



# APEEJAY



# SCHOOL

Mouza - Barghasipur, JL No. 156, Haldia, WB, PIN - 721657

Email : [principal.haldia@apeejayschool.com](mailto:principal.haldia@apeejayschool.com)

[www.apeejayschool.in](http://www.apeejayschool.in)

PASTE  
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SIZE  
PHOTO

(Please do  
not Staple)

## STUDENT'S PROFILE PAGE

### 2025-26

Name .....

Date of Birth ..... Code No. ....

Class ..... Section ..... Mode: of Transport .....

Category: Gen/SC/ST/OBC (Please Tick)

Students school mail id.....

Students MCB id.....

Aadhar Card No. ....

Address .....

Phone No. (Resi.) .....Off. ....

Phone No. for SMS Service .....

Father's Name ..... Occupation .....

Father's Aadhar Card No. ....

Office Address .....

Mobile ..... Email .....

Mother's Name ..... Occupation .....

Mother's Aadhar Card No. ....

Office Address .....

Mobile ..... Email .....

**Note** - Kindly inform the change in phone numbers to the class teacher for clear communication and for contact during emergencies.

I have read the school diary carefully and agree to abide by the rules & regulations of the School.

**Signature** .....

Father

Mother

Guardian



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Father

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Guardian





---

## MEDICAL CHART OF THE STUDENT

### APEEJAY SCHOOL

Mouza - Barghasipur, JL No. 156

Haldia, WB, PIN - 721657

Name .....

Date of Birth .....

Sex ..... Blood Group .....

Medical condition if any .....

Allergic to (if applicable) .....

Vaccines taken .....

Dental Health .....

Eye Care .....

Sibling in school (if applicable) .....

In case of emergencies contact number .....

Any other medical information which the school should know .....

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## VISION AND MISSION FOR OUR SCHOOL

Our vision is to educate our children, not merely for living but for life. A life lived meaningfully, purposefully, positively and propelling towards the intended goal is fulfilling. Children under our guidance achieve such a consummate life and aim for the so called 'impossible', bolstered by strong willpower, compassion, adaptability, insight and focus. The character so formed gives them the strength and acumen to achieve their goals.

Academic excellence, compounded with life skills definitely, develops the forte for this pursuit of life.. A child after 14 years of education in Apeejay School develops a spirit of universal humanism, temperance, sustainable goals and a cosmic vision that Swami Vivekananda propounded. His words, "Education is not the amount of information that is put into your mind and runs riot there, undigested all through your life. Education as we visualize has to play a catalytic role where it enables a learner to pursue and discover the mode, the matter and the material, their context, their relevance and their utility in their own way', rings true for Apeejians.

Our emphasis is on building a world without boundaries - a world where people exist in symbiotic relation amidst amity, love and peace.

Our Mission is to achieve the above mentioned benchmark.

1. We take appropriate steps to make learning an enjoyable and a stress free pursuit.
2. a) Multi-dimensional child's approach to education, challenging topics made interesting through computer aided education, experiential and experimental learning that augments intellectual and emotional growth.
- b) Continuous training programme and workshops undertaken by teachers to upgrade their knowledge that help evolve a technique for proactive teaching.
- 3.a) Multiple intelligence, and cognitive learning is given equal importance. Alongside, emotional empowerment, physical excellence and ethical and moral stability being important for intellectual growth, is also emphasized upon.
- b) The values of sharing and caring through various social service programmes, simultaneously enhance collaborative attitude.

---

c) Forging ahead even in adverse circumstance with alacrity, facing challenges with equanimity and creating convivial ambience for growth is what our children learn through multifarious co-curricular activities.

4. Education is a continuing process for learning is endless. The world is witnessing rapid changes in all spheres of human activities. Therefore, it has become incumbent on us (teachers) to equip ourselves adequately, to cope with challenges of globalization and technological revolution. Hence, a continuous process of quality enhancement becomes essentially important to sustain progress.

To bring about the above the following activities are undertaken

Proactive parenting seminars/ orientation.

Workshops for teachers on varied aspects of learning process.

Career counselling workshops for students.

LMS (Learning Management Skill) training,

Training for MCB and Extramarks

Training programme to orient teachers to efficiently interact with children with special needs (CWSN).

Upgrading and enhancing skills for using advanced technology for class functioning operation.

AI (Artificial Intelligence) training is aimed at making teachers use AI tools for teaching learning purpose.

5. School is an interactive community - a microcosmic society in itself. In this society the child is the focus surrounded by parents, teachers and the school environment on three sides that forms a dynamic triangle of interpersonal relationship. Parents inclusivity is encouraged in following ways:

Active participation of parents at Parent Teacher Meeting, held four times in a year.

Open house week for parents where they observe the teaching pattern of the school (held once every term).

Parents are involved in all major school activities such as Annual concerts, Annual sports, exhibitions, school assembly and various community outreach

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programmes taken up by the students.

The CBSE board has always been supportive and far sighted in its vision to strengthen the performance of the Children with special needs. As per the UNESCO (2009) definition, 'Inclusive education is a process of strengthening the capacity of the education system to reach out to all learners,

As an overall principle, it guides all education policies and practices, as education is basic human right and the foundation for a more just and equal society.

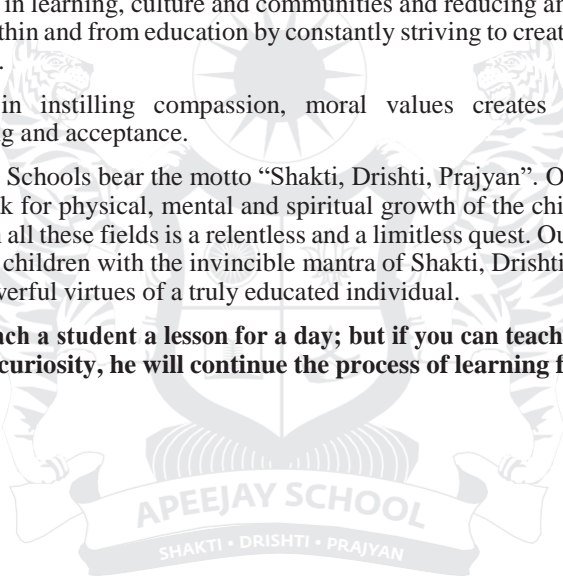
Hence, we, at Apeejay Schools, are taking an initiative of addressing and responding to the diversity of needs of all children and youth through increasing participation in learning, culture and communities and reducing and eliminating exclusion within and from education by constantly striving to create an inclusive environment.

Our effort in instilling compassion, moral values creates a bridge of understanding and acceptance.

The Apeejay Schools bear the motto "Shakti, Drishti, Prajyan". Our effort is to scale the peak for physical, mental and spiritual growth of the child. Pursuit of excellence in all these fields is a relentless and a limitless quest. Our Vision is to equip all our children with the invincible mantra of Shakti, Drishti and Prajyan, the three powerful virtues of a truly educated individual.

**"You can teach a student a lesson for a day; but if you can teach him to learn by creating curiosity, he will continue the process of learning for as long as he lives."**

**Bedford**



---

## OBJECTIVES OF APEEJAY SCHOOL

**A**im at quality education and pursuit of excellence in all fields and in life itself.

**P**ropagate patriotic, social and ethical values for a responsive citizenship.

**E**nsure physical, mental and moral growth of the students and create in them a zest for learning.

**E**nlarge the mental horizons and broaden the outlook of the students through training in cooperation, consideration, team spirit and service.

**J**udiciously arouse their aesthetic sense and inculcate habits of personal as well as social hygiene for a happy and healthy life.

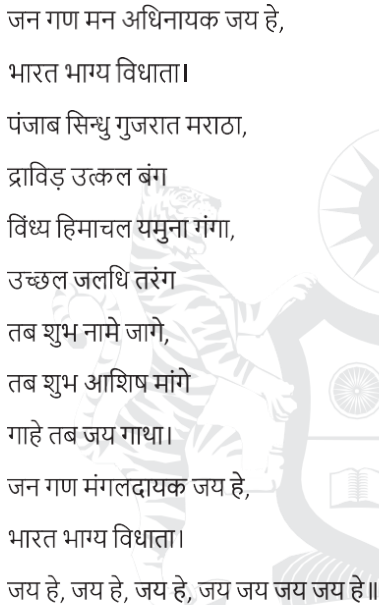
**A**ssist them to enjoy their leisure through healthy recreational activities and hobbies as well as correct reading habits for a lifetime of pleasure and joy.

