

# PERSONAL RECORDS 2023-2024

(To be filled in by the parent / Guardian )

Pupil's Name .....  
(in block letters)

Class and Division ..... Roll No. ....

Adm. No.....Aadhar No..... STS No. ....

ID No.....Date of birth.....

Mother's Name .....

Father's Name .....

Occupation : Mother .....Father .....

Home Address .....

.....

.....

Phone No.s : Resi.....Office .....

Mobile .....

Name of Brother / Sister Studying in the School (if any)

1. .... Std ..... Sec.....

2. .... Std ..... Sec.....

3. .... Std ..... Sec.....

In case of emergency Kindly Contact.....

I have read the rules and regulations of the school and

Fees payment schedule also mentioned in the page number 2. I promise to abide by them and see that my child also conforms to the standard required of him / her in conduct and studies.

Specimen signature of Parent / Guardian

Mother ..... Father .....

Guardian ..... Date.....

Van Stop (if any).....



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To  
The Management  
Kunil Ilmu Academy  
Natekal, Rahman Nagar, Assaigoli Post,  
Manjanady Village Mangalore

\*1. I.....do hereby declare that I have read & understood the rules & regulations of your institution given in the school diary & promise that if my son / daughter is admitted, he/she will obey them & to such other rules as may thereafter be made by the authority for the orderly governing of the institution. I further agree that I shall subject myself to any disciplinary action as may be determined by the authority if my ward breaks any of the rules, including withdrawal of my ward from the school, on request.

\*2. I also agree to pay the school fees & van fees as mentioned below.

1<sup>st</sup> Instalment

Start Date 15-04-2023

End Date 30-06-2023

2<sup>nd</sup> Instalment

Start Date 15-08-2023

End Date 30-08-2023

3<sup>rd</sup> Instalment before

Start Date 15-11-2023

End Date 30-11-2023

I agree that If the fees are not paid within the stipulated time, the management has full authority to withheld and withdraw examination van facility.

\*3. I agree that I will not be allowed to take my child during the school working hours, I further agree that only under special circumstances like(Illness, Doctor appointment & death of a family member) permission to take the child will be granted





1) ಕುನಿಲ್ ವಿದ್ಯಾಸಂಸ್ಥೆ ನಾಟಿಕಲ್ ಇದರ ವಿದ್ಯಾರ್ಥಿ .....  
 .....ಯ ಪೋಷಕರಾದ ನಾವು ಈ ಮೂಲಕ ತಿಳಿಯಪಡಿಸುವುದೇನೆಂದರೆ ಕುನಿಲ್  
 ಶಾಲಾ ಡೈರಿಯಲ್ಲಿ ನಮೂದಿಸಿದ ಶಾಲಾ ಶಿಸ್ತುಬದ್ಧ ಕ್ರಮವನ್ನು ಓದಿ ಅರ್ಥಮಾಡಿಕೊಂಡಿದ್ದೇವೆ.  
 ಅದರಂತೆ ಭೋದನಾ ಶುಲ್ಕ ಹಾಗೂ ಶಾಲಾ ವಾಹನ ಶುಲ್ಕದ ಪಾವತಿಯ ತಿಂಗಳು ಹಾಗೂ  
 ತಾರೀಕು ಡೈರಿಯಲ್ಲಿ ನಮೂದಿಸಿರುತ್ತದೆ. ನಮೂದಿಸಿದ ತಿಂಗಳು ಹಾಗೂ ದಿನಾಂಕವು ಈ  
 ಕೆಳಗಿನಂತಿರುತ್ತದೆ.

ಮೊದಲ ಕಂತು ನಿಗದಿತ ದಿನಾಂಕ	15-04-2023
ಕೊನೆಯ ದಿನಾಂಕ	30-06-2023
ದ್ವಿತೀಯ ಕಂತು ನಿಗದಿತ ದಿನಾಂಕ	15-08-2023
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ಕೊನೆಯ ದಿನಾಂಕ	30-11-2023

ಮೇಲ್ಕಾಣಿಸಿದ ತಿಂಗಳು ಹಾಗೂ ದಿನಾಂಕದ ಒಳಗೆ ನಾವು ನಮ್ಮ ಮಕ್ಕಳ ಶಾಲಾ ಶುಲ್ಕವನ್ನು  
 ಪಾವತಿಸಲು ತಪ್ಪಿದಲ್ಲಿ ಶಾಲಾ ಆಡಳಿತ ಮಂಡಳಿಯು ನಮ್ಮ ಮಕ್ಕಳಿಗೆ ಒದಗಿಸಿದ ಶಾಲಾ ವಾಹನ  
 ವ್ಯವಸ್ಥೆಯನ್ನು ಖಡಿತಗೊಳಿಸಲು ನಮ್ಮ ಯಾವುದೇ ಆಕ್ಷೇಪ ಹಾಗೂ ಅಭ್ಯಂತರವಿರುವುದಿಲ್ಲ.  
 ಹಾಗೂ ಇನ್ನಿತರ ಯಾವುದೇ ಕ್ರಮ ಶಾಲಾ ಆಡಳಿತ ಮಂಡಳಿ ತೆಗೆದುಕೊಂಡಲ್ಲಿ ನಾವು ಯಾವುದೇ  
 ಅಡ್ಡಿ ಅಡಚಣೆ ಹಾಗೂ ಆಕ್ಷೇಪ ಮಾಡುವುದಿಲ್ಲವೆಂದು ಈ ಮೂಲಕ ಈ ಪ್ರಮಾಣ ಪತ್ರವನ್ನು  
 ಓದಿ ಅರ್ಥ ಮಾಡಿಕೊಂಡು ಸಲ್ಲಿಸಿರುತ್ತೇವೆ. ಹಾಗೂ ಶಾಲಾ ಆಡಳಿತ ಮಂಡಳಿ ವಿಧಿಸಿದ ಶಿಸ್ತು  
 ಕ್ರಮದಂತೆ ಶಾಲಾ ತರಗತಿಯ (ಬೆಳಿಗ್ಗೆ 9.30 ರಿಂದ ಸಂಜೆ 4.00) ಸಮಯದಲ್ಲಿ ನಮ್ಮ ಮಕ್ಕಳನ್ನು  
 ಯಾವುದೇ ಕಾರಣಕ್ಕೂ ಶಾಲೆಯಿಂದ ಕರೆದುಕೊಂಡು ಹೋಗಲು ಅನುಮತಿ ಇರುವುದಿಲ್ಲ ಹಾಗೂ  
 ಕುಟುಂಬದಲ್ಲಿ ಯಾವುದೇ ಅಹಿತಕರ ಘಟನೆ ಸಂಬಂಧಿಸಿದರೆ ಮಾತ್ರ ಮುಖ್ಯ ಶಿಕ್ಷಕರ ಅನುಮತಿಯ  
 ಮೇರೆಗೆ ಮಕ್ಕಳನ್ನು ಕರೆದುಕೊಂಡು ಹೋಗಲು ಅನುಮತಿಸಲಾಗುವುದು.

