



PUSHPA ENGLISH MEDIUM SCHOOL

TIKAMGARH, M.P. 472001



Student's Hand Book

TIME TABLE

Period	1	2	3	4	5	6	7
Time							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

ASSEMBLY

LUNCH

SHORT RECESS

DECLARATION BY PARENT OR GUARDIAN

The Principal
Pushpa English Medium School
Tikamgarh (M.P.)



Respected Principal,

I have read all the rules of the school as contained in the student's Hand Book and agree to abide by them and all the rules and regulations issued by the school time to time.

Signature of Parent/Guardian

Full name and occupation of Parent/Guardian :

Desig. _____ Emp. No. _____

Organization : _____

Address :

Residence _____ Office _____

Tel.: _____ Tel.: _____

Full name of student _____

Admission No. _____ Date of birth _____

SSSM ID _____ Std. _____ Division _____ House _____

(To be submitted to School Office for School records)

Estd. 2003



PUSHPA

ENGLISH MEDIUM SECONDARY SCHOOL

Affiliated to CBSE, New Delhi.

Code No. 1030634

Friend's Colony, Behind Rajendra Hospital,
Tikamgarh - 472001 (M.P.)

Ph: 07683-247497

E-mail: pushpaschool2003@yahoo.com

STUDENT'S HAND BOOK

PLEASE CARRY ME DAILY

(cut here)



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Tikamgarh (M.P.)



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Office

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The Constitution of India Preamble

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC and to secure to all its citizens :

JUSTICE, social, economic and political.

LIBERTY of thought, expression, belief, faith and worship.

EQUALITY of status and of opportunity; and to promote among them all.

FRATERNITY assuring the dignity of the individual and the unity and integrity of the Nation.

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.

Part IV (A) Fundamental Duties

51 A. Fundamental Duties – It shall be the duty of every citizens of India –

- (a) to abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;
- (b) to cherish and follow the noble ideals which inspired our national struggle for freedom;
- (c) to uphold and protect the sovereignty, unity and integrity of India;
- (d) to defend the country and render national service when called upon to do so;
- (e) to promote harmony and the spirit of common brotherhood

amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women;

- (f) to value and preserve the rich heritage of our composite culture;
- (g) to protect and improve the natural environment including forests, lakes, rivers and wild life, and to have compassion for living creatures;
- (h) to develop the scientific temper, humanism and the spirit of inquiry and reform;
- (i) to safeguard public property and to abjure violence;
- (j) to strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement.
- (k) who is a parent or guardian to provide opportunities for education to his child or, as the case may be, ward between the age of six and fourteen years.

भारत का संविधान

उद्देशिका :

हम, भारत के लोग, भारत को एक सम्पूर्ण, प्रभुत्व-सम्पन्न समाजवादी पंथनिरपेक्ष लोकतंत्रात्मक गणराज्य बनाने के लिए, तथा उसके समस्त नागरिकों को : सामाजिक, आर्थिक और राजनैतिक न्याय, विचार, अभिव्यक्ति, विश्वास, धर्म और उपासना की स्वतंत्रता, प्रतिष्ठा और अवसर की समता प्राप्त कराने के लिए, तथा उन सब में व्यक्ति की गरिमा और राष्ट्र की एकता और अखंडता सुनिश्चित करने वाली बंधुता बढ़ाने के लिए दृढसंकल्प होकर अपनी इस संविधान सभा में आज तारीख 26 नवम्बर, 1949 ई0 (मिति मार्गशीर्ष शुक्ल सप्तमी, संवत् दो हजार छह विक्रमी) को एतद्वारा इस संविधान को अंगीकृत, अधिनियम और आत्मार्पित करते हैं।

भाग 4 (क)

मूल कर्तव्य:

51क. मूल कर्तव्य – भारत के प्रत्येक नागरिक का यह कर्तव्य होगा कि वह –

- (क) संविधान का पालन कर और उसके आदर्शों, संस्थाओं, राष्ट्रगान का आदर करें।
- (ख) स्वतंत्रता के लिए हमारे राष्ट्रीय आंदोलन को प्रेरित करने वाले उच्च आदर्शों को हृदय में संजोए रखे और उसका पालन करें।
- (ग) भारत की प्रभुता, एकता और अखंडता की रक्षा करें और उसे अक्षुण्ण रखें।

- (घ) देश की रक्षा करे और आह्वान किए जाने पर राष्ट्र की सेवा करे।
- (ङ) भारत के सभी लोगों में समरसता और समान भ्रातृत्व की भावना का निर्माण करे जो धर्म, भाषा और प्रदेश या वर्ग पर आधारित सभी भेदभाव से परे हो, ऐसी प्रथाओं का त्याग करें जो स्त्रियों के सम्मान के विरुद्ध है।
- (च) हमारी समाजिक संस्कृति की गौरवशाली परम्परा का महत्व समझे और उसका परिरक्षण करे।
- (छ) प्राकृतिक पर्यावरण की, जिसके अन्तर्गत वन, झील, नदी और वन्य जीव हैं, रक्षा करे और उसका संवर्धन करे तथा प्राणि मात्र के प्रति दयाभाव रखे।
- (ज) वैज्ञानिक दृष्टिकोण, मानववाद और ज्ञानार्जन तथा सुधार की भावना का विकास करे।
- (झ) सार्वजनिक सम्पत्ति को सुरक्षित रखे और हिंसा से दूर रहे।
- (ञ) व्यक्तिगत और सामूहिक गतिविधियों के सभी क्षेत्रों में उत्कर्ष की ओर बढ़ने का सतत प्रयास करे जिससे राष्ट्र निरंतर बढ़ते हुए प्रयत्न और उपलब्धि की नई ऊँचाईयों को छू ले।
- (ट) यदि माता-पिता या संक्षक है, छह वर्ष से चौदह वर्ष तक की आयु वाले अपने, यथास्थिति, बालक या प्रतिपाल्य के लिए शिक्षा के अवसर प्रदान करें।