**Y**outhful energies to be properly channelized towards creativity and self-actualization.

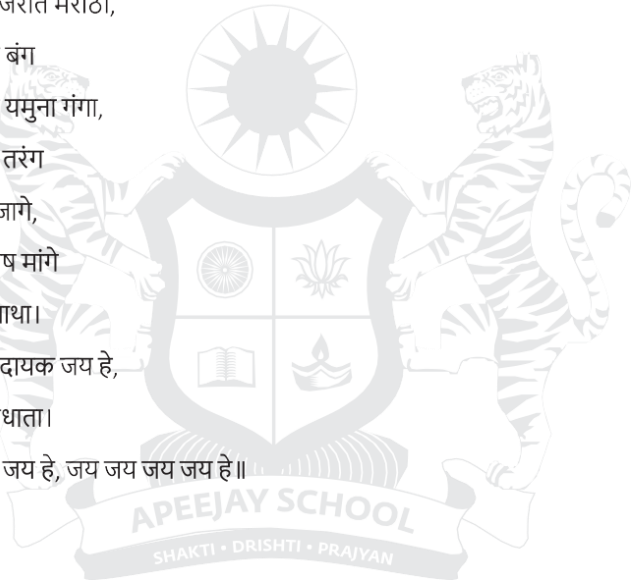


## राष्ट्रीय गान

-रवींद्रनाथ टैगोर



जन गण मन अधिनायक जय हे,  
 भारत भाग्य विधाता।  
 पंजाब सिन्धु गुजरात मराठा,  
 द्राविड़ उत्कल बंग  
 विंध्य हिमाचल यमुना गंगा,  
 उच्छल जलधि तरंग  
 तब शुभ नामे जागे,  
 तब शुभ आशिष मांगे  
 गाहे तब जय गाथा।  
 जन गण मंगलदायक जय हे,  
 भारत भाग्य विधाता।  
 जय हे, जय हे, जय हे, जय जय जय जय हे॥



---

## THE PREAMBLE

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

**JUSTICE**, social, economic and political;

**LIBERTY** of thought, expression, belief, faith and worship;

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

**FRATERNITY** assuring the dignity of the individual and the unity and integrity of the Nation;

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

---

## SCHOOL ANTHEM

### SOARING HIGH APEEJAY

1. Higher and Higher even to the skies  
Soaring high is the motto of our School  
For Virtue in our lives forever we will strive  
Soaring high, soaring high, soaring high.  
  
With a heart full of love  
And a hand that carries peace  
Apeejay we will chant to the world  
Our founder's name will ring  
As we laurels to him bring  
Apeejay-the best school in the land
2. Like a beacon in the night  
A tower shining bright  
We will spread afar-sunny rays of light  
Our banner we'll raise high waving up into the sky  
Soaring high, soaring high, soaring high
3. And ere life's toil is done  
We'll dream of battles won  
In classrooms and fields of Apeejay  
Our Alma Mater dear  
Her own will ever cheer  
Soaring high, soaring high, soaring high

## वाणी वंदना

जय जय ज्ञान प्रदायिनी  
जय मां शारदा अभय वरदा

वेद वेदांत जननी  
शुभ्र वस्त्र शांत नयना  
सुंदर चारु अति शोभना  
श्वेत वस्त्र पद्मासना  
कर्म मध्य धर्म ध्यान  
ज्ञान विज्ञान संगीत दान  
परमानंद रहे प्राण  
जय जीवन दायिनी

वीणा कर में सुर झंकारी  
सारे जग में पुलक संचारी  
नंदित जन वंदित तू ही  
जय प्रकाश रूपिनी ॥

## ভারত সংগীত

আনন্দলোকে মঙ্গলালোকে বিরাজ সত্য সুন্দর।।

মহিমা তব উদ্ভাসিত মহাগগনমাঝে,

বিশ্বজগত মণিভূষণ বেষ্টিত চরণে।।

গ্রহতারক চন্দ্রতপন ব্যাকুল দ্রুত বেগে

করিছে পান,করিছে স্নান,অক্ষয় কিরণে।।

ধরণী'পর ঝরে নির্ঝর,মোহন মধু শোভা

ফুল পল্লব-গীতগন্ধ-সুন্দর বরনে।।

বহে জীবন রজনীদিন চিরনৃতনধারা,

করুণা তব অবিশ্রাম জনমে মরণে।।

স্নেহ প্রেম দয়া ভক্তি কোমল করে প্রাণ,

কত সান্ত্বনা করো বর্ষণ সন্তাপহরণে।।

জগতে তব কী মহোৎসব, বন্দন করে বিশ্ব

শ্রীসম্পদ ভূমাস্পদে নির্ভয়শরণে।।

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## ALL THINGS BRIGHT AND BEAUTIFUL

All things bright and beautiful,  
All creatures great and small,  
All things wise and wonderful,  
The Lord God made them all.

Each little flower that opens,  
Each little bird that sings,  
He made their glowing colours,  
He made their tiny wings.

The purple headed mountain,  
The river running by,  
The sunset and the morning,  
That brightens up the sky;

The cold wind in the winter,  
The pleasant summer sun,  
The ripe fruits in the garden,  
He made them every one.

He gave us eyes to see them,  
And lips that we might tell  
How great is God Almighty,  
Who has made all things well.

---

## PRAYER

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

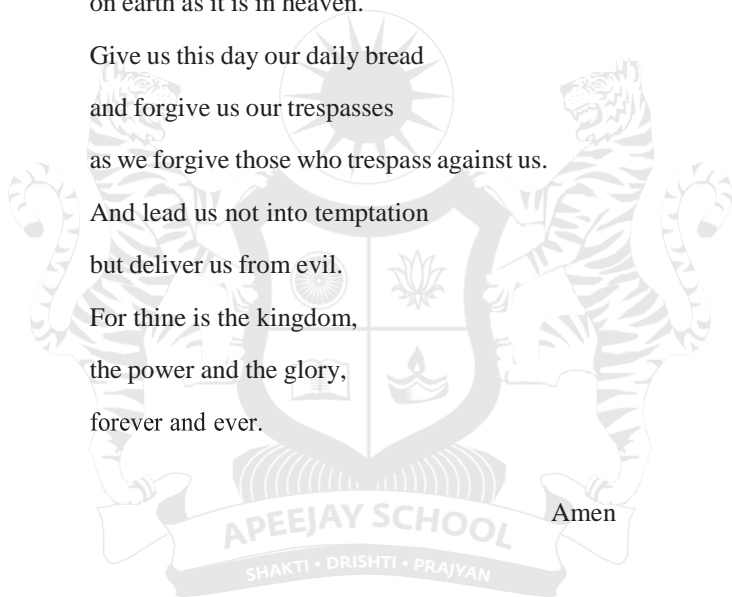
but deliver us from evil.

For thine is the kingdom,

the power and the glory,

forever and ever.

Amen



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## DUTIES OF A STUDENT

**Acquire** knowledge persistently in order to become an educated and cultured citizen.

**Be** accurate in taking down notes, assignments for homework and schedules for the next lessons. Attempt homework unaided and keep parents well-informed about the school assignments.

**Cherish** the honour of the nation, school, family and one's own and defend it through one's deeds, work and training

**Desist** from the use of coarse expressions and all such activities which may affect self-honour.

**Enter** the classroom and take one's place immediately after the bell rings. During the lesson, enter or leave the classroom only when it is urgent and, with the teacher's permission.

**Feel** proud & smart at being well-groomed and neatly dressed

**Greet** fellow students, teachers and elders with polite salutations. Be respectful to everyone.

**Help** the helpless and the weak when they need and be of assistance to all and sundry.

**Inculcate** the habit of keeping your School Identity Card, Library Card, School Diary and Progress Report Card carefully and produce them whenever required.

**Judge** others not by their looks but by their work, manners and helpful nature.

**Keep** your space in the classroom and the surroundings neat and tidy.

**Lay** aside indolence; launch a campaign for punctuality.



---

**Maintain** order and cleanliness at home and in the classroom.

**Note** down your difficulties for clarification and be ready for the lesson before the teacher arrives.

**Obey** the instruction of the Principal and teachers of the school as well as of one's parents and seniors.

**Protect** school property, personal belongings and belongings of others.

**Queue** up while awaiting your turn or when moving in the corridors of the school.

**Remember** to stand up when a teacher, the Principal or a visitor enters or leaves the room.

**Sit** upright during the lesson. It helps to concentrate on the lesson. Do not lean on the elbows or slouch.

**Treat** all peers, teachers and seniors with respect, fairness and dignity.

**Use** the computer network to only transmit material that is not in violation of state, federal or international law.

**Value** friendship for what there is in it, not for what can be got out of it.

**Welcome** challenges to develop positive attitudes.

**Xenophilia** is taking us away from the roots, so respect your roots.

**Your** failure should not define you but should empower you.

**Zealous** approach towards one's work, studies and responsibilities which guide our tomorrow.

CLASS TIME TABLE 2024 -2025

DAYS	1st Lesson	2nd Lesson	3rd Lesson	4th Lesson	5th Lesson	6th Lesson	7th Lesson	8th Lesson
Mon								
Tue								
Wed								
Thurs								
Fri								

