

# ST. FRANCIS DE SALES SCHOOL

(S.F.S. School) Estd 2001

Diking, Pasighat, East Siang Dist.

Pin - 791102, Arunachal Pradesh, India.

Phone No: 8257964472 / 9366058681



## SCHOOL CALENDAR

Name: .....

Class : .....Sec: .....Roll No:.....Adm No:.....

Address: .....

.....

Phone No: .....

### SPECIMEN SIGNATURE

Student :

Father :

Mother :

Guardian :

### SCHOOL HOURS

**Monday to Friday : 8:00 AM to 1:30 PM**

**Saturday : 8:00 AM to 12: 30 PM**

**This diary must be brought to School Daily**



## PROFILE OF A FRANSALIAN STUDENT

**A Fransalian student** is a diligent and studious member of the student community of a Fransalian School.

- ◆ He/She is a member of a Fransalian school not by chance but by choice who chooses to be formed and educated by Fransalians in a Fransalian way .....
- ◆ He/She practices Salesian virtues of simplicity, honesty, gentleness, humility etc.
- ◆ He/She knows the life and works of St. Francis de Sales, the patron, and Fr. Peter Mermier, the founder of the Fransalians who manages and administers the Fransalian educational institutions.
- ◆ He/She respects and obeys teachers, parents and elders.
- ◆ He/She develops human qualities together with the intellectual formation.
- ◆ He/She is regular to school, does his/her daily duties and follows the directions of the staff.
- ◆ He/she is God fearing, prayerful, follows the rules of the school in letter and spirit.
- ◆ He/She relates with others in a matured and balanced way irrespective of gender, age, caste or creed or economic inequality and promotes brotherhood/sisterhood.
- ◆ He/She accepts and respects the differences among them , learns to live as brothers and sisters.
- ◆ He/She lives and promotes eco-friendly life style which does not destroy the nature rather promotes.
- ◆ He/She is punctual, ready to accept corrections and take guidance from elders and teachers.
- ◆ He/She does not speak negatively about the School, Management and staff.
- ◆ He/She keeps the school campus neat, clean and green.



### IDENTITY CERTIFICATE (School's Copy)

(To be filled completely and submitted to administrative office within 1 week's time of diary issuance)

Paste a recent passport sized photo here

Year of Admission : ..... Admission No. : .....

Name (IN BLOCK) : .....

Std. .... Div..... Roll No. .... Date of birth: ..... Gender: Male/Female

Father's Name : .....

Mother's Name : .....

Guardian's Name(if any) .....

Category : General / Schedule Tribe / OBC / SC

Aadhaar No. : ..... Religion.....

Day Scholar  Hosteler  House Name .....

Bus No. .... Pickup Point .....

Pickup Time ..... Drop Time .....

Minority : Yes/No BPL: Yes/ No

Parent's Mobile No. : .....

Emergency Mob No.: .....

Blood Group : ..... Height ..... ft..... in

Weight ..... KGs Complexion: .....

Identification Mark : .....

Only child: Yes/No. If "YES", Admission no. of own brother/sister(s) studying in SFS School Pasighat.

1. .... 2. .... 3 .....

Any disability: Yes/No. If yes, type of disability .....

..... Medical Certificate No. ....

Any past medical cases: .....

.....

Address for correspondence: .....

.....

.....

Permanent Address: Vill/Town.....PO.....

PS ..... District ..... State .....



DECLARATION

I have read all the rules and regulations of the school as contained in this school diary and I promise to see that my ward .....  
..... observes these rules according to the letter and spirit with which they have been laid down.

\_\_\_\_\_  
Signature of Father

\_\_\_\_\_  
Signature of Mother

\_\_\_\_\_  
Signature of Guardian

\_\_\_\_\_  
Signature of Student

N.B: The school will accept the signature of the father or mother or the local guardian only for any future correspondence or document processing. The Local Guardian is anyone who is responsible for the child in the absence of the parents. Hence, a third person.

(All the above information are to be filled up by the parents/guardians with latest and correct details. In case of any change in any of the details later on, such as address or contact number, please notify the school immediately for steady and clear communication. School shall not be responsible for any discrepancy which may arise in future due to incorrect details provided here. Kindly check the entries properly before submission)



Please take a snap of these pager for future reference before submission



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### TIMINGS TO MEET

Parents are requested to take the appointment from the receptionist for any meetings

**Principal** : Monday - Saturday 09.00 AM to 10.00 AM  
Also on Prior Appointment

**Vice Principal** : Monday - Saturday 08.45AM to 10.00 AM  
Also on Prior Appointment

**School Timing** : Mon - Friday 08.00 AM to 1.30 PM  
Saturday 08.00 AM to 12.30 PM

### PARENTS-TEACHER MEETING

(Only for Academic purpose & restricted to respective classrooms)

Parents are requested to meet Teachers only on 3<sup>rd</sup> Saturday from 12:30 PM to 01.30 PM. Parents will not be permitted to visit their wards or any teacher during school hours.

### SCHOOL HOURS (MONDAY TO FRIDAY)

NURSERY : 08:30 AM to 12:Noon

LKG and UKG : 08.00 AM to 12 Noon

Stds. I to X : 08.00 AM to 1.30 PM

### (SATURDAY)

NURSERY, LKG and UKG : No Classes

Stds. I to X : 08.00 AM to 12.30 PM



## DIARY CONTENT

|    | CONTENT                             | Page No. |
|----|-------------------------------------|----------|
| 1  | Forward                             | 11       |
| 2  | Goal Setting                        | 12       |
| 3  | Introduction                        | 14       |
| 4  | Admission Details                   | 18       |
| 5  | General Rules                       | 19       |
| 6  | Absence And Leave                   | 23       |
| 7  | Examination Guidelines              | 24       |
| 8  | Disciplinary Action against Student | 26       |
| 9  | Pupil's Responsibilities            | 35       |
| 10 | General Information                 | 36       |
| 11 | School Anthem                       | 37       |
| 12 | The Pledge                          | 37       |
| 13 | National Anthem                     | 38       |
| 14 | School Prayers                      | 39       |
| 15 | Prayer Songs                        | 42       |
| 16 | School Fee                          | 47       |
| 17 | School Uniform                      | 47       |
| 18 | Note to Parents and Guardians       | 48       |
| 19 | Spiritual Standards                 | 49       |
| 20 | The Method of Study                 | 49       |
| 21 | Points for Students to Remember     | 51       |
| 22 | Cultural & Literary Themes          | 52       |
| 23 | Drawing Themes                      | 56       |
| 24 | Assembly Themes                     | 58       |
| 25 | Late Coming Record                  | 60       |
| 26 | Parents Teacher Interaction         | 61       |
| 27 | Prior Leave                         | 63       |
| 28 | Leave during School Hours           | 65       |
| 29 | Absence from School                 | 66       |
| 30 | Attendance Record                   | 71       |



|    | <b>CONTENT</b>  | <b>Page No.</b> |
|----|---|-----------------|
| 31 | Movement Register   | 72              |
| 32 | Serious Offence   | 73              |
| 33 | Penalty/ Fine Imposed Record  | 74              |
| 34 | Homework & Assignments  | 75              |
| 35 | Class Teacher's Remark  | 77              |
| 36 | Communication from the School   | 79              |
| 37 | Notes from Parent's / Guardian's  | 81              |
| 38 | Event Fee Chart   | 83              |
| 39 | Books I Have Read   | 84              |
| 40 | Assignments / Projects  | 85              |
| 41 | Examination Time Table  | 87              |
| 42 | Star Awards   | 91              |
| 43 | Personal Points Addition and Deletion   | 94              |
| 44 | Life Skills   | 98              |
| 45 | Time Table  | 108             |
| 46 | Class Assembly Record   | 109             |
| 47 | Examination Records   | 110             |
| 48 | Literary, Cultural & Sports Events Record   | 113             |
| 49 | Some Events Evaluation Criteria Sample Chart  | 114             |
| 50 | Notebook Completion, Submission and Checking  | 115             |
| 51 | Remarks Entry Chart by Teacher  | 117             |
| 52 | Subject Teacher Details   | 119             |
| 53 | A Model Daily Time Schedule   | 120             |
| 54 | Student's Leave Note Format   | 121             |
| 55 | Form of Application for Transfer Certificate  | 122             |
| 56 | Clearance Certificate   | 123             |
| 57 | Educational Institutions Managed By The Missionaries of St. Francis De Sales (MSFS) India | 124             |
| 58 | Missionaries of St. Francis De Sales (MSFS) Working In 25 Countries in the World          | 128             |
|    |   |                 |

**My Grammar****'Be' Verb: Different form for subject in Person**

|            |           |          |            |           |
|------------|-----------|----------|------------|-----------|
| 1st Person | I am      | We are   | I was      | We were   |
| 2nd Person | You are   | You are  | You were   | You were  |
| 3rd Person | He/she is | They are | He /shewas | They were |

Have Verb: No change expect for subject in 3rd person singular in Present Tense.

|            |            |           |            |          |
|------------|------------|-----------|------------|----------|
| 2nd Person | You have   | You have  | You had    | You had  |
| 3rd Person | He/She has | They have | He/She had | They had |
| 1st Person | I have     | We have   | I had      | We had   |

**TENSE**

|                              | <b>Present</b>  | <b>Past</b>  | <b>Future</b>  |
|------------------------------|---|--|--|
| <b>Indefinite</b>            | subject + verb+<br>(s,es) <b>I+do</b>                             | Subject + verb<br>(Past Form) <b>I+did +</b>                 | Subject + shall/will<br>verb. <b>I+shall +do</b>                                   |
| <b>Continous</b>             | subject+ (am/is/<br>are)+ verb+ ing<br><b>I+am+do+ing</b>         | subject+(was/<br>were)+verb+ing<br><b>I+was+do+ing</b>       | subject+(shall/will<br>be) + verb+ ing<br><b>I+shall+be+do+ing</b>                 |
| <b>Prefect</b>               | sub+(has/have)+<br>Past participle of<br><b>I+have+done</b>       | Sub+(had)+ PPV<br>have) + PPV<br><b>I+had+done</b>           | Sub+(shall/will<br>verb (PPV)<br><b>I+shall+have+done</b>                          |
| <b>Perfect<br/>Continous</b> | Sub+(has/have<br>been)+verb+ing<br><b>I+have+been+do+<br/>ing</b> | Sub+had been)+<br>verb+ ing<br><b>I+had+been+do+<br/>ing</b> | Sub+(shall/will<br>have+been+verb+<br>ing<br><b>I+shall have been+<br/>do+ ing</b> |



## FOREWORD

The endeavour of every good school is to provide the best education to its students. This diary is also intended to play a useful part in its dissemination.

The purpose of this diary is for pupils to record their school activities and assignments. Parents are expected to check through the diary to familiarize themselves with their wards' programmes and progress at the school.

Losing, misplacing or failing to bring the diary to the school is a clear sign of indifference or negligence on the part of the student. Remarks written in the diary by the Principal/Class Teacher/Subject Teacher are important and must be attended to immediately. They deal with the issues your child faces in the school and need urgent attention and remedial action. Parents' solicitude will ensure steady progress of students. Parents' communication through the diary will also be promptly attended to.

Please remember to keep correspondence in the diary strictly official and must refer only to the student's scholastic and co-scholastic matters. Other matters should find no place in the diary.

Criticism or comments regarding teachers should not appear on the diary's page. A separate letter expressing your grievance, addressed to the Principal, will be more efficacious. It will also receive the Principal's attention.

Let us join hands to build a bright, cheerful future for our children.

*Fr. Jojan Joseph, MSFS*  
Principal



# GOAL SETTING FOR

## 1<sup>st</sup> -Term

Name of the Student : .....

**Goal Statement:** (Describe what you want to achieve, e.g. in English I will score 80% and in Mathematics I will score 75%)

| Sl. No. | Subject | Mid Term Target (70-100%) | % Achieved Mid-Term | Signature     |
|---------|---------|---------------------------|---------------------|---------------|
| 1       |         |                           |                     | Student       |
| 2       |         |                           |                     |               |
| 3       |         |                           |                     | Parents       |
| 4       |         |                           |                     |               |
| 5       |         |                           |                     | Class Teacher |
| 6       |         |                           |                     |               |
| 7       |         |                           |                     | Principal /VP |
| 8       |         |                           |                     |               |
| 9       |         |                           |                     |               |

| Goal        | S                           | M                               | A                          | R                            | T  |
|-------------|-----------------------------|---------------------------------|----------------------------|------------------------------|--|
| Definition  | Specific                    | Measureable                     | Attainable                 | Realistic                    | Time bound   |
| Description | The goal should be focused. | The goal should be measureable. | Goal should be attainable. | The goal should be feasible. | The goal should be attainable within a single school |

Strategies for Achievements the Goal Mid Term Target:

This is my honest target for the current academic year and I will do everything within my capacity to achieve this target.

Signature of the Student

Signature of the Principal

Signature of the Parent



# GOAL SETTING FOR

## 2<sup>nd</sup> -Term

Name of the Student : .....

**Goal Statement:** (Describe what you want to achieve, e.g. in English I will score 80% and in Mathematics I will score 75%)

| Sl. No. | Subject | Mid Term Target (70-100%) | % Achieved Mid-Term | Signature     |
|---------|---------|---------------------------|---------------------|---------------|
| 1       |         |                           |                     | Student       |
| 2       |         |                           |                     |               |
| 3       |         |                           |                     | Parents       |
| 4       |         |                           |                     |               |
| 5       |         |                           |                     | Class Teacher |
| 6       |         |                           |                     |               |
| 7       |         |                           |                     | Principal /VP |
| 8       |         |                           |                     |               |
| 9       |         |                           |                     |               |

| Goal        | S                           | M                               | A                          | R                            | T  |
|-------------|-----------------------------|---------------------------------|----------------------------|------------------------------|--|
| Definition  | Specific                    | Measureable                     | Attainable                 | Realistic                    | Time bound   |
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Strategies for Achievements the Goal Mid Term Target:

This is my honest target for the current academic year and I will do everything within my capacity to achieve this target.

Signature of the Student

Signature of the Principal

Signature of the Parent



## **S.F.S. SCHOOL, PASIGHAT**

S.F.S School, Pasighat, started on 1st June 2001. It is run by the Fathers belonging to the congregation of the Missionaries of St. Francis De Sales (MSFS) in collaboration with the Missionary Sisters of Mary Help of Christians (MSMHC), under the guidance of the Bishop of Itanagar. The school is set in the midst of nature away from the hustle and bustle of the city with its sprawling school campus and beautiful school building.

The school primarily visualizes to inculcate in every child a scientific temper, a critical mind to analyze the various problems of society, to seek remedial measures, promoting the forces of integration, secularism and democracy while upholding justice, liberty and fraternity and to better the socio-economic and cultural life of the individual and society.

The school aims at developing in the child an integrated personality with a healthy mind and body possessing strength of character and capacity for hard work. The school lays stress on both curricular and extra-curricular excellence, on truthfulness, gentleness, good manners, mutual respect and appreciation, leadership qualities and belief in God and man. The school is co-educational institution and aims at preparing the students for Central Board of Secondary Education (CBSE) Examination.

### **ST. FRANCES DE SALES OUR PATRON**

St. Francis de Sales is the heavenly patron of the MSFS Congregation. He was born in France on 1567. He is known as the gentleman saint.

He is a doctor of the church and the patron of journalists everywhere. As a missionary, preacher, educationalist, writer, humanist, and the Bishop of Geneva, St. Francis upheld universal sanctity for all categories of people.

He made himself "all to all" through his inspiring words and selfless service to fellowmen. His books 'An Introduction to the Devout Life' and 'Treatise on the Love of God' have ensured a singular position for him in French literature.