ಈ ಮೇಲ್ಕಾಣಿಸಿದ ವಿಷಯದಲ್ಲಿ ಪೋಷಕರಾದ ನಾವು ಶಾಲಾ ಆಡಳಿತ ಮಂಡಳಿ  
 ವಿಧಿಸಿದ ಕ್ರಮಕ್ಕೆ ಬದ್ಧರಾಗಿರುತ್ತೇನೆ. ನಮ್ಮಿಂದ ಯಾವುದೇ ಆಕ್ಷೇಪಣೆ ಇರುವುದಿಲ್ಲ.

ಪೋಷಕರ ಸಹಿ



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 ಶಾಲಾ ಡೈರಿಯಲ್ಲಿ ನಮೂದಿಸಿದ ಶಾಲಾ ಶಿಸ್ತುಬದ್ಧ ಕ್ರಮವನ್ನು ಓದಿ ಅರ್ಥಮಾಡಿಕೊಂಡಿದ್ದೇವೆ.  
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 ಅಡ್ಡಿ ಅಡಚಣೆ ಹಾಗೂ ಆಕ್ಷೇಪ ಮಾಡುವುದಿಲ್ಲವೆಂದು ಈ ಮೂಲಕ ಈ ಪ್ರಮಾಣ ಪತ್ರವನ್ನು  
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ಈ ಮೇಲ್ಕಾಣಿಸಿದ ವಿಷಯದಲ್ಲಿ ಪೋಷಕರಾದ ನಾವು ಶಾಲಾ ಆಡಳಿತ ಮಂಡಳಿ  
 ವಿಧಿಸಿದ ಕ್ರಮಕ್ಕೆ ಬದ್ಧರಾಗಿರುತ್ತೇನೆ. ನಮ್ಮಿಂದ ಯಾವುದೇ ಆಕ್ಷೇಪಣೆ ಇರುವುದಿಲ್ಲ.

ಪೋಷಕರ ಸಹಿ





# KUNIL SCHOOL

## OUR INSTITUTION:

### **KUNIL ILMU ACADEMY**

CBSE Code 830533

Rehaman Nagar, Near Natekallu Junction

Assaigoli Post, Manjanady Village, Mangaluru-574 199

Tel No. : 0824-2203444, 45, 46, 47. Cell: 74115 57741 (O)

### **KUNIL ILMU INSTITUTIONS**

Netravathi Road, Opp. Father Muller's Hospital,

Thumbe Junction, Post Thumbe,

Bantwala, Mangaluru -574143

Tel. No. 9343612444, 7353183555, 7406822666, 7406488333

### **KUNIL EDUCATION TRUST**

CBSE Code No.: 930199

Kunil Nagar, P.O. Shiriya (Via) Kumbala, Kasaragod Dist. Kerala.

Tel. No.: (04998) 241930, 244323, Fax : 04998 - 241923

### **KUNIL EDUCATIONAL INSTITUTE**

CBSE Code No.: 931124

Badiadka, Peradala Post, Kasaragod District, Kerala

Tel. No.: (04998) 284535, 286689

website: [www.kunililmuacademy.com](http://www.kunililmuacademy.com)

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

**THIS DIARY IS TO BE BROUGHT TO SCHOOL DAILY**

**Documents to be forwarded to Regional Office  
CBSE with  
request for Admission for Class IX and X**

1. Transfer Certificate of previous school duly counter signed by concerned education authority duly attested by the present school Principal.
2. Previous school progress report duly attested by the present school principal.
3. Reason for change of school with documentary evidence obtained from the parent duly attested by the present school principal.
4. Date of Admission in present school.
5. In case of admission of candidate from foreign board, equivalency certificate obtained from association of Indian University, Delhi.
6. In case of CBSE Transfer copy of class IX online registration number / copy of registration card.

Refer CBSE / RO(M) / EXAM / DOC / 2014 Dated 11/09/2014

By Order

CBSE



# SCHOOL PRAYER

In the Name of God,  
Most Gracious, Most Merciful  
Praise be to God,  
The Cherisher and Sustainer of the world;  
Most Gracious, Most Merciful;  
Master of the day of judgement,  
Thee do we worship  
And Thine aid we seek;  
Show us the straight Way  
The Way of those on whom  
Thou hast bestowed Thy Grace,  
Those who's (Portion)  
Is not wrath,  
And who go not astray - Ameen

## STUDENT'S PLEDGE TO THE NATION

India is my country  
All Indians are my Brothers and Sisters  
I Love my country and am proud of it's rich, varied  
heritage. I shall always strive to be worthy of it.  
I shall give my parents, teachers and elders respect and  
treat everyone with courtesy.  
To my country and my people I pledge my devotion.  
In their will being and prosperity alone lies my  
happiness

## जन गण मन

जन गण मन अधिनायक जय हे  
भारत भाग्य विधाता  
पंजाब सिंधु गुजरात माराठा  
द्विड उत्कल बंग  
विन्ध्य हिमाचल यमुना गंगा  
उच्छल जलधि तरंग  
तव शुभ नामे जागे  
तव शुभ आशिष मागे  
गाहे तव जय गाथा  
जन गण मंगल दायक जय हे  
भारत भाग्य विधाता  
जय हे जय हे जय हे  
जय जय जय जय हे

## TARANA - E - HIND

Saare Jahanse achcha Hindustan Hamara - Hamara

Saare Jahan se achcha

Hum bulbule hain iske, yeh gulsithan hamara - hamara

Repeat \*

Parbat voh sabse ooncha, Humsaya aasmanka (2)

Voh santhri hamara, Voh pasbaan hamara - hamara

Repeat \*

Godi mein kehlti iski hazaar nadiyaan (2)

Gulshan hai jiske damse, Rashke jinan hamara hamara

Repeat \*

Mazhub nahin sikhatha Aapasme Bair rakhna (2)

Hindi hai hum Hindi hai hum Hindi hai hum vathan hai

Hindustan hamara - hamara

Repeat \*

# PROSPECTUS

The Kunil Education Trust is located in the serene sylvan retreat of Kunil Nagar, perched on a small hillock overlooking the sea. Kunil Nagar is situated near Muttam Gate in Shiriya Village which is easily accessible both by rail and road [Kasaragod-Mangalore route].