About Myself

- My birthday.....
- My height.....
- My weight.....
- My favourite subject.....
- My favourite book.....
- My strength.....
-
- I like.....
- I dislike.....
- My aim in life.....
-
-
- Three resolutions for this academic session
- 1.....
- 2.....
- 3.....

PROSPECTUS

NAME

Pushpa English Medium Secondary School, Tikamgarh

STATUS

Pushpa English Medium Secondary School, is an Unaided Christian Minority Educational Institution, under the Jurisdiction of Satna Diocesan Society, Satna (M.P.)

MANAGEMENT

Satna Diocesan Society, Satna, in collaboration with Rev. Sisters of the Sacred Heart Congregation, Jeeva Jyoti Province, New Delhi.

AIM

The school shall strive to achieve the highest possible development of the total man, by imparting sound education, irrespective of class, caste or creed. So the school shall hold the decree passed in the II Vatican Council as its main guidelines:

“ All men of whatever race, condition and age, in virtue of their dignity of human persons have an inalienable right to an education corresponding to their nature, talents, sex, cultural background and ancestral heritage. At the same time, this education should pave the way to brotherly association with other people, so that genuine unity and peace on earth may be promoted. For, a true education aims at the formation of the human person with respect to the good of those societies of which as man, he is a member, and in whose responsibilities as an adult he will share.”

This institution so established shall discharge its duties as to develop leadership, good character and loyal citizenship by means of sound, formal educational activities.

THE EDUCATIONAL RIGHTS OF THE MINORITIES

1. Right to establish and administer educational institutions of their choice.
2. Right to appoint Governing Bodies of their choice.
3. Right to admit students of their communities first.
4. Right to appoint Principals, Headmasters and teachers of their choice, provided they have minimum qualification prescribed by the government.
5. Right to take reasonable fees from the students, if the educational institutions are not receiving grant-in-aid from the government.
6. Right to select the medium of instruction.
7. Right to fix uniform dress for the students.
8. Right to teach religion and conduct worship for the children of the minority community.
9. Right to admit either boys or girls or both.
10. Right not to be nationalised by the government.

Note.: The school reserves the right to add, alter, amend or cancel any of the rules/regulations given in this hand book at any time at its discretion which will be binding on the parents/guardians.

AGE AT THE TIME OF ADMISSION

Class Nursery	-	3 yrs. after 31st March
Class L.K.G.	-	4 yrs. after 31st March
Class U.K.G.	-	5 yrs. after 31st March
Class 1	-	6 yrs. after 31st March

SCHOOL TIMING

- A. School Year** : **April to March**
I Term : April to September
II Term : October to March
- B. Class Hours – I to X**
Summer : 7:40 a.m. to 2:00 p.m.
Winter : 8:40 a.m. to 3:00 p.m.
Nursery Section
Summer : 8:30 a.m. to 1:00 p.m.
Winter : 9:30 a.m. to 1:40 p.m.
- C. Office Hours**
For Parents/Guardians: 9:00 a.m. to 11:00 a.m.
Office Work : 9:30 a.m. to 11:00 a.m.
Principal : 9:00 a.m. to 10:00 a.m.

SCHOOL RULES & REGULATIONS

ADMISSION

- ⌘ Admission is open to all regardless of caste, creed and social status. Admission to Nursery starts by the beginning of March and shall be closed as soon as the seats are filled. Admissions are done on the merit of the student.
- ⌘ For a fresh admission, the child should be introduced personally by the parent/guardian.
- ⌘ For the admission to Class I, preference will be given to those who pass from Pushpa Kindergarten with A or B grade.
- ⌘ Pupils coming from recognized schools must produce their Transfer Certificate, countersigned by the educational authorities of the concerned Board.
- ⌘ Every re-admission will be considered as a fresh admission and formalities have to be completed.

ASSEMBLY

“A FAMILY THAT PRAYS TOGETHER, STAYS TOGETHER”. It is compulsory for the pupils to participate in the school assembly and the physical exercise daily. The assembly starts 15 minutes before the Ist period. At the warning bell students should be in the class and the school gate will be closed.

ATTENDANCE, ABSENCE & LEAVE

- As regular attendance is an important element for successful work, no leave is granted except for serious reasons and that too only on the previous written application from the parents/guardians which can be done through this hand book.
- Whenever a leave has been sanctioned, the fact shall be recorded by the class teacher in the Leave Record.
- In the case of absence by sickness or other unforeseen circumstance, on his/her return the pupil will bring a note of excuse from the parent/guardian. The class teacher may enter this in 'Regularity Record-Absent Page.' If a student is unable to come to school for more than three days the case must be reported to the Principal.
- Students who have been sick should bring a medical certificate from the doctor on joining school. A copy of the certificate is to be submitted in the school office. In case the pupil comes late in the class, it shall be marked in the late attendance.
- Verbal requests through students themselves or through the servants to allow student to go home, before the school gets over will not be complied with. In case of emergency, they should obtain a gate pass sanctioned by the Principal and the parents themselves should come with a request.
- If a student continues to be absent without a leave note or

unexplained absence for more than 15 days in succession his/her name will be struck off the rolls. Re-admission may be granted only on payment of fresh admission and a fine of Rs. 1000/-.