CLASS TIME TABLE 2024 -2025

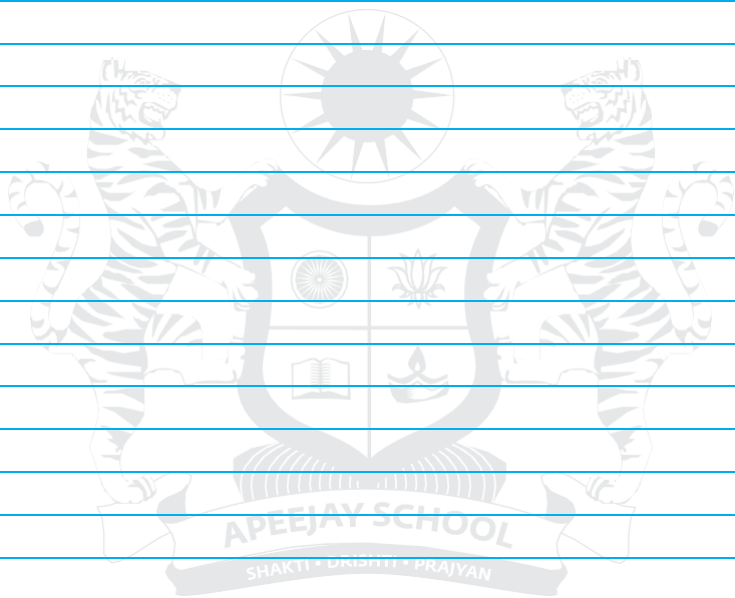
DAYS	1st Lesson	2nd Lesson	3rd Lesson	4th Lesson	5th Lesson	6th Lesson	7th Lesson	8th Lesson
Mon								
Tue								
Wed								
Thurs								
Fri								

