahanau Bhunaktu
Saha viryam karavavahai,
Tejasvinavadheetamastu mavidvishavahai;
Om Shanthih - Shanthih - Shanthih

அன்பாக இரு: அடிமையாக இராடு

Daily Prayers - ஸ்லோகங்கள்

1. அகஜானன பத்மார்க்கம் கஜானம் அகல்நீஷம்
அநேக தந்தம் பக்தானாம எகதந்தம் உபாஸ்மஹே
2. ஓம் த்ரயம்பகம் யஜாமஹே சுகந்திம் புஷ்டிவர்த்தனம்
உர்வாருக மிவ பந்தனாந் ம்ருதயோர் முக்ஷீய மாம்ருதாத்!
3. ஞானாநந்த மயம்தேவம் நிர்மலம் ஸ்படிகாக்ருதிம்
ஆதாரம் ஸர்வ வத்யானாம் ஹயக்ரீவ உபாஸ்மஹே!
4. ஸ்கந்தாய கார்த்திகேயாய பார்வதி நந்தனாய ச
மஹாதேவ குமாராய சுப்ரமண்ய யதே நமஹ!
5. ஓம் நமோ பகவதே வாசுதேவாய தந்வந்த்ரயே
அமிர்த கலச ஹஸ்தாய ஸர்வாமய நாசனய,
த்ரைலோக்ய நாதாய ஸ்ரீ மஹாவிஷ்ணவே நமஹ!
6. யாதேவி ஸர்வ பூதேஷு வித்யா ஸூபேண ஸமஸ்தீதா
நமஸ்தஸ்யை நமஸ்தஸ்யை நம்ஸ்தஸ்யை நமோ நமஹ!
7. குருர் பிரம்மா குருர் விஷ்ணு குருர் தேவோ மஹேஷ்வரஹ!
குருர் சாஷாத் பரப்பிரம்மா தஸ்மை ஸ்ரீ குரவே நமஹ!
8. கராக்ரே வஸதே லக்ஷ்மி கரமத்யே ஸரஸ்வதி
கரமூலேது கௌர்ஸாத் ப்ரபாதே கர தர்சனம்

9. ஸரஸ்வதி நமஸ்துப்யம் வரதே காமரூபிணி
வித்யாரம்பம் கரிஷ்யாமி ஸித்திர் பவதுமே ஸதா!
10. ஸ்வ மங்கள மாங்கல்யே சிவே ஸர்வார்த்த சாதகே
சரண்யே த்ரயம்பிகே கௌரீ நாராயணீ நமோஸ்துதே
11. ஸ்ரீராம ராம ராமேதி ரமேராமே மனோரமே
ஸஹஸ்ர நாமதத்துல்யம் ஸ்ரீராம நாம வராமநே!
12. புத்திர் பலம் யசோ தைர்யம் நிர்பயக்த்வம் அரோகதா
அஜாட்யம் வாக் படுத்வம்ச ஸ்ரீ ஹனுமத் ஸ்மரண பவேத்!
13. ஓம் ஸஹனா வவது ஸஹணௌ புனக்து
ஸஹவீர்யம் கரவாவஹ தேஜஸ்வினா வதீத மஸ்து
மாவித் விஷா வஹை ஓம் சாந்தி; சாந்தி; சாந்திஹி
14. ஹரிர் தாக்தா ஹரிர் போக்தா ஹரிரன்னம் ப்ரஜாபதிஹி
ஹரிர் விப்ர சரீரஸ்து புங்க்தே போஜயதே ஹரிஹி
15. லோகா ஸமஸ்தா சுகினோ பவந்து
லோகா ஸமஸ்தா சுகினோ பவந்து
லோகா ஸமஸ்தா சுகினோ பவந்து
ஓம் சாந்தி; சாந்தி; சாந்திஹி
16. ஓம் பூர்ணமத பூர்ணமிதம் பூர்ணாத்
பூர்ண முதஸ்யதே பூர்ணஸ்ய பூர்ணமாதாய
பூர்ணமேவா வசிஷ்யதே
ஓம்சாந்தி; சாந்தி; சாந்திஹி

Do your duty Never expect anything

முதுரை
வாக்குண்டாம் நல்ல மனமுண்டாம் மாமலரான்
நீநாக்குண்டாம் மேனி நுடங்காநு புக்கொண்டு
தும்பார்த் திருமேனி தும்பிக்கையான் பாதம்
தும்பாயல் சார்வார் தமக்கு

- ஓளவையார்

MORNING PRAYER

O God! I thank you for
giving me this lovely day.
I offer it back to you. Help me to
Study well, Bless my daddy and mummy,
my brothers, my sisters and my teachers.

VIDYA

Gnaanananda mayam devam
Nirmala sphatikakrutim,
Aadhaaram sarva vidyaanaam
Hayagrivam uppasmahe.

HOLY QURAN

Bismillah Irrahama Nirahim
La Illaha Illallahu
Mohamadur Rasullahi
Ameen !

INVOCATION BY ALL

O Hidden Life! vibrant in every atom;
O Hidden Life ! shining in every creatures;
O Hidden Love ! embracing all in Oneness ;
May each who feels himself as one with thee,
Know he is also one with every other.