Dr. Fakhruddin Kunil of Kunil Nagar established the Kunil school on 14th June 1990. The Honorable Minister for education of Kerala Sri K. Chandrashekar laid the foundation stone for the New Block on 25th NOVEMBER 1990. This facilitates for classrooms up to class XII.

The Kunil School has obtained composite Affiliation for its classes (class I - XII Code No.930199) from the CBSE .There are separate blocks for girls and boys of standard 6th to std XIIth. English is the first language , Hindi second, Malayalam third & an optional fourth language Arabic/Kannada/Urdu. We have included compulsory computer education for all the students (Class KG - XII). Highly qualified & devoted teachers handle the class & impart value based education to our students through modern teaching methods. All the activities of the school are guided & coordinated directly from the Administrative Block.

In the year 2004, Kunil Education Institute at Badiadka with CBSE Code 931124 came into existence. This school has facility for LKG to X std.

In the year 2013, Kunil Ilmu Academy Natekal with CBSE Code 830533 came into existence. This school has the facility for LKG to XII std.

In the year 2015, Kunil Ilmu institution thumbe came into

existence. This schools has the facility for LKG to VI Std.

The Kunil school has been upholding it's objectives over the past years with a wide secular outlook. The schools are headed by experienced Principals ably supported by teaching staff who compromise the teaching & non-teaching diciline & academic excellence is maintained. The schools has ensured better administrative service by appointing a full time administrator directly responsible for all administrative functions which include all non academic matter of the schools. There are campus supervisors and Transport Supervisors for smooth functioning of schools.

## AIMS AND OBJECTIVES

1. To impart sound education through the Medium of English in an atmosphere of Islamic brotherhood, love and concern
2. To promote emotional and National Integration.
3. To impart spiritual and moral values.
4. To inculcate values, attitudes, habits and skills which will help in the creation of a new social order based on human dignity, equality of opportunity and social and social political and economic justice. In short, to be true to it's Islamic heritage, the school attempts to relate its programs to the life, needs and aspirations of the individual, Society and the Nation of the concerned authorities.

**PRAYER IS NOT OLD MAN'S IDLE AMUSEMENT. PROPERLY UNDERSTOOD AND APPLIED, IT IS THE MOST POTENT INSTRUMENT OF ACTION.**

**- Mahatma Gandhi**

## Restoring of class X board examination with effect from the Academic Year 2023-24

As per Central Board of Secondary examination (CBSE), the scheme of examination for class X in Term 1st and Term II mode discontinued for the students appearing in class X for the Academic year 2023-24. Class X examination from 2023-24 academic year onwards would be conducted as follows:-

### A. Remodeled assessment structure effective from the Academic year 2023-24 for class X

#### 1. Scholastic area

	Total 100 marks (Syllabus for assessment will be only class-X)			
Subjects	80 Marks (Board examination) student has secure 33% marks out of 80 marks in each subject	20 Marks (Internal Assessment) student has to secure 33% marks out overall 20 marks earmarked in each subject		
		Periodic Test (10 marks)	Notebook submission (5 Marks)	Subject Enrichment activity (5 Marks)
		(i)	(ii)	(iii)
Language 1	board will conduct class-X Examination for 80 marks in each subject covering 100% syllabus of the subject of class-X only.  Marks and Grades both will be awarded for Individual subjects.  9-point grading will be same as followed by the Board in class XII.	Periodic written Test restricted to three in each subject in an Academic year.  Average of the best two tests to be taken for final marks submission.	This will cover <ul style="list-style-type: none"> <li>● Regularity</li> <li>● Assignment Completion</li> <li>● Neatness &amp; upkeep of notebook</li> </ul>	Speaking and listening skills
Language 2				Speaking and listening skills
Science				Practical Lab work
Mathematics				Maths Lab Practical
Social Science				Map work and Project work

### (I) Periodic Test (10 marks):

The school should conduct three periodic written tests in the entire academic year and the average of the best two will be taken. The schools have the autonomy to make its own schedule. However for the purpose of gradient learning, three tests may be held as one being the mid-term test and the other two being pre mid and post mid term with portion of syllabus cumulatively covered. The gradually increasing portion of contents would prepare students acquire confidence for appearing in the board examination with 100% syllabus. The school will take the average of the best two tests for final marks submission.

### (ii) Notebook Submission (5 marks):

Notebook submission as a part of internal assessment is aimed at enhancing seriousness of students towards preparing notes for the topics being taught in the classroom as well as assignments. This also addresses the critical aspects of regularity, punctuality, neatness and notebook upkeep.

### (iii) Subject Enrichment Activities (5 marks):

These are subject specific application activities aimed at enrichment of the understanding and skill development. These activities are to be recorded internally by respective subject teachers.

For languages: Activities conducted for subject enrichment in languages should aim at equipping the learner to develop effective speaking and listening skills.

For Mathematics : The listed laboratory activities and projects as given in the prescribed publication of CBSE/NCERT may be followed.

For Science: The listed practical works / activities may be carried out as prescribed by the CBSE in the curriculum.

For Social Science: Map and project work may be undertaken as prescribed by the CBSE in the curriculum.