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## SYLLABUS FOR 1st TERM



**SYLLABUS FOR 1st TERM**

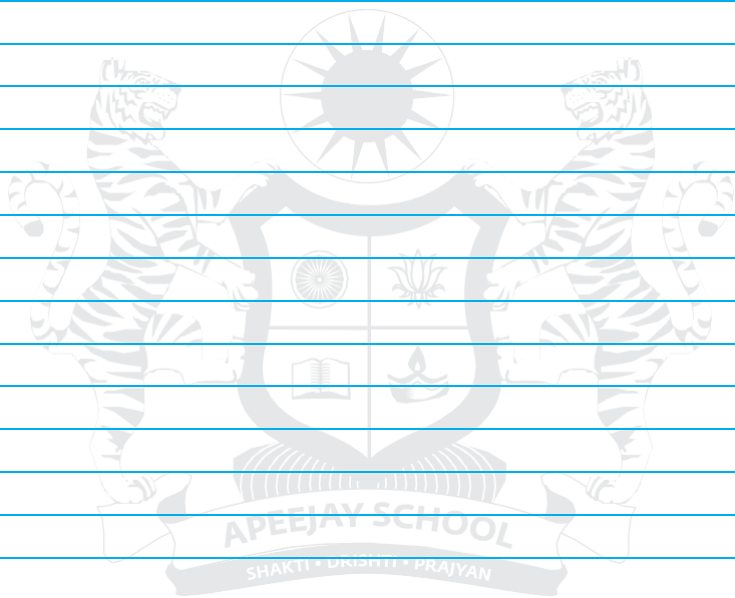


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## SYLLABUS FOR 1st TERM



**SYLLABUS FOR 1st TERM**



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## SYLLABUS FOR FINAL TERM





SYLLABUS FOR FINAL TERM



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## SYLLABUS FOR FINAL TERM





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## MY TEACHERS

Class Teacher : \_\_\_\_\_

Subject Teachers

English : \_\_\_\_\_

Mathematics : \_\_\_\_\_

Science/Evs : \_\_\_\_\_

Social Studies : \_\_\_\_\_

Second Language : \_\_\_\_\_

Third Language : \_\_\_\_\_

Computer/AI : \_\_\_\_\_

General Knowledge : \_\_\_\_\_

Moral Science : \_\_\_\_\_

Music : \_\_\_\_\_

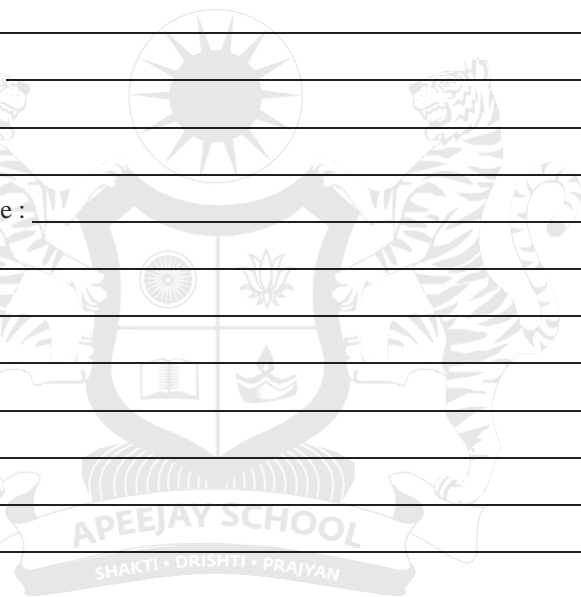
Art : \_\_\_\_\_

Games/Pt/Yoga : \_\_\_\_\_

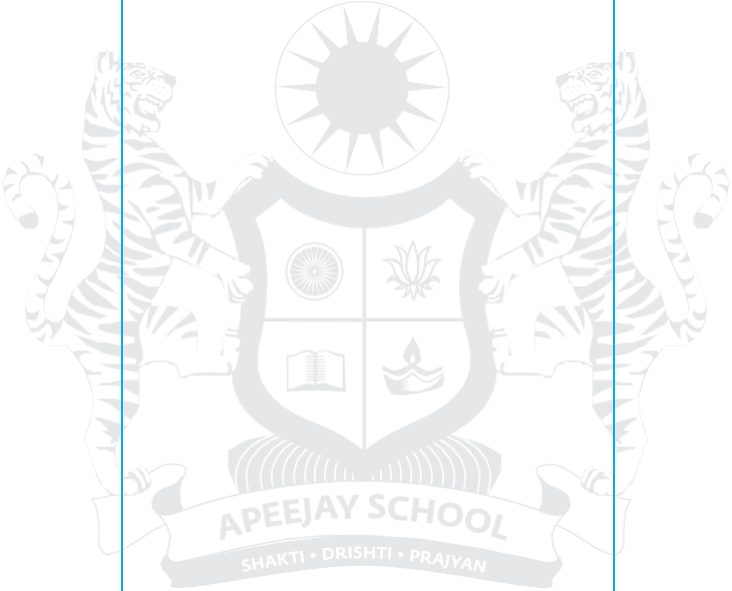
Library : \_\_\_\_\_

Dance : \_\_\_\_\_

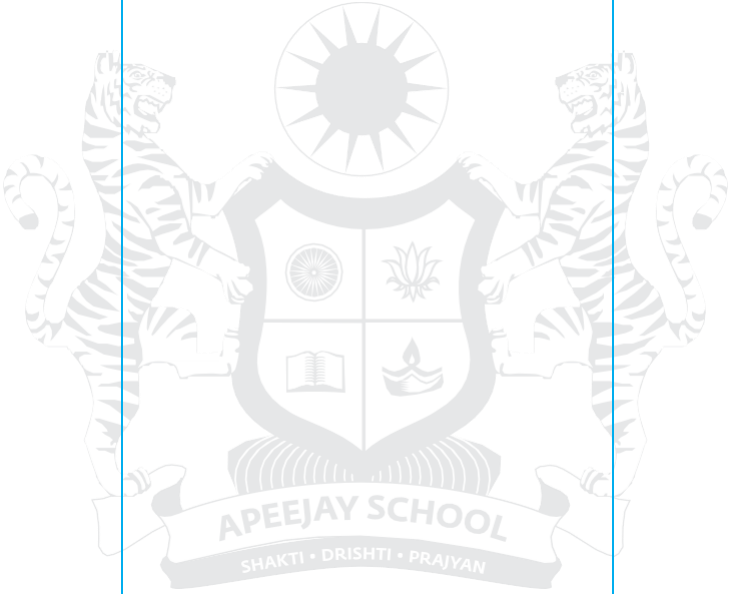
Club/Teacher : \_\_\_\_\_



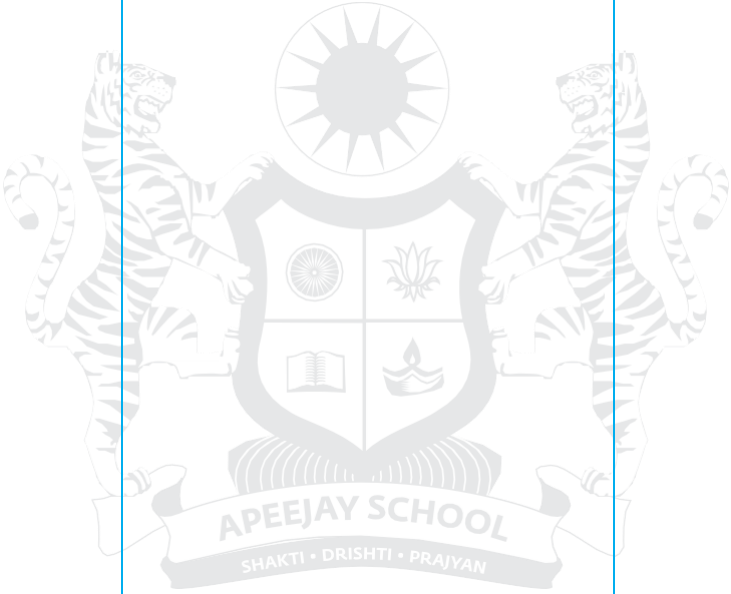
## STUDENT'S ABSENCE RECORD

Date of Absence	REASON (With Guardian's Signature and date)	Teacher's Signature
		

## STUDENT'S ABSENCE RECORD

Date of Absence	REASON (With Guardian's Signature and date)	Teacher's Signature
		

## STUDENT'S ABSENCE RECORD

Date of Absence	REASON (With Guardian's Signature and date)	Teacher's Signature
		

## STUDENT'S ABSENCE RECORD

Date of Absence	REASON (With Guardian's Signature and date)	Teacher's Signature
		



## PARENT/TEACHER COMMUNICATION RECORD

Date	Remark/Comment	Teacher's Signature	Parent's Signature
			

## PARENT/TEACHER COMMUNICATION RECORD

Date	Remark/Comment	Teacher's Signature	Parent's Signature
			

## MISCONDUCT RECORD

Name .....

Class .....

[illegible]

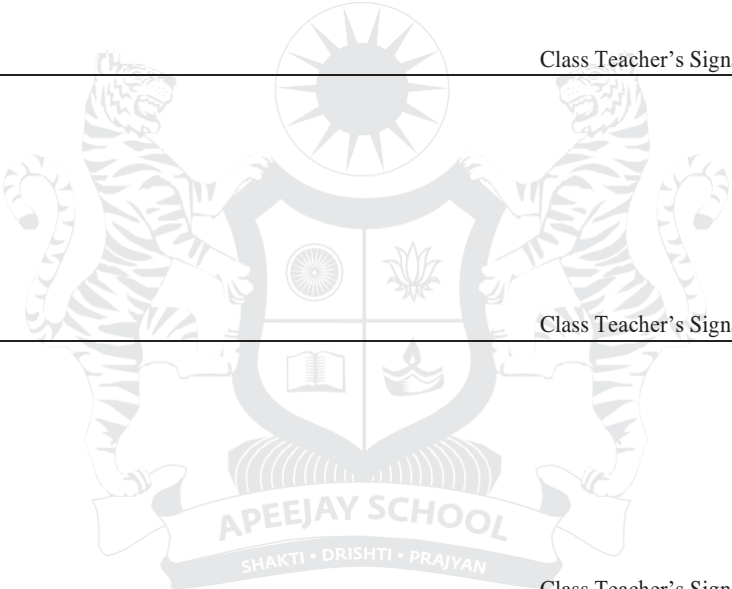
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Class .....

[illegible]

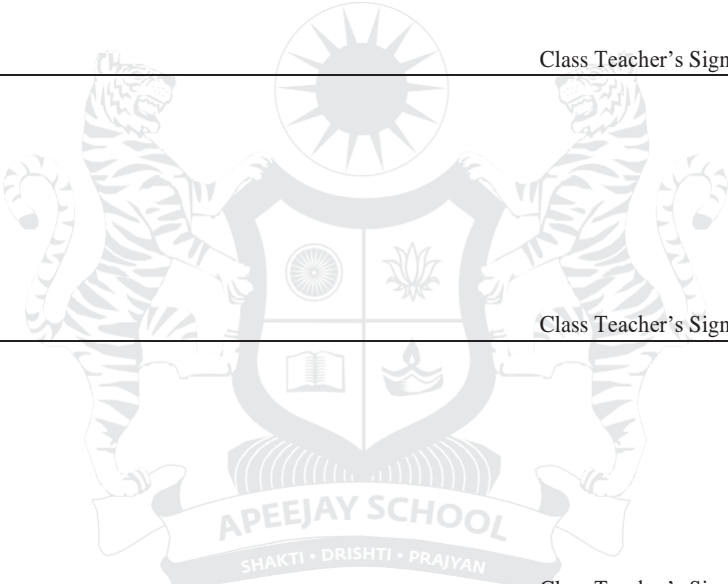
## WORD OF CAUTION

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

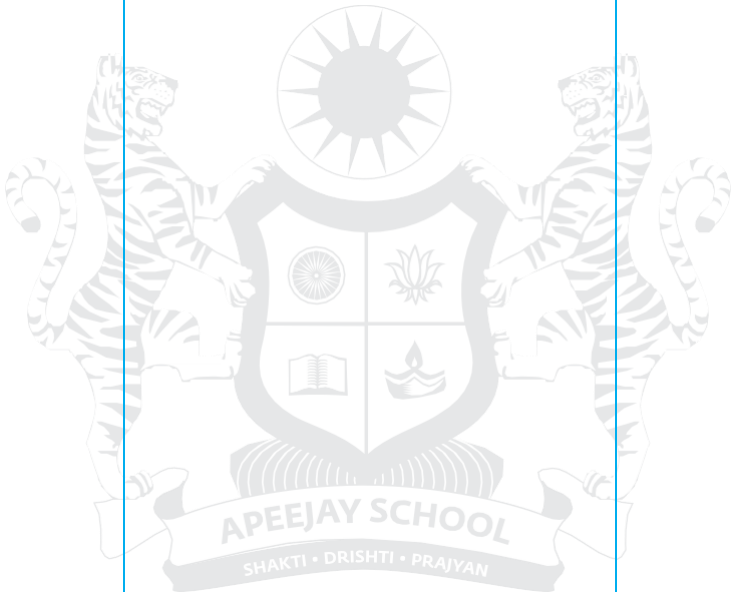
1st		Class Teacher's Signature
2nd		Class Teacher's Signature
3rd		Class Teacher's Signature
Action taken		
Vice-Principal's Signature		Principal's Signature

## WORD OF CAUTION

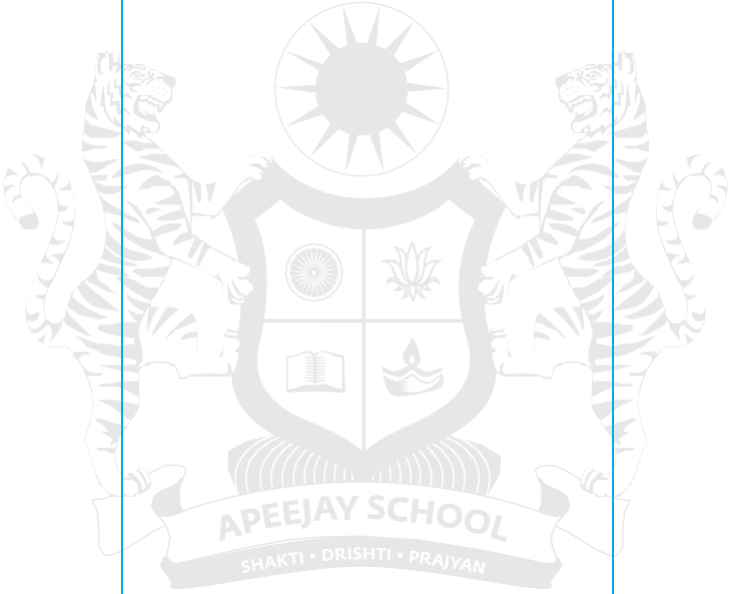
Name ..... Class ..... Sec. .... Roll No. ....