- Children returned to school after suffering from an infectious/ contagious disease should produce a fitness certificate from a doctor.
- Parents are requested, except in cases of real necessity, not to apply to the Principal to allow their children to leave the school before the final bell. Even in an emergency children will not be sent home without a written request from the parent.
- All major permissions should be directly obtained from the Principal.
- Attendance at official functions, such as Independence Day, Republic Day, Sports Day etc. is compulsory.
- All students are expected to attend school on the opening day after each vacation.
- Parents should fill up record for Non- Attendance for each time the student is absent from school stating the reasons for absence.

HOUSE SYSTEM

All the students of the school have been divided into four houses. Each house is headed by one boy and one girl known as House Captains. A member of the staff acts as the House-in-Charge. He/she is assisted by other teachers also. The school organizes interclass, inter-house and inter school competitions in various items in sports, games, literary and cultural events. The best house is awarded Trophy for its overall performance.

RESPONSIBILITIES OF SCHOOL LEADERS AND CABINET

1. He/she should show exemplary behavior providing shining examples of leadership, trust, courtesy, love and goodness.
2. He/she should ensure that the leaders carry out their duties in a responsible and impartial manner.
3. He/she should command the whole school in discipline at prayer, assembly every morning and at all school gatherings.
4. He/she should be constantly alert, observant and sensitive to the needs of the school and act promptly after consulting and getting orders from their Principal/ Teacher in-Charge.
5. He/she should bring to the notice of teacher, day-to-day problems of students, like fights, misunderstandings, injuries, damage to school properties, missing articles etc.
6. Periodical meetings and valuation have to be made under the guidance of the Principal.

LIBRARY

Mere text book study does not make a versatile personality. So due importance is given to extra reading. Periods are assigned for library reading and special exercises based on it. Books are issued to the students from the library. They must maintain absolute silence in the library.

TIPS TO STUDENTS

Special attention is given to ensure a high standard of morality and discipline in the school.

1. Pupils must show gentleness and courtesy to their companions. Refinement of manners, uprightness and self restraint should distinguish every student of this school. They greet when they meet them.
2. Running, playing or shouting inside the school building or

the verandah is never allowed.

3. Pupils are responsible for the safe custody of their books and belongings. Each article should be marked with their names. It is not advisable for the pupils to bring money or other valuables to the school.
4. Care must be taken of all school property. All damages to school property must be made good at the cost of the offender, together with a fine for such offence.
5. Attend class regularly and learn to concentrate during the lesson. This will help you to study better at home. Clarify all your doubts in the school itself.
6. Respect the belongings of other student. Do not damage his/her books or what belongs to him/her.
7. Remember that school is yours. It belongs to each of us. Do not damage any property or write on the walls. Be proud of your school. Keep it clean.
8. All children should come to school in clean and tidy school uniform. Students who are not in proper uniform will not be allowed to enter their classrooms.
9. Pupils must not remain in the classroom during the recess and P.T.
10. Punctual and regular attendance are listed upon. Leave of absence may be granted for sufficient cause but on application from the parents/guardian which must be made in advance whenever possible. When sending an application for leave, name, class and section must be clearly mentioned.
11. No pupil should leave the school premises during class hours without the knowledge and permission of the Principal. In extreme necessity father/mother can take the child producing

the identity card given in the hand book duly countersigned by the Principal.

12. All pupils are responsible to the school authorities for their conduct in and out of the school.
13. Irregular attendance, insubordination to teachers, habitual inattention to school work, obstinacy in word and deed, willful and repeated breach of the school regulations are sufficient reasons for the dismissal of a student. The ward of those parents who avoid meeting the school authorities when advised to do so may not be allowed to attend the classes.
14. No pupil will be exempted from PT without a doctor's certificate. Those who are thus excused must have their certificate countersigned by the Principal.
15. Students are not allowed to be absent on the closing day/reopening day or whenever there is a school function.
16. Students are not allowed to bring ornaments to school and they are forbidden to come with any 'make ups'.
17. Enrolment in Pushpa English Medium Secondary School implies on the part of the pupils and parents/guardians willingness to comply with the requirements and regulations of the school.
18. Students are not allowed to give gifts to teachers.
19. Any unclaimed articles or objects found in the school may be disposed off after a period of one month.
20. Students should not write, carve or scratch on the school walls or deface the school furniture.
21. Students must always speak in English in the school premises and maintain a high standard in their conversation. Bullying and use of foul language are punishable offences.
22. Students must not throw paper or food stuffs anywhere in the

school premises except in the dustbins provided for the purpose.