## 2. Co- Scholastic Activities:

Schools should promote co-curricular activities as per the holistic development of the student. These Activities will be graded on a 5-point grading scale (A to E) and will have no

Activity	To be graded on a 5-point scale (A-E) in school	Areas and Objectives (as prescribed in the scheme of studies for) subjects of internal Assessment
Work Education Or Pre-vocational Education	By the concerned teacher	Work education is a distinct curricular area for students for participation in social, economic and welfare activities. Student gets a sense of community service and develops self reliance. (for pre-vocational education as per scheme of studies)
Art Education	By the VA/PA or the concerned teacher	Art education constitutes an important area of curricular activity for development of wholesome personality of the students. Students will select one or more forms of creative arts.
Health & Physical Education (Sports / Martial Arts / Yoga / NCC etc. )	By the PE teacher	Health & Physical activity preferably sports Must be given a regular period. Students should be provided opportunities to get professionally trained in the area of their interest Indigenous, sports, Yoga and NCC must be encouraged in the schools creating a sense of physical fitness, discipline, sportsmanship, patriotism, self-sacrifice and health care.

## 3. Discipline (Attendance, Sincerity, Behavior, Values):

Discipline significantly impacts career shaping and it helps build character. Sincerity, good behavior and values develop strength and foster unity and co-operation. Therefore, the element of discipline has been introduced. Class teacher will be responsible for grading the students on a five-point scale (A-E).

The internal assessment comprising 20 marks (10+5+5) entails objectivity and a structured approach. For a holistic assessment, the teachers are expected to make it an effective tool.

## **ACADEMIC YEAR**

The Academic year begins in June. It is divided into 2 terms

Term I	-	June	-	October
Term II	-	October	-	March

## **SCHOOL TIMINGS**

Morning Session	09.00 a.m.	-	11.00 a.m.
Forenoon Session	11.10 a.m.	-	01.00 p.m.
Afternoon Session	01.30 p.m.	-	03.50 p.m.

## **SCHOOL MOTTO**

### **“THERE IS NO EXCELLENCE WITHOUT LABOUR”**

Nothing has ever been achieved in this world without the sweat of hard work. Here dreaming never creates successful people. People excel in their respective fields as a result of their labour excellence is the reward of labour;

Our schools motto THERE IS NO EXCELLENCE WITHOUT LABOUR, inspires the young citizen to excel as a result of their optimistic thoughts and hardwork.

## **RULES AND REGULATIONS TO THE ADMISSION :**

1. Only those who have completed Six years on 31st May are eligible for class I.
2. Every candidate for admission and withdrawal must be introduced by a letter or in person. by one who is responsible, for him/her, to the Principal.



3. Applications for admission should be made in the prescribed form which can be obtained from the school office, along with the birth certificate or the transfer certificate, whichever is applicable. Every pupil on admission shall pay the prescribed fees.
4. The application form for admission must be signed by the Father / Mother or in their absence by a Guardian who has been authorized by the parents to do so. This letter of authorization must be filed along with the admission form.
5. No alteration in the filled Date of birth or name will be tolerated without approval of the concerned authorities.

### **FEES**

1. The twelve months tuition fee is to be remitted as indicated below :

	FEES DUE	Over Due Date WITH FINE	AFTER THE DUE DATE
Ist Installment	-15-04-2023	-30-06-2023.	10%
2nd Installment	-15-08-2023	-30-08-2023.	10%
3rd Installment	-15-01-2023	-31-10-2023.	10%

2. Fees are subject to revision at the discretion of the Management.
3. Fees once paid are not refundable.
4. Provision to make payment of the school fees for the entire year in the first quarter also exists. For details contact the school office.
5. The Pupils may not be allowed to appear for the examinations unless all dues of the school cleared.
6. The parents / Guardians must keep the receipts issued to them safely to produce at the office if needed.

## FEE PAYMENTS

It is found that a few of the students are not paying the school fees in times as per schedule. The inconvenience they cause must be avoided for the smooth functioning of the institutions.

Therefore it is decided that unless prior permission at the beginning of the academic year is not taken, no student will be permitted to attend classes after the due date of fees payment. Hence you are requested to pay the school fees as per the schedule given. No student will be permitted to attend the classes without paying the school fees after the month of December for the academic year.

## SCHOOL UNIFORM

Clothing should be of reasonable length and comfort to enable freedom of movement. For girls the uniform shirt should be of knee length.

Every student must come to school in the prescribed uniform.

**BOYS :** Yellow coloured half - sleeve shirt, blue shorts or pants, white socks, black shoes, school belt or thin black leather belts, school tie.

**GIRLS :** yellow coloured half sleeve shirt, blue pinafore, white socks, black shoes, school tie. Black scarf (Muslim Students only)

## SCHOOL DIARY

1. Every pupil must possess a copy of the school diary which must be brought to school everyday. The name and other personal data of the pupil must be entered and signed by the parent / Guardian.
2. School diary is to be preserved carefully and no page from it should be torn.
3. The parents are expected to check their ward's school diary everyday and sign whenever it is required.
4. If a pupil loses the diary, he / she will be subject to disciplinary action. A fine of Rs.50/- will be levied and a new diary will have to be purchased.

## ATTENDANCE ABSENCE

1. The application for leave should be made on the pages set aside for the purpose in the school diary.
2. From class 8th to 10th, for every absence, a written statement signed by the pupil must be produced to attend the class. If the student is absent for more than 3 days due to ill health, a medical certificate must be produced.
3. A student who arrives late, will have to bring an explanatory note from the parent / Guardian, stating the reasons.
4. No one who is late or has been absent on the previous day will be admitted to the class without the permission of principal. All explanatory notes for absence / late arrival must be handed over to the class teacher.

5. Prior permission must be sought for absence from the school for any reason known or planned in advance.
6. The students will not be allowed to leave the school compound before school hour ends unless parents/guardians present a written note to the office.
7. A student requiring leave for any part of a day on account of sudden illness or such unavoidable circumstances should obtain the permission of the principal before leaving the school. Absence record signed by parent/guardian should be submitted the next working day itself, to the respective class teachers.
8. In case of infectious diseases, the parents are required to submit a medical certificate to the effect that the child is fit to rejoin.
9. Attendance on the first day of the school after vacations is essential.
10. Continuous absence for 15 days from school without permission will lead to the removal of the students name from the register. In such cases, readmission will be done only after payment of Rs. 200/- Readmission cannot be claimed as matter of right. The school authorities will have full discretion in this matter.
11. Any unscheduled holiday can be declared by the school without prior intimation to parents / guardians.