1st		Class Teacher's Signature
2nd		Class Teacher's Signature
3rd		Class Teacher's Signature
Action taken		
Vice-Principal's Signature		Principal's Signature

## STUDENT'S LATE ATTENDANCE RECORD

Date	Teacher's Signature	Parent's Signature
	 <p>The logo of Apeejay School is centered in the background of the table. It features a shield with four quadrants: a sun in the top-left, a lotus in the top-right, an open book in the bottom-left, and a lamp in the bottom-right. The shield is flanked by two tigers. Above the shield is a large sun with rays. Below the shield is a banner that reads 'APEEJAY SCHOOL' and 'SHAKTI • DRISHTI • PRAJYAN'.</p>	

## STUDENT'S LATE ATTENDANCE RECORD

Date	Teacher's Signature	Parent's Signature	
			



## Books that I have Read-1st Term (Library Activity)

Date	Name of the Book	Author	Remarks
From			
To			
From			
To			
From			
To			
From			
To			
From			
To			

## Books that I have Read-Final Term (Library Activity)

Date	Name of the Book	Author	Remarks
From  To			
From  To			
From  To			
From  To			
From  To			

# XX

## JANUARY

W	T	F	S	S
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## FEBRUARY

M	T	W	T	F	S
		1	2	3	
6	7	8	9	10	5
13	14	15	16	17	12
20	21	22	23	24	19
27	28				26

## MARCH

W	T	F	S	S
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

## APRIL

M	T	W	T	F	S
3	4	5	6	7	2
10	11	12	13	14	9
17	18	19	20	21	16
24	25	26	27	28	23

## MAY

W	T	F	S	S
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

## JUNE

M	T	W	T	F	S
			1	2	
5	6	7	8	9	4
12	13	14	15	16	11
19	20	21	22	23	18
26	27	28	29	30	25

## JULY

W	T	F	S	S
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

## AUGUST

M	T	W	T	F	S
	1	2	3	4	
7	8	9	10	11	6
14	15	16	17	18	13
21	22	23	24	25	20
28	29	30	31		27

## SEPTEMBER

W	T	F	S	S
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

## OCTOBER

M	T	W	T	F	S
30	31				
2	3	4	5	6	1
9	10	11	12	13	8
16	17	18	19	20	15
23	24	25	26	27	22

## NOVEMBER

## DECEMBER

S  
3  
10  
17  
24



# 2024

## JANUARY

M	T	W	T	F	S	S
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				

## FEBRUARY

M	T	W	T	F	S	S
			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			

## MARCH

M	T	W	T	F	S	S
				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

## APRIL

M	T	W	T	F	S	S
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					

## MAY

M	T	W	T	F	S	S
		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		

## JUNE

M	T	W	T	F	S	S
					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

## JULY

M	T	W	T	F	S	S
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				

## AUGUST

M	T	W	T	F	S	S
			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	

## SEPTEMBER

M	T	W	T	F	S	S
30						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

## OCTOBER

M	T	W	T	F	S	S
	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			

## NOVEMBER

M	T	W	T	F	S	S
				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	

## DECEMBER

M	T	W	T	F	S	S
30	31					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

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## PROSPECTUS

### APEEJAY SCHOOL

### HALDIA

Apeejay School, Haldia, is an initiative by the registered body “Apeejay Education Trust”. This is backed by the great Industrial House of Amin Chand Pyare Lal. Their keen interest in encouraging educational and cultural activities in India is well known by the fact that there are many schools run by this well-known House.

**Aims:** Apeejay School Haldia is a co-educational English Medium School affiliated to CBSE. The aim of the school is to impart a sound, all round, education for the harmonious growth of the child so as to enable him/her to become a worthy citizen of this great land. The school lays special emphasis on Indian culture and moral education. It expects students to be fully equipped to face different challenges of life.

**ACADEMIC YEAR** : April 2025 to March 2026.

**Medium of Instruction** : English

**CLASSES** : Nursery to Class X

#### School Timings

Monday to Friday

Nursery – II : 8.30 a.m. - 12.30 p.m. (Monday - Friday)

III-IX : 8.30 a.m. - 2.30 p.m. (Monday - Friday)

School gate closes for all at 8:30 a.m.

Enrichment and Enhancement for Classes I and above will be conducted on working Saturdays Timing 8:30 a.m. to 12:30 p.m.

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### Month-wise working Saturdays

<b>April</b>	–	<b>12<sup>th</sup>, 26<sup>th</sup></b>
<b>May</b>	–	<b>10<sup>th</sup>, 17<sup>th</sup></b>
<b>June</b>	–	<b>21<sup>st</sup>, 28<sup>th</sup></b>
<b>July</b>	–	<b>12<sup>th</sup>, 19<sup>th</sup>,</b>
<b>August</b>	–	<b>2<sup>nd</sup>, 23<sup>rd</sup></b>
<b>September</b>	–	<b>13<sup>t</sup>, 20<sup>st</sup></b>
<b>October</b>	–	<b>11<sup>th</sup>, 18<sup>th</sup></b>
<b>November</b>	–	<b>8<sup>th</sup>, 22<sup>nd</sup></b>
<b>December</b>	–	<b>6<sup>th</sup>, 20<sup>th</sup></b>
<b>January</b>	–	<b>3<sup>rd</sup>, 24<sup>th</sup></b>
<b>February</b>	–	<b>14<sup>th</sup>, 28<sup>th</sup>,</b>

### Rules and Regulations

1. The School diary published each year under the authority of the School, is an integral part of a student's life, hence it must be in the possession of every Student and he/she should carry it to the School every day.
2. The School has introduced Learning Management Systems (MCB) for all Academic Years which has facilitated streamlining the learning process by providing a central location for online access to school materials. Students and Parents must check their E-Mail, WhatsApp, MCB, and Class Walk ID regularly to access various School updates, notices, and circulars.
3. The School provides opportunities and encourages Students to appear in various competitive examinations conducted nationally and internationally, including but not limited to:
  - a) NTSE: National Talent Search Examination
  - b) SOF: Science Olympiad Foundation
  - c) KVPY: Kishore Vaigyanik Protsahan Yojana
  - d) TERI: The Energy Research Institute –Green Olympiad
  - e) IAPT: Indian Association of Physics Teachers
  - f) JBNSTS: Junior Scholarship Test
  - g) JBNSTS: Senior Scholarship Test
  - h) KAMP-CSIR: Knowledge and Awareness Mapping Platform.

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4. The School encourages inclusive practices and believes in giving equal and adequate learning opportunities to all students including Children with Special Needs (CWSN). In this direction, the School has always provided Special Educators and Counsellors for creating an ambience of inclusiveness as per CBSE guidelines/norms.
  5. School fees need to be paid on time and part payment is not allowed. A Late Fee of Rs. 200/- per month will be applicable for delay in payment. Nonpayment of Fees within 30 days from the last payment date, could result in the student's name being withdrawn from the school rolls. The Parent will have to reapply for admission to the School Management Committee, through the School Principal for approval. A re-admission Fee of 50% of the admission Fee will be applicable along with the School Fees in such cases once approved by the School Management Committee.
  6. Parents must specify students details and payment information in the remarks section while using online mode. Late payments beyond the specified deadline even on weekends (Saturday or Sunday), will incur applicable late fine.
  7. Non-negotiable adherence to all school-set deadlines, including payments and submissions.
  8. The School Management Committee will review the School Fee yearly.
  9. In the event of a student leaving the School before the completion of the session, the parent may apply to the School Principal to claim for pro-rata return of the tuition fee only.
  10. School reserves the right to take photographs for the sake of documentation and records for various academic and co-scholastic activities.
  11. All the students must extend cooperation in taking care of all the property of the School, and shall be required to abide by the following:
    - a) School property is to be handled with proper care and caution.
    - b) Students should not scratch or spoil the desks, benches, or chairs.
    - c) No student should damage the assets of the School (furniture/electrical items) or the belongings of others. Damage caused even by accident should be reported at once to the Class Teacher. The School reserves the right to recover the dues for expenses incurred towards this damage from the parent of the concerned ward.
    - d) The students should not write or draw anything on the walls/tables. Graffiti in any mannerism strictly prohibited.
  12. Electronic gadgets including mobiles, i-pod, PlayStations, audio/video players, cameras, etc. are not permitted inside the School premises as per CBSE guidelines. If found, the articles will be confiscated and handed over to the parent. A repeat of the same offence may be viewed strictly and appropriate action may be initiated by the School Principal.
    - b) Unauthorised Photography/Videography is not allowed in the School.



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13. Students should be neatly dressed in proper School uniform and immaculately turned out.
  14. Spikes, long sideburns, coloured/streaked hair are not allowed for any Student.

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15. Girls should abstain from applying nail polish, mehendi, and wearing fancy earrings.
  16. Attendance is compulsory on the opening day after any vacation.
  17. Mandatory 80% attendance; failure to comply may result in academic consequences.
  18. Students are not permitted to enter their class after a day's leave without the sanction of the Principal if a letter stating the reason for leave from parents is not presented.
  19. If Students remain absent for more than three consecutive days on medical grounds, he/she must submit a leave letter addressed to the Principal citing the reason for absence and must attach a medical certificate issued by a practicing doctor, if applicable.
  20. Students who are absent for more than a week will not be permitted to attend school without the Parents accompanying the Student and meeting the School Principal, along with evidence/supporting documents showing reasons for such absenteeism.
  21. Students will be marked late in his/her diary in case of late entry to School. On being late for three days in the same month the parents will be informed by the office staff and the Student would be permitted to attend School post a face-to-face meeting between the Parents and the School Principal.
  22. Students are not allowed to bring gifts or sweets for staffs or teachers on any occasion.
  23. Student is not permitted to appear for tests/grades if he/she does not stay for the entire duration of School hours. If the Student is fit to give a test, he/she can manage to attend full School.
  24. Students shall not resort to unfair means during examinations. Rules, regulations, and/or guidelines as prescribed by CBSE from time to time shall be applied for all cases of unfair means.
  25. No books, periodicals or newspapers, pen drives, CDs/DVDs etc. of an objectionable nature should be brought to School.
  26. The School campus and the Classrooms are to be kept clean. Students at all times must use the dust bins to throw trash/waste.
  27. It is mandatory for all Students to use the demarcated washrooms for Boys and Girls and practice good hygiene habits during School hours.
  28. Use of abusive language or improper behaviour such as whistling or shouting is not permitted on the School premises.
  29. The School follows a strict policy of NO BULLYING.
  30. Students cannot burst crackers or splash colours within the School.
  31. Upon emergency, the Students may be permitted to use/attend office telephone with the prior permission of the Office-in-charge.
  32. Parents should regularly monitor the online and offline usage of technology by their kids to inculcate cyber discipline and appropriate behavior.