23. Absolute silence must be observed during the general assembly and while moving into classroom and in the classroom even in the absence of teachers. During the recess students will not behave riotously or viciously.
24. Students who are given any responsibility should undertake it dutifully and impartially in accordance with the directions of the Principal or teacher deputed by him/her.
25. Books, coins, newspapers, pictures, periodicals or instruments not pertaining to their daily work and not approved by the Principal must not be brought to school.
26. Articles found in the school premises are to be handed over to the office.
27. As a rule, no long tour for students are allowed in the institutions of the diocese. However one day picnic/outing may be arranged. Special permission may be granted for long tour on request.
28. Students are strictly forbidden to bring objectionable literature and CD's to the school or to purchase any article of food from unauthorised dealers at or near the school premises. They are prohibited from eating chewing gums, panparag, supari etc.
29. Tape recorder, mobile phones, cameras and other electronic items are not allowed in the school without due permission of the Principal.
30. Parents are not allowed to see their children or meet the teachers during school hours except with the prior permission of the Principal.
31. All the photographs to be used for the school purpose are to be attested by the school should be taken with the school

uniform.

32. Please see that you bring tiffin box, pen, pencil, books etc. when you come to school. No arrangements will be made to send these things to you during working hours, if brought by parents or servants etc. Any negligence connected with tiffin and edibles brought to the school will not be the responsibility of the school. So wards are requested to bring their tiffin along with them.
33. Students are not allowed to bring motorcycles, scooters etc. to school. Cycles must be locked. They may not ride around in the school compound.
34. Students are supposed to get it signed from the parents on the Formative Assessment and Project Activity which are issued after every evaluation.
35. Every student should carry this Hand Book to school each day.

RECOMMENDATIONS TO PARENTS

The success of the school depends on the co-operation of parents with the school management. The parents/guardians are requested to keep close contact with the school authorities to maintain a high standard of discipline and study.

1. You have to insist upon the regular attendance, punctuality at the home tasks, neatness and cleanliness of the books and personal hygiene and appearance of your wards.
2. You are specially requested to go through the hand book in general and check the progress report, regularity record and home works, in particular and for any communication.
3. Parents are particularly expected to sign the Principal's and teachers' remarks in the diary.

4. Parents can not claim or dictate on matters of admission, dismissal and promotion of a student.
5. Children who are ill should not be sent to school to attend class or to take test as the chances are there that they will spoil both their health and studies of others. In case of illness application for leave must reach the school without delay.
6. It is the obligation of the parents/guardians to meet the school authorities if and when they are summoned to the school for any purpose connected with the school matter.
7. The safety of the children is the parent's responsibility before and after the school hours as well as once out of the school compound.
8. The school takes no responsibility if a student has gone back during the working hours in course of disciplinary action.
9. Parents shall inform the school authority about any change of their address and phone numbers.
10. School business or any phone call to the school will be attended only during school working hours.
11. Parents are strictly forbidden to approach any of our staff for private tuition or enter classroom to meet your ward or teacher without permission.
12. The student whose parent/guardian misbehaves with the school authorities will be removed from the school.
13. No school transactions or phone calls will be entertained on holidays or outside the school hours.
14. Criticism of the teacher of the school in the presence of child should be avoided.
15. If there is any genuine complaint please meet the Principal or communicate in writing.
16. Remain in touch with teachers, even if there is no problem

with your child.

EXAMINATION AND TESTS

Willful breach of any of the regulations for the conduct of an examination is punishable with the expulsion from the examination or if subsequently discovered, the cancellation of the answer script.

RULES REGARDING UNFAIR MEANS

In case a child is caught or involved in adopting unfair means during test/examinations the following rules shall be applicable:

1. A child shall not be allowed to write further and the paper shall be confiscated. This shall be applicable irrespective of the fact whether the child was caught doing so in the beginning, middle or end of the examination or test.
2. Average of the other examination/weekly test be given for the subject in which the child has been caught adopting unfair means.
3. If the child is caught for the second time involved in adopting unfair means, the paper shall be confiscated and the child shall not be allowed to write the examination or test. Zero mark shall be allotted for the subject.
4. If the child is caught for the third time the child shall be expelled from the school.

PROMOTIONS

1. Special arrangements for examinations cannot be made other than said early, for pupils who for any reason are absent from any of the test or examinations. In case of illness the final result will be settled on the basis of the term's work and

general performance during the year.

2. 80% of attendance is a must for promotion.
3. The decision of the school authorities with regard to promotion is final.
4. Only grades will be given in the scholastic, co-scholastic areas of learning and activity.
5. If a student is not promoted for second time in a class will have to leave the school.
6. Grade 'D' is the minimum pass in every subject and grade 'E' means failed in the exam.

AWARDS

Prizes are awarded to individual pupils for proficiency and merit in various curricular and co-curricular activities.

1. Trophies and Certificates for proficiency in games & sports.
2. Trophies and Certificates for cultural and literary achievements.
3. **Best House** : The best house will be awarded with trophy on the basis of maximum score in co-curricular and cultural activities. The second highest house is given the Runners' Up Trophy.
4. Best Champion Award goes to the one who scores highest points in sports in all category.

SCHOOL FEE

1. School fee is payable by installments as per the pay-in-slip provided by school. Fee must be deposited in the Axis Bank, Tikamgarh.
2. Parents may keep the receipt in safe custody and produce

them when required, in proof of their payment.

3. Late fee of fixed amount will be charged for every delayed month.
4. One month's fee will be charged if the ward is withdrawn from school without one month's notice in writing.
5. Fee structure is subject to change.
6. Fee once paid is not refundable.