- ANNIE BESANT

THE ACADEMIC YEAR

The academic year is divided into two terms :

I Term - April to September

II Term - October to March

AIM

1. The aim of the school is to prepare the children academically, train them physically and hone them mentally to enable them enter into any walk of life and to make them realise and preserve the invaluable traditions and culture of our country.
2. Character, team spirit, dedication to purpose, discipline, Self - reliance, dignity of labour, patriotic outlook and a spirit to serve the country with zeal and efficiency are the qualities sought to be promoted through a programme of activities and instructions.

3. THE SCHOOL SEEKS :

- (a) To develop the students in an intellectual curiosity, an eagerness for continue learning and the ability to use their knowledge for creative purposes.
- (b) To help the students to discover their potential and channelise them to form integrated personalities.
- (c) To mould children of character with conviction in moral values and courage in action.
4. In addition to the instruction of the three 'R's the school is concerned with three 'C's of real education - culture, creativity and comradeship.
5. The school is intent upon developing a new technique in education, a method for drawing out the talents in the child. This would be achieved through promotion of creative activities encouraged by the teachers, fostered with love and kindness.

EVENING PRAYER

O God ! I thank you for all
that I have learnt today. I am
very sorry for all the wrong that
I have done during this day.
I promise with our help to be better tomorrow.

A CHILD'S GRACE

Thank you God, for the world so sweet,
Thank you God, for the food we eat,
Thank you God, for the birds that sing,
Thank you God, for everything.

CHILD'S APPEAL

I am the child
All the world waits for my coming
All the world watches with interest to
see what I shall become,
For what I am, the world of tomorrow will be,
Give me I pray, those things that make for happiness.
Train me, I beg you, that I may be a blessing to the world.

SPECIAL FEATURES

1. The medium of instruction is English.
2. The school follow the three - language formula. English Taught as the first language, is compulsory for all classes. (However, Hindi must be taken either as a second language or third language)
3. The school is set amidst natural surroundings.
4. The school believes in all - round development of the Child. Besides a well - planned academic curriculum supported by an adequate number of tests and suitable learning activities, the school offers to train the children in the following co - curricular activities :
5. Independence Day, Republic day, Teachers's Day, Gandhi Jayanti, Children's Day and festivals like Christmas, Dussehra, ID, Pongal and Onam are celebrated to make the children aware of their importance.
6. Planned field - trips and excursions are arranged as an extension of the teaching - learning process in the class room and co - curricular activities in the school.
7. Periodical exhibitions, talent shows and competitions are conducted to instill the spirit of participation and competition in children.
8. The school has a well equipped library and an audio - visual centre with multimedia projector systems.
9. English Lab : This is another unique feature of the school Teachers teach phonetics and nuances of the English language.
10. Maths Lab : The activities of the Maths Lab are oriented towards developing each child's abstract thinking, logical reasoning and imagination.

11. The school believes in instilling sound moral values in the young minds to build up a good society. The subjects Moral Instruction and General Knowledge aim at teaching children discipline, moulding their character and healthy Indian traditions and culture.
12. The children are divided into four houses with house captains to imbibe the qualities of team spirit and healthy competition.
13. We have special prayer sessions on Wednesday and children sing bhajans.
14. Extensive playgrounds with play materials will cater to physical instruction.
15. Regular Open House sessions are held wherein the parents guardians meet the teachers to discuss their ward's progress.
16. To promptly update parents on all school activities, the management has decided to send all school message to parents through SMS.

Note :

1. Fees for the full term will have to be paid even when the pupil is admitted in the middle of a term.
2. Fees once paid will not be refunded under any circumstances.
3. Fees should be paid one stipulated dates of which parents will be informed. Thereafter, a fine of Rs.25/- will be collected for each day of delay for 7 days. After that, the name of the pupil will be removed from the rolls of the school. Re - admission will be at the discretion of the Principal.
4. If the cheques are dishonoured, a service charge of Rs.150/- will be collected.

FOUNDER & MANAGING TRUSTEE

Sri Ponnaiyah Ramajayathammal Educational and Charitable Trust is created by Shri.P.Murugesan.

OUR PHILOSOPHY

To receive the students in reverence.

To educate them qualitatively.

To inculcate in them a sense of self - discipline.

To let them go forth with Virtues, Wisdom & Maturity.

VISION

To create an aptitude amongst the students towards education as life long process of formal and practical learning on the platform of assimilation of experiences for ongoing knowledge and skill to be of value to oneself and therefore to the society.

MISSION

To create and sustain an educational environment in which each student is taught to believe in himself / herself, to create his/her own opportunities and to be a team player so that he/she creates in himself/herself an unending thirst for knowledge and skill.

GOAL

To encourage, nurture and develop inborn capabilities of each student into a belief that nothing is impossible including permanent faith in positive attitude to learning and effectively applying what is learnt, so that they are prepared to make their career a successful one, their life a satisfying one and contribute to the benefit of the society by their Virtues, Wisdom and Maturity.

Avoid unnecessary distractions and interruptions

QUALITY COMMITMENT

- ❖ Discipline at any cost.
- ❖ Employing committed & Skilled Personnel.
- ❖ Clear systems and procedures.
- ❖ Continuous improvement in skills of staff.
- ❖ Continuous improvement in infrastructure.
- ❖ Planned operation.