St. Francis died on 1622 but continues to inspire men and women by his simplicity and lucidity. Several religious congregations have sprung up under his patronage in the Catholic Church.



## **FR. PETER MERMIER OUR FOUNDER**

Fr. Peter Marie Mermier, who founded the Congregation of the Missionaries of St. Francis de Sales, was born on 28<sup>th</sup> August 1790 in Savoy, France. Mermier was a man of extraordinary faith and clear vision. Inspired by the spirit and personality of St. Francis de Sales, he founded the MSFS congregation in 1838. The society was greatly interested in the education of the youth. The first batch of the MSFS missionaries arrived India in 1845. The educational apostolate has been their hallmark ever since.

Fr. Mermier was called to his eternal reward on 30<sup>th</sup> September 1862.

## **MSMHC SISTERS OUR CO-WORKERS**

Missionary Sisters of Mary Help of Christians (MSMHC) are committed to the "Elementary and Secondary Education" of the youth especially those in the North-East India.

### **OUR VISION**

A holistic society of compassionately human, spiritually enlightened, intellectually awakened, professionally skilled, socially committed and culturally integrated persons on the values as lived and taught by Jesus Christ and followed by Saint Francis de Sales.

### **OUR MISSION**

- \* To provide a conducive atmosphere for intellectual development,
- \* To facilitate conviction-based spiritual information,
- \* To nurture a sense of the Divine and transcendence,
- \* To instill the virtues of gentleness, compassion and optimism,
- \* To impart authentic leadership training,
- \* To instill wholesome professional ethics,
- \* To encourage sports, games and work experience,



- \* To inculcate healthy food habits,
- \* To promote environmental consciousness,
- \* To extend integral education to all,
- \* To foster a caring and human society meant to promote the marginalized,
- \* And thus equip the younger generation with the requisite life-skills to become



**CATALYSTS OF SOCIAL TRANSFORMATION**



**VOTARIES OF NATIONAL INTEGRATION, AND**



**AMBASSADORS OF UNIVERSAL BROTHERHOOD.**

### **THE MOTTO**

*Knowledge, Love and Service...*

SFS school, the educational community, aims at imparting high-quality education to prepare the young for opportunities for life in the fast-advancing technological modern society. The primary focus of this academic community is on knowledge, excellence, love and service. Striving earnestly towards this end, we endeavour to overcome incidental limitations and hurdles through hard work and dedication, and cultivate a worldview wherein the entire humanity is viewed as one family.

### **We strive...**

- \* To promote a lifestyle founded on sound ethics and morals.
- \* To inspire students to use technology in the 'knowledge' era.
- \* To provide caring and secure atmosphere based on mutual respect for the entire school community.
- \* To deliver broad, balanced, relevant and differentiated curriculum.
- \* To prepare pupils to contribute and to cope with today's modern society and to develop the ability to respond positively to change.



- \* To develop the desire in each pupil to progress spiritually, culturally, mentally and physically.
- \* To promote respect for, and understanding of the culture and religious principles of others and to promote harmonious living.
- \* To provide equal opportunities for all.
- \* To ensure personal and professional commitment from all staff.
- \* To promote a wide range of opportunities for a healthy lifestyle and high quality sporting opportunities in physical education and sports.
- \* To be at the forefront of computer education and the usage of IT tools for educating.
- \* To ensure that pupil's abilities are taken into account and those with learning difficulties receive urgent attention, while enabling others to progress at a normal pace.
- \* To ensure commitment from all staff to deliver high quality, effective teaching for all pupils including those who have special educational needs.



## ADMISSION DETAILS

1. New admissions are made only in class-Nursery-VI. Other admissions if any, will depend on the availability of seats and on competence of the student (i.e- VII & VIII only.)
2. After the submission of application to classes a test will be conducted in due course of time to know the proficiency of the student in English, Hindi, S.St., Science and Mathematics. The result of the test will be published on the notice board.
3. Admission is made only on receipt of the following documents-
  - a. Copy of the Birth Certificate.
  - b. Transfer Certificate (Original).
  - c. Copy of the Final result of class he/she studied.
  - d. Health certificate of the student.
4. The application form for entrance test can be collected from the office.
5. Books and stationery items will be issued on all working days between 8:30 AM -9:30AM
6. A pupil joining or leaving the school during any term will have to pay all the fees of the whole year, including the Annual Fees. Absence from an examination does not mean exemption from examination fees.
7. Pupils whose dues are not cleared completely will be barred from sitting for the examinations.
8. Transfer Certificate will be issued only when all dues have been paid in full and on the receipt of the duly filled application form from the parents or guardians.
9. A fee of Rs. 200/- will be charged for Transfer Certificate and Conduct Certificate or for a duplicate of the same, or for any extract from the register.
10. The following fees have to be paid at the time of admission.
  - a. Admission Fee / Annual Fee



- b. Establishment
- c. Examination Fee
- d. Sports and Games
- e. Miscellaneous
- f. Celebration
- g. Electricity and Water
- h. School Diary, Progress Card, Fee Card, School Calendar, ID Card

### **FEES TO BE PAID IN THREE QUARTERS**

- i. 1st Quarterly (Tuition Fee, Digital fee and Computer fee)  
At time of Admission
- j. 2nd Quarterly (Tuition Fee, Digital fee and Computer fee)
- k. 3rd Quarterly (Tuition Fee, Digital fee and Computer fee)
- l. Desalite Olympiad

### **GENERAL RULES**

#### **1. School Hours:**

- a. From Monday to Friday: 8:00 AM - 1:30 PM.
- b. Saturday : 8:00 AM to 12:30 PM.
- c. Nursery: Monday to Friday 8:30AM to 12:00 Noon
- d. For LKG and UKG, Monday to Friday 8.00 AM to 12.00Noon.
- e. **Holidays** : Sundays, Second Saturdays, National Holidays & State Holidays as mentioned in school Academic Calendar.
- f. Depending upon the need, Second Saturday will be declared as an instructional day and all the students should be present.
- g. If there is a sudden or emergency holiday on any working days, depending upon the need, Second Saturday will be a working day and even other Saturday classes will be extended till 1.30 PM.

- 2. Before the first bell, all the students must be in the school campus (i.e. 8:00 AM)



3. Students are expected to keep perfect silence in the class room.
4. Absentees will not be allowed to attend the class without producing a valid leave letter.
5. In all cases which can be foreseen, leave of absence must be obtained beforehand from the Principal. All applications for leave must be signed by the parent or guardian of the pupil concerned.
6. Students requiring leave during school hour must obtain it from the Principal and notify it to his/her Class Teacher before leaving the school.
7. Pupil who has been absent for more than three days shall not be permitted to attend the class without the permission from the Principal.
8. English is used as the official language of communication in the School Campus, to acquire greater confidence and fluency in the study of the language.
9. Any damage done to the school property must be repaired or compensated by the pupil.
10. This institution is established by the Catholic Church. It is a minority institution primarily to educate the children of its community, but it is also open to all, irrespective of religion, caste or community. No disrespect should be shown to articles and images of religion and worship proper to that religious group. No other external form of religious worship will be allowed in the school premises.
11. No act of indiscipline/interference in the administration, disrespect to any teacher and to any religion or community by any student shall not be tolerated and delinquent may even be expelled from the school.
12. Irregular attendance, habitual idleness, disobedience and conduct injurious to moral tone of the school, justify dismissal at any time of the year, unless a student after having been admonished corrects himself/herself.
13. Guardians and parents are requested to make proper arrangements to collect the children immediately after school hours. Though proper



- care is taken to ensure safety of the children, the school cannot be held responsible if a student leaves the school campus on his/her own accord or any accident, minor or major, to pupil during their stay in the school or while taking part in any activities of the school.
14. No magazines, paper or books other than school textbooks may be brought to the school without permission of the Principal. Parcels and letters are subject to inspection.
  15. Parents and Guardians are not allowed to see their children or meet teachers during class hours.
  16. Every child must be in clean and full uniform daily, even during exams.
  17. All the communication and correspondence relating to the school should be addressed to the Principal only.
  18. All promotion to the next class will be according to the instruction given in the Handbook.
  19. The school diary is a record concerning the student. Therefore, every student should take care of the diary and bring it to class daily. If anyone loses it, he/she should get a written authorization from the Principal/Headmaster to buy a duplicate diary.
  20. Parents who wish to arrange private tuitions with the teachers of this school must apply to the Principal. It is left to the discretion of the Principal to appoint teachers for private tuitions.
  21. The school does not recognize student's union nor any union activities are permitted within the school premises.
  22. Students are strictly forbidden to organize strike or incite others to strike or to bring external elements that can destroy peace, harmony and effective running of the School. They shall be abstained from any act, which is likely to damage the reputation of the School.
  23. Any student who comes to school without the prescribed uniform or whose uniform is dirty or untidy will not be allowed to attend classes or may be allowed to attend classes, but will be marked absent.
  24. Girls shall not wear ornaments and jewellery like rings, earrings, chain, bangles or the use of cosmetics such as lipsticks, nail



- polish, watch etc. Girls are to tie their hair properly ( Ponytail) and not to let it loose. Hair dyeing/colouring is strictly prohibited.
25. Unconventional hairstyle, any make-up that degrades the uniform of the pupil will not be tolerated.
  26. Boys must have a proper hair cut in the manner/fashion as declared by the school. Unconventional/long hair, long nails, ear rings, chains, watches, imprinting tatoos are not permitted.
  27. Students are not allowed to wear baggy and low waist trousers.
  28. The length of the skirts should be below the knee.
  29. Those students who come to school early should sit and study in their classrooms.
  30. A pupil who has been absent for 15 calendar days without due authorisation from the Principal/VP will have his/her name struck off from the rolls and stand withdrawn.
  31. Students must not absent themselves from the school on days prior to holidays and examinations. Students must rejoin classes after the holidays on the re-opening day. Any breach of this will be considered a grave offence. Moreover, any student arriving later than a calendar week after the re-opening of the school is liable to forfeit the seat.
  32. Parents should not hand over the tiffin to the staff both teaching and non-teaching or to the students, to be distributed. They can bring during breaktime (outside). No food items to be taken to classroom.
  33. The Parents are not allowed to get inside the school to drop and to pick children in the morning and evening.
  34. Pupil are forbidden to throw paper or ink on the floor of the classroom. Waste paper must be put into baskets.
  35. Pupils are strictly forbidden to write or make any remarks on the walls or furniture or any part of the school premises. Any pupil violating these rules is liable to be punished.
  36. Every pupil shall greet the teachers of the school whenever they meet them, inside or outside the school.



37. Pupils are strictly forbidden to enter the Teacher's room, Administrative room, other class room or the office room without permission.
38. Students are strictly forbidden to join any sports, recreation clubs or any other organization outside the school during school hours.
39. Students must be up-to-date in their work. The Principal / Vice Principal may look into their books at any time.
40. Students themselves are responsible for their books, pen, tiffin-tamers or any other such articles they bring to school.
41. The Principal may de-promote a student if his/her attendance is found unsatisfactory.
42. Every pupil should take active part in games and sports and other extra-curricular activity unless physically handicapped or exempted by the Principal.

#### **ABSENCE AND LEAVE**

1. No pupils should absent himself/herself without obtaining prior leave unless it is a sick leave. Reasons such as birthday, excursions, festivals urgent business, work at home are not considered as sufficient reason for leave. Whenever leaves have been sanctioned, the fact will be recorded in Regularity Record. However, evidence for leave is to be submitted on the very first day when he/she returns to the school.

Evidence for Medical Leave and other matters include the following.

- a. Genuine Report of a Registered doctor with proper date, seal, signature and phone number.
  - b. Copy of the Payment voucher and prescription are to be attached along.
  - c. Other Occasions-Invitation cards, photographs, travel tickets etc.
2. Hundred percent attendance in the school is appreciated. Because for a student being absent even for a single day will become a hurdle in Effective Learning Process.



3. If it is noticed that mass bunking of the school willfully to avoid attending the classes, important scholastic and co-scholastic activities, extra classes, guest lectures etc, will lead to fine not exceeding Rs.100/- Per day along with other disciplinary actions, to the extent of expulsion from the school.
4. Leave must be obtained in written application from parents or guardians in the prescribed leave records and must be signed by the Head of the Institution.
5. No child is allowed to leave the school premises without the permission of the Principal.
6. No pupil will be allowed to sit for Half Yearly, Final and Pre-board examinations, if the attendance during the academic session is below 93%, in the respective semesters.
7. Students who wish to continue their studies in the school must not be absent on the Admission day without valid permission sanctioned by the Principal. The first installment of school fee should be paid with the Admission, if not there is no guarantee of seat.
8. Any pupil who has been continuously absent for 15 days or more without valid intimation will be automatically dismissed. If the pupil seeks readmission, then admission fee will have to be paid again.
9. Pupils absent from examinations without grave reasons will be considered failed. There will be no re-examination.
10. No pupil shall leave the classroom without the permission of the teacher-in-charge of the class or until the class is dismissed. In case of emergency the student has to use the class out card for his/her needs during class hours.

### EXAMINATION GUIDELINES

1. Minimum passmarks for each subject is 40% of total marks.
2. There will be a Written Periodic Test carrying 30 marks and two Class Test carrying 20 marks in each term.
3. Half Yearly and Final Examinations will be of 80 marks for classes LKG-X



4. For Nursery, LKG and UKG, Class teacher will conduct Oral Test & Poem recitation in lieu of GP & IP.
5. For subject enrichment, each term will have one exam each for handwriting, oral (communication skills), individual project & group project.
6. Notebook, PPA and regularity marks will be calculated on the basis of points secured by student in Personal Point Addition & Deduction system in each term.
7. Regarding the conduct of the examination the school follows the CBSE Regulations. Accordingly, the school conducts Periodic Test (PT-1) {one written test in each PT of 30marks each}, notebook check of 5 marks, subject Enrichment of 5 weightage {consisting Individual project (IP), Group project (GP), Personal point addition (PPA), communication skills (CS) Regularity (R), handwriting (HR)} and Half-yearly (HY) and Yearly (Y) examination.
8. All the 2 section teachers should set questions if there are more than one teacher teaching the same subject.
9. For HY and Yearly and PTs Examination marking system is to be followed as in the Teacher's diary.

Correction Symbols

|    |                                     |
|----|-------------------------------------|
| SP | : Spelling Errors                   |
| GR | : Bad Grammar                       |
| L  | : Poor Language                     |
| O  | : Omit                              |
| P  | : Wrong Punctuation                 |
| Q  | : Truth of the statement Questioned |
| A  | : Absence of required idea          |



## **DISCIPLINARY ACTION AGAINST STUDENT**

Students are expected to follow the rules and regulations of the school. If there is a significant violation of the rules of the school by any student, the school administration has to take action. This is important for the good of the institution.

The Principal/VP/Co-ordinator/Class teacher is the competent or the sole authority to inflict just and appropriate punishment on a student. As a rule, the following steps are taken to discipline the students.