PARENT - TEACHER CO-OPERATION

Parents should promote ward's progress in studies and thus bring out good result. Parents should make use of the opportunity to discuss the progress of their children's regularity, punctuality and discipline.

Parents/Guardians shall not go to the classrooms during the class hours to call them out of the class. In case of any urgency, they shall contact the office.

Valuable suggestions of parents/guardians are always welcome. But no collective petition or complaint will be entertained.

The school administration will take a serious view of parents who regularly absent themselves from such meetings or show indifference towards their children's education.

WITHDRAWAL

1. A month's notice is to be given before the withdrawal of a pupil or a month's fee will be charged.
2. No Transfer Certificate is issued until all the dues to the school are remitted.
3. A fee of Rs. 50 will be charged for Transfer Certificate.
4. Students can be asked to leave the school/ expelled on the following grounds:
 - a) Disciplinary Action (on breach of code of conduct even

after repeated warning of three times)

- b) Detention or repeated detentions in class. (Students who are not promoted in two consecutive years or otherwise become over aged for a particular class).
- c) Unsatisfactory progress in studies.
- d) The names of the students who are absent without leave letter for five consecutive days will be struck off. These students have to take re-admission and pay a fine of Rs.1000/-

REQUIREMENT OF ATTENDANCE

No student shall be eligible to take the examination and will not be allowed to appear at the examination, unless he/she ensures minimum 80% of attendance counted since the opening of the classes. Any pupil falling short of the required percentage will not be granted promotions. Academic and co- curricular activities get equal importance, therefore regular attendance of your child is essential. Students absenting themselves from any subject or part there - of or from an entire test shall not be given any division. One should attend and pass all the assessments including project works and assignments.

GENERAL INFORMATION

1. MEDIUM :

English is the medium of instruction, communication and examination of the school. Speaking English in the school campus is made compulsory for the staff and the students to facilitate better study environment. The curriculum includes :

- (i) English (Communicative)
- (ii) Hindi (Communicative)
- (iii) Sanskrit
- (iv) Mathematics
- (v) Physics, Chemistry & Biology (General Science)
- (vi) Social Science : History & Civics, Geography & Economics, Disaster management etc.
- (vii) Computer Science,
- (viii) Environmental Education
- (ix) Moral Science, Art & Craft, SUPW, P.T. & Games
- (x) Project, Seminars and Exposure Programmes etc. Mathematics
- (xi) Physics, Chemistry & Biology (General Science)
- (xii) Social Science : History & Civics, Geography & Economics, Disaster management etc.

2. DISTINGUISHING HALLMARK :

Pushpa school, in the township is distinguished by the following traits :

- (i) Value-based and quality instruction.
- (ii) Homely atmosphere (student-teacher friendly approach)
- (iii) Disciplined and orderly procedure
- (iv) Activities aimed at all-round development
- (v) Systematic Exposure Programme
- (vi) English Environment

3. BE A GOOD STUDENT :

- (i) Never omit the lesson or home work assigned. If you do, it is like missing a train that you can never catch after wards.

- (ii) Always revise the work done in class, and get your difficulties solved.
- (iii) At the end of the week, revise all that you learnt during the week.
- (iv) Make a daily 'Home time-table' for yourself. In this way you will learn to be a student of regular habits, one of the most valuable assets in later life.
- (v) Realise the value of time. Do not wait till the approach of Examination. The key to success is regularity and hard work. Do not waste your God-given talents for want of sincere application.

4. CO-CURRICULAR ACTIVITIES :

- (i) House competitions in literacy , cultural, art & craft, sports & games events.
- (ii) Club Competitions & Talents search in major subjects.
- (iii) National & International level competitive exams (NTA, NTSE etc.)
- (iv) Olympiads Test etc.
- (v) Inter School Competition.
- (vi) Competitions of national and international levels.

5. COURSE OF STUDENTS :

Pushpa School follows the syllabus prescribed by CBSE Co-Curricular activities of a varied nature are provided to promote a harmonious social life along with the development of sound mind and body.

7. THE SCHOOL YEAR :

The school year begins in or around the first of April and ends by the end of the March.

8. PROMOTION CRITERIA :

- 1 Required attendance no students will be allowed to appear for the annual examination unless he / she has

minimum 75% of attendance counted since the opening of session. Any pupil falling short of the required percentage will not be granted promotion to the next class. Medical Certificate are no guarantee for consideration in promotion. Students absenting themselves from any subject or part thereof or from an entire test shall not be given any division.

- 2 Scheme of examination and promotion criteria shall be laid down by the school from time to time.

9. SCHOOL LIBRARY :

- (i) All students and members of the staff are members of the library.
- (ii) Reference books and magazines cannot be taken out of the library.
- (iii) No talking is permitted in the library except on business with the librarian. Even this also should be in a low voice.
- (iv) If the book borrowed is not returned to the library on the due date, a fine of Rs. 1/- Per days will be levied.
- (v) Borrowers are required to examine the books at the time of borrowing and report to the librarian for any damage, loss of pages, picture etc.
- (vi) Borrowers shall not pass on to others the books borrowed.
- (vii) Books borrowed shall be kept neatly. No marking, under lining, or any other damage to the book is allowed.
- (viii) Book lost, damaged or wrongly handled will have to be paid for or replaced. The discretion of the Principal in this matter shall be final.
- (ix) All library books should be returned at least one week before each examination.
- (x) Reading makes a full man. So student should develop the habit of systematic and thoughtful reading; flying from book to book will only cause them of time and energy.
- (xi) Students should make short summary of the library books they borrow from the library. Students from Classes III to VII will make summary of 3 books, While

students in classes VIII to X will go for at least 5 books in a school year, and to be submitted before half yearly exam besides other reading materials.