OUR INSTITUTIONS

Arts & Science

Ponnaiyah Ramajayam College('A' Grade) Thanjavur.

Management

P.R. Institute of Management ('A' Grade) Thanjavur.

Catering & Hotel Management Institutions

P.R. Institute of Catering & Hotel Management ('A' Grade, AICTE Approved) Thanjavur.

Engineering & Technology

P.R. Engineering College (AICTE Approved) Thanjavur

Ponnaiyah Ramajayam College of Engineering & Technology (AICTE Approved) - Thanjavur.

College of Education (B.Ed)

Ponnaiyah Ramajayam College of Education (NCTE Approved) Thanjavur

Ponnaiyah College of Education (NCTE Approved) - Thanjavur.

Ponnaiyah Ramajayam College of Education - Kumbakonam.
Ponnaiyah Ramajayam Public Hr.Sec.School - Thanjavur.
Ponnaiyah Ramajayam Public School (CBSE) - Kumbakonam.

Eventhough Our Chairman founded so many institutions and gives lot of quality Higher Education to the students with self discipline, he wanted the same quality and self-discipline to be imparted to the school students also. So he started “Ponnaiyah Ramajayam Public Hr.Sec. School,” to educate the students’ community both by theory and practice to fit in with the society and to conquer tomorrow’s technology with human values through our dedicated team.

Knowledge being wealth, the teachers at the School have been trained not only to provide knowledge to the students but also to train them to acquire it on their own, by searching and encouraging self study and inquisitive thinking.

To keep the students abreast of the latest developments in different fields of knowledge they are taken to the library, computer centre, etc.

MODE OF EDUCATION

The sole aim of the school is to provide modern, all round education with special emphasis on moral and ethical instructions as well as physical education, nurturing character, building tolerance

and co-operation Students are encouraged to strive for excellence in every field.

Maximum opportunities will be provided in the campus to encourage initiative, self-reliance and leadership qualities. Special efforts are taken to bring forth the hidden talents and abilities in children.

APPROVAL

Ponnaiyah Ramajayam Public School (CBSE) is approved by central Board of Secondary Education Delhi.

CURRICULUM

The School follows the CBSE Curriculam and syllabi.

Other than regular subjects the following are offered.

Computer Science Yoga and
Hindi Physical Education
Fine Arts

DETAILS ABOUT SCHOOL FEES PAYMENT

TERMS	MONTHS AND DATE	
Fist Term	April	1 to 10th
Second Term	August	1 to 10th
Third Term	January	1 to 10th

RULES FOR THE PAYMENT OF FEES

1. Term fees should be paid in advance on or before 10th of each month mentioned above.
2. When 10th is a holiday it should be paid on the previous working day itself.
3. Fees receipts should be kept safely.
4. Fees once paid will not be refunded.
5. Timing of the payment of fees - 10.00 a.m. to 1.00 p.m. only.

SCHOOL TRANSPORT

Transport Facilities are made available to our school children. The boarding points for the students have been fixed. PRGI operates a fleet of high quality buses / vans. For safety, it is compulsory for girl students to use the school Vans. For van fees details, enquire the Office Room.

Transportation fees will be altered subject of the fluctuation in the external factors governing it.

HOUSE SYSTEM

All the students of our school are divided into four houses.

Open rebuke is better the secret hatred

NAME OF THE HOUSE	COLOUR
Emerald	Green
Ruby	Red
Sapthire	Blue
Topaz	Yellow

RULES REGARDING LEAVE & ATTENDANCE

A Students may avail leave only which prior permission except in unforeseen cases. In such an eventuality they are to ensure that the leave application reach the office or the class teacher on the first day of absence.

All leave applications exceeding two days are to be addressed to the Principal by the students, parent / guardian and applications for a short duration of two days are to be addressed to the class teacher.

Any Student availing himself / herself of sick leave shall be required to produce a medical certificate.

Parents must accompany their child to school when he / she takes 2 days leave.

Absence without leave letter and late coming shall be considered as a punishable offence. Habitual late - comers shall not be allowed to attend school. Any instance of truancy will be severely dealt with.

Students requiring leave during any part of the day, whatever be the reason, will have to obtain the Principal permission in person.

Every Student is required to have an attendance of not less than 85% of the working days in a school year, failing which the chances of promotion to the next class may be doubtful.

PHYSICAL EDUCATION

Physical education is compulsory for all students. With less than 80% of attendance to P.E. Classes, one may not be considered for promotion.

PONNAIYAH RAMAJAYAM MEDICAL CENTRE

The school has a well equipped Health Centre named as “Ponnaiyah Ramajayam Medical Centre” and has a fully qualified full time registered medical practitioner.

All students have to undergo medical examination and medical reports will be sent to parents for follow-up action. Parents are requested to co - operate with the school in having effective follow up treatment.

UNIFORM

Students, in their own interest, are expected to attend school in neat and smart turnout in full school uniform with clean nails, well - combed hair and clean shoes. Anything short of this will not be entertained.

Pattern of uniform will be available in the school office.