01. For minor violations of any rule, the class teacher corrects the students and then advice him/her not to repeat the mistake. In case of non-compliance minus points will be given according to the rule given in the school diary.
02. If the student or a group of students repeat the same mistake or commit a serious offence, they will be sent to the Principal/VP/Co-ordinator, who will correct them sternly.
03. Gentleness, loving kindness, persuasion, patience and counselling take the place of corporal punishment. The spirit of St. Francis de Sales shall prevail in the education institution.
05. In the absence of the class teacher and the Principal or Vice Principal any teacher of the school is entitled to correct the child.
06. If a student commits a serious offence or if he/she repeatedly breaks the rule of the school the Principal/VP/Co-ordinator will call the Parent/Guardian of the student to his/her office and explain to them the gravity of the matter and in their presence warn the student not to repeat the offence.
07. The following punishment may be inflicted for major offence:-
  - i. Fines not exceeding Rs. 1000/-
  - ii. Suspension from the school for a period not exceeding 20 days
  - iii. Rustication for a period not exceeding 2 months



- iv. Forfeiture/withdrawal or cancellation of Scholarships other privileges.
08. If a student commits a very serious offence, the Principal/VP can suspend him/her from the school. Suspension is used for serious reasons.
09. If a student, even after a repeated suspension does not reform himself/herself, he/she may be expelled. The measure of expulsion is taken only in the case of very grave offences, when there is no reasonable prospect of change and moral reformation of the offending student and where the retention of such would be injurious to the morals of other students or undermine the discipline and reputation.
10. In case of rustication or expulsion, the head of the school shall place the matter in the hands of the Disciplinary Committee. If the Disciplinary Committee decides on rustication or expulsion, the order must be drawn up in the appropriate form.
11. The Principal/VP shall forward a copy of the order of rustication or expulsion to the parent/guardian of the student concerned.
12. Before expelling a student from the School, he /she will be given an opportunity to present his/her explanation to the case in question.
13. Any complaint or information for misconduct of students outside the school received by the Principal will not be entertained.
14. Mobile phones are allowed only during special events/functions in the school. Phone has to be handed over to the cultural in-charge and only troupe/group leader is allowed to bring mobile phone.
15. If others are caught with mobile phones which is not applicable according to Point No.14, defaulter will be fined under serious offence Page No: 66 .
- a. More than three times, mobile phone shall not be returned and 80 negative marks will be added and one day suspension from school.



16. Defaulters as per article 24 to 28 of page 21-22, a fine of Rs.100 shall be imposed. Violation of uniform codes too will lead to a penalty of Rs.100/-.
17. Late comers will be imposed a fine of Rs.100. This strict action has been taken in view of completing the syllabus within stipulated time.
18. School uniform code has to be maintained even during examination. Failing which fine will be imposed as per point no.16.
19. After 1<sup>st</sup> and 2<sup>nd</sup> warning, if the students come with untidy hair styles. Rs.200 will be imposed as fine along with a negative mark of 50 point entered in the diary. For boys coloured, spiky, long, too short, bald (other than rituals) and for Girls, coloured, hair cut above shoulder, unconventional hair style is not allowed.
20. If student are found writing or drawing on the palm or uniform they will be fined Rs.200/-
21. Anyone found using unfair means in examination will be debarred from further examination and will be declared to have failed.
22. No examinations are likely to be taken before or after the proposed dates under any circumstances. A student who fails in a class for a second time will not be allowed to continue his/her studies in this school.
23. Absence from examination without sufficient reason is a breach of discipline and will be considered equal to failure.

## **DISCIPLINARY MEASURES**

The following disciplinary measures will be adapted to maintain discipline:

1. Oral warning and counseling by the teachers.
2. Giving minus points
3. Written warning by the teachers.
4. Imposing fine.
5. Issue of Green Card by the Principal/Vice Principal/Coordinator after consulting the class teacher/subject teacher.



6. Issue of Blue Card by the Principal/Vice Principal/Coordinator after consulting the class teacher/subject teacher.
7. Issue of Pink Card by the Principal/Vice Principal/Coordinator after consulting the classteacher/subject teacher.
8. Detention during breaks and games by the class teacher.
9. Exclusion from school activities by the Principal/VP or teacher in charge.
10. Suspension for minimum two working days and maximum five working days by the Principal after consulting the class teacher. (Issue of Pink Card leads to a suspension)
11. Expulsion by the Principal after consulting the class teachers and coordinators. (Issue of two Pink Cards leads to expulsion). However, the Principal retains the right to suspend or expel the student outright if the offence is of a very serious nature, even if the student gets one Pink Card.

### **LEVEL – I OFFENCE**

1. Failure to follow General School Rules.
2. Violating dress code or grooming standards.
3. Possession of eatables.
4. Teasing, insulting, name-calling, bullying.
5. Violating extracurricular standards and safety rules.
6. Spitting, whistling, shouting, running in the academic block. Loitering in the corridor or an unauthorized area.
7. Consistently irregular to school or in submitting assignments.
8. Regularly late to school or in attending class.
9. Shouting in the school bus/misbehaving/disrespecting the school authority.
10. Not bringing the books/musical instruments/sports kit to school.
11. Bringing the leave notes/remarks/test copies/report card to school, not signed by a parent.



12. Not bringing the school record book/ID-card to school/study materials.
13. Littering the campus.
14. Not conversing in English.
15. Leaving books and other personal property lying around the campus.
16. Playing with water at any time in school campus.
17. Making noise in the Library, reading room and failing to return the books on time.
18. Not showing circulars or notes from teachers to the parents.
19. Refusing to obey staff directives.
20. Not participating in school functions or house activities.
21. Parents being absent for Parents meet.
22. Being absent in the school.
23. Level – I offence will be handled by the class teacher/subject teacher.

### **CONSEQUENCES OF LEVEL–I OFFENCE**

1. Counselling/Oral warning/Written warning by the class teacher/subject teacher.
2. Detention during games/breaks.
3. Assign school duties other than Academic.
4. Exclusion from extracurricular activities.
5. Change of seat.
6. Minus points in the monitor's diary (Indiscipline).
7. Issue of Green Card. (Issue of two Green Cards leads to a Blue Card at the Level – II offence).
8. When a student reaches minus 100 also Green Card would be issued to the student.
9. When a student has been absent continuously or at different intervals for 10 days Green Card would be issued to a student.



## LEVEL – II OFFENCE

1. Scholastic dishonesty.
2. Misuse or falsification of school certificates/school record book/ report card.
3. Leaving school premises without permission.
4. Using slangs, bullying, fighting, passing derogatory remarks /vulgar language or gestures.
5. Making ethnic, racial, or religious slurs.
6. Disrupting the school programme/inciting violence.
7. Defacing or damaging school property. (Damaging, scribbling/ tearing pages from the library book, text book or copies).
8. Possessing supari, gutka, chocolates, chewing gum, aerated drinks, chips.
9. Stealing school property.
10. Possession of electronic devices such as transistors, cassette players, Walkman's, portable DVDs, costly watches, camera, mobile phones, I-pods etc.
11. Disobeying school rules in the school bus.
12. Inappropriate use of the school computer, the Interactive Board and its components.
13. Bunking classes.
14. Lying as a witness.
15. Failing to disclose information, hiding or covering evidence.
16. Misbehaving outside the school campus that leads to bad impression of the school.
17. Wasting food, water/electricity.
18. Collecting money/demonstration/picnic without permission.
19. Presents to members of the staff.

(Level – II offences must be reported to the Principal/VP/ Coordinators by the class teachers/subject teachers)



## CONSEQUENCES OF LEVEL – II OFFENCE

1. Suspension, minimum 2 days and maximum 5 days.
2. When a student reaches 150 minus points a Blue Card is given by the Principal/VP/Coordinators.
3. Issue of Blue Card. (Issue of two Blue Cards automatically yields an Pink Card). Issue of two Green Cards and a Blue Card calls for a Pink Card, hence suspension.
4. When a student reaches minus 200, Pink Card shall be given.
5. When a student has been absent for 15 days continuously or at different intervals Blue Card and 20 days continuously or at different intervals Pink Card shall be issued.
6. When a student is issued two Pink Cards it leads to immediate expulsion from the school.

## LEVEL – III OFFENCE (ZERO TOLERANCE OFFENCE)

1. Possessing fire arms/weapons of destruction.
2. Possessing drugs, alcohol, nicotine, inhalants or any other harmful addictive.
3. Gang activity.
4. Repeated or significant bullying behaviour.
5. Engaging in inappropriate physical contact.
6. Sexual harassment /sexual abuse.
7. Possessing obscene pictures or videos.
8. Possessing volatile chemicals.
9. Repeated scholastic dishonesty.
10. Regular uniform defaulter.
11. Verbally/Physically abuses teachers.
12. Any other behaviour which threatens the student community at large.
13. Using social media platform to defame school, teachers or management.



### CONSEQUENCES OF LEVEL – III OFFENCE

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**MARK SHEET FORMAT CLASS I-X**

| Term | Assessment                 | Mark | Weightage<br>(Marks in<br>report card) | Result | Final<br>Result                     |
|------|----------------------------|------|--|--------|-------------------------------------|
| I    | Periodic Test 1            | 30   | 10                                     | 100    | As Per<br>CBSE<br>Guidelines<br>100 |
|      | CT I                       | 20   |  |        |                                     |
|      | CT II                      | 20   |  |        |                                     |
|      | SE                         | 5    | 5                                      |        |                                     |
|      | NBC                        | 5    | 5                                      |        |                                     |
|      | Half Yearly<br>Examination | 80   | 80                                     |        |                                     |
| II   | Periodic Test 2            | 30   | 10                                     | 100    |                                     |
|      | CT III                     | 20   |  |        |                                     |
|      | CT IV                      | 20   |  |        |                                     |
|      | SE                         |      | 5 5                                    |        |                                     |
|      | NBC                        | 5    | 5                                      |        |                                     |
|      | Annual<br>Examination      | 80   | 80                                     |        |                                     |

**NOTE:**

1. CT: Class Test

SE: Subject Enrichment

NBC: Note Book Checking

2. This Mark Sheet Format is subject to change according to changes in CBSE guidelines.



## PUPIL'S RESPONSIBILITIES

As every school, there are rules at SFS school and they exist to ensure that the children are safe, feel secure, work well in each other's company and enjoy good relationships. Happily, most pupils co-operate, they are sensible, hard working and courteous to one another and to staff, and for them disciplinary action is quite unnecessary.

The school is under Catholic Management, and individuals within the community are expected to show self-discipline and be responsible for the consequences of their own actions. Pupils are encouraged at all times to think about wisdom of what they are doing and its effect on others. The school rules include:

1. Show consideration, care and respect for others, wish teachers and elders.
2. Allow others to work without interruption.
3. Have good attendance and punctuality.
4. Move promptly and quietly to classes. Use one-way system. Running along the verandah and producing noise is strictly prohibited.
5. Obey the instructions of the teacher at all times.
6. Abide by the uniform rules of the school.
7. Chewing gums and sweets are banned.

**Please help the school enforce these rules.**

I acknowledge the different and unique talents which God has given me and my responsibilities to use them wisely.

**Therefore I will :**

- \* Strive to live out the ideals of our school by working hard to achieve my potential and show kindness and concern to my fellow pupils and to those in need.
- \* Wear full school uniform and bring all the equipments I need for each lesson including School diary and Four line notebook every day.
- \* Attend school regularly and on time.
- \* Be polite and show consideration to others in our school community.
- \* Be respectful to all adults in our school community.
- \* Keep to the school rules so that our community can be happy, safe and allow the best of learning to take place.
- \* Take responsibility for all my actions.

**Pupil's Signature**



## GENERAL INFORMATION

### 1.Course of study

The School prepares student for the Central Board of Secondary Education (CBSE) examination conducted by CBSE, Delhi.

### 2.Terms

The academic year starts in June and ends in March. It consists of two terms,. The summer vacation runs for a period of two months.

### 3.Conveyance

- a. We earnestly request parents to keep their wards ready at the scheduled pick up point 10 minutes before the specified time. Pupils cannot be picked up from their doorsteps. Usually buses will ply through main road only.
- b. All efforts will be made to run the buses on time. Due to breakdown or any other reason, if the situation gets out of control, parents shall kindly put up with the inconvenience.

### 4.School Fee

The school fee shall be paid in three installments, first with admission/re-admission fee or at one go. Fees can be deposited in the HDFC Bank branch Pasighat on working days between 10:00 am to 3:30 pm. Fees once remitted, will not be refunded, under any circumstances. Shortly online fee payment is made available for the smooth payment.

### 5.Steps for Orderly School

Parents are required to keep the school informed of any medical problems relating to their child. Pupils who wish to leave school to receive dental or other treatment, must show a note from their parents/guardians and their appointment cards to the class teacher.



## SCHOOL ANTHEM

Asato ma sad gamaya tamaso ma jyotir gamaya  
Mrityor ma amritam gamaya  
Om...om...SFS...SFS..jaye jaye he

(1) You are the champion of God's kingdom  
You are the source of true wisdom (2)  
Christ you are the radiance of SFS  
Dispel the shades of avidhya-2

Asato ma sad gamaya...  
(2) You brighten the way to God and human  
To spread the light of Christ and love  
You teach the truth of Christ and wisdom  
Thus for all time your vision and mission

Asato ma sad gamaya...  
Om..om..SFS..SFS..jaye jaye he-2

## THE PLEDGE

India is my country. All Indians / are my brothers and sisters. I love my country / and I am proud of its rich / and varied heritage/ culture / language and religions. I shall always / strive to be worthy of it. I shall respect my parents / teachers and elders / 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.



## NATIONAL ANTHEM

Jana gana mana adhinayaka jaya he  
Bharata bhagya vidhata  
Punjab, Sindu, Gujrata, Maratha,  
Dravida, Utkala, Banga.  
Vindhya, Himachala, Yamuna, Ganga  
Uchhala Jaladhi Taranga;  
Tava subha naame jage  
Tava subha aashisa mange  
Ga he tava jaya gatha.  
Jana gana mangala dayaka jaya he  
Bharata bhagya vidhata.  
Jaya he, jaya he, jaya he,  
Jaya, jaya, jaya, jaya he.



## SCHOOL PRAYERS

### 1. SIGN OF THE CROSS

In the Name of the Father / and of the Son/ and of the Holy Spirit, Amen.

### 2. GLORY BE

Glory be to the Father / and to the Son/ and to the Holy Spirit. As it was in the beginning/ is now/ and ever shall be/ world without end, Amen.

### 3. OUR FATHER

Our Father who art in Heaven / Hallowed be thy name / Thy Kingdom come. Thy will be done / on earth as it is in heaven. Give us this day our daily bread / and forgive us our trespasses / as we forgive those who trespass against us / and lead us not into temptation / but deliver us from evil. Amen.

Leader : **St. Francis De Sales**

All : **Pray for us**

### 4. HAIL MARY

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

Holy Mary mother of God / Pray for us sinners / now and at the hour of our death / Amen.

### 5. PRAYER BEFORE CLASS

O God / You are the truth / and origin of all knowledge. Bless our studies/ which we consecrate to you. Enlighten our minds / strengthen our memories / and direct our wills / towards what is right. Grant us to seek the truth always / and makes us truly wise, Amen

### 6. PRAYER AFTER CLASS

God of infinite wisdom / and source of all knowledge, grant that / we may remember / what we have learnt. We offer you our work and our endeavours / our failures and our successes. Forgive us our shortcomings / and give us courage / to follow the path of truth. We thank you Lord / for all



the good things / You taught us today/ and help us to be good children always, Amen

### 7. PRAYER FOR PARENTS

Loving Father / I thank you for my parents. I thank you / for the many good things / that have come to me through them. Their love for me / is a sign of your love for me. Their concern for my need and care remind me of your unconditional / love and acceptance. Grant them/ many years of life and keep them in good health of mind and body. Bless their work and all they do. Give them back / hundred fold / all the good they have done for me. Inspire them with your love / and strengthen them / to fulfill your Holy Law. One day may I be their comfort and strength/ as I have enjoyed their affection on earth. Lord I ask you / to remain close to them / in their life's journey / so that they may experience / the joy of true family life. May I have the joy of being with them in heaven, *Amen*.