10. COMPUTER LAB ORATORY RULES :

- (i) Take off your shoes before entering the computer lab.
- (ii) Unless and until needed, do not boot any system in the lab.
- (iii) Don't move or shift the C.P.U. from it's position.
- (iv) Always insert the disc properly in the disc drive before closing it's driver door.
- (v) Do not play the computer peripherals and wires.
- (vi) Do not Scribble on the machine casing, wires and tables.
- (vii) Do not play with the keyboard.
- (viii) Always come with your group at set periods only.
- (ix) Do not bang any key, press them softly.
- (x) Always open the close the lab's door as instructed.

Warning : If anyone is found misusing or playing with any computer peripherals he / she will be liable to pay a heavy penalty.

11. LABORATORY RULES :

- (i) Keep perfect silence in the lab. It is essential for concentration and successful scientific working.
- (ii) Keep your apparatus, table and note-book neat and clean.
- (iii) Add reagents in proportionate amounts. This is the key to success.
- (iv) Keep the reagents stoppered, do not change the stoppers of the bottles and also do not disturb the arrangement on the shelf.
Keep the reagents at their proper place.
- (v) Do not shift the bottles from the common shelf.
- (vi) Do not throw broken glass pieces, match sticks, dilter paper etc. in the sink. Throw them in the waste box kept for the purpose.
- (vii) Shake the test tubes while heating. Do not throw hot and concentrated acids, specially concentrated sulphuric acid.

(viii) Pass Hydrogen Sulphide gas slowly in the solution. It is a very poisonous gas, do not leave the gas stopper open.

(ix) Keep the furniture in order before leaving the lab. Switch off lights, fans and close windows.

12. VARIOUS CLUBS

Debate, Elocution (Public Speech), Cultural, Literacy, Art & Craft, Science, Mathematics & Social Science.

13. STUDENTS'S CABINET

- (I) Head Boy (Elected)
- (ii) Assistant Head Boy (Elected)
- (iii) Head Girl (Elected)
- (iv) Assistant Head Girl (Elected)
- (v) General Secretary (by opinion poll)
- (vi) General Captain (Elected)
- (vii) Vice Captain (Elected)
- (viii) House Captains & Vice Captains (Nominated)
- (ix) Discipline Minister (Elected)
- (x) Assistant Discipline Minister (Elected)
- (xi) Class Reps. (Class VI - XII)

14. EACH CLASS

- (I) Class Rep. (Elected / Nominated by Students)
- (II) Monitors : Boy / Girl (Nominated by Class Teacher)

GRADING SYSTEM

Marks Range	Grade	Grade Point
91-100	A1	10
81-90	A2	9
71-80	B1	8
61-70	B2	7
51-60	C1	6
41-50	C2	5
33-40	D	4
21-32	E1	-
20 and below	E2	-



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.

PRAYER

Where the mind is without fear and the head is held high
Where knowledge is free
Where the world has not been broken up into fragments
By narrow domestic walls
Where words come out from the depth of truth
Where tireless striving stretches its arms towards perfection
Where the clear stream of reason has not lost its way into the dreary desert sand of dead habit
Where the mind is led forward by thee into ever widening thought and action.
Into that heaven of freedom, my father, let my country awake.
- Tagore (Gitanjali)

PRAYER BEFORE CLASS

O Almighty God! Creator of all, firmly I believe/ that I am now in your presence. I adore your Divine Majesty/ and I ask you to enlighten my mind. So that I may know you and love you/ above all things/ and my neighbours for your sake. - Amen

PRAYER AFTER CLASS

Dear God/ we are going home. Thank you for your gifts. Bless us, make us good/ clever and obedient children. I thank you for this happy day/ for fun and friends/ for work and play. I thank you for your loving care/ here at school and everywhere.- Amen

PRAYER BEFORE MEALS

Bless our meals O God Almighty/ who feeds all of us/ in time and as we need. - Amen

PRAYER AFTER MEALS

We give you thanks Almighty God/ for the food/ you have given us today. - Amen



OUR FATHER

Our Father, who art in heaven
Hallowed be Your name
Your kingdom come, Your will be done
Hallowed be Your name.

On the earth as it is in heaven
Hallowed be Your name
Give us today our daily bread
Hallowed be Your name

Forgive us all our sins and offences
Hallowed be Your name
As we forgive those who sin against us
Hallowed be Your name

Lead us not to the devil to be tempted
Hallowed be Your name
But deliver us from all that is evil
Hallowed be Your name

For yours is the Kingdom, the Power and the Glory
Hallowed be Your name
Forever and ever and ever
Hallowed be Your name

OH GREAT GOD

O great God in heaven above,
At thy feet in faith and love,
We Thy little children gather,
Calling on you as our father.
Guide and guard us on the way,
Draw us closer day by day
Keep us pure and kind and true,
Till we reach our home with you.
Send out, O God, Thy light and grace
To learn and practice what we learn.
Keep us pure and kind and true,
Till we reach our home with you
Thy light and truth will lead us on,
To love our teachers and parents.
Keep us pure and kind and true,
Till we reach our home with you.