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33. Parents should attend the School PTM's or any other meetings as called for by the Class teacher, coordinator, or Principal to help as partners towards the child's development and needs.
  34. Parents should refrain from entering the classrooms during working hours & taking their wards half day / or for early leave as it leads to a direct impact on the student's academics and progress.
  35. Parents can convey their concerns to School through Almanac or email to the respective class teachers. The concern can be escalated to the coordinator/Vice Principal / Principal if not resolved at the appropriate level. Parent may give 72 hours at each level for the respective staff to look into and resolve the concern.
  36. Parents are to inform changes in address or phone number to School through a diary for correction in School records.
  37. Parents can meet the teachers or the staff through prior appointments and after schooling hours only.
  38. Release of students of Class Nursery to Grade II will happen only after receiving the Release card keeping in mind the safety of the student. For all Students of other grades, the School reserves the right to verify the credentials of the Parents and/or guardians who pick up or drop the children to and from the School premises.
  39. It is mandatory for the Parent to inform the Principal via e-mail that in his/her/their absence she shall be the active guardian of the Student. Guardian shall abide by all Rules and Regulations as laid down herein for and on behalf of the Parents.
  40. Application for Transfer Certificate needs to be submitted on or before the 5th day of the first two quarters failing which the fee applicable for the whole quarter shall be payable by the Parent for issuing the Transfer Certificate. Transfer Certificate application received in the third or fourth quarter will lead to a full year's Fee payment.
  41. Tiffin must be carried by the student only. If the tiffin is being sent with a parent or an authorised rep on behalf of the parent, then it must carry a letter signed by the parent, informing the same.
  42. Strict adherence to a no-messy-food in lunchboxes.
  43. Parents should ensure that Students are not permitted to drive any motorized two-wheeler or four-wheeler to and from School/under any circumstances whatsoever till a valid license is obtained from the relevant authorities.
  44. Parents need to collect all information about the Transport Service Providers to ensure their ward's safety.
  45. Prohibition of road parking during pick up/drop-off. Parents must utilise the dedicated parking area.
  46. In case of any non-compliance with the School Rules and Regulations by the students and/or the parents, as listed here or on the admission form or on the school website, the School reserves the right to take such action as it may deem fit and

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proper without any further recourse.

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## GENERAL INFORMATION

School fees are payable on a quarterly basis in the months of April, July, October and January of the current academic year. Fees for the quarter are to be deposited through online mode only.

**Fees for 1st Quarter - April to June - payable during 1st to 30th of April.**

**Fees for 2nd Quarter - July to September - payable during 1st to 15th of July.**

**Fees for 3rd Quarter- October to December - payable during 1st to 15th of October.**

**Fees for 4th Quarter - January to March - payable during 1st to 15th of January.**

**Parent to pay fees through MCB (Apeejay school app).**

### **Default in payment of Fees**

Parents are requested to avoid defaulting fee payment. A late fee of Rs.200/- will be applied for each month the fee payment remains in default. This late fee will be charged on a monthly basis and will continue to accrue until the full payment, including any applicable late fees, is settled. School fees are required to be paid in its entirety (under all heads will be applicable). Part payment is not accepted and is liable to attract late fee charges. The default fee along with the late fine is to be deposited through online mode.

### **Scheme of Studies:**

#### **Nursery - Upper K.G.**

As per NEP 2020 (paragraph 1.6.) the Early Childhood and Education (ECCE) initiative introduces the concept of “Balvatika” This one year preparatory program, implemented before LKG, is designed to equip children under the age of five with cognitive and linguistic skills essential for reading, writing, and developing numerical understanding. Led by ECCE qualified teachers, the Balvatika program adopts a play-based approach. NCERT has established guidelines for Balvatika and initial three years of pre-school education, emphasizing a foundational educational framework for early childhood development. There is no formal education in this section. The primary aim in this stage is to help socialize the child and help her/him in acquiring good disciplined personal habits and to introduce her/him to letters and numbers.

#### **Classes I to X**

The following subjects are taught in the above classes:

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English, Hindi/Bengali, Mathematics, Science, Social Science, Work Experience/Computers, Art Education, Physical and Health Education/Yoga, Moral Science Life Skill and AI (For classes VIII & IX)

Hindi, Bengali are also being offered as third language for classes VI-VIII.

**Computer Education is compulsory for all students of class I- X (Work Experience).**

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## **School Library:**

Apeejay Anand children's Library is a happening place where the creative, intellectual and imaginative, and earnest minds meet and create a vibrant atmosphere of learning, sharing and expressing and all the while evolving. These minds are young and ebullient, eager and curious. This holistic space has become the centre of activities for regular school children and the under privileged children of Apeejay Anand Children's Library.

The library is not only the store house of books of varied genre and subjects used for edification of students and teachers but disseminates knowledge through the numerous boards placed at strategic points. children of all classes visit library in the periods allotted to them in the company of the teachers to read books of their choice. Senior students and teachers avail the facility of reference material and resource books for supplementing their studies.

The differently abled children are catered through a well-designed and curated programme that touches upon many aspects of their development. Art and craft, Puppetry, Storytelling, Hindi teaching, Music, Dance, yoga, fine arts have been taught on a regular basis. Each one Teach One programme where both regular and economically challenged students collaborate and interact gives rise to a fun filled and unique teaching learning situation. All these recreational activities proved to be beneficial as they have grown to be more confident and involved

## **School Uniform:**

It is compulsory for all students to come to school in proper uniform for the day. The uniform is as follows:

### **Summer Uniform**

Classes Nursery to V:

GIRLS: Navy Blue Denim Pinafore and White T-shirt with school logo. BOYS: Navy Blue Denim Shorts and White T-shirt with school logo. Black shoe with ankle length white socks.

Classes VI to X

GIRLS: Box Pleated Navy-Blue Skirt and White Shirt with school logo.

BOYS: Navy Blue Trousers and White Shirt with school logo. Black shoes with ankle length white socks and uniform belt.

### **Winter Uniform**

Class Nursery to VIII

Navy Blue Hoodie and Sweater.

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Class IX - X Navy Blue Blazer and Maroon Tie.

On P.T. Days

Class Nursery to II

GIRLS: Divided White Skirt and Pink T-Shirt.

BOYS: White Short and Pink T-Shirt. White P T. Shoes.

Class III to X

Boys and Girls: White House colour printed T-Shirt. Black Track Pants with House colour stripe at sides. Black Shoes with House colour stripe.

### **Examination and Promotions:**

#### **CLASSES I and II**

A system of regular transparent evaluation has been introduced for Classes I and II. The students are marked on a series of class work, aural and enrichment activities conducted through the academic session.

These are tabulated together to give a record of achievement at the end of each term. The aggregate of the two terminal report cards is to be considered for promotion at the end of the Academic Year.

Since all class work is graded test, it is imperative that a student is regular in her/his attendance.



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### **Class: III and above**

#### **Term – I**

- One Periodic Assessment (PT1), One Weekly Test assessment (WT-1)

Multiple Assessment 1 (MA1)

- Portfolio 1
- Subject Enrichment 1 (SE1)

Internal Assessment (IA1) = PT1 + PT2 + MA1 + Portfolio1 + SE1

$(5) + (5) + (5) + (5) = 20$

- Half Yearly Examination

Total = Internal Assessment (IA1) + Half Yearly Examination

$100 = 20 + 80$

#### **Term – II**

- One Periodic Assessment (PT2), One Weekly Test assessment (WT-2)

Multiple Assessment1 (MA2)

- Portfolio 2
- Subject Enrichment1 (SE2)
- Internal Assessment (IA2) = PT3 + MA2 + Portfolio2 + SE2

$(5) + (5) + (5) + (5) = 20$

#### **ANNUAL EXAMINATION**

Total = Internal Assessment (IA2) + Annual Examination

$20 + 80 = 100$

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## **“TO MOTHER EARTH... WITH LOVE”**

This is an initiative to create awareness among students to conserve electricity, water and other resources.