Each student is expected to possess at least THREE sets of regular uniform.

Boys	PANTS	SHIRT	SHOES	SOCKS
	Dark Blue	White Blue Striped	Black - Leather White	White & Black
Girls	SALWAR & KAMEEZ		SHOES	SOCKS
	Dark Blue Striped	Blue Striped	Black - Leather White	White & Black

MORNING ASSEMBLY

Perfect silence during the morning assembly and at all public functions shall be maintained. The classes shall be in the places assigned to them for morning assembly as soon as the attendance is over.

Students shall greet one another and their teachers with the traditional Namaste, and their behaviour towards elders shall be marked by respect and obedience.

IN CLASS ROOMS

Students shall be assigned suitable places in the classroom by the class teachers.

When a teacher enters the class room the students shall rise and remain standing till they are advised to sit or till teacher takes the seat. At the end of the class, when the teacher leaves, the students shall rise again, pay gratitude and resume their seats quickly. The classes will commence and end with brief silent prayer.

Students marching from one class room to another shall do so in order, keeping to the left always, and shall observe perfect silence on their way.

BREAK HOURS

During off - hours, whether before or after school hours whether during short break or during the long recess, students' behaviour will be subject to examination and correction.

CLEAN & GREEN

The students are expected to co-operate in keeping the premises of the school neat and tidy and therefore refrain from scribbling on the walls and scattering bits of paper.

Any objectionable practices like damaging the furniture, dirtying the floor, spitting in corners will be viewed very seriously..

PRIVATE TUTORIALS

The school discourages private tuition. Our school staff are not expected to take tuitions for our school students outside.

PARENT - TEACHER ASSOCIATION

All parents are members of the Parent-Teacher Association of the School. The aims and objectives of the association are:

To bring an understanding of the problems of the students, parents, teachers and help to find solution.

To be in close touch with the students progress, discipline, health & physical education, obedience to teachers, regularity in doing assignment, etc.

To arrange meetings, seminars and cultural programmes for improving relationship between parents, students and teachers.

PARENT - TEACHER MEET

The parents are always welcome during visiting hours (3.00 to 4.00 PM.) to discuss with the Principal and Teachers the progress, behaviour and other problems of their children.

The school conducts open day for all the Parents / Guardians to meet the Principal class teachers and subject teachers on two occasions in an Academic year. The day/date for both the open days will be intimated to the parents through their wards.

EXAMINATION / Weekly Tests

(The school will conduct two Semester examinations and Four FA examination)

Scholastic and Non-scholastic achievements are assessed periodically from standard 1 to X.

A student must secure an average of 50% in each subject in various examinations conducted throughout the year and 50% in every subject in the Annual examination to ensure promotion.

The school will not hold any special test or examination of practical, for absentees. They have to forego their ranks and average.

PROGRESS REPORTS

Periodical Progress Reports shall be sent to parents or guardians to appraise them of the student's regularity, conduct and work at school.

Reports must be returned to the school immediately duly signed by the parent or guardian. Any student who does not return the progress report within three days signed by the parent or guardian shall not be allowed to attend class.

Any student who tampers with the progress report or is guilty of any other kind of malpractice in this connection is liable to severe disciplinary action.

When a call goes to the parent from the school in connection with his child's work or conduct at school, he will kindly make it a point to respond to it in the interest of child.

Any parent wishing to communicate to the school based on the progress report sent to him is requested to make a separate communication to the school. Parents are advised not to enter any remark in the report card.

In addition to the quarterly and the midterm progress reports, other reports about the student's work or conduct may be send to parents or guardians and similar reports about the students behaviour at home and activities may be called for from the elders, whenever necessary.

PROMOTION CRITERIA

- A student is promoted to the next higher class on the basis of his/her performance during the whole year.
- Hence regularity in attendance and studies is imperative.
- Results declared at the end of the year is final in all cases and will not be reconsidered under any circumstance.
- A Student whose conduct is not up to the school standard shall be asked to leave the school.
- Further, a student who fails twice in the same class will not be allowed to continue his/her studies in the school.

CULTURAL ACTIVITIES & FINE ARTS

The school is interested in preserving the basic culture of our society. Therefore it provides coaching in Bharatanatyam and Carnatic Music. Special coaching by specialists are arranged for Indian Dance/ Vocal Music Training, Musical instruments and western Music.

EXTRA - CURRICULAR & CO -CURRICULAR ACTIVITIES

- The school fosters a high degree of competency in several co curricular and extra -curricular activities.
- Literary Associations in English, Tamil and Hindi are managed by the respective department.
- General knowledge is compulsory for all students.
- Every student is expected to participate in any two of the

Following Activities:

Yoga
Drawing
Abacus
Silabam
Chess and Games

EXTERNAL ACTIVITIES

- No student of the school shall be a member of any external organization or take part in activities not connected with the school, without obtaining the permission of the Headmistress.
- No student or group of students or members of students' associations/club are permitted to collect any fund in cash or cheque from any internal or external source. The parents are advised to warn their children against any such collection. Any violation of this rule will be strictly dealt with.
- With regard to conduct, students of the school shall always bear in mind the reputation of our institution.