### 8. PRAYER FOR MY SCHOOL

Almighty God, bless our school with your most gracious favour and prosper it in all worthy and honest undertakings. May love, truth and goodness abound within its walls and may right judgment and common sense prevail. Give the staff and the students your wisdom and your goodness that together we may serve you as one great family. May Mary, our Beloved mother assumed into Heaven, patroness of India and St. Francis de Sales, patron of our school, pray for us, *Amen*

### 9. PRAYER FOR TEACHERS

Lord, I thank you for my teachers / who from my childhood / have inspired me. I thank you / for their love and patience. I admire and value / their patience / in framing my life / as it is today and their repeated efforts / to plant in me / the right sense of values. I thank you for my teachers and friends whose hearts are ever willing / to share a laugh or tear. I thank you for their faith in goodness and in truth / which they ever strive to make the goal of every youth. I thank you / for their vision of beauty, joy, and love / and for the knowledge they impart on earth, heaven and above. I ask you to bless every one of them. Make them more loving, tolerant, understanding



and concerned towards their students. Help them to form their students for life alongside the academic programs.

May they be filled with your love and understanding, enable them to bring out / the best in each of their students. May they help their students / to build up positive self-image. May they have enough courage to correct what is wrong in their students. Above all, may they teach them to be loving persons.

I pray you to bless my teachers so that they may lead us along life's pathways, to rest within thy heart, *Amen*

### MORNING PRAYER

10. Almighty God / I thank you / for giving me another day. Help me all through this day / to be obedient to my parents / respectful of my teachers / diligent in studies / fair and considerate in my games / kind to those whom I can help / true and faithful to my duties / loyal to you.

Take control of my life / through out this day. Control my thoughts / that I may think no impure / bitter / envious and selfish thoughts. Control my tongue/ that I may speak / no angry or ugly words. Control my actions / that I may do / only what is pleasing in your sight. Bless my parents / my teachers / brothers and sisters / and all who do good to me, *Amen*.

11. O my God / teach me to love you / with all my heart. Help me never to displease you / by any wicked thing. Come to my aid / to fight on in time of temptation / and when I feel discouraged. Help me to think the right ways / to speak and to do the right things. Bless me / with knowledge and understanding. Bless my parents and teachers / brothers and sisters / relations and friends and all those who are around me. Bless my state and my country, *Amen*.

12. O my God, I thank you / for this new day / and for all your blessings. I offer you / all my actions of this day / my every thought and word / my study and games. Show me today/ what is right and wrong / what is good and evil / so that I may always think / the right things / speak the right things / and do the right things. Keep me away from sin / and from every evil. May your grace / be always with me/ and with all those who are dear to me, *Amen*.



## PRAYER SONGS

### 1. 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.

**Ref : Oh Master grant that I may never seek.  
So much to be consoled as to console  
To be understood as to understand  
To be loved as to love with all my soul.**

Make me a channel of your peace,  
It is in pardoning that we are pardoned,  
In giving to all that we receive  
And in dying that we are born to eternal life.

### 2. YOU ARE WITH ME

**You are with me wherever I go  
Every moment Your life in me flows  
You're always there close by my side,  
You are there O Lord both day and night.**

You are with me in my mother's womb  
You are with me in the days gloom  
You help me stand against all odds,  
And you filled me with Your strength O Lord

In times of sorrow and in times of grief,  
You gave me hope, strengthened my belief  
When I did fall and was in pain,  
Lord You set me on my feet again.

You have known O Lord all my secret fears,  
You have seen O Lord all my unshed tears,  
My Lord, you know me through and through  
There is no thing I can hide from you.



### 3. IN HIS TIME

1. In His time, in His time  
He makes all things beautiful in His time  
Lord please show me everyday  
As you're teaching me your way  
That you do just what you say in your time
2. 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
3. There's a time, there's a time  
Both for sowing and for reaping there's a time  
Time for loosing, time for gain  
Time for joy and time for pain  
Every purpose under heaven has a time.

### 4. IN NEED OF LIBERATION

**Cho:** The world stands in need of liberation, my Lord  
It still has to feel your power.  
The blind and the deaf,  
The dumb and the maimed  
All need to feel your healing touch.  
The world stands in need of liberation, my Lord  
It still has to learn to love.

1. There are those who have eyes but refuse to see  
the inhumanity that's done.  
There are those who have ears but refuse to hear  
the cries of those in agony.
2. There are those who have mouths but refuse  
to speak, against injustice done to some.



There are those who have hands but refuse to reach, them out in love and charity.

3. There are those who have talents they do not use, to build a true community.  
And we know that we all have the talent to love  
But leave it buried in ourselves.

## 5. SHOWERS OF BLESSINGS

1. There shall be showers of blessing  
This is the promise of God,  
There shall be seasons refreshing,  
Sent from the Saviour above

**Cho : Showers of blessings  
Showers of blessings we need,  
mercy drops round us are falling,  
But for the showers we plead.**

2. There shall be showers of blessing  
Send them upon us O Lord  
Grant to us now a refreshing,  
Come and now honour Thy word.
3. There shall be showers of blessing  
O that today they might fall,  
Now as to God we're confessing,  
Now as on Jesus we call.

## 6. GREAT FRANCIS DE SALES

1. Great Francis our glorious patron,  
Listen to our hymn we sing  
From thy lofty throne in heaven  
Guard us on our heavenly way  
In thy footsteps may we follow,  
Free from taint of sin or loss,  
Till our final dedication,  
Till we reach the heaven above.



2. Great Francis You gentleman saint  
Listen to these sinful souls  
Help us to be truly humble,  
As you followed Christ Our Lord,  
  
Doctor of Love, You O Francis  
And in Love of God you died,  
Help us also to love Jesus,  
And our neighbour as ourselves.

3. Great Francis Apostle of Chablais  
You worked for the souls that strayed  
Teach us to labour in God's vineyard,  
As thou did'st for Christ our Lord,  
  
Shepherd of the fold of Jesus,  
For his sheep thy life was spent  
Help us to proclaim Lord Jesus.  
To the people every where.

## 7. JOY TO THE WORLD

1. Joy to the world ! The Lord has come  
Let earth receive her king.  
Let every heart prepare room  
And heaven and nature sing -4

2. Joy to the World! the saviour reigns;  
Let men their songs employ'  
While fields and floods  
Rocks, hills and plains  
Repeat the sounding joy -4

3. He rules the world with truth and grace  
And makes the nations prove  
The glories of his righteousness  
And wonders of his love -4



8. **JINGLE BELLS**

Dashing through the snow  
in a one-horse open sleigh  
o'er the fields we go  
laughing all the way  
Bells on bobtail ring'  
Making spirits bright  
What fun it is to laugh and sing  
A sleighing song tonight

**Chorus-**Jingle Bells jingle bells  
Jingle all the way  
Oh! What fun it is to ride  
In a one horse open sleigh (2)

A day or two ago  
I thought I'd take a ride  
and soon Miss Fanny Bright  
was seated by my side  
The horse was lean and lank  
Misfortune seemed his lot  
He got into a drifted bank  
And we, we got upset

9. **Keep O Lord**

Keep O Lord. Thy holy hands upon us. So that, no harm either or  
body may happen to us. Amen



## SCHOOL FEE

This is an unaided minority institution and does not receive any financial help from the Government or any other agency and the only income of the school is the fee realized from the students. Hence it becomes necessary to increase the fee from time to time depending upon the increase in the salary, increase in the cost of maintenance, addition and up-gradation of facilities.

1. Fee may be paid in one sum or in three installments.
2. All the dues are to be cleared before the examinations. Defaulters will be barred from the examinations.
3. Fee has to be paid before the 12th of the first month of the installment quarter, failing which a fine of Rs. 50/- will be charged till the end of the month.
4. No reminders will be sent to the parents to pay fee. The school fee cover twelve calendar months.
5. A pupil joining or leaving the school during the term will have to pay all the dues for the full term including the annual fee.
6. Parents will kindly keep the pay slip counterfoils with them till the end of the session, until promotion to the next class has been granted.
7. Computer Science is compulsory for all classes and will be charged extra.

## SCHOOL UNIFORM

1. On all working days, the prescribed uniform is to be worn by all the pupils. The uniform must be clean and tidy.
2. The uniform consists of mixture grey pants/skirts and half-sleeved red striped shirts, red tie with white stripes, black shoes, white socks. In winter, Red sweaters/Blazers, black shoes is to be worn.
3. **On Monday and Tuesday -**  
Red chequered Shirts, Grey Pant/Skirt, Black Shoes, Tie, Badge & Belt, Blazers/ Sweaters.



4. **On Wednesday and Saturday -**

T-Shirt of the house, Black pant/Skirt, red sweatears, Black Shoes, Tie, Badge & Belt.

5. **On Thursday and Friday -**

Blue chequered shirt, Black Pant/Skirt, Black Shoes, Tie, Badge & Belt.

**Note :** Churidar is compulsory for senior girls (i.e. Class VII to X)

**NOTE TO PARENTS AND GUARDIANS :**

The management and the school, no matter how efficient, depends for its progress, on the complete support and co-operation of the parents and guardians of the pupils.

1. *Parents and Guardians are requested :*

a) To take an active interest in the progress and studies of the pupils. They should sign the monthly records and the examination reports. They should go through the school diary of the pupil(s) for remarks, if any, to monitor the progress.

b) To see that the children devote sufficient time to study at home.

2. Parents and guardians should see that the children do not bring any cash and other valuable articles with them to the school. The school will not be responsible if the student loses cash or valuable article in the campus.

3. A student who breaks school rules or commits any act of indiscipline may be punished or fined at the discretion of the Principal.

4. Any communication of request or complaint by parents or guardians should be addressed to the Principal and not to the teachers-mentioning the child's name and class.

5. Parents and guardians are welcome to consult the Principal/ Headmistress. However teachers may be consulted only with the prior permission of the Principal, not during the class hours but during the breaks or free periods.



6. Parents and guardians are not allowed to see their children during the class hours. In unavoidable circumstances, permission should be obtained.
7. Parents can avail clear information from the school authorities regarding school matters and should not listen to rumors.

### **SPIRITUAL STANDARDS**

"Spiritual standards are important in any individual and in any social group. And if they fade away, I think that all the materials advancement you may have, will lead to nothing worthwhile."

### **THE METHOD OF STUDY**

All of you have to devote a lot of time for your studies but most of you find it impossible to finish the given task or assignments. Then from where can you find time to study? For this there is no magic formula. But the formation of correct study habits, will keep you free from anxiety and give a feeling of confidence.

#### **A. Study Condition**

1. Avoid all distractions. Do not let your mind wander or be distracted from what you are doing. For this, select a quiet place.
2. Keep ready all the materials you might require close at hand so that you do not waste time and energy looking for it.
3. Study under proper light, because poor light tires the eyes and you lose concentration.
4. Have a proper ventilation, for fresh air keeps the mind alert.

#### **B. Make a plan for study**

1. Keep in mind what you have to study, how much you have to study and the time you have. Have a balance between leisure and study. Organize a time table in such a way that you have fun and sufficient time for study. "All work and no play makes Jack a dull boy". Fun is essential because an exhausted mind cannot absorb what it studies.



2. Decide when to study and what to study. Make a weekly timetable. It is better to have short frequent periods of study for each subject than long hours for one. Start with interesting easy lessons/topics and then go on to difficult ones unless they are interconnected.
3. Pay total attention to what you are studying. You will absorb more and understand better.
4. Do not study when you are tired. Relax with something light for a short-while and come back to studies. But do not confuse laziness with tiredness.
5. Understand the material that you have to learn as a whole
6. Re-learn and revise previous lessons frequently. If you have learnt ,mathematical formula or grammer rules practice them, for practice makes a man perfect.
7. Do not practice rote learning. Read the chapter carefully, understand the ideas and write the essentials points.
8. Do not learn from notes, but get the most important points and put them down in order, under headings and subheadings.
9. During the weekend, set aside something to go over the week's work concentrating on points you had not grasped. Regularity and concentration are the key words to success.



## POINTS FOR STUDENTS TO REMEMBER

01. Never neglect the lesson or homework assigned. If you do so, it is like missing a train that you can never catch afterwards.
02. Always revise the work done in class.
03. Consider tuition as social evil. Avoid it by concentrating and participating in the class.
04. Never postpone what you can do each day.
05. Be enthusiastic in doing everything. Live well by doing everything well.
06. Daily show your school diary to your parents and get them to sign any remarks.
07. Make friends with studious companions. They will help you by words and example.
08. Take part in games. Recreation serves to refresh your mind and gives you new energy for study.
09. Do not flinch in the face of difficulties in your studies. Remember, a prayer to God for light will always help. Your teacher will help you too.

## SCOUTS AND GUIDES

The Bharat Scouts & Guides is a voluntary, non-political, educational movement for young people, open to all without distinction of origin, race or creed, in accordance with the purpose, principles and methods conceived by the Founder Lord Baden Powell in 1907.



**Motto:-** "Be Prepared" = Class: V-X (Scouts and Guides)



## INTER CLASS LITERARY ACTIVITY- ORGANIZED BY LITERARY COMMITTEE

| Sl. No | Event                   | Class | LC | Organizer & Mark Giver                           |
|--------|-------------------------|-------|----|--|
| 1      | Quiz                    | ALL   |    | Literary Committee                               |
| 2      | English Eassy Writing   | ALL   |    | Literary Committee & English Teacher- Class room |
|        | English Calligraphy     | ALL   |    | Literary Committee & English Teacher- Class room |
| 3      | Hindi Essay Writing     | ALL   |    | Literary Committee & Hindi Teacher- Class room   |
|        | Hindi Calligraphy       | ALL   |    | Literary Committee & Hindi Teacher- Class room   |
| 4      | Debate competition      | ALL   |    | Literary Committee                               |
| 5      | Best Artist Competition | ALL   |    | Literary Committee & Art Teacher                 |
| 6      | Spell Bee               | ALL   |    | Literary Committee & Art Teacher                 |
| 7      | Drawing                 | ALL   |    | Literary Committee                               |



## SFS FIESTA YEARLY

| Sl.No | Event              | Class        | Organizer & Mark Giver |
|-------|--------------------|--------------|------------------------|
| 1     | Single Dance       | All Category | Cultural Committee     |
| 2     | Fancy Dress        | All Category | Cultural Committee     |
| 3     | Prepared Speech    | All Category | Cultural Committee     |
| 4     | Extempore Speech   | All Category | Cultural Committee     |
| 5     | Story Telling      | I-IV         | Cultural Committee     |
| 6     | Talent Hunt        | V-X          | Cultural Committee     |
| 7     | Group Dance        | I-X          | Cultural Committee     |
| 8     | Group song         | I-X          | Cultural Committee     |
| 9     | Duet Dance         | I-X          | Cultural Committee     |
| 10    | Solo Dance         | I-X          | Cultural Committee     |
| 11    | Musical Instrument | I-X          | Cultural Committee     |
| 12    | Quiz               | I-X          | Cultural Committee     |
| 13    | Bible Reading      | I-X          | Cultural Committee     |
| 14    | News Reading       | I-X          | Cultural Committee     |