## **EXAMINATION AND PROMOTION**

1. The regular periodical tests will be conducted in addition to the July and December tests and terminal examinations in September and March. Promotion will depend on these tests and examinations.
2. There is no provision for re-examination

3. Promotion to a higher class depends on :
  - a) Regularity in attendance
  - b) Day to Day participation in the class
  - c) Opinion of respective teachers.
  - d) Written work and projects assigned by the subject teachers
  - e) In the three major terminal Examinations, a pupil must obtain 40% in each subject
4. Result declared at the end of the academic year are final and will not be re-considered.
5. No student having a less than 85% of attendance in a particular academic year, to his / her credit, Shall be considered for promotion.
6. Do not make any special sign / mark in or outside the Answer book, Question papers, Supplementary Answer book, Graph paper Map etc. in the examination hall.
7. Write on each ruled line & do not waste pages by leaving a wider margin.
8. DO not tear / fold the pages of the answer book & do not unnecessarily leave any page blank .No supplementary answer book (s) should be asked for unless the answer book / previous supplementary answer book is finished.
9. Number your answers correctly, according to their numbers in the question papers
10. Draw a line when a question (or a part thereof) is finished
11. Securely tag your answer book with supplementary answer book(s) Graph paper, map etc., if used . Do not write your Roll No. / Name on the supplementary answer book, graph paper, map etc.
12. Use only Blue - Black or Royal Blue ink for headings. Red ink is permitted only to write headings / title underlining title.

13. For rough Calculation etc., a new margin on the right hand side of the page may be drawn. The rough calculation etc., should be crossed out afterwards.
14. Do not leave the examination hall without handing over the answer book to the Assistant Superintendent-in-charge
15. If during the course of examination, a candidate is found indulging in any of the following he / she shall be deemed to having used Unfair means at the examinations.

**His/her result shall not be declared but shall  
be marked as Unfair means (U.F.M.)**

- a) Having in possession papers books, notes or any other materials or information relevant to the examinations.
- b) Giving / Receiving assistance directly or indirectly of any kind or attempting to do so.
- c) Writing questions / answers on any material other than the answer book provided by the Center Superintendent for writing answers.
- d) Contacting / communicating or trying to do so with any person, other than the Examination staff during the Examination in the Examination Hall.
- e) Taking the answer book out of the examination Hall.
- f) Using / attempting to use any other undesirable method or means in relation with the examination.
- g) Smuggling out question papers or it's part, or smuggling out answer book / supplementary answer sheet or part thereof during the Examination.
- h) Threatening any of the officials connected with the conduct of the examinations or threatening any of the candidates.

## CO-CURRICULAR ACTIVITIES

Our institution stands for discipline, quality and excellence in education. As per the continuous and comprehensive evaluation a student must give equal importance to scholastic and co-scholastic domains.

1. The school provides ample opportunities for students to take part in different co - curricular activities and develop qualities of self expression, self confidence, self discipline, Purposefulness, endurance, decision making etc., which are needed for a fruitful life.
2. The students are grouped into four houses for the purpose of different activities. Inter-house Championship Trophy is awarded to the house that scores highest number of points in the Music, Dance, Drawing, Painting and other art forms.
3. School conduct Inter-House games, athletic meet and cultural competitions every year. Students have to participate at least two items as per the general instructions given by the school authorities.

## GENERAL DISCIPLINE

1. All students must attend the classes regularly.
2. Parents / pupils (individually or collectively) are forbidden to give gifts to teachers. Neither parties nor presentation by students or parents on birthdays of students are allowed. A token gift of flowers or sweets may be allowed.
3. Collection of funds is forbidden without prior permission of the Principal.
4. Pupils are insisted to behave politely and avoid use of abusive language. Any such behavior indicative of hurting

others, Caste or community will attract serious disciplinary action.

5. Violation of the rules, regulation and the discipline of the school is punishable.
6. In the absence of the teacher from the classroom, pupils are required to observe silence and obey the monitor of the class.
7. All the personal belongings of the students must be marked by which the owner can be easily known. The school shall not be responsible for the loss of personal property brought to school by the students. All stray or unclaimed properties must be brought to the lost & Found office.
8. Pupil's should adhere to the discipline of the school wholeheartedly. They should follow the bell scrupulously (particularly the bell after both the recesses).
9. Parents / Friends / Ex-students willing to visit the school must get prior permission from the principal.
10. Irregular attendance insubordination to teachers, habitual negligence of school work, obscenity in words or deeds are sufficient reasons for the temporary or permanent dismissal of the students.

Students against whom there are serious / frequent complaints are liable for to be expelled from the school

11. If the assigned homework is not done, the defaulters may be made to stay back after school hours to do the homework. Cases of habitual negligence will be brought to the notice of the parents for suitable action.
12. Progress Record will be issued after the Monthly Test/ Unit test & Terminal Examination. On parents & Teacher meeting, parents should meet the respective class teacher of their ward to get a first hand information regarding their ward's conduct , behavior, studies and progress.
13. Pupils must not bring any money which is more than needed for daily required expenses. School authority will



confiscate any unwanted item. If a student is repeatedly caught he / she may be expelled / suspended without further notice.

14. The students are not allowed to go out for lunch. All students including local students must take their lunch within the school campus.
15. Pupils should wear the prescribed school uniform with ID cards on all days. Students who are not in proper uniform are liable to be sent home or debarred from class.
16. Students must attend all the functions of the school in proper school uniform.
17. Any changes in residence / office address & telephone no. must be given in writing to the office in time.
18. Safety of each students, is the prime concern of the school. For the safety of the students, The parents should co operate with school staff.
19. Students are responsible for their conduct inside and outside the school compound. Any report of objectionable conduct observed / reported outside the school on the part of the pupils will make them liable to disciplinary action. It is expected that through their good behavior they enhance the prestige of the school.
20. English being the medium of instruction in the school, students must converse in English even in their private conversation.