1. Turn off lights, fans and air conditioner even when you are outside a room for a short while.
2. Use stairs instead of an elevator whenever possible.
3. Do not keep your T.V., computers and other appliances on stand-by mode.
4. When you are writing, printing or photocopying on paper, make sure you use the other side of the sheet.
5. Replace incandescent light bulbs with compact fluorescent bulbs (CFL), light emitting diode (LED). These bulbs reduce electricity consumption substantially.
6. Re-use items like paper, carton boxes, folders, envelopes to reduce the over usage of paper.
7. Think of innovative ways to re-cycle and re-use scrap items for storage and other useful purposes. Create “Wealth from Waste”.
8. For short trips, walk or bi-cycle instead of taking a car. Reduce the use of plastic and use jute and paper bags.
9. While filling up water in your bottle, do not wait till the water overflows but remove it before the water level reaches the brim to conserve water.
10. Always ensure that the taps are tightly closed and conserve water,
11. Do not shout, scream. Talk softly to reduce noise pollution.

**Plant a Tree, Keep the City Clean and  
Paint the Planet Earth Green.**

# SCHOOL CALENDAR

APRIL 2025 - MARCH  
2026

DAY	DATE	MONTHWISE ACTIVITY
APRIL 2025		
Tuesday	1st	School reopens for the Academic Year 2024-25 for Class 3 to Class IX
Monday	7th	School reopens for the Academic Year 2024-25 for Nursery to II
Monday	14th	<b>Ambedkar Jayanti</b>
Tuesday	15th	<b>Bengali New Year</b>
MAY 2025		
Thursday	1st	<b>May Day</b>
Wednesday	8th	Rabindra Jayanti ( Celebration)
Thursday	9th	<b>Rabindra Jayanti</b>
Saturday	10th	PTM - Classes Nursery – II
Monday	12th	Buddha Purnima
Thursday	15th	School closes for Summer Vacation ( <b>Full day school</b> )
JUNE 2025		
Friday	20th	School reopens for the teachers .
Monday	23rd	School reopens for students - ( <b>Full day school</b> )
JULY 2025		
Tuesday	1st	Open House (Nursery-II)
Wednesday	2nd	Open House (III-IX)
Friday	18th	Submission of all Internal Marks -Portfolio, Subject Enrichment & Multiple Assessments for Classes III-X
Saturday	19th	PTM - Classes Nursery - II. PTM for Classes III- IX to hand over Unit Test- I answer scripts
AUGUST 2025		
Saturday	9th	<b>Rakshabandhan</b>
Friday	15th	Independence Day Celebration
Saturday	16th	<b>Janmasthan</b>
Monday -Friday	18th-22nd	Science Week for Classes V-VIII
Monday	25th	PTM-2 for Class X
Saturday	23rd	<b>Science Exhibition .</b>
Friday	29th	Final Submission of all practical files
SEPTEMBER 2025		
Thursday	4th	Teacher's Day Celebration

Friday	5th	<b>Milad-ul-Nabi</b>
Friday	26th	School closes for Puja Vacation ( Full day school)
Saturday-Monday	27th to 6th October	Puja Vacation
<b>OCTOBER 2025</b>		
Tuesday	7th	School reopens after Puja Vacation. Full day school.
Tuesday	14th	PTM for of PT-2 for Class X
Saturday	11th	PTM for handing over answer scripts of Half Yearly Examination for Classes III-IX
Sunday- Thursday	19th-23rd	Diwali Vacation
Friday	24th	School reopens after Diwali Holidays. Full day school
<b>NOVEMBER 2025</b>		
Wednesday	5th	Gurunanak Jayanti
Friday	14th	Children's Day celebration
Saturday	22nd	PTM for Classes Nursery -II
<b>DECEMBER 2025</b>		
Monday	1st	PTM of Mock Test- 1 for class X
Tuesday	23rd	PTM of Mock Test-2 for Classes X
Tuesday	23rd	Winter Carnival ( School closes for Winter Vacation) Half Day school.
Wednesday -Thursday	24th-1st January	Winter vacation
<b>JANUARY 2026</b>		
Friday	2nd	School reopens for teachers Students (Full Day School)
Monday	12th	Swami Vivekanand's Birth Aniversary
Saturday	10th	PTM for Classes Nursery-II.
Friday	16th	Good Luck Party for Class X
Friday	23rd	Celebration of Birth Anniversary of Netaji Subhas Chandra Bose and Vasant Panchami
Saturday	24th	Handing over of answer scripts for Classes III- IX
Monday	26th	Republic Day celebration
<b>FEBRUARY 2026</b>		
Monday	16th	Shivaratri
Friday	20th- 27th	Annual Examination for Class IX

Thursday	26th	Art Mela
March 2026		
Tuesday- Wednesday	3 <sup>rd</sup> -18 <sup>th</sup>	Annual Examination (Class III to VIII)
Wednesday- Thursday	4th & 5th	Holi
Friday	20th	Graduation Ceremony for class UKG
Tuesday	10th	New session begins for Class X
Saturday	28th	Final PTM cum book distribution
<b>Dates for Annual picnic, Annual Sports and Annual-Day , Board Examinations to be notified later</b> In the event of unscheduled holidays declared by the state/other education authority, classes will be held for all students on Saturdays of the corresponding week.		

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## VALUES CALENDAR

### APRIL 2025-JANUARY 2026

#### April

III-V	Morality
VI-VIII	Peace and Unity
IX-XII	Accountability

#### May to June

III-V	Kindness
VI-VIII	Self Confidence
IX-XII	Compassion

#### July

III-V	Selflessness
VI-VIII	Resilience
IX-XII	Team Work

#### August

III-V	Respect everyone
VI-VIII	Contribution to society
IX-XII	Self-Awareness

#### September and October

III-V	Self Confidence
VI-VIII	Flexible Thinking
IX-XII	Healthy Communication

#### November and December

III-V	Compassion
VI-VIII	Learning from Failure
IX-XII	Self-Direction

#### January

III-V	A happy relationship
VI-VIII	Accepting Criticism
IX-XII	Leadership

## TOPIC FOR CLASS SOFT BOARD

### ACADEMIC SESSION 2025-2026

- Boards to be changed every 15 days for each class.
- Any topic relevant for the month and to the class may be taken by the class teacher.

MONTH	TOPICS
April 2025	The road to a new beginning (green is the colour of nature, the colour of spring and is, therefore, associated with renewal, growth and fresh beginnings.)
May 2025	Values in life
June 2025	Science and technological developments that have benefited us in the modern era.
July 2025	Service Before Self/ India's tradition of giving to the world (different spheres of social service touched upon e.g. army, navy, education, etc.)
August 2025	My Motherland/ Interpretation of my Motherland by different literary figures.
September 2025	Making it Big - Weave your dream
October 2025	Durga Puja/ Shine like Stars
November 2025	Diwali/ Catch the Dream
December 2025	Words have power (learning words associated with Christmas and their meaning in life)
January 2025	Our nation – our pride
February 2025	I believe and I achieve
March 2025	Careers and you



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## Co - Curricular Calendar 2025-2026

### APRIL -

- Inter School Dance Competition on the occasion of World Dance Day (29<sup>th</sup>)

### MAY -

- Rbindra Jayanti Celebration
- (Summer camp sessions)

### JUNE -

- World Music Day (Inter House Music Competition)

### JULY -

- Dance Therapy Session for students
- Inter House Theatre Competition

### AUGUST -

- Independence Day Celebration

### SEPTEMBER -

- Cartoon Day
- Teacher's Day Celebration
- Hindi Diwas Celebration

### OCTOBER -

- Ekta Diwas
- Cultural Program on the occasion of Halloween (Class 3 - 5)

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## **NOVEMBER -**

- Children's Day Celebration
- Posan Maah

## **DECEMBER -**

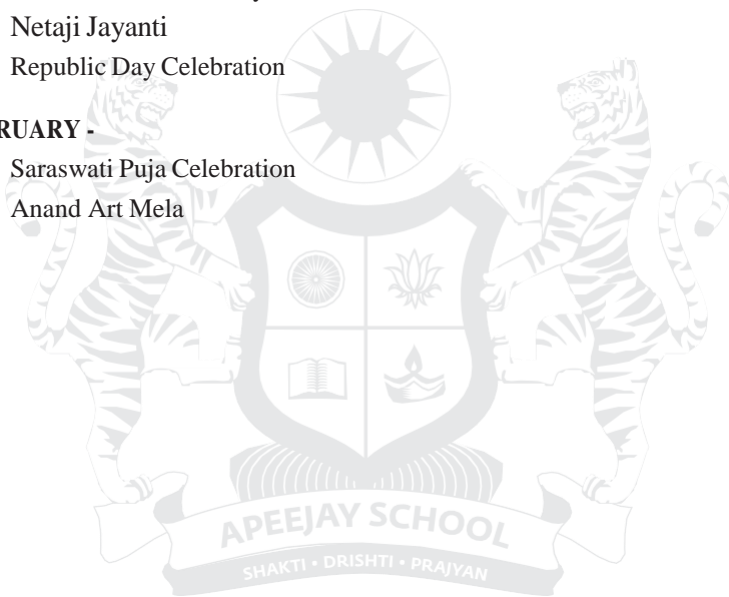
- Cultural Program on Christmas 'Jingle all the way'