**ANNUAL SPORTS (HOUSE WISE)**

| Sl. No | EVENTS                           | RED | BLUE | YELLOW | GREEN |
|--------|----------------------------------|-----|------|--------|-------|
|        | <b>CATEGORY 1 (I-II)</b>         |     |      |        |       |
| 1      | Biscuit Bite                     |     |      |        |       |
| 2      | Sweet Race                       |     |      |        |       |
| 3      | Spoon and Marble Race            |     |      |        |       |
| 4      | Musical Chair                    |     |      |        |       |
| 5      | Potato Race                      |     |      |        |       |
| 6      | Frog jump                        |     |      |        |       |
|        | <b>CATEGORY 2 (III-IV)</b>       |     |      |        |       |
| 1      | Filling the water bottle (girls) |     |      |        |       |
| 2      | Spoon and Marble                 |     |      |        |       |
| 3      | Musical Chair                    |     |      |        |       |
| 4      | Blind Hit                        |     |      |        |       |
| 5      | Three Legged Race                |     |      |        |       |
|        | <b>CATEGORY 3 (VI-VIII)</b>      |     |      |        |       |
| 1      | Shot Put (boys)                  |     |      |        |       |
| 2      | Musical Chair (girls)            |     |      |        |       |
| 3      | Three Legged Race                |     |      |        |       |
| 4      | High Jump                        |     |      |        |       |
| 5      | Long Jump                        |     |      |        |       |
| 6      | Hurdle Race                      |     |      |        |       |
| 7      | Slow Cycle Race                  |     |      |        |       |
| 8      | Javeline Throw                   |     |      |        |       |
| 9      | 400 meter Relay - Boys           |     |      |        |       |
| 10     | 400 meter Relay - Girls          |     |      |        |       |
|        | <b>CATEGORY 1 (IX-X)</b>         |     |      |        |       |
| 1      | 100 M Race                       |     |      |        |       |
| 2      | 200 M Race                       |     |      |        |       |
| 3      | 400 M Race                       |     |      |        |       |
| 4      | High Jump                        |     |      |        |       |
| 5      | Long Jump                        |     |      |        |       |
| 6      | Shot Put                         |     |      |        |       |
| 7      | Discuss Throw                    |     |      |        |       |
| 8      | Hurdle Race                      |     |      |        |       |
| 9      | Javeline Throw                   |     |      |        |       |
| 10     | 400 meters Relay - Boys          |     |      |        |       |
| 11     | 400 meters Relay - Girls         |     |      |        |       |



SFS SCHOOL, PASIGHAT

## HOUSE EVENTS

| Sl. No | EVENTS         | RED | BLUE | YELLOW | GREEN |
|--------|----------------|-----|------|--------|-------|
| 1      | Basket Ball    |     |      |        |       |
| 2      | Football       |     |      |        |       |
| 3      | Volleyball     |     |      |        |       |
| 4      | Throw ball     |     |      |        |       |
| 5      | Pyramid Making |     |      |        |       |
| 6      | Kabbadi        |     |      |        |       |
| 7      | March Past     |     |      |        |       |
| 8      | Marathon Race  |     |      |        |       |



| <b>DRAWING THEMES</b>   |   |                          |
|---|---|--------------------------|
| <b>CATEGORIES</b>   | <b>THEME FIRST ROUND (Any one)</b>  | <b>THEME FINAL ROUND</b> |
| SUB-JUNIOR (I-IV)   | School, House, Bus, Village, Market, Bi-Cycle, Fruits, Cartoon Character, My Family Photo   |                          |
| JUNIOR (V-VII)  | Landscapes, Republic Day, Festivals, Cricket/Football Match   |                          |
| SENIOR (VIII-X)   | Pollution, Civic Sense, Do Good Be Good, Secularism, Stop Gender Discrimination, Changes We Need In India, Smoking/ Drinking Kills, Manners, Health And Hygiene                                 |                          |
| <b>ENGLISH ESSAY THEMES (Calligraphy will be assessed at the same time)</b> |   |                          |
| <b>CATEGORIES</b>   | <b>THEME FIRST ROUND (Any one)</b>  | <b>THEME FINAL ROUND</b> |
| SUB-JUNIOR (I-IV)   | INDIA MY MOTHERLAND, FATHER OF NATION, MY SCHOOL  |                          |
| JUNIOR (V-VII)  | STUDENT LIFE, IMPORTANCE OF TIME, A GOOD STUDENT  |                          |
| SENIOR (VIII-X)   | SOLUNG GIIDI, PASIGHAT, PATRIOTISM, AIM IN LIFE   |                          |
| <b>SINGING THEMES</b>   |   |                          |
| <b>CATEGORIES</b>   | <b>THEME FIRST ROUND (Any one)</b>  | <b>THEME FINAL ROUND</b> |
| SUB-JUNIOR (I-IV)   | Song must be Patriotic/folk/ motivational/devotional/on friendship/ on mother/ on family/on education/on life/on nature etc. **(Love and sad songs are strictly forbidden inside school campus) |                          |



|                                   |  |                          |
|-----------------------------------|--|--------------------------|
| JUNIOR (V-VII)<br>SENIOR (VIII-X) |  |                          |
| <b>DEBATE TOPICS</b>              |  |                          |
| <b>CATEGORIES</b>                 | <b>THEME FIRST ROUND (Any one)</b>   | <b>THEME FINAL ROUND</b> |
| SUB-JUNIOR (I-IV)                 | VIDEO GAMES, WATCHING TV, MOBILE PHONES, COMPUTER, INDOOR GAMES.   |                          |
| JUNIOR (V-VII)<br>SENIOR (VIII-X) | RESERVATION SYSTEM IN INDIA, HOME SCHOOLING, POLITICS, C A S H V s E - C A S H , DIGITALIZATION, INFORMATION TECHNOLOGY, INDIAN EDUCATION SYSTEM |                          |
| <b>MONO-ACT THEMES</b>            |  |                          |
| <b>CATEGORIES</b>                 | <b>THEME FIRST ROUND (Indicative)</b>  | <b>THEME FINAL ROUND</b> |
| SUB-JUNIOR (I-IV)                 | VARIOUS OCCUPATIONS LIKE DOCTOR, ENGINEER, DRIVER, FARMER SPORTSPERSON, CARPENTER, BARBER ETC.   |                          |
| JUNIOR (V-VII)                    | AT SALOON, AT RESTAURANT, WAITING FOR BUS, IN THE CLASSROOM, IN THE MARKET, IN A SWEET SHOP, IN A FLIGHT, IN THEATER ETC.                        |                          |
| SENIOR (VIII-X)                   | CHILD LABOUR, POLLUTION, DRUG ABUSE, ILLITERACY, TECHNOLOGY AGE, DOWRY, REGIONALISM, CORRUPTION, BEGGING ETC.                                    |                          |
|                                   |  |                          |



| <b>STORY-TELLING THEMES</b> |   |                          |
|-----------------------------|---|--------------------------|
| <b>CATEGORIES</b>           | <b>THEME 1ST ROUND</b>  | <b>THEME FINAL ROUND</b> |
| SUB-JUNIOR (I-IV)           | FOLK STORIES, PANCHTANTRA STORIES, FABLES, SCIENCE FICTIONS , FUNNY STORIES, MORAL STORIES  |                          |
| JUNIOR (V-VII)              | SHORT STORIES FROM TEXT AND   |                          |
| SENIOR (VIII-X)             | OTHER STORY BOOKS   |                          |
| <b>QUIZ TOPICS/AREAS</b>    |   |                          |
| <b>CATEGORIES</b>           | <b>AREAS</b>  | <b>THEME FINAL ROUND</b> |
| SUB-JUNIOR (I-IV)           | G.K TEXT BOOK OF SCHOOL   |                          |
| JUNIOR (V-VII)              | INDIA, SPORTS, SCIENCE, HISTORY, GEOGRAPHY, ENGLISH, BOLLYWOOD  |                          |
| SENIOR (VIII-X)             | INDIA AND THE WORLD, WHO'S WHO , S C I E N C E A N D T E C H N O L O G Y , H I S T O R Y , G E O G R A P H Y A N D C U R R E N T A F F A I R S  |                          |
| <b>ASSEMBLY THEMES</b>      |   |                          |
| <b>CATEGORIES</b>           | <b>THEMES</b>   |                          |
| SUB-JUNIOR (I-IV)           | Our School/My Class-Teacher/Cleanliness/Good habits/Our Principal/Father of the Nation/Discipline in life/Our environment/ Friendship/Respect for elders/Work is worship/Importance of reading habit/God our Father/Slow and steady wins the race/ Student's timetable/Games & sports/Drawing as a hobby/ Morning exercise/Early to bed and early to rise/Family/ Manners/My country/My state/Seasons/Politeness. |                          |
| JUNIOR (V-VII)              | India-Unity in diversity / Importance of English as language / Student life / Parents-the first teacher / Teacher-our second parents / The family that prays together, stays together/ Manners & etiquettes / Habits-builds or ruins / Mother-as a role model/ Positive attitude / Library/Habit of reading / Social networking/ Health is wealth / Importance of time / Self-confidence.                         |                          |
|                             |   |                          |



|   |   |
|---|---|
| SENIOR (VIII-X)   | Motivation / child labour / Ambition/ student's time table/ Conservation of nature / Role model / teenagers / Attitude of gratitude / Emulate good, despise wrong/ Good thought process / Self-Discipline / What does it mean to be educated? / Self-Esteem / Drug-abuse / Traffic rules-for our safety / Traits of a good student / Good manners-invaluable ornaments / Where there's a will, there's a way! / Truth always triumphs / Good human being. |
| <p>No class shall repeat any of the themes in their subsequent class assemblies if already used. It is the duty of C/T to help the class in planning and preparation of the class assembly. The themes provided are chosen judiciously for the improvement of the whole SFS family. It is expected from the class that, the assembly will be a fruitful one for everyone. C/T must guide the students for proper execution of assembly in order and disciplined way to achieve the good intentions behind it. If required, C/T may approach the literary in-charges for additional help and support. Class teacher's message is vital and will steer the event to its destination. Hence, C/T's message should be precise, short and simple and motivating for all. Maximum time allotted for teacher's message is 3 (three) minutes.</p> |   |



### LATE COMING RECORD

| MONTH/<br>DATE | JUN | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR |
|----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 1              |     |     |     |     |     |     |     |     |     |     |
| 2              |     |     |     |     |     |     |     |     |     |     |
| 3              |     |     |     |     |     |     |     |     |     |     |
| 4              |     |     |     |     |     |     |     |     |     |     |
| 5              |     |     |     |     |     |     |     |     |     |     |
| 6              |     |     |     |     |     |     |     |     |     |     |
| 7              |     |     |     |     |     |     |     |     |     |     |
| 8              |     |     |     |     |     |     |     |     |     |     |
| 9              |     |     |     |     |     |     |     |     |     |     |
| 10             |     |     |     |     |     |     |     |     |     |     |
| 11             |     |     |     |     |     |     |     |     |     |     |
| 12             |     |     |     |     |     |     |     |     |     |     |
| 13             |     |     |     |     |     |     |     |     |     |     |
| 14             |     |     |     |     |     |     |     |     |     |     |
| 15             |     |     |     |     |     |     |     |     |     |     |
| 16             |     |     |     |     |     |     |     |     |     |     |
| 17             |     |     |     |     |     |     |     |     |     |     |
| 18             |     |     |     |     |     |     |     |     |     |     |
| 19             |     |     |     |     |     |     |     |     |     |     |
| 20             |     |     |     |     |     |     |     |     |     |     |
| 21             |     |     |     |     |     |     |     |     |     |     |
| 22             |     |     |     |     |     |     |     |     |     |     |
| 23             |     |     |     |     |     |     |     |     |     |     |
| 24             |     |     |     |     |     |     |     |     |     |     |
| 25             |     |     |     |     |     |     |     |     |     |     |
| 26             |     |     |     |     |     |     |     |     |     |     |
| 27             |     |     |     |     |     |     |     |     |     |     |
| 28             |     |     |     |     |     |     |     |     |     |     |
| 29             |     |     |     |     |     |     |     |     |     |     |
| 30             |     |     |     |     |     |     |     |     |     |     |
| 31             |     |     |     |     |     |     |     |     |     |     |



### PARENTS TEACHER INTERACTION

| Date | Matters Discussed | Signature<br>the Teacher |
|------|-------------------|--------------------------|
|      |                   |                          |
|      |                   |                          |
|      |                   |                          |
|      |                   |                          |
|      |                   |                          |
|      |                   |                          |
|      |                   |                          |
|      |                   |                          |
|      |                   |                          |
|      |                   |                          |





PRIOR LEAVE

Name .....

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

| Dates of Prior Leave      |    | Reason | Signature  |
|---------------------------|----|--------|--|
| From                      | To |        |  |
|                           |    |        | Signature of Parent                                |
|                           |    |        |  |
| No. of days Seeking leave |    |        | Signature of Class Teacher                         |
|                           |    |        |  |
|                           |    |        | Signature of Principal/Vice Principal/Co-ordinator |
|                           |    |        |  |
| No. of days Seeking leave |    |        | Signature of Principal/Vice Principal/Co-ordinator |
|                           |    |        |  |
|                           |    |        | Signature of Parent                                |
|                           |    |        |  |
| No. of days Seeking leave |    |        | Signature of Class Teacher                         |
|                           |    |        |  |
|                           |    |        | Signature of Principal/Vice Principal/Co-ordinator |
|                           |    |        |  |
| No. of days Seeking leave |    |        | Signature of Principal/Vice Principal/Co-ordinator |
|                           |    |        |  |



PRIOR LEAVE

Name .....

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

| Dates of Prior Leave      |    | Reason | Signature  |
|---------------------------|----|--------|--|
| From                      | To |        |  |
|                           |    |        | Signature of Parent                                |
|                           |    |        | Signature of Class Teacher                         |
| No. of days Seeking leave |    |        | Signature of Principal/Vice Principal/Co-ordinator |
|                           |    |        |  |
| From                      | To |        | Signature of Parent                                |
|                           |    |        | Signature of Class Teacher                         |
| No. of days Seeking leave |    |        | Signature of Principal/Vice Principal/Co-ordinator |
|                           |    |        |  |
| From                      | To |        | Signature of Parent                                |
|                           |    |        | Signature of Class Teacher                         |
| No. of days Seeking leave |    |        | Signature of Principal/Vice Principal/Co-ordinator |
|                           |    |        |  |



### LEAVE DURING SCHOOL HOURS

(While leaving the school due to illness)

Name .....

Class ..... Sec:..... Roll. No. ....

| Date & Time | Reason | Signature   |
|-------------|--------|---|
|             |        | Signature of Parent                                   |
|             |        |   |
|             |        | Signature of Class Teacher                            |
|             |        |   |
|             |        | Signature of Principal/Vice<br>Principal/Co-ordinator |
|             |        |   |
|             |        |   |
|             |        |   |
|             |        | Signature of Parent                                   |
|             |        |   |
|             |        | Signature of Class Teacher                            |
|             |        |   |
|             |        | Signature of Principal/Vice<br>Principal/Co-ordinator |
|             |        |   |
|             |        |   |
|             |        |   |
|             |        | Signature of Parent                                   |
|             |        |   |
|             |        | Signature of Class Teacher                            |
|             |        |   |
|             |        | Signature of Principal/Vice<br>Principal/Co-ordinator |
|             |        |   |
|             |        |   |
|             |        |   |



### ABSENCE FROM SCHOOL

Name .....

Class ..... Sec:..... Roll. No. ....

| Dates of Absent             |    | Reason in Brief from Parents                       | Signature  |
|-----------------------------|----|--|--|
| From                        | To |  |  |
|                             |    |  |  |
| Dates of Absent             |    | Signature of Class Teacher                         |  |
| Total No. of days till date |    | Signature of Principal/Vice Principal/Co-ordinator |  |
|                             |    |  |  |
| From                        | To |  | Signature of Parent                                |
|                             |    |  |  |
| Dates of Absent             |    |  | Signature of Class Teacher                         |
| Total No. of days till date |    |  | Signature of Principal/Vice Principal/Co-ordinator |
|                             |    |  |  |
| From                        | To |  | Signature of Parent                                |
|                             |    |  |  |
| Dates of Absent             |    |  | Signature of Class Teacher                         |
| Total No. of days till date |    |  | Signature of Principal/Vice Principal/Co-ordinator |
|                             |    |  |  |



### ABSENCE FROM SCHOOL

Name .....