MAKE ME A CHANNEL OF YOUR PEACE

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

THERE SHALL BE SHOWERS OF BLESSING

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

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

There shall be showers of blessing
Send them upon us, O Lord,
Grant to us now a refreshing,
Come and now honour Thy Word.



PRAISE HIM

Praise him Praise him
Praise him in the morning
Praise him in the noontime
Praise him Praise him
Praise him when the sun goes down.
(Love, Serve, Thank)

BIND US TOGETHER

Bind us together, Lord
Bind us together with, cords,
That cannot be broken
Bind us together, Lord
Bind us together, Lord
Bind us together, in Love



1. There is only one God,
There is only one king,
There is only one Body
That is why we sing
2. Made for the glory of God
Purchased by His precious Son,
Born with the right to be clean,
For Jesus the victory is won.

LEAD KINDLY LIGHT

Lead, Kindly Light
Lead, Kindly Light, amid the encircling gloom,
Lead Thou me on!
The night is dark, and I am far from home
Lead Thou me on!
Keep Thou my feet; I do not ask to see
The distant scene - one step enough for me.
I was not ever thus, nor prayed that Thou
Should lead me on!
I love to choose and see my path; but now,
Lead Thou me on!
I loved the garish day, and, spite of fears,
Pride ruled my will; remember not past years.
So long Thy power hath blessed me, sure it still
Will lead me on,
O'er moor and fen, o'er crag and torrent, till
The night is gone;
And with the morn those angel faces smile
Which I have loved long since, and lost awhile.

- Cardinal John Henry Newman

LIKE A SUNFLOWER

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

1. In simplicity charity, I follow. (2) Like a
2. In simplicity honesty, I follow. (2) Like a
3. In simplicity fidelity, I follow. (2) Like a

IN TIME HIS

In his time, in his time, he makes
all the things beautiful in his time.
Lord, please show me every day
As you're teaching me Your way,
That you do just what You say in Your time.

In Your Time, in your time,
You make all things beautiful in Your time.
Lord, my life to you I bring,
With its winter and its spring,
May I fathom everything in Your time.

There's a time, there's time
Both for sowing and for reaping there's time
Time for losing, time for pain,
Every purpose under heaven has a time.



MY HEART'S LIKE A FLUTE

My heart's like a flute and I want to play all day.
Lord God is my music master.
Deep from my heart flows a simple melody;
Great is his love, love without end!(2)

1. Once I met the Lord on the way;
Deep was his gaze, kind was his smile,
True were his words, gentle his touch,
He brought me peace and freedom.
2. He's my shepherd, He is my guide,
Dark be the night, Lord is my light.
Nothing I fear mighty is near;
He leads me to the kingdom.

राष्ट्रगीत

वन्देमातरम्

(श्री बंकिमचन्द्र चट्टोपाध्याय)

वन्दे मातरम्! वन्दे मातरम्!
सुजलाम् सुफलाम् मलयज शीतलाम्,
शस्यश्यामलाम्, मातरम्! वन्दे मातरम्!
शुभ्रज्योतस्ना-पुलकित यामिनीम्,
फुल्ल कुसुमित-द्रुमदल-शोभनीय
सुहासिनीम् सुमधुर भाषिणीम्
सुखदाम्, वरदाम् मातरम्,
वन्दे मातरम्!



राष्ट्रगान

जन गण मन अधिनायक
जय हे, भारत भाग्य विधाता ।
पंजाब, सिंध, गुजरात, मराठा,
द्राविड, उत्कल, बंग ।
विंध्य, हिमाचल, यमुना, गंगा,
उच्छल जलधि तरंग ।
तब शुभ नामे जागे,
तब शुभ आशिष मांगे,
गाहे तब जय गाथा ।
जन गण मंगल दायक जय हे
भारत भाग्य विधाता ।
जय हे, जय हे, जय हे,
जय, जय, जय, जय हे ।

DECLARATION BY PARENT/GUARDIAN

To,
The Principal,
Pushpa E. M. Sec. School
Tikamgarh (M.P.)

Sir,

I have read all the rules of the school as contained in the school hand book and agreed to abide by them and other rules and regulations issued by the school time to time. I promise to see that my child conforms to the standard required of him/her in the context of studies and discipline. I am fully responsible for my ward's regularity to the class, behaviour and studies.

Place

Date

Signature of Parent/Guardian

PERMISSION

To,
The Principal
Pushpa English Medium Secondary School
Tikamgarh (M.P.)

Dear Rev. Sister,

I willingly and voluntarily permit my child, namely Master/ Ku.....of std..... to go on excursion/outing /toalong with his/her classmates, provided it is organised by the school.

Yours Faithfully,

Date:

Place:

Signature of Parent

FOR ANNUAL EXAMINATION

This is to state that Master/Kumari
S/O, D/O
is studying in our school in class section
has a fine of Rs.

**Manager
Signature**

**Accountant
Signature**

NO DUES CERTIFICATE

This is to certify that Master/Kumari
has paid all the dues for the year

**Principal/H.M.
Signature**

**Librarian
Signature**

**Accountant
Signature**

Note. : All the students have to complete all their dues before exam, otherwise they will not be given the roll number and allowed to sit in the Annual Exam. Their T.C. and other documents also will not be issued, until all dues are paid and this certificate is produced.