## **JANUARY -**

- Swami Vivekananda Jayanti
- Netaji Jayanti
- Republic Day Celebration

## **FEBRUARY -**

- Saraswati Puja Celebration
- Anand Art Mela



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## **SPORTS CALENDAR 2023-24**

### **April 2025**

Inter House Carrom Competition

### **May 2025**

Summer Camp

### **June 2025**

Children's Day special – Inter House Football Tournament

### **December 2025**

Cricket Workshop

### **January 2026**

Inter House Badminton Tournament

## Important Notice and Information

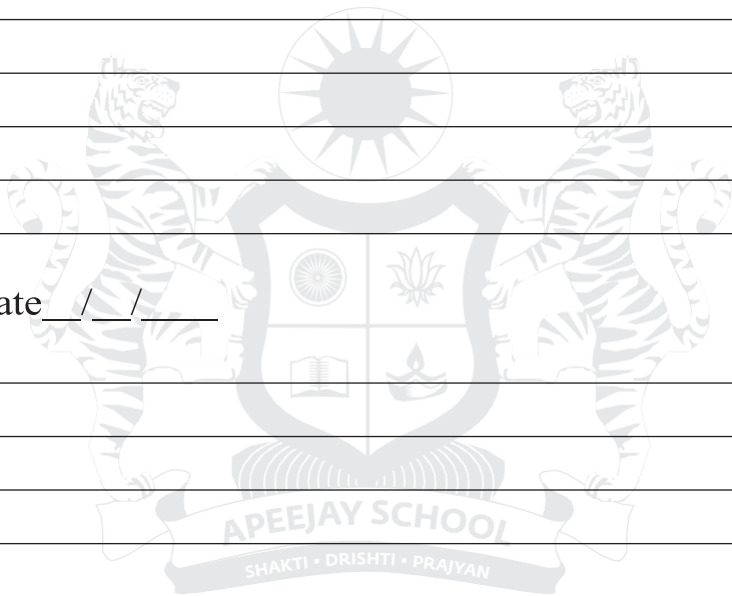
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Take risks in Your life. if you win, you can lead, if you lose, you can guide.

- Swami Vivekananda

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## Important Notice and Information

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It is in your hands to create a better world for all who live in it.

- Nelson Mandela

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# Important Notice and Information

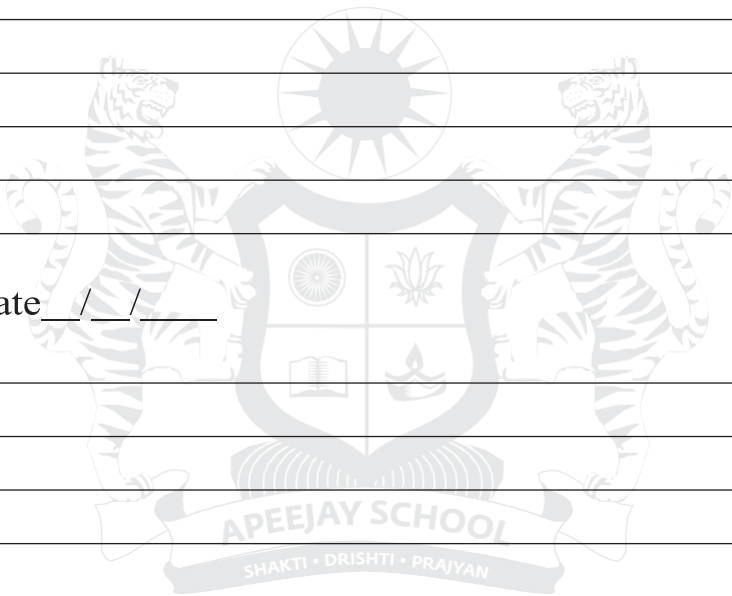
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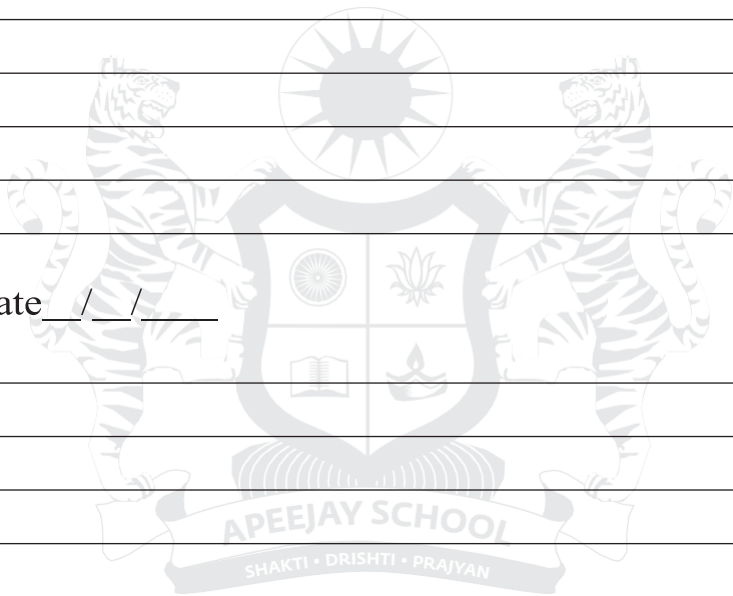


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Be kind to all creatures. That is the only religion.

- Lord Buddha

## Important Notice and Information

Date      /      /     Date      /      /     

Nature does not hurry, yet everything is accomplished.

- Lao Tzu



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- Dalai Lama

## Important Notice and Information

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Leadership is the capacity to translate vision into reality.

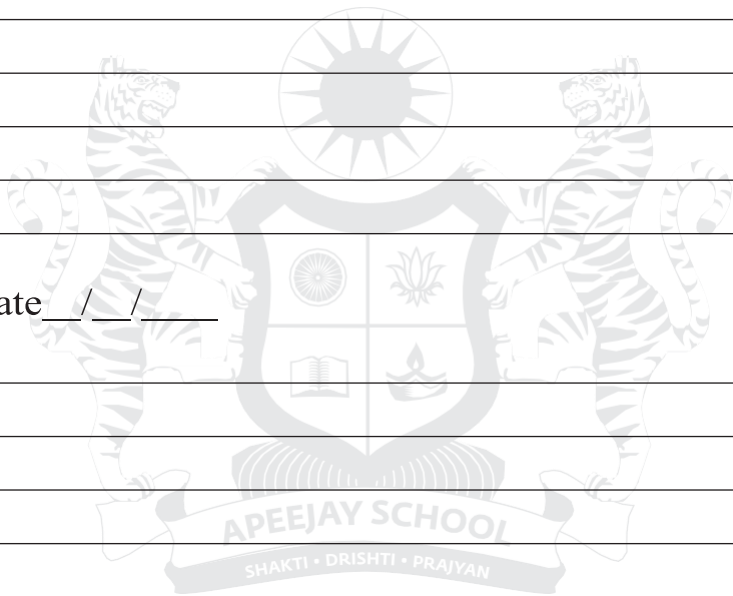
- Warner G. Benn's

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- Micky Rooney

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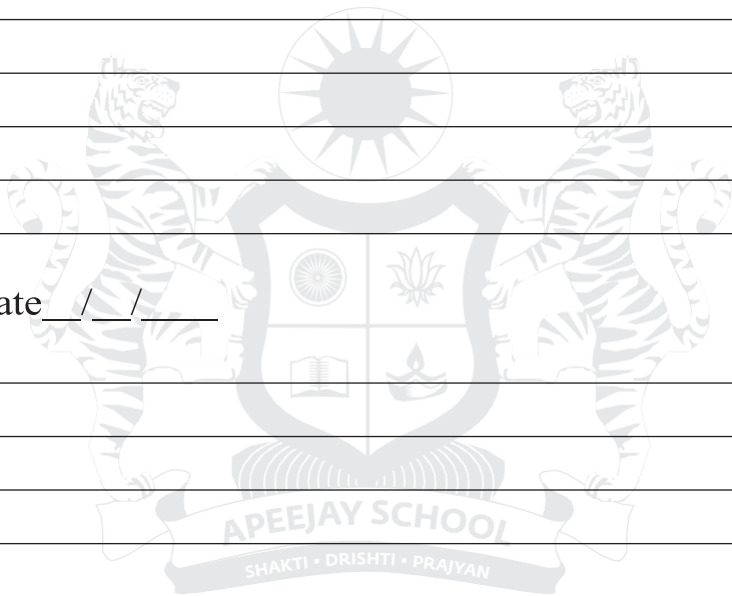
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