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

| Dates of Absent             |    | Reason in Brief from Parents                       | Signature  |
|-----------------------------|----|--|--|
| From                        | To |  |  |
|                             |    |  |  |
| Dates of Absent             |    | Signature of Class Teacher                         |  |
| Total No. of days till date |    | Signature of Principal/Vice Principal/Co-ordinator |  |
|                             |    |  |  |
| From                        | To |  | Signature of Parent                                |
|                             |    |  |  |
| Dates of Absent             |    |  | Signature of Class Teacher                         |
| Total No. of days till date |    |  | Signature of Principal/Vice Principal/Co-ordinator |
|                             |    |  |  |
| From                        | To |  | Signature of Parent                                |
|                             |    |  |  |
| Dates of Absent             |    |  | Signature of Class Teacher                         |
| Total No. of days till date |    |  | Signature of Principal/Vice Principal/Co-ordinator |
|                             |    |  |  |



### ABSENCE FROM SCHOOL

Name .....

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

| Dates of Absent             |    | Reason in Brief from Parents                       | Signature  |
|-----------------------------|----|--|--|
| From                        | To |  |  |
|                             |    |  |  |
| Dates of Absent             |    | Signature of Class Teacher                         |  |
| Total No. of days till date |    | Signature of Principal/Vice Principal/Co-ordinator |  |
|                             |    |  |  |
| From                        | To |  | Signature of Parent                                |
|                             |    |  |  |
| Dates of Absent             |    |  | Signature of Class Teacher                         |
| Total No. of days till date |    |  | Signature of Principal/Vice Principal/Co-ordinator |
|                             |    |  |  |
| From                        | To |  | Signature of Parent                                |
|                             |    |  |  |
| Dates of Absent             |    |  | Signature of Class Teacher                         |
| Total No. of days till date |    |  | Signature of Principal/Vice Principal/Co-ordinator |
|                             |    |  |  |



### ABSENCE FROM SCHOOL

Name .....

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

| Dates of Absent             |    | Reason in Brief from Parents                       | Signature  |
|-----------------------------|----|--|--|
| From                        | To |  |  |
|                             |    |  |  |
| Dates of Absent             |    | Signature of Class Teacher                         |  |
| Total No. of days till date |    | Signature of Principal/Vice Principal/Co-ordinator |  |
|                             |    |  |  |
| From                        | To |  | Signature of Parent                                |
|                             |    |  |  |
| Dates of Absent             |    |  | Signature of Class Teacher                         |
| Total No. of days till date |    |  | Signature of Principal/Vice Principal/Co-ordinator |
|                             |    |  |  |
| From                        | To |  | Signature of Parent                                |
|                             |    |  |  |
| Dates of Absent             |    |  | Signature of Class Teacher                         |
| Total No. of days till date |    |  | Signature of Principal/Vice Principal/Co-ordinator |
|                             |    |  |  |



### ABSENCE FROM SCHOOL

Name .....

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

| Dates of Absent             |    | Reason in Brief from Parents                       | Signature  |
|-----------------------------|----|--|--|
| From                        | To |  |  |
|                             |    |  |  |
| Dates of Absent             |    | Signature of Class Teacher                         |  |
| Total No. of days till date |    | Signature of Principal/Vice Principal/Co-ordinator |  |
|                             |    |  |  |
| From                        | To |  | Signature of Parent                                |
|                             |    |  |  |
| Dates of Absent             |    |  | Signature of Class Teacher                         |
| Total No. of days till date |    |  | Signature of Principal/Vice Principal/Co-ordinator |
|                             |    |  |  |
| From                        | To |  | Signature of Parent                                |
|                             |    |  |  |
| Dates of Absent             |    |  | Signature of Class Teacher                         |
| Total No. of days till date |    |  | Signature of Principal/Vice Principal/Co-ordinator |
|                             |    |  |  |



**ATTENDANCE RECORD - 20.....**

(To be filled in by the Class Teacher)

Name .....

Class .....Sec:.....Roll. No:.....

| Date      | Total Class Days | No. of Days Absent | Signature of Class Teacher | Signature of Parent/ Guardian |
|-----------|------------------|--------------------|----------------------------|-------------------------------|
| May       |                  |                    |                            |                               |
| June      |                  |                    |                            |                               |
| July      |                  |                    |                            |                               |
| August    |                  |                    |                            |                               |
| September |                  |                    |                            |                               |
| October   |                  |                    |                            |                               |
| November  |                  |                    |                            |                               |
| December  |                  |                    |                            |                               |
| January   |                  |                    |                            |                               |
| February  |                  |                    |                            |                               |
| March     |                  |                    |                            |                               |

- N.B:**
1. Parents are requested to follow up this record and see to the regular attendance of their child.
  2. 93% attendance is necessary for promotion.
  3. To be filled in by the Class Teacher every month













### CLASS TEACHER'S REMARKS

Name .....

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

| Month & Date | Remarks by CT<br>(Parents/Guardians should affix their signature to the notes from teacher to show that they have read them) | Guardian's/Parent's Sign |
|--------------|--|--------------------------|
| APR - JUN    |  |                          |

Sign. of C.T. \_\_\_\_\_ Sign. of Co-ordinator/ Principal/ VP \_\_\_\_\_

|           |  |  |
|-----------|--|--|
| JUL - SEP |  |  |
|-----------|--|--|

Sign. of C.T. \_\_\_\_\_ Sign. of Co-ordinator/ Principal/ VP \_\_\_\_\_



### CLASS TEACHER'S REMARKS

Name .....

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

| Month & Date     | Remarks by CT<br>(Parents/Guardians should affix their signature to the notes from teacher to show that they have read them) | Guardian's/Parent's Sign |
|------------------|--|--------------------------|
| <b>OCT - DEC</b> |  |                          |

|              |                                      |
|--------------|--------------------------------------|
| Sign. of C.T | Sign. of Co-ordinator/ Principal/ VP |
|--------------|--------------------------------------|

|                    |  |  |
|--------------------|--|--|
| <b>JAN - MARCH</b> |  |  |
|--------------------|--|--|

|              |                                      |
|--------------|--------------------------------------|
| Sign. of C.T | Sign. of Co-ordinator/ Principal/ VP |
|--------------|--------------------------------------|



### COMMUNICATION FROM THE SCHOOL

(S/T Must be forwarded to Administrative Office before handing to the student after entry)

Name .....

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

| Date | Remarks with signature | Signature of Parents/<br>Guardian |
|------|------------------------|-----------------------------------|
|      |                        |                                   |
|      |                        |                                   |
|      |                        |                                   |



### COMMUNICATION FROM THE SCHOOL

(S/T Must be forwarded to Administrative Office before handing to the student after entry)

Name .....

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

| Date | Remarks with signature | Signature of Parents/<br>Guardian |
|------|------------------------|-----------------------------------|
|      |                        |                                   |
|      |                        |                                   |
|      |                        |                                   |



### PARENT'S / GUARDIAN'S NOTES

(Students must first submit to administrative office then to respective Class Teacher)

Name .....

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

| Date | Informations / Request / Notes by Parent/ Guardian with the Signature | Signature of Parents/<br>Guardian |
|------|---|-----------------------------------|
|      |   | Signature of<br>Teacher           |
|      |   | Signature of Parents/<br>Guardian |
|      |   | Signature of<br>Teacher           |
|      |   | Signature of Parents/<br>Guardian |
|      |   | Signature of<br>Teacher           |



### PARENT'S / GUARDIAN'S NOTES

(Students must first submit to administrative office then to respective Class Teacher)

Name .....

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

| Date | Informations / Request / Notes by Parent/ Guardian with the Signature | Signature of Parents/<br>Guardian |
|------|---|-----------------------------------|
|      |   | Signature of<br>Teacher           |
|      |   | Signature of Parents/<br>Guardian |
|      |   | Signature of<br>Teacher           |
|      |   | Signature of Parents/<br>Guardian |





### BOOKS I HAVE READ

Name .....

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

| Date of issue | <b>Name of the Book</b> | Date of Return | Sign.of Librarian |
|---------------|-------------------------|----------------|-------------------|
|               |                         |                |                   |
|               |                         |                |                   |
|               |                         |                |                   |
|               |                         |                |                   |
|               |                         |                |                   |
|               |                         |                |                   |
|               |                         |                |                   |















## STAR AWARDS

1. The school gives the following star awards conducted by the school. The star awards are given in the following category wise;

Category 1 - Cl. I- IV            Sub-Junior

Category 2 - Cl. V - VII        Junior

Category 3 - Cl. VIII - X       Senior

2. **Star students.** After H/Y and FINAL the star students from each category will be selected based on the following criteria.

a. 300 and above plus points.    b.No minus points.    c.100% attendance.

d. An aggregate mark of 90% and above in H/Y & FINAL respectively.

e. Should have passed in all the subjects with a minimum of 80%.

f. When all these 5 criteria are met the student with highest overall percentage is chosen from each category as the star student.

g. This award is given twice a year after H/Y & FINAL.

- i. Best Artist of the year.
- ii. Best Hindi Essayist of the year.
- iii. Best Hindi calligraphist of the year.
- iv. Best English Essayist of the year.
- v. Best English calligraphist of the year.
- vi. Best debater of the year.
- vii. Best quizzee of the year.
- viii. Best speaker of the year.
- ix. Best Story narrator of the year.
- x. Best dancer of the year.
- xi. Best singer of the year .



- xii. Best actor of the year.
- xiii. Best sports girl of the year.
- xiv. Best sports boy of the year.
- x. Best class magazine of the year- Trophy for the class.
- 3. **Best Science Exhibit of the year**- Individual medals and Certificates for the winning students.

These competition are done once a year. Medals and certificates are given to first, second and 3<sup>rd</sup> prize winners. Only the champions of the individual event are given trophy.

4. **Class Assembly:** CLASS ASSEMBLY

- 1. A good assembly in the morning is food for the soul.
- 2. It's an occasion to pray together and experience togetherness and oneness as members of the same family and we seek God's blessings throughout the course of the day.
- 3. It's an occasion to show the talents as well the discipline and unity of each class.
- 4. The order of the class assembly is the following.
- 5.
  - a. Introduction by two anchors
  - b. Prayer song,Bible Reading
  - c. Pledge
  - d. News Reading
  - e. Speech
  - f. Message by the class teacher(min.2 mins & max.3 mins.)
  - g. Special programme/Cultural Dance/Group Song ( song/dance item theme/genre must be strictly be folk , patriotic or inspirational).
  - h. Welcome Board- Thought, Word and Quote for the day / House board by the respective class creativity.v



- \* All these activities are evaluated by the star assembly committee and prizes are awarded category wise.
- \* No same student shall appear for any of the above events for a second time in a year except for the special events.
- \* Special events shall always be a group activity including not less than 6 students.

**5. CLASS HOUSE ASSEMBLY (CRITERIA AND CONDUCT RULES)**

- 1 First class house assembly will be conducted by XA and continued to lower classes in descending order (see page no. 98)
- 2 For any dance item, song selection is strictly restricted to folk, patriotic, devotional OR motivational only. In event of any other song being sung/displayed, no points shall be awarded.
- 3 Maximum time limit for any assembly is 20 minutes. Exceeding the time allotted will lead to deduction of 50% of total points.
- 4 Class teacher of a class conducting assembly must give a short message of 3 minutes, which shall be evaluated for points accumulation for the class assembly. Written copy of the class teacher's / subject teacher's message must be submitted to administrative office one day prior to the delivery during class assembly.
- 5 Literary in-charges will do the evaluation of every class house assembly.
6. **Star Class:** Based on the evaluation of the discipline committee in the morning and each subject teacher in the class, at the end of the month the star class shall be chosen. The winning class shall be given trophy and star point cheques.



### **GENERAL RULES OF PERSONAL POINTS ADDITION AND DELETION (PPA/PPD)**

1. Personal point addition and deletion is developed solely to motivate the students to perform better as well as to deter them from demotivating activities.
2. If a student gets +300 or more points in a semester, then he/she will get +5 marks for each subject in PT I A&B.
3. If a student gets +250 to 299 in a semester, he/she will get 4 marks for each subject in PT I A&B.
4. If a student gets +200 to 249 in a semester, he / she will get 3 marks for each subject in PT I A&B.
5. If a student gets +150 to 199 in a semester, he/she will get 2 marks for each subject in PT I A&B.
6. If a student gets +100 to 149 in a semester, he/she will get 1 mark for each subject in PT I A&B.
7. If a student gets less than +100 in a semester, he/she will receive no mark.

### **HOW PPA & PPD WORK IN STUDENTS ACADEMIC PERFORMANCE REPORT**

8. Plus and minus point shall be balanced twice before H/Y and Final, and the minus points will be deducted from the plus points and the remaining plus points carries 5% of the Academic performance.
9. A student who gets 1-50 minus points need to call the parent/guardian and first written warning is given.
10. A student who gets 51-100 minus points need to call their parent/guardian again and the second written warning is issued along with one day of suspension from the school.
11. If one gets 101-150 minus points, parents/guardian is called again and final warning is issued along with 2 days of suspension from the school. And such student shall take TC at the end of the academic year.
12. If a student gets 200 minus points, immediately shall be rusticated.
13. For disciplinary matters, the minus points of First and Second Semester will be calculated together and not semester wise.



| PERSONAL POINTS ADDITION SYSTEM |  |        |
|---------------------------------|--|--------|
| CODE                            | PARTICULARS  | POINTS |
| A1                              | Full attendance in a particular month  | +30    |
| A2                              | Full attendance of all student of a class in a particular month  | +20    |
| A3                              | If no negative remark on the discipline chart of the diary for each SEMESTER.  | +50    |
| A4                              | For securing 90% and above in a subject for the Unit Tests (Mark will be awarded by the subject Teacher)   | +10    |
| A5                              | For any special appreciation Cheque issued from the school. (At the submission of the Certificates, Points shall be given by the Class Teacher)  | +20    |
| A6                              | Best performance for Annual Sports, Annual cultural Fest, Inter-class Literary Competitions Final, Outside school Championships etc. (At the submission of the Certificates Class Teachers will award points)  | +20    |
| A7                              | Second Best performance for Annual Sports, Annual cultural Fest, Interclass Literary Competitions Final (Debate, Quiz and Public Speaking), Outside school Championships etc. (At the submission of the Certificates Class Teachers will award points) | +15    |
| A8                              | Third Best performance for Annual Sports, Annual Cultural Fest, Interclass Literary Competitions Final, Outside school Championships etc. (At the submission of the Certificates to Class Teachers, Points shall be given).                            | +10    |
| A9                              | Participation on events outside the school   | +5     |
| A10                             | Full attendance in one semester.   | +20    |



SFS SCHOOL, PASIGHAT

|  |  |               |
|--|--|---------------|
| A11                                    | For being a member of Scout and Guides and school band.  | +30           |
| A12                                    | For being a member of Child Rights Club, Republic Day and Independence Day Cultural program participation in Science and Craft exhibition.   | +20           |
| A13                                    | Class captain, vice captain, school captains, head boy and head girl (once in each Semester-points awarded by the class teachers.)<br>Provided they deliver their duties properly  | +20           |
| A14                                    | Neatness of school Text and Note Books completion and submission. Marks awarded by the class teacher-once in a semester.   | +5            |
| A15                                    | For winning Star Class, Star Assembly, Class Magazine and Exhibition- (for all the students of the class)  | +10           |
| A16                                    | For being star student   | +20           |
| A17                                    | Cleanliness check  | +5            |
| A18                                    | Reading Library Books and submitting the Summary to the Class teacher, not less than 2 pages (A4 sheet).   | +10           |
| <b>PERSONAL POINTS DELETION SYSTEM</b> |  |               |
| <b>CODE</b>                            | <b>PARTICULARS</b>   | <b>POINTS</b> |
| M1                                     | Absence from the school (Exception is given to the following cases only:<br>A: for the death of immediate family members.<br>B: major sickness at producing medical certificates.) | -5            |
| M2                                     | Creating noise or disorder during class hours/assembly/cultural festivals/ shifting classrooms/in the absence of teacher in the classroom etc.                                     | -5            |



|     |  |      |
|-----|--|------|
| M3  | Not having the full school uniform / inappropriate wearing of the uniform/not bringing study materials and other school related requirements.                  | -5   |
| M4  | Home work not done   | -10  |
| M5  | Breaking the rule of language  | -10  |
| M6  | Indecent language or behavior by a student   | -10  |
| M7  | Bringing/having unwanted books,materials, mobiles or any other objects/ tobacco related products etc.- (Fine and Disciplinary measures shall be imposed along) | -20  |
| M8  | Misbehavior in the examination hall/ tampering marks, cheating etc.  | -20  |
| M9  | Any act of disobedience.   | -20  |
| M10 | Damaging the property of the school or of other students.(Adequate fine shall be imposed along)  | -20  |
| M11 | Physical harm to others and ragging behaviors. (Entry inthe penalty/offence chart)   | -50  |
| M12 | Parents/guardians not reporting to the school when called for  | -20  |
| M13 | School diary torn or misplaced (should apply for new diary to Principal with the Signature of Class Teacher.   | -30\ |

**NOTE:** Before the end of each semester we select one STAR STUDENT on the basis of 300 or more plus points, no minus points,100% attendance and 90%or above in aggregate academic performance, 60% and above in all subjects.