LEAVE APPLICATION

To,
**The Principal
Pushpa English Medium Secondary School
Tikamgarh (M.P.)**

Dear Rev. Sister,

This is to bring to your notice that my
ward.....who
is studying in class/sec.....will be on
leave from.....to.....due
to

You are requested to kindly grant him/her leave for the above
mentioned days.

Yours sincerely,

Signature of Parent

Name

Date

APPLICATION FOR TRANSFER CERTIFICATE

To,

The Principal

Date

Pushpa English Medium Secondary School

Tikamgarh (M.P.)

Dear Rev. Sister,

Please furnish me with the school leaving certificate of my son/daughter. The necessary particulars are given below :

Student's name (in Capital Letters)

Std.Sec.....Roll No.....

Admission No.....Caste

Date of leaving

Reason for leaving

Yours Faithfully,

Date :

Parent/Guardian

FOR OFFICE USE ONLY

1. All fee dues have been paid.
2. All library books are returned.
3. Name has been cancelled from class register.
4. School leaving certificate may be issued.

(47)

Principal

IMPORTANT INSTRUCTIONS TO PARENTS

1. Long leave has to be got approved, in case, it is a planned one.
2. In case of an emergency, parents need to ensure that application reaches the school in time.
3. Repeated absence without an application or unexplained absence for more than 5 consecutive days renders the student liable to have his/her name struck off the rolls.
4. Wards should bring tiffin along with them.
5. No two wheeler is permitted for students. Don't bring big vehicles.
6. The parents are strictly prohibited to enter the school compounds with their vehicles during the school hours. In normal cases, no private vehicles are permitted to enter the school compound. Here the entry of vehicle is permitted only for your convenience. Any unfortunate incident takes place due to negligence of driver/parents won't be a responsibility of the school. If management is blamed for that matter, the entry of the vehicles to the school campus will be stopped.

(48)

LATE ATTENDANCE

April	Teacher's Signature	Parent's Signature	May	Teacher's Signature	Parent's Signature	June	Teacher's Signature	Parent's Signature
01			01			01		
02			02			02		
03			03			03		
04			04			04		
05			05			05		
06			06			06		
07			07			07		
08			08			08		
09			09			09		
10			10			10		
11			11			11		
12			12			12		
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25			25			25		
26			26			26		
27			27			27		
28			28			28		
29			29			29		
30			30			30		
			31					

LATE ATTENDANCE

July	Teacher's Signature	Parent's Signature	Aug.	Teacher's Signature	Parent's Signature	Sep.	Teacher's Signature	Parent's Signature
01			01			01		
02			02			02		
03			03			03		
04			04			04		
05			05			05		
06			06			06		
07			07			07		
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28			28			28		
29			29			29		
30			30			30		
31			31					

LATE ATTENDANCE

Oct.	Teacher's Signature	Parent's Signature	Nov.	Teacher's Signature	Parent's Signature	Dec.	Teacher's Signature	Parent's Signature
01			01			01		
02			02			02		
03			03			03		
04			04			04		
05			05			05		
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28			28			28		
29			29			29		
30			30			30		
31						31		

LATE ATTENDANCE

Jan.	Teacher's Signature	Parent's Signature	Feb.	Teacher's Signature	Parent's Signature	March	Teacher's Signature	Parent's Signature
01			01			01		
02			02			02		
03			03			03		
04			04			04		
05			05			05		
06			06			06		
07			07			07		
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23			23			23		
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25			25			25		
26			26			26		
27			27			27		
28			28			28		
29						29		
30						30		
31						31		

Progress Report (Assessments)

K. G. SECTION

Name

SUBJECT	Ist Periodic Test		Term I Exam		IInd Periodic Test		Term II Exam	
	Oral	Written	Oral	Written	Oral	Written	Oral	Written
English								
Hindi								
Maths								
Conversation								
E.V.S.								
G.K.								
Story								
Rhymes								
Drawing								
TOTAL								
PERCENTAGE								
RANK								
ATTENDANCE								
CL. TEACHER'S SIG.								
PRINCIPAL/H.M.'S SIG.								
PARENT'S SIGN.								
REMARKS BY THE CLASS TEACHER								

Progress Report (Assessments)

CLASS I - X

Name

SUBJECT	Ist Periodic Test	Term I Exam	IInd Periodic Test	Term II Exam
ENGLISH				
HINDI				
SANSKRIT				
MATHEMATICS				
G.SCIENCE/E.V.S.				
SOCIAL SCIENCE				
GRAND TOTAL				
PERCENTAGE				
ATTENDANCE				
MORAL SCIENCE				
G. KNOWLEDGE				
COMPUTER				
DRAWING				
CONVERSATION				
CL. TEACHER'S SIG.				
PRINCIPAL/H.M.'S SIG.				
PARENT'S SIGN.				
REMARKS BY THE CLASS TEACHER				

TIME TABLE FOR I UNIT TEST

Date	Subject	Time

TIME TABLE FOR I TERM EXAM

Date	Subject	Time

TIME TABLE FOR II UNIT TEST

Date	Subject	Time

TIME TABLE FOR II TERM EXAM

Date	Subject	Time