## PERSONAL BELONGINGS

1. Pupil should not bring valuables or money to school. They are also not allowed to bring magazines, mobile phones, video games, cameras, pictures or books. C.D. / cassettes other than prescribed text books expect when asked by teachers.
2. Students found possessing any reading, viewing or other material of indecent nature are liable to rusticate without notice.
3. Pupils are forbidden to bring crackers, explosives, harmful instruments and other dangerous materials to school.
4. Every pupil should take care of his / her personal belongings. School Authorities are not responsible for the loss of such belongings.
5. The name of the student and class should be marked on their personal belongings to facilitate recovery when lost in the school premises.

## CLEANLINESS

1. Pupils must come to school in neat and well dressed school uniforms.
2. It is the duty of all the students to keep their classrooms and other places in and around school clean and in order. They should cultivate the habit of using the dustbin, as needed.
3. No pupil is allowed to write on the black board unless asked to do so by teachers.
4. Before leaving the classroom students must pick up waste papers or any unwanted material from the floor and place it in the waste paper basket, leave desks and chairs in proper arrangement, switch off lights and fans close windows in general.

## SCHOOL PROPERTY

1. Damage to the school property done by the students will be rectified and estimate of the damage immediately by the school authority. later the actual expense for the damaged property Shall be reimbursed from the parents.
2. Medical Aid : If an accident occurs to any student during the class hours & within the school premises, the school authority will provide the basic medical treatment, available in the First aid kit of the school. If any further medical treatment provided by the school from outside shall be reimbursed from the parents.
3. Students should co-operate with the library, computer and Laboratory centre staff. in maintaining order and discipline, student should take care of materials, fixtures and equipments that are provided.

## LIBRARY

Books are for use. Enjoy reading them”

1. All students are members of the school library.
2. Silence must be observed in the library
3. Students must cultivate habit of reading as it is essential for their education process. Parents must encourage their children to cultivate this habit.
4. Books will be issued to the students only from std. V and above during the library periods mentioned in the time table.
5. Students are expected to take care of the library books. writing or any marking on a book is strictly forbidden.
6. Any book lost must be replaced or duly compensated for. fine will be levied for damage of borrowed books.
7. Reference books and other books like the dictionary and encyclopedia etc,. cannot be taken home. They are to be read only within the library.
8. Books should be returned on or before the due date indicated on them without fail. Failure to return the books on the assigned day will attract a fine.

9. No book, magazine or newspaper should be taken out without the permission of the librarian.

## LABORATORY

1. Silence should be observed while doing practical in the laboratory.
2. The instruction given by the teacher must be followed
3. Students will be responsible for any breakage or loss of the apparatus which is used in the experiment. Breakage or loss should be reported to the teacher immediately.
4. Students should bring proper record books and observations to laboratory immediately after the experiments are performed.
5. Students will hand over the chemical and apparatus taken for the experiment to the teacher when the experiment is over. They should not take out or bring in any chemical or instruments to the laboratory.
6. Student should be strictly adhere to safety rules and regulations while in laboratory.

## TO PARENTS / GUARDIANS

1. The co-operation and good will of the parents in an essential component of an effective parent - teacher relationship in order to provide maximum educational opportunities to children. The school needs the involvement of parents in many of its activities.
2. Parents and guardians should co operate with the school by adhering to the rules and regulations as amended from time to time.

3. Parents are encouraged to give positive suggestions for the improvement of academic standards.
4. Parents should not attempt to meet the teachers when a class is in progress.
5. Criticism of teachers of the school in the presence of the students is best avoided. Legitimate complaints should be brought to the notice of the principal without delay. Anonymous letters are not appreciated.
6. All dues must be cleared before a student admitted to the terminal and final examination.
7. Parents should check the school diary daily and take note of communication from school and acknowledge circulars and teachers' remarks in the space provided in this diary page.
8. See that a leave note accompanies the ward when he / she attends the school next day.
9. Furnish medical certificates to the Principal if the ward remains absent for any monthly Test / Unit test or from the class for three or more days.
10. Visit the class teachers after every monthly Test / Unit test on the prescribed day of open house & to obtain a first hand information regarding the performance and conduct of the ward.
11. See that the wards do their homework regularly, develop good handwriting & learn all lessons properly.
12. See that the wards are provided with all the prescribed books, uniforms & other requisites.
13. Encourage the children to participate in the co-curricular activities & the work experience drawn by the school, since they constitute the Internal Assessment System.
14. See that the wards maintain the desired percentage of marks (35%) in all subjects.

15. Note that in spite of periodic reports about the progress & conduct of the wards, If no tangible improvements is observed in their studies or in their conduct, the school Authority will be constrained to take actions against such students.
16. Any request & complaints, Should be given in writing to the school office.
17. Children should not wear ornaments (Gold) nor should they carry cash with them while on the Campus. Students should come neatly dressed to school. Boys must cut their hair short. Girls with long hair should plait the hair in two and tie them with black ribbons.
18. The campus language is English. So English is encouraged to be spoken in the school premises.
19. All waste including turned paper , pencil cutting, lunch waste etc., should be deposited in the bins provided for this purpose
20. Every student is expected to wear his / her Identity card regularly.
21. Student without proper uniform will be send back home.
22. Use of Jewellery / hairgel / Cosmetics will not be permitted.

## WITHDRAWAL /DISMISSAL

1. One calendar month's notice will have to be given for the withdrawal of the child from the school. However, full fees for the quarter will be charged.
2. All dues must be cleared. Books and other school property should be returned before the child leaves with Transfer Certificate.
3. Duplicate copy of T.C. may be issued on payment of Rs.50/-, All TC applications will be processed within a maximum period of 2 days.
4. The management has all rights to dismiss any student.
5. The principal is empowered to effect the withdrawal of a pupil or to remove the name of the pupil from the rolls of the school if, in his opinion, the progress of the pupil or conduct is unsatisfactory or whose parents / guardians show little interest in the progress of their ward's. Immorality, insubordination, contempt of authority or wilful damage to Property is always enough reason for immediate dismissal. Prolonged absence which is not adequately justified or examined, may be considered reason enough for dismissal.