INFORMATION TO PARENTS & STUDENTS

SPECIAL REQUEST TO PARENTS / STUDENTS

1. All particulars in the hand - book must be duly filled in.
2. Students should come to school punctually in full uniform on all days.
3. Students are not allowed to wear new dress even on their birthday.
4. School property should be handled with care. In case of damage due to negligence the cost should be borne by the students.
5. Avoid wearing costly ornaments while coming to school.
6. Students should be encouraged to take part in all co - curricular activities.
7. Watch the study habits of your ward at home.
8. Report Card and all answer scripts after each exam / test must be duly signed by the Parent and returned to the teacher.
9. Parents are requested not to talk about the negative aspects of their wards in presence of them.
10. Parents are requested to respond to invitation from the school for public functions. Also acknowledge all circulars received.
11. Avoid comparing the performance of your ward with any other child.
12. Dissuade your ward from tuitions.

LIBRARY

The library is well equipped and thus informative, comprehensive and conducive. More volumes of books, Titles, Journals and Magazines are available.

LIBRARY AND READING ROOM - RULES

- Students of classes VI to X are permitted to borrow only one book at a time.
- The books must be returned within the due date, failing which the borrower shall have to pay a fine of Rs. 10.00 per day.
- Strict silence shall be maintained in Library cum reading room. Personal belongings like books, bags, umbrellas, cell phones, etc. are not permitted to be brought inside the room.
- In case of damage to a book, the borrower shall have to pay its full cost.
- In the event of loss of a library book, the matter must be reported to the librarian immediately, failing which, the borrower shall have to pay an extra fine Rs.10.00 per day besides full cost.
- Reference books shall not be taken out of the library.
- Transfer of books without proper entry in the register is not permitted. The student in whose name a book is issued shall be held responsible for its return.

DEVELOP THE HABIT OF READING

“The foundation of wisdom flows through books”. The habit of reading enriches one’s own knowledge. Some books entertain, others instruct, still others elevate our nature. Books bring to you a liberal

education, entertainment and counsel of the greatest men the world has ever seen. Now, make it a habit to read, make full use of your library and keep a record of it.

1. Students should enter the library only in uniform.
2. Readers should not write upon, damage or make any mark on any book, manuscript or magazine belonging to the library.
3. Students should not socialize, talk loudly and disrupt the normal operation of the library.

TRANSFER CERTIFICATES

Application for transfer certificate should be made in writing by the Parent / Guardian.

Transfer certificate shall not be issued unless all outstanding dues to the school are cleared.

Transfer certificates will be given only to the Parent / Guardian.

In case where the parent gets transferred, issue of TC will be favourably considered, provided a copy of the transfer order is produced.

Application for TC must be submitted before March 15th, If the application for TC is submitted after March 31st it will be issued only after the payment of the First term fees.

GENERAL

- Students are responsible for the safety of their own belongings.
- The school cannot assume any responsibility for the loss of the students belongings.
- Writing or scribbling on the walls or furniture and damage to any school property are forbidden.

- The class will be penalized collectively if the culprits are not found out.
- Chewing gum is strictly forbidden in the school premises.
- Change of address of the pupil if any, should be intimated to the school office immediately.
- Students are prohibited from bringing their personal magazine or story books to school.
- Students are requested to respond to the invitation from the school for all students function.

INSTRUCTIONS TO PARENTS

- Cleanliness is Holiness. Parents should ensure that their kids are wearing Uniform in a neat and tidy manner. Students need to wear only clean and ironed uniform.
- See that Black shoes are polished everyday.
- Attention should be given on their daily routines, i.e., brushing teeth, bathing and food habits.
- Parents should see that their kids (Boys) are having at frequent Haircut.
- Punctuality is most essential and see that their kids are coming to school on time.
- Parents may meet the concerned teaching staff at any time even without the permission of Principal for their genuine grievances. Any serious problem may be brought to the knowledge of Principal even Chairman.
- 100% Discipline in character and behaviour is expected from the students and since the Parents have more responsibility, they have to follow their kids carefully everyday.

- Parents should make their Children to adhere to the Rules & Regulations of the School, strictly.
- In case any student is making himself absent for the class intentionally Without any genuine reason, parents are asked to intimate the same to the class teacher and steps will be taken by the school to bring the student to the class room. A The above instructions equally hold good for the Guardians also.

SPECIAL PLANS FOR HIGHER SECONDARY STUDENTS

- Daily test
- Weekly test
- Parent - Teacher meet on Fridays of every month
- Special coaching for slow learners, average and above average students.
- Counselling will be given to solve the problem of the students who are not able to cope up with the school environment.

CO-OPERATION OF PARENTS

Change in the Mobile No : or Address of parents must be intimated to the school in writing, failing which for school will not be responsible for the non - receipt of communication's addressed to the parent's.

TRANSPORTATION

The school provides transport facilities

1. Students can avail transport facility.
2. Transport charges will be collected for 11 months in a year.
3. Transport charges are to be paid every term along with the tuition fees. Fee once paid will not be refunded.
4. The transport service endeavours to be safe and speedy. Children will be picked up and dropped at specified stops only.
5. Any change of residence does not guarantee continuity of bus service and parents must make their own arrangements.

PRINCIPAL - PARENTS CONTACT

The parents / guardians who wish to contact the Principal regarding their wards are requested to call on the Principal only on the days and timings allotted for the purpose.

Mondays, Wednesdays and Fridays between 3.30 p.m. and 4.30 pm

STAFF - PARENT MEETING

1. Parent - Teacher meetings will be held regularly to discuss progress of the students.
2. Parents will not be permitted to meet the teacher during the school working hours.
3. Parents are allowed to meet the teachers on all Wednesdays after school hours. LKG to X - 3.30 pm to 4.00 pm

GENERAL INSTRUCTIONS TO PARENTS

1. Parents must ensure that children bring the diary to school everyday.
2. Progress reports will be sent to the parents to be signed and returned within 3 days.
3. Parents are advised to avoid requesting leave for their wards as far as possible. In case of absence for special reasons, leave application should be sent in writing, prior to the date.

In case of sickness, leave letter should be produced on the day the student attends the school. Producing Medical Certificate is essential in case of long absence. Parents must maintain the leave record (page 24) duly signed by the class teacher.

4. Parent's attendance at the P.T.A. Meeting is compulsory.
5. Parents are requested to check their children's diary everyday for instructions.
6. School should be informed about any change of address/ Tel. No / E-mail Address.
7. Parents should see that their children follow the rules and regulations of the school as they are in the best interest of the children. Any breach of discipline or disrespect to staff will be viewed seriously.
8. Parents who are desirous of taking their wards home during working hours (in case of any emergency) should come in person and get the permission from the Headmistress by submitting a written request.
9. Promotion entirely depends on student's performance in each terminal examination. 75% attendance is also essential for promotion to the next class.

10. Parents are requested not to send their wards to school in case they are suffering from contagious or infectious disease.
11. Students are not supposed to be in the school premises before 8.15 a.m and after 4.00 p.m unless specified by the school authorities. We expect parent's co-operation in this regard.

TO STUDENTS

All students should bring the diary to school everyday

1. Students are expected to be in school before 9.00 a.m everyday. Late comers will not be allowed to attend school.
2. Students should wear clean, ironed uniforms (with footwear) prescribed for the day of the week. A neatness record will be maintained.
3. The boys should come to school with proper hair cut.
4. Students must maintain their books neatly. The books should be properly covered with brown paper and labelled. All other articles should be marked with the student's name.
5. All students are expected to take part in games and P.T. exemption can be made only on medical grounds.
6. Students are responsible for the cleanliness of the classrooms and surroundings and also for their personal belongings.
7. Students are expected to take good care of school property.
8. Students are strictly prohibited from giving gifts to teachers and Transport Staffs.
9. One set of spare clothes should be handed over to the class teacher.

Chairman : Prof. **P. Murugesan** (Founder & Chairman)
Advisor : Mrs. **Revathi Mothan**
Principal : Mrs. **Dr. Femila Alexander**, M.A., M.Phil., B.Ed., Ph.D.,
Mrs. **R. Kalpagam**, M.A., B.Ed., B.A., B.Ed.,
Mrs. **V. Birunda Devi**, B.Sc., M.L.I.S., M.A., B.Ed., PGDCA.,
Mrs. **S. Susila**, B.A., B.Ed.,
Mrs. **M. Sudha**, M.Sc., B.Ed.,
Mrs. **S. Parameswari**, M.A., B.Ed.,
Ms. **R. Karpagam**, M.Sc., B.Ed.,
Mrs. **V. Kasthuri**, M.Sc., M.Phil., B.Ed.,
Ms. **Jisamol Jiju**, B.Sc., M.Phil., B.Ed.,
Ms. **T. Akila**, B.Sc., B.Ed.,
Mrs. **U. Saranya**, B.Sc., B.Ed., M.B.A.,
Ms. **S. Delfi**, M.A., B.Ed.,
Ms. **J. Aarthi**, M.A., B.Ed.,
Ms. **B. Divya**, M.Sc., B.Ed., D.T.Ed.,
Ms. **S. Vembarasi**, M.Sc., B.Ed.,
Mrs. **P. Sudha**, M.Sc., M.Phil., B.Ed.,
Mrs. **M. Kannagi**, M.A., B.Ed., Ph.D.,
Mr. **R. Senthil Kumar**, M.A., B.Ed.,
Mr. **S. Senthil Kumar**, B.Sc., M.B.A., M.Phil., B.Ed.,
Miss. **P.U. Krishnendhu** M.Sc., (K.G Teacher)
Mrs. **K. Anitha** M.Sc., B.Ed.,
Mrs. **M. Sudha**, B.Sc., Trained Teacher (K.G Staff)
Mrs. **P. Umamaheswari**, B.Com., D.T.Ed., (K.G Staff)
Mr. **Sankaran**, B.P.Ed., Yoga & P.E.T. Master

Office Incharge:

Mrs. **G. Mahalakshmi**, M.Com., M.Phil., PGDCA.,

Part Time Teachers :