### LIFE SKILL - 1<sup>st</sup> Term

| Sl. No | Life Skill   | Class teacher will give a score for the life skills based on their assessment in each semester. (SCORE OUT OF 5) |
|--------|--|--|
| 1      | <b>Thinking skill:</b> Knows the strength and weaknesses, way of dealing with people, events and things, collects relevant information from reliable sources etc.  |  |
| 2      | <b>Social skill:</b> Helps classmates in case of difficulties in academic and personal issues, seeks feedback from teachers and peers for self improvement, actively listens and pays attention to others.       |  |
| 3      | <b>Emotional skill:</b> Believes in self confidence, manages scholastic, co-scholastics and personal challenges and seeks help from teacher and classmates in difficult situations.                              |  |
|        | <b>Work Education/ Visual &amp; Performing Art/ Attitude</b>   |  |
| 4      | <b>Work Education:</b> Has a collaborative approach towards the process of learning, is innovative in Ideas, demonstrate a positive attitude, has clear understanding of output to be generated.                 |  |
| 5      | <b>Visual &amp; Performing Arts :</b> Takes an innovative and creative approach, shows aesthetic sensibilities, correlates with real life, shows willingness to experiment with different art modes/mediums etc. |  |
| 6      | <b>Attitudes towards teachers :</b> Shows respect, courtesy, honesty and sincerity and is helpful towards teachers.  |  |



|    |  |  |
|----|--|--|
| 7  | <b>Attitude towards school mates:</b> Is friendly and respectful to classmates, treats everyone equally, express and respects ideas and opinions in group and does not bully others.   |  |
| 8  | <b>Attitude towards school programmes &amp; environment:</b> Participates willingly in the school programmes, concerned towards environment, actively participates in environmental issues and tries to keep the school premises clean and tidy. |  |
|    | <b>Values</b>  |  |
| 9  | <b>Values :</b> To abide by the constitution, respect its ideals, the National Flag, National Anthem, follow the noble ideals which inspired freedom struggle  |  |
| 10 | <b>Literary and Creative skills :</b> Participates in literary events like debate, quiz, public speaking, reads books and has awareness in the field of science and literature. Displays originality of ideas and opinion.                       |  |
| 11 | <b>Scientific Skills :</b> Display good observation skill, experimental skills, make use of technology, is curious to science and related articles and literature.   |  |
|    | <b>Health &amp; Physical Education</b>   |  |
| 12 | Basic understanding about health, physical fitness and attitude development.   |  |
| 13 | Participation in Health and wellness club activities (Scouts & Guides, Sports)   |  |
|    | <b>Total</b>   |  |
|    |  |  |









### LIFE SKILL – 2ND TERM

| Sl. No | Life Skill   | Class teacher will give a score for the life skills based on their assessment in each semester. (SCORE OUT OF 5) |
|--------|--|--|
| 1      | <b>Thinking skill:</b> Knows the strength and weaknesses, way of dealing with people, events and things, collects relevant information from reliable sources etc.  |  |
| 2      | <b>Social skill:</b> Helps classmates in case of difficulties in academic and personal issues, seeks feedback from teachers and peers for self improvement, actively listens and pays attention to others.       |  |
| 3      | <b>Emotional skill:</b> Believes in self confidence, manages scholastic, co-scholastics and personal challenges and seeks help from teacher and classmasters in difficult situations.                            |  |
|        | <b>Work Education/ Visual &amp; Performing Art/ Attitude</b>   |  |
| 4      | <b>Work Education:</b> Has a collaborative approach towards the process of learning, is innovative in Ideas, demonstrate a positive attitude, has clear understanding of output to be generated.                 |  |
| 5      | <b>Visual &amp; Performing Arts :</b> Takes an innovative and creative approach, shows aesthetic sensibilities, correlates with real life, shows willingness to experiment with different art modes/mediums etc. |  |
| 6      | <b>Attitudes towards Teachers :</b> Shows respect, courtesy, honesty and sincerity and is helpful towards teachers.  |  |



|    |  |  |
|----|--|--|
| 7  | <b>Attitude towards school mates:</b> Is friendly and respectful to classmates, treats everyone equally, express and respects ideas and opinions in group and does not bully others.   |  |
| 8  | <b>Attitude towards school programmes &amp; environment:</b> Participates willingly in the school programmes, concerned towards environment, actively participates in environmental issues and tries to keep the school and premises clean and tidy. |  |
|    | <b>Values</b>  |  |
| 9  | <b>Values :</b> To abide by the constitution, respect its ideals, the National Flag, National Anthem, follow the noble ideals which inspired freedom struggle  |  |
| 10 | <b>Literary and creative skills :</b> Participates in literary events like debate, quiz, public speaking, reads books and has awareness in the field of science and literature. Displays originality of ideas and opinion.                           |  |
| 11 | <b>Scientific skills :</b> Display good observation skill, experimental skills, make use of technology, is curious to science and related articles and literature.   |  |
|    | <b>Health &amp; Physical Education</b>   |  |
| 12 | Basic understanding about health, physical fitness and attitude development,   |  |
| 13 | Participation in Health and wellness club activities (Scouts & Guides, Sports)   |  |
|    | <b>Total</b>   |  |
|    |  |  |









| <b>TIME TABLE</b>       |   |
|-------------------------|---|
| <b>MONDAY TO FRIDAY</b> | <b>(SATURDAY)</b>                               |
| WARNING BELL:8:00 AM    | WARNING BELL: 8:00 AM                           |
| ASSEMBLY: 8:10-8:40AM   | ASSEMBLY BELL: 8:10 AM<br>ASSEMBLY: 8:10-8:30AM |
| PERIOD                  | PERIOD  |
| FIRST                   | FIRST   |
| SECOND                  | SECOND  |
| THIRD                   | BREAK   |
| BREAK I                 | THIRD   |
| FOURTH                  | FOURTH  |
| FIFTH                   | WARNING BELL:12:25, FINAL BELL:12:30            |
| BREAK II                |   |
| SIXTH                   |   |
| SEVENTH                 |   |



| CLASS ASSEMBLY RECORD |           |           |           |           |           |           |           |           |           |            |            |            |
|-----------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|------------|------------|
| Class                 | 1st round | 2nd round | 3rd round | 4th round | 5th round | 6th round | 7th round | 8th round | 9th round | 10th round | 11th round | 12th round |
| X A                   |           |           |           |           |           |           |           |           |           |            |            |            |
| X B                   |           |           |           |           |           |           |           |           |           |            |            |            |
| IX A                  |           |           |           |           |           |           |           |           |           |            |            |            |
| IX B                  |           |           |           |           |           |           |           |           |           |            |            |            |
| VIII A                |           |           |           |           |           |           |           |           |           |            |            |            |
| VIII B                |           |           |           |           |           |           |           |           |           |            |            |            |
| VII A                 |           |           |           |           |           |           |           |           |           |            |            |            |
| VI A                  |           |           |           |           |           |           |           |           |           |            |            |            |
| VI B                  |           |           |           |           |           |           |           |           |           |            |            |            |
| V A                   |           |           |           |           |           |           |           |           |           |            |            |            |
| V B                   |           |           |           |           |           |           |           |           |           |            |            |            |
| IV A                  |           |           |           |           |           |           |           |           |           |            |            |            |
| IV B                  |           |           |           |           |           |           |           |           |           |            |            |            |
| III                   |           |           |           |           |           |           |           |           |           |            |            |            |
| II A                  |           |           |           |           |           |           |           |           |           |            |            |            |
| II B                  |           |           |           |           |           |           |           |           |           |            |            |            |
| I A                   |           |           |           |           |           |           |           |           |           |            |            |            |
| I B                   |           |           |           |           |           |           |           |           |           |            |            |            |

**EXAMINATION RECORDS: CLASS I TO IX (TERM I)**

| SUB     | UNIT TEST-I (UT-I) PERIODIC TEST |                         |              | P T-II (PT-II)<br>SE-II SUBJECT<br>ENRICHMENT<br>(40) | Sign. of Sub<br>Teacher | H/Y E (100) | Sign. Of Sub<br>Teacher |
|---------|----------------------------------|-------------------------|--------------|---|-------------------------|-------------|-------------------------|
|         | PT-I<br>(30)                     | Sign. of Sub<br>Teacher | PT-I<br>(30) |   |                         |             |                         |
| ENG     |                                  |                         |              |   |                         |             |                         |
| HINDI   |                                  |                         |              |   |                         |             |                         |
| MATHS   |                                  |                         |              |   |                         |             |                         |
| SCI     |                                  |                         |              |   |                         |             |                         |
| S.ST    |                                  |                         |              |   |                         |             |                         |
| COM. SC |                                  |                         |              |   |                         |             |                         |
| GK      |                                  |                         |              |   |                         |             |                         |
| M. SC   |                                  |                         |              |   |                         |             |                         |

**TERM I**

**Abbreviations:** UT-UNIT TEST, SE-SUBJECT ENRICHMENT (NOTEBOOK, COMMUNICATION SKILLS, HANDWRITING, REGULARITY, INDIVIDUAL PROJECT, GROUP PROJECT AND PERSONAL POINT ADDITION), H/YE-HALF YEARLY EXAM, YE-YEARLY EXAM.

**NOTE TO THE SUBJECT TEACHER**  
While entering the marks of subject enrichment, subject teacher must enter the cumulative marks only.  
NOTE TO THE STUDENTS & PARENTS/GUARDIANS  
20% MARKS WILL BE ADDED FROM PERIODIC TEST AND SUBJECT ENRICHMENT TO THE FINAL MARKS STATEMENT/PROGRESS REPORT AND 40% MARKS WILL BE OF H/Y EXAM & YEARLY EXAM EACH.

**EXAMINATION RECORDS: CLASS I TO IX (TERM II)**

| SUB    | UNIT TEST-III (UT-III) PERIODIC TEST |                      |               | UNIT TEST-IV (UT-IV) | Sign. of Sub Teacher | Y E (100) | Sign. Of Sub Teacher |
|--------|--------------------------------------|----------------------|---------------|----------------------|----------------------|-----------|----------------------|
|        | UT-III A (30)                        | Sign. of Sub Teacher | UT-III B (30) |                      |                      |           |                      |
| ENG    |                                      |                      |               |                      |                      |           |                      |
| HINDI  |                                      |                      |               |                      |                      |           |                      |
| MATHS  |                                      |                      |               |                      |                      |           |                      |
| SCI    |                                      |                      |               |                      |                      |           |                      |
| S.ST   |                                      |                      |               |                      |                      |           |                      |
| COM.SC |                                      |                      |               |                      |                      |           |                      |
| GK     |                                      |                      |               |                      |                      |           |                      |
| M.SC   |                                      |                      |               |                      |                      |           |                      |

TERM II

**Abbreviations:** UT-UNIT TEST, SE-SUBJECT ENRICHMENT (NOTEBOOK, COMMUNICATION SKILLS, HANDWRITING, REGULARITY, INDIVIDUAL PROJECT, GROUP PROJECT AND PERSONAL POINT ADDITION), HYE-HALF YEARLY EXAM, YE-YEARLY EXAM.

**NOTE TO THE SUBJECT TEACHER**

While entering the marks of subject enrichment, subject teacher must enter the cumulative marks only.

**NOTE TO THE STUDENTS & PARENTS/GUARDIANS**

20% MARKS WILL BE ADDED FROM PERIODIC TEST AND SUBJECT ENRICHMENT TO THE FINAL MARKS STATEMENT/PROGRESS REPORT AND 40% MARKS WILL BE OF HYE EXAM & YEARLY EXAM EACH.

**EXAMINATION RECORDS: CLASS X**

| TERM-I                  |           | TERM-II        |                           |           | MARKS OBTAINED |
|-------------------------|-----------|----------------|---------------------------|-----------|----------------|
| TYPE OF ASSESSMENT      | MAX MARKS | MARKS OBTAINED | TYPE OF ASSESSMENT        | MAX MARKS | MARKS OBTAINED |
| CLASS TEST I (CT-I)     |           |                | CLASS TEST III (CT-III)   |           |                |
| A. WRITTEN TEST (CT IA) | 30        |                | A. WRITTEN TEST (CT IIIA) | 30        |                |
| B. WRITTEN TEST (CT IB) | 30        |                | B. WRITTEN TEST (CT IIIB) | 30        |                |
| TERM-I EXAM (HY)        |           |                | TERM-II EXAM (ANNUAL)     |           |                |
| SUBJECT                 | MAX MARKS | MARKS OBTAINED | SUBJECT                   | MAX MARKS | MARKS OBTAINED |
| ENGLISH                 | 100       |                | ENGLISH                   |           | 100            |
| HINDI                   | 100       |                | HINDI                     |           | 100            |
| MATHEMATICS             | 100       |                | MATHEMATICS               |           | 100            |
| SCIENCE                 | 100       |                | SCIENCE                   |           | 100            |
| SOCIAL SCIENCE          | 100       |                | SOCIAL SCIENCE            |           | 100            |

**Note to the subject teachers:** S/T will enter only Class Test's (CT-I & II) and Term (I & II) Exam marks here. Subject Enrichment marks has to be entered only in their respective diaries and feed to School Administrative Software (SAS).

**Note to the students & parents/guardians:** 20% Marks of both the Term Exams and Subject Enrichment as evaluated by the respective subject teachers will be forwarded to CBSE for addition into final performance report and 40% marks will qualify the student to write the selection test and hence qualify for the annual exam.