## THE TRANSPORT DEPARTMENT

School bus facility is provided to those students who fulfil the prescribed obligations. During the time of Registration, the concerned parents must avail of the facility if required. The school bus will stop only at the given bus-stop and the list of such bus-stops may be obtained from the Manager, at the time of admission. Once the given bus-stop is decided by the parent, it cannot be changed under normal circumstances. But in some unavoidable situations, the concerned parents must fill the prescribed application form which is available at the Manager at least two

days before the changes are required. All bus going students must reach the allotted Bus-stop at least five minutes before the schedule time. The change in the student's bus-stop cannot be made via a telephone message. If there is any complaint regarding the transport department or its staff , it may be written down in the complaint book available in the Manager office. The matter will be looked into and rectified without fail, at the earliest . If not, contact the Manager. The Manager is in charge of the transport Department. If there is any delay or cancellation of the school bus due to some unavoidable circumstances, You should bear with us. But never abuse or manhandle the vehicle staff. Management does not take any responsibility of students if anything happening outside the campus.

The Management has got the right to increase transportation charges. Unavoidable circumstances Like Hike in fuel prices or any additional taxes from the govt the transportation charges will be increased proportionately with a short notice to the parents.

### DECLARATION

I agree that I have read all the rules & regulation of Kunil Academy & my ward will oblige.

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Name of Student:

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Signature of Parents



## SCHOOL CALENDAR FOR THE ACADEMIC YEAR 2023 - 2024

Month	Event	
<b>June - 2023</b>		<b>November - 2023</b>
1st	- School Re Open	11th - Education Day
5th	- World Environment Day	14th - Children's Day
17th	- Investiture Day	16th - Sports Day
16th-20th	- Class Test	20th-22nd - Class Test
21st	- Yoga Day	25th - PTM-6
24th	- PTM-1	
<b>July - 2023</b>		<b>December - 2023</b>
1st	- Doctor's Day	1st - Aid's Day
8th	- Calligraphy Competition	18th-23rd - Periodic Test-3
19th-25th	- Periodic Test	30th - PTM-7
29th	- PTM-2	
<b>August - 2023</b>		<b>January - 2024</b>
12th	- Drawing Competition	5th - Annual Day
15th	- Independence Day	8th-17th - Pse Board-1(VIII-IX)
18th-25th	- Assesment of Subject Enrichment Activities	18th-23rd - Assesment of Subject Enrichment Activities
26th	- PTM-3	
<b>September - 2023</b>		<b>Feb - 2024</b>
5th	- Teachers day	1st-6th - Pre Board-2 (X)
9th	- Singing Competition	12th-21st - Pre Board-3 (X)
14	- Hindi Drawing	12th-21st - Annual Examination (VIII-IX)
22nd-26th	- Class Test	19th-21st - Class Test (Up to-7)
30th	- PTM-4	24th - PTM-9
<b>October - 2023</b>		<b>March - 2024</b>
2nd	- Gandhi Jayanthi	2nd - Result (VIII-IX)
9th-14th	- 4th Periodic Test-2	4th - Re Open (IX-X)
28th	- PTM-5	19th-30th - Annual Examination (up to VII)
31st	- Science Exhibition	

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20 JULY 2023 THURSDAY.....

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21 JULY 2023 FRIDAY.....

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22 JULY 2023 SATURDAY.....

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23 JULY 2023 SUNDAY 24 JULY 2023 MONDAY.....

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25 JULY 2023 TUESDAY.....

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26 JULY 2023 WEDNESDAY.....

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27 JULY 2023 THURSDAY.....

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28 JULY 2023 FRIDAY.....

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29 JULY 2023 SATURDAY.....

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30 JULY 2023 SUNDAY 31 JULY 2023 MONDAY.....

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01 AUG 2023 TUESDAY.....

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02 AUG 2023 WEDNESDAY.....

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03 AUG 2023 THURSDAY.....

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04 AUG 2023 FRIDAY.....

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05 AUG 2023 SUTURDAY.....

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06 AUGUST 2023 SUNDAY.....07 AUGUST 2023 MONDAY

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08 AUG 2023 TUESDAY.....

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09 AUGUST 2023 WEDNEDAY.....

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10 AUG 2023 THURSDAY.....

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11 AUG 2023 FRIDAY.....

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12 AUGUST 2023 SATURDAY.....

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13 AUGUST 2023 SUNDAY.....14 AUGUST 2023 MONDAY

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15AUG 2023 TUESDAY.....

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16AUG 2023 WEDNESDAY.....

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17 AUGUST 2023 THURSDAY.....

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18 AUG 2023 FRIDAY.....

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19 AUG 2023 SATURDAY.....

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20 AUGUST 2023 SUNDAY.....21 AUGUST 2023 MONDAY

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22 AUG 2023 TUESDAY.....

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26 AUGUST 2023 SATURDAY.....

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27 AUGUST 2023 SUNDAY.....28 AUGUST 2023 MONDAY

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29 AUG 2023 TUESDAY.....

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31 AUGUST 2023 THURSDAY.....

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01 SEPTEMBER 2023 FRIDAY.....

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03 SEPTEMBER 2023 SUNDAY 04SEPTEMBER MONDAY

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05 SEPTEMBER 2023 TUESDAY.....

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06 SEPTEMBER 2022 WEDNESDAY.....

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07 SEPTEMBER 2023 THURSDAY.....

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08 SEPTEMBER 2023 FRIDAY.....

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09 SEPTEMBER 2023 SATURDAY.....

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19 SEPTEMBER 2023 TUESDAY.....

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26 SEPTEMBER 2023 TUESDAY.....

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03 OCTOBER 2023 TUESDAY.....

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04 OCTOBER 2023 WEDNESDAY.....

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17 OCTOBER 2023 TUESDAY.....

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18 OCTOBER 2023 WEDNESDAY.....

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28 OCTOBER 2023 SATURDAY.....

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29 OCTOBER 2023 SUNDAY....30 OCTOBER 2023 MONDAY

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31 OCTOBER 2023 TUESDAY.....

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01 NOVEMBER 2023 WEDNESDAY.....

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02 NOVEMBER 2023 THURSDAY.....

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28 NOVEMBER 2023 TUESDAY.....

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29 NOVEMBER 2023 WEDNESDAY.....

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01 DECEMBER 2023 FRIDAY.....

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02 DECEMBER 2023 SATURDAY.....

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16 DECEMBER 2023 SATURDAY.....

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17 DECEMBER 2023 SUNDAY...18 DECEMBER MONDAY

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19 DECEMBER 2023 TUESDAY.....