Mr. **U. Prabhu**, Drawing Master

Mr. **R. Vinoth**, Silampam Master

APRIL - 2018			
Date	Day	Particulars	No.of working days
1	Sunday		Holiday
2	Monday		1
3	Tuesday		2
4	Wednesday		3
5	Thursday		4
6	Friday		5
7	Saturday		Holiday
8	Sunday		Holiday
9	Monday		6
10	Tuesday		7
11	Wednesday		8
12	Thursday		9
13	Friday		10
14	Saturday	Tamil New Year	Holiday
15	Sunday		Holiday
16	Monday		11
17	Tuesday		12
18	Wednesday		13
19	Thursday		14
20	Friday		15
21	Saturday		Holiday
22	Sunday		Holiday
23	Monday		16
24	Tuesday		17
25	Wednesday		18
26	Thursday		19
27	Friday		20
28	Saturday		21
29	Sunday		Holiday
30	Monday		22

No of working days = 21

MAY - 2018			
Date	Day	Particulars	No.of working days
1	Tuesday		
2	Wednesday		
3	Thursday		
4	Friday		
5	Saturday		
6	Sunday		Holiday
7	Monday		
8	Tuesday		
9	Wednesday		
10	Thursday		
11	Friday		
12	Saturday		Holiday
13	Sunday		Holiday
14	Monday		Holiday
15	Tuesday		Holiday
16	Wednesday		
17	Thursday		
18	Friday		
19	Saturday		
20	Sunday		Holiday
21	Monday		
22	Tuesday		
23	Wednesday		
24	Thursday		
25	Friday		
26	Saturday		Holiday
27	Sunday		Holiday
28	Monday		
29	Tuesday		
30	Wednesday		
31	Thursday		

JUNE - 2018			
Date	Day	Particulars	No.of working days
1	Friday		
2	Saturday		
3	Sunday		Holiday
4	Monday		
5	Tuesday		
6	Wednesday		
7	Thursday		
8	Friday		
9	Saturday		Holiday
10	Sunday		Holiday
11	Monday		
12	Tuesday		
13	Wednesday		
14	Thursday		
15	Friday		
16	Saturday	RAMZAN	Holiday
17	Sunday		Holiday
18	Monday		
19	Tuesday		
20	Wednesday		
21	Thursday		
22	Friday		
23	Saturday		Holiday
24	Sunday		Holiday
25	Monday		
26	Tuesday		
27	Wednesday		
28	Thursday		
29	Friday		
30	Saturday		Holiday

JULY - 2018

Date	Day	Particulars	No.of working days
1.	Sunday		Holiday
2.	Monday		
3.	Tuesday		
4.	Wednesday		
5.	Thursday		
6.	Friday		
7.	Saturday		
8.	Sunday		Holiday
9.	Monday		
10.	Tuesday		
11.	Wednesday		
12.	Thursday		
13.	Friday		
14.	Saturday		Holiday
15.	Sunday		Holiday
16.	Monday		
17.	Tuesday		
18.	Wednesday		
19.	Thursday		
20.	Friday		
21.	Saturday		
22.	Sunday		Holiday
23.	Monday		
24.	Tuesday		
25.	Wednesday		
26.	Thursday		
27.	Friday		
28.	Saturday		Holiday
29.	Sunday		Holiday
30.	Monday		
31.	Tuesday		

AUGUST - 2018

Date	Day	Particulars	No.of working days
1	Wednesday		
2	Thursday		
3	Friday		
4	Saturday		
5	Sunday		Holiday
6	Monday		
7	Tuesday		
8	Wednesday		
9	Thursday		
10	Friday		
11	Saturday		Holiday
12	Sunday		Holiday
13	Monday		
14	Tuesday		
15	Wednesday		
16	Thursday		
17	Friday		
18	Saturday		
19	Sunday		Holiday
20	Monday		
21	Tuesday		
22	Wednesday		
23	Thursday		
24	Friday		
25	Saturday		Holiday
26	Sunday		Holiday
27	Monday		
28	Tuesday		
29	Wednesday		
30	Thursday		
31	Friday		

SEPTEMBER - 2018			
Date	Day	Particulars	No.of working days
1	Saturday		
2	Sunday		Holiday
3	Monday		
4	Tuesday		
5	Wednesday		
6	Thursday		
7	Friday		
8	Saturday		Holiday
9	Sunday		Holiday
10	Monday		
11	Tuesday		
12	Wednesday		
13	Thursday		
14	Friday		
15	Saturday		
16	Sunday		Holiday
17	Monday		
18	Tuesday		
19	Wednesday		
20	Thursday		
21	Friday	Moharam	Holiday
22	Saturday		Holiday
23	Sunday		Holiday
24	Monday		
25	Tuesday		
26	Wednesday		
27	Thursday		
28	Friday		
29	Saturday		
30	Sunday		Holiday

OCTOBER - 2018			
Date	Day	Particulars	No.of working days
1	Monday		
2	Tuesday		
3	Wednesday		
4	Thursday		
5	Friday		
6	Saturday		
7	Sunday		Holiday
8	Monday		
9	Tuesday		
10	Wednesday		
11	Thursday		
12	Friday		
13	Saturday		Holiday
14	Sunday		Holiday
15	Monday		
16	Tuesday		
17	Wednesday		
18	Thursday	Ayudha Pooja	Holiday
19	Friday	Vijayadashmi	Holiday
20	Saturday		
21	Sunday		Holiday
22	Monday		
23	Tuesday		
24	Wednesday		
25	Thursday		
26	Friday		
27	Saturday		Holiday
28	Sunday		Holiday
29	Monday		
30	Tuesday		
31	Wednesday		

NOVEMBER - 2018			
Date	Day	Particulars	No.of working days
1	Thursday		
2	Friday		
3	Saturday		
4	Sunday		Holiday
5	Monday		
6	Tuesday	Deepavali	Holiday
7	Wednesday		
8	Thursday		
9	Friday		
10	Saturday		Holiday
11	Sunday		Holiday
12	Monday		
13	Tuesday		
14	Wednesday		
15	Thursday		
16	Friday		
17	Saturday		
18	Sunday		Holiday
19	Monday		
20	Tuesday		
21	Wednesday	Milad Nabi Holiday	Holiday
22	Thursday		
23	Friday		
24	Saturday		Holiday
25	Sunday		Holiday
26	Monday		
27	Tuesday		
28	Wednesday		
29	Thursday		
30	Friday		

DECEMBER - 2018

Date	Day	Particulars	No.of working days
1	Saturday		
2	Sunday		Holiday
3	Monday		
4	Tuesday		
5	Wednesday		
6	Thursday		
7	Friday		
8	Saturday		Holiday
9	Sunday		Holiday
10	Monday		
11	Tuesday		
12	Wednesday		
13	Thursday		
14	Friday		
15	Saturday		
16	Sunday		Holiday
17	Monday		
18	Tuesday		
19	Wednesday		
20	Thursday		
21	Friday		
22	Saturday		Holiday
23	Sunday		Holiday
24	Monday		
25	Tuesday	Christmas Day	Holiday
26	Wednesday		
27	Thursday		
28	Friday		
29	Saturday		
30	Sunday		
31	Monday		

JANUARY - 2019			
Date	Day	Particulars	No.of working days
1	Tuesday	New Year's Day	Holiday
2	Wednesday		
3	Thursday		
4	Friday		
5	Saturday		
6	Sunday		Holiday
7	Monday		
8	Tuesday		
9	Wednesday		
10	Thursday		
11	Friday		
12	Saturday		Holiday
13	Sunday		Holiday
14	Monday	Pongal	Holiday
15	Tuesday	Pongal Holidays	Holiday
16	Wednesday	Thiruvalluvar Day	Holiday
17	Thursday	Uzhavar Tirunal	Holiday
18	Friday		
19	Saturday		
20	Sunday		Holiday
21	Monday		
22	Tuesday		
23	Wednesday		
24	Thursday		
25	Friday		
26	Saturday		Holiday
27	Sunday		Holiday
28	Monday		
29	Tuesday		
30	Wednesday		
31	Thursday		

FEBRUARY - 2019			
Date	Day	Particulars	No.of working days
1	Friday		
2	Saturday		
3	Sunday		Holiday
4	Monday		
5	Tuesday		
6	Wednesday		
7	Thursday		
8	Friday		
9	Saturday		Holiday
10	Sunday		Holiday
11	Monday		
12	Tuesday		
13	Wednesday		
14	Thursday		
15	Friday		
16	Saturday		
17	Sunday		Holiday
18	Monday		
19	Tuesday		
20	Wednesday		
21	Thursday		
22	Friday		
23	Saturday		Holiday
24	Sunday		Holiday
25	Monday		
26	Tuesday		
27	Wednesday		
28	Thursday		

MARCH - 2019			
Date	Day	Particulars	No.of working days
1	Friday		
2	Saturday		
3	Sunday		Holiday
4	Monday		
5	Tuesday		
6	Wednesday		
7	Thursday		
8	Friday		
9	Saturday		Holiday
10	Sunday		Holiday
11	Monday		
12	Tuesday		
13	Wednesday		
14	Thursday		
15	Friday		
16	Saturday		
17	Sunday		Holiday
18	Monday		
19	Tuesday		
20	Wednesday		
21	Thursday		
22	Friday		
23	Saturday		Holiday
24	Sunday		Holiday
25	Monday		
26	Tuesday		
27	Wednesday		
28	Thursday		
29	Friday		
30	Saturday		
31	Sunday		Holiday

APRIL - 2019			
Date	Day	Particulars	No.of working days
1	Monday		Holiday
2	Tuesday		
3	Wednesday		
4	Thursday		
5	Friday		
6	Saturday		
7	Sunday		Holiday
8	Monday		
9	Tuesday		
10	Wednesday		
11	Thursday		
12	Friday		
13	Saturday		Holiday
14	Sunday	Tamil New Year	Holiday
15	Monday		
16	Tuesday		
17	Wednesday	Mahavir Jayanthi	
18	Thursday		
19	Friday	Good Friday	Holiday
20	Saturday		
21	Sunday	Easter	Holiday
22	Monday		
23	Tuesday		
24	Wednesday		
25	Thursday		
26	Friday		
27	Saturday		Holiday
28	Sunday		Holiday
29	Monday		
30	Tuesday		
31	Wednesday		

APRIL 2018

1 Sunday

2 Monday

3 Tuesday

4 Wednesday