**SOME EVENTS EVALUATION CRITERIA SAMPLE CHART**

| Name of event    | Criterion 1                                | Criterion 2                     | Criterion 3                      | Criterion 4                                  | Criterion 5                         |
|------------------|--|---------------------------------|----------------------------------|--|-------------------------------------|
| Extempore Speech | Body Language & Eye Contact<br>(10 points) | Vocabulary<br>(10 points)       | Subject Knowledge<br>(10 points) | Flow & diction<br>(10 points)                | Overall presentation<br>(10 points) |
| Mono-Act         | Script<br>(10 points)                      | Characterization<br>(10 points) | Acting<br>(10 points)            | Stage usage & time management<br>(10 points) | Clarity and Impact<br>(10 points)   |
| Singing          | Vocal Ability<br>(10 points)               | Song Selection<br>(10 points)   | Timing & Rhythm<br>(10 points)   | Stage Presentation<br>(10 points)            | Overall Presentation<br>(10 points) |
| Story- Telling   | Body Language<br>(10 points)               | Punctuation<br>(10 points)      | Voice Modulation<br>(10 points)  | Eye Contact<br>(10 points)                   | Confidence<br>(10 points)           |

For all other events, the evaluating criteria will follow the similar trend. If students prepare well and work hard, they should be least concerned about criteria rather prepare well and perform well. Good students put in their best effort to win and never leave no stone unturned!





| <b>Code</b> | <b>Violation</b>  |
|-------------|---|
| NR1         | Rule of language  |
| NR2         | Hair style  |
| NR3         | Long nails  |
| NR4         | Uniform   |
| NR5         | Going out without Class out card                        |
| NR6         | Running through the verandah                            |
| NR7         | Using indecent & abusive language                       |
| NR8         | Bringing mobile phone                                   |
| NR9         | Bringing tobacco items                                  |
| NR10        | Bringing junk foods                                     |
| NR11        | Eating during class                                     |
| NR12        | Bringing irrelevant books & magazines                   |
| NR13        | Indiscipline during assembly                            |
| NR14        | Incomplete study materials & equipments                 |
| NR15        | Writing on walls, desk, bench etc.                      |
| NR16        | Non completion of verandah cleaning duty                |
| NR17        | Throwing waste in floor & plucking flowers, leaves etc. |
| NR18        | Non participation in IP & GP                            |
| NR19        | Copying during tests & exams                            |
| NR20        | Quarreling, fighting                                    |
| NR21        | Skipping classes without any valid reason               |
|             |   |
| <b>Code</b> | <b>Contribution</b>                                     |
| PR1         | Cleaning the campus voluntarily                         |
| PR2         | Helping classmates & others                             |
| PR3         | Reporting correct information to office & teachers      |
| PR4         | Completing tasks on time                                |
| PR5         | Obeying all rules                                       |
| PR6         | Excellent academic performance                          |
| PR7         | Improving in behaviour                                  |
| PR8         | Improving in studies                                    |
| PR9         | Well mannered and decent                                |
| PR10        | Active participation in extra-curricular activities     |







### SUBJECT TEACHER DETAILS

| TEACHER       | NAME & CONTACT NO. | SUBJECT | PERIODS |   |   |   |   |   |
|---------------|--------------------|---------|---------|---|---|---|---|---|
|               |                    |         | M       | T | W | T | F | S |
| Cl. Teacher   |                    |         |         |   |   |   |   |   |
| SSub. teacher |                    |         |         |   |   |   |   |   |
| Sub. teacher  |                    |         |         |   |   |   |   |   |
| Sub. teacher  |                    |         |         |   |   |   |   |   |
| Sub. teacher  |                    |         |         |   |   |   |   |   |
| Sub. teacher  |                    |         |         |   |   |   |   |   |
| Sub. teacher  |                    |         |         |   |   |   |   |   |
| Sub. teacher  |                    |         |         |   |   |   |   |   |
| Sub. teacher  |                    |         |         |   |   |   |   |   |
| Sub. teacher  |                    |         |         |   |   |   |   |   |
| Sub. teacher  |                    |         |         |   |   |   |   |   |
| Sub. teacher  |                    |         |         |   |   |   |   |   |
| Sub. teacher  |                    |         |         |   |   |   |   |   |



### A MODEL DAILY TIME SCHEDULE

|                   |   |  |
|-------------------|---|--|
| 05.00 AM          | : | Rising                                   |
| 5:30AM – 7:30 AM  | : | Prayer and study                         |
| 7:30 AM           | : | Breakfast and to school                  |
| 8:10 AM – 1:30 PM | : | School                                   |
| 3:30 PM-5:30 PM   | : | Play, Bath etc.                          |
| 5:30 PM-8:00 PM   | : | Study                                    |
| 8:00 PM -9:30     | : | Prayer, supper, TV, news and Recreation. |
| 9:30 PM-10:30 PM  | : | Study                                    |
| 10:30 PM          | : | Retiring                                 |

### MY DAILY PERSONAL TIME SCHEDULE

Sign. of pupil

Sign. of parent

Sign. of class teacher



**STUDENT'S LEAVE NOTE FORMAT**

Student's address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,

**The Principal,**  
SFS School, Diking,  
Pasighat.

Respected Father,

This is to inform you that my son/daughter  
.....  
is studying in Std. ....Div. ....is/was not able to attend  
class for ..... days i.e, on.....  
.....on account of his/her  
.....

A medical certificate is enclosed for your perusal.

Kindly excuse his/her absence and allow him/her to attend the class.

Thank you.

Yours sincerely,

Parent/Guardian name and sign.



### FORM OF APPLICATION FOR TRANSFER CERTIFICATE

Admission No: ..... Date.....

To,

The Principal,  
SFS School, Diking,  
Pasighat.

Respected Father,

Kindly issue the Transfer Certificate of my Son/daughter. The 'No dues Certificate' has been obtained from the office administrator and other details of the student are given below:

Name ..... Date of birth: .....

Std: ..... Division:..... Roll No: .....

Date of leaving school: .....

Reason for leaving: .....

Address: .....

.....

Signature of student: .....

Signature of parent .....

1. *Entire session fee has to be paid in full even if the withdrawal of the pupil is done in the middle of the current academic session.*
2. *If the name of an absent pupil has, through want of notice, been entered in the register for the following months, fees for the month have to be paid, even if absence continues.*
3. *No leaving certificates will be given until all fee due to the school is paid in full or satisfactorily arranged for.*



**CLEARANCE CERTIFICATE**

(Next day after final exam, this has to be filled and submitted to VP's office for signature)

This is to certify that Mister /Miss. ....

of Std. .... Division..... bearing Roll No.: ..... and

Admission No: ..... has cleared all fees and other dues for the academic session .....

Sign. of the Vice Principal  
School Seal



## **Educational Institutions Managed by the Missionaries of St. Francis de Sales (MSFS) India**

### **NORTH EAST INDIA PROVINCE**

1. SFS School, Mawryngkneng East, Khasi Hill.
2. SFS School, Nongwalbibra South, Garo Hills (Dt).
3. Ka Syiem Jingsuk School, Amlarem Jowai, Jaintia Hills Dt.
4. SFS Technical School, Mantripukri, Imphal.
5. SFS School, Kangpokpi Senapati Dt.
6. Holy Rosary School, Purul B.P.O., Maram P.O., Senapati Dt.
7. Don Bosco School, Hamren - 782 486, Karbi Anglong Dt.
8. Christ King School, Gogamukh 787 034, Dhemaji Dt.
9. SFS School, Dhemaji, Dhemaji Dt.
10. Don Bosco School, Silapathar 787059, Dhemaji Dt.
11. SFS School, Telam 787060, Dhemaji Dt.
12. Fransalian School, Jonai 787 060, Dhemaji Dt.
13. SFS School, Narengi, Udayan Vihar, Kamrup Dt., Guwahati 781171
14. St. Paul's School, Panishali Golpara Dt.
15. St. Paul's School, Bashbari, Post Bag, No. 01 Gauripur, Dhubri Dt.
16. St. Albert's School, Bhowlaguri, P.B. No.25, Bongaigaon Dt.
17. St. Francis De Sales Tech.Institute Kheroni Gaon, Manja, Karbi Anglong Dt.
18. SFS School, Tatpara, Bahalpur, Dhubri Dt.
19. All Saints' Hr. Sec.School, Peren Dt.
10. SFS Hr. Sec. School, Medziphema Kohima Dt.
21. SFS School, Tening Peren Dt.
22. SFS School, West Siang Dt. Tato.
23. St. Joseph's School, Kaying, West Siang Dt.
24. SFS College, Aalo, Post Box No.23, West Siang Dt.
25. SFS School, Pasighat, East Siang Dt.
26. SFS School, Yingkiong, Upper Siang Dt.
27. Marjum Memorial Public School, Aalo, Post Box No.23, West Siang Dt.



## SFS SCHOOL, PASIGHAT

28. SFS School, Basar, West Siang Dt.
29. SFS School, Galsi East, Galsi, P.O, Burdwan Dt.
30. SFS School, Fandakfang, Sindukpathar, P.O.
31. SFS School, Sateek, Mizoram.
32. Don Bosco School, Chandrapur, Assam.
32. St. Paul's School, Panishali, Assam.
33. RC Upper Primary School, Umwahlang, Meghalaya.
34. SFS School, Sindukpathar, Agartala, Tripura.
35. SFS School, Silapathar 787059, Dhemaji Dt., Assam

### **NAGPUR PROVINCE**

1. St. John's High School, Mohan Nagar, NAGAPUR - 440001, India.
2. St. Joseph's Technical Institute, Mohan Nagar, Nagapur – 440001 - India.
3. St. Joseph's Technical Institute, SJTI Complex, Residency Road, Sadar – Nagapur – 440001
4. St. Francis De Sales School, Nimkheda, Mauda Talk, Nagpur Dt.
5. Fransalian Technical Institute, Jalna Road, AURANGABAD, Maharashtra – 431005
6. St. Mary's High School, Devalgaon Raja Road, JALNA, Maharashtra – 431202
7. St. Mary's School, Kothari, Kinwat, Nanded Dt., Maharashtra - 431804
8. Gyan Mata Vidya Vihar High School, Near Airport, Kamta Road, Nasratpur, NANDED – 431605
9. St. Francis De Sales Sr. Secondary School, A-4C, Janakpuri, New Delhi – 110058
10. St. Francis Xavier's School, East Colony, S.E. Railway, SINI. Seraikela St. Jharkhand – 833220
11. St. Francis De Sales School, Behind SDO Office, Seraikela, Jharkhand – 833219

### **PUNE PROVINCE**

1. St. Francis De Sales School, Shaanwadi, Paanch Mile, Nagar Road, PUNE – 411014
2. St. Francis De Sales School, Kadagaon P.O., Via Gargotti, Bhandargad Tik. Kolhapur Dt. MS - 416210



SFS SCHOOL, PASIGHAT

3. St. Joseph's School, New Mili Road, KURLA (W) Mumbai, MS – 400070
4. St. Francis De Sales School, Plot 79, Central Park, Nalasopara East Thane Dt – MS. 401209
5. St. Thomas Higher Sec. & Boys' High School, ALDONA, Bardez, Goa – 403508
6. St. Francis Xavier Hr. Sec. School, Siolim, Bardez, Goa – 403517
7. Our Lady of Lourdes School, VALPOI, Satari Taluka, GOA – 403506
8. St. Francis De Sales School , RICO – Industrial Area, Hindustan Road, Saloda Dt. Sawai Madhopur, Rajasthan – 322001

**SOUTH EAST PROVINCE**

1. St. Francis Hr. Sec. School, Kalif Nagar, Pudukkottai, Tamilnadu - 622001
2. St. Francis De Sales High School, Janathapuram, Chettiappanur, P.O. Thirupattthur Road, Vaniyampadi, Vellore Dt. - 635753
3. St. Francis De Sales Hr. Sec. School, 50, Golla Street, Alangayam – 635701, Vellore Dt. T.M.

**SOUTH WEST PROVINCE**

1. St. Francis De Sales High School, (English) Hebbagodi, Electronics City, P.O. Bangalore - 560100
2. St. Francis De Sales Public School (ICSE) Hebbagodi, Electronics City, P.O. Bangalore - 560100
3. St. Francis De Sales High School (Kannada) Hebbagodi, Electronics City, P.O. Bangalore - 560100
4. St. Francis De Sales P.U. College Hebbagodi, Electronics City, P. O . Bangalore - 560100
5. St. Francis De Sales Degree College, Hebbagodi, Electronics City, P.O. Bangalore - 560100
6. St. Francis De Sales High School, M.G. Road, Chintamani, P.O. Chickbalapur Dt.
7. St. Francis De Sales Higher Primary School, Kadisenahalli, Ullappanahalli, P.O. Chintamani, Karnataka – 563125
8. St. Francis De Sales School, Post Box. No. 1, Malur, P.O. Kolar Dt. Karnataka – 563131
9. St. Francis De Sales High School, Venketeswara Extesion, Kokkur Road, Srinivaspur PO Kolar Dt. Karnataka – 563135



SFS SCHOOL, PASIGHAT

10. St. Francis De Sales High School, B.T. Patil Nagar, Koppal P.O. Koppal Dt, Karnataka - 583231
11. St. Francis De Sales School, Yelburga Road, Kuknoor, P.O. Koppal St. Karnataka – 583232
12. St. Francis De Sales School, Mundargi P.O. Gadag, Dt., Karnataka – 582118
13. St. Francis De Sales School, Bankapur Road, PB. No. 6, Savanur P.O. Haveri Dt., Karnataka – 581118
14. St. Francis De Sales School, Vattilapally Vayal , Thana, P.O. Kannur, Kerala – 670012
15. St. Francis De Sales School & Jr. College, Ettumanoor, P.O., Kottayam, Kerala - 686631

**VISAKHAPATTANAM PROVINCE**

1. Kotak Salesian School, Chinna Waltair, Visakhapattanam – 530017
2. St. Aloysius High School, Visakhapattnam , AP – 530001
3. St. Aloysius Non – formal Industrial School, Beach Road, Visakhapattanam – 530001
4. St. Francis De Sales School, Seethammadhara, Visakhapattanam, AP - 530013
5. St. Francis De Sales School, Kaniithi Road, Chinnagantyada, Gajuwaka, Visakhapattanam – 530026
6. St. Francis De Sales School, Mangalapalam – 531183, Vizianagaram, AP
7. St. Francis De Sales School, Kassibugga Srikakulam St, AP – 532222
8. St. Francis De Sales School, Thanuku – West Godavari Dt. AP – 534221
9. St. Francis De Sales School, Agripally P.O., Krishna St, AP – 521211
10. St. Francis De Sales School, Nagulapalam –Parachur, Prakasam Dt, AP - 523178
11. St. Francis De Sales School, Yellandu road, Bellepalli. P.O., Khammam – 507002 AP
12. St. Francis De Sals School, Francis Nagar, Koratla, Karimnagar Dt, AP - 505326
13. St. Francis De Sales School, Shantinagar, North Lallagunda, PO, Secunderanad – 500017 AP
14. St. Francis De Sales School, Medipalli, Uppal, Hyderabad – 501039
15. St. Francis De Sales School, Subashnagar, Nizaamabad – AP- 503002
16. L.R.G. School, Anantapur AP – 515002
17. Vinayakumar School, Anantapur.
18. St. Francis De Sales School, Pamidi, Anantapur – 515775



**MISSIONARIES OF ST. FRANCIS DE SALES (S.F.S)  
WORKING IN 25 COUNTRIES IN THE WORLD**

1. Australia
2. Austria
3. Brazil
4. Cameroon
5. Chad
6. Chile
7. England
8. France
9. Germany
10. India
11. Ireland
12. Italy
13. Kenya
14. Mozambique
15. Namibia
16. Netherland
17. Papua New Guinea
18. Philippines
19. South Africa
20. Switzerland
21. St. Lucia – West Indies
22. Tanzania
23. Trinidad & Tobago
24. Uganda
25. United States of America (U.S.A)