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26 DECEMBER 2023 TUESDAY.....

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27 DECEMBER 2023 WEDNESDAY.....

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28 DECEMBER 2023 THURSDAY.....

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29 DECEMBER 2023 FRIDAY.....

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30 DECEMBER 2023 SATURDAY.....

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31 DECEMBER 2023 SUNDAY...01 JANUARY MONDAY

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02 JANUARY 2024 TUESDAY.....

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04 JANUARY 2024 WEDNESDAY.....

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06 JANUARY 2024 SATURDAY.....

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07 JANUARY 2024 SUNDAY..08 JANUARY MONDAY

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09 JANUARY 2024 TUESRDAY.....

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10 JANUARY 2024 WEDNESDAY.....

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16 JANUARY 2024 TUESDAY.....

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28 JANUARY 2024 SUNDAY..29 JANUARY MONDAY

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30 JANUARY 2024 TUESDAY.....

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31 JANUARY 2024 WEDNESDAY.....

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01 FEBRUARY 2024 THURSDAY.....

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02 FEBRUARY 2024 FRIDAY.....

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03 FEBRUARY 2024 SATURDAY.....

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04 FEBRUARY 2023 SUNDAY..05 FEBRUARY MONDAY

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06 FEBRUARY 2024 TUESDAY.....

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07 FEBRUARY 2024 WEDNESDAY.....

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09 FEBRUARY 2024 FRIDAY.....

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10 FEBRUARY 2024 SATURDAY.....

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13 FEBRUARY 2024 TUESDAY.....

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14 FEBRUARY 2024 WEDNESDAY.....

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15 FEBRUARY 2024 THURSDAY.....

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16 FEBRUARY 2024 FRIDAY.....

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17 FEBRUARY 2024 SATURDAY.....

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18 FEBRUARY 2024 SUNDAY..19 JANUARY MONDAY

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20 FEBRUARY 2024 TUESDAY.....

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21 FEBRUARY 2024 WEDNESDAY.....

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22 FEBRUARY 2024 THURSDAY.....

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23 FEBRUARY 2024 FRIDAY.....

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24 FEBRUARY 2024 SATURDAY.....

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25 FEBRUARY 2024 SUNDAY..26 FEBRUARY MONDAY

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27 FEBRUARY 2024 TUESDAY.....

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28 FEBRUARY 2024 WEDNESDAY.....

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28 FEBRUARY 2024 THURSDAY.....

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01 MARCH 2024 FRIDAY.....

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02 MARCH 2024 SATURDAY.....

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03 MARCH 2024 SUNDAY..04 MARCH MONDAY

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05 MARCH 2024 TUESDAY.....

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06 MARCH 2024 WEDNESRDAY.....

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07 MARCH 2024 THURSDAY.....

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08 MARCH 2024 FRIDAY.....

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09 MARCH 2024 SATURDAY.....

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10 MARCH 2024 SUNDAY..11 MARCH MONDAY

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12 MARCH 2024 TUESDAY.....

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13 MARCH 2024 WEDNESDAY.....

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14 MARCH 2024 THURSDAY.....

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15 MARCH 2024 FRIDAY.....

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16 MARCH 2024 SATURDAY.....

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17 MARCH 2024 SUNDAY..18 MARCH MONDAY

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19 MARCH 2024 TUESDAY.....

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20 MARCH 2024 WEDNESDAY.....

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21 MARCH 2024 THURSDAY.....

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MARCH 2024 FRIDAY.....

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23 MARCH 2024 SATURDAY.....

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4 MARCH 2024 SUNDAY..25 MARCH MONDAY

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26 MARCH 2024 TUESDAY.....

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27 MARCH 2024 WEDNESDAY.....

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28 MARCH 2024 THURSDAY.....

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29 MARCH 2024 FRIDAY.....

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30 MARCH 2024 SATURDAY.....

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31 MARCH 2024 SUNDAY..01 APRIL MONDAY.

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02 APRIL 2024 TUESDAY.....

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03 APRIL 2024 WEDNESDAY.....

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04 APRIL 2024 THURSDAY.....

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05 APRIL 2024 FRIDAY.....

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06 APRIL 2024 SATURDAY.....

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07 APRIL 2024 SUNDAY..08 APRIL MONDAY.

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# PORTIONS FOR TEST AND EXAMINATION

Subject	Topic

# PORTIONS FOR TEST AND EXAMINATION

Subject	Topic

# PORTIONS FOR TEST AND EXAMINATION

Subject	Topic

# PARENT - TEACHER COMMUNICATION FORM

Message :	
Date _____	Signature of the Sender _____
Message Received	Signature _____

Message :	
Date _____	Signature of the Sender _____
Message Received	Signature _____

Message :	
Date _____	Signature of the Sender _____
Message Received	Signature _____

# PARENT - TEACHER COMMUNICATION FORM

Message :	
Date _____	Signature of the Sender _____
Message Received	Signature _____

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# PARENT - TEACHER COMMUNICATION FORM

Message :	
Date _____	Signature of the Sender _____
Message Received	Signature _____

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Date _____	Signature of the Sender _____
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Date _____	Signature of the Sender _____
Message Received	Signature _____

# PARENT - TEACHER COMMUNICATION FORM

Message :

Date \_\_\_\_\_ Signature of the Sender \_\_\_\_\_

Message Received

Signature \_\_\_\_\_

Message :

Date \_\_\_\_\_ Signature of the Sender \_\_\_\_\_

Message Received

Signature \_\_\_\_\_

Message :

Date \_\_\_\_\_ Signature of the Sender \_\_\_\_\_

Message Received

Signature \_\_\_\_\_









# TIME TABLE

DAYS	1	2	3	4	5	LUNCH BREAK			6	7	8
MONDAY											
TUESDAY											
WEDNESDAY											
THURSDAY											
FRIDAY											
SATURDAY											

\_\_\_\_\_  
Signature Of The Teacher

\_\_\_\_\_  
Signature Of The Teacher

# NON ATTENDANCE & LEAVE RECORD

(For Absence not exceeding 2 days)

Name : ..... Class : ..... Section.....

Date	No. of days Absent	Reason	Parent/guardian Signature	Principal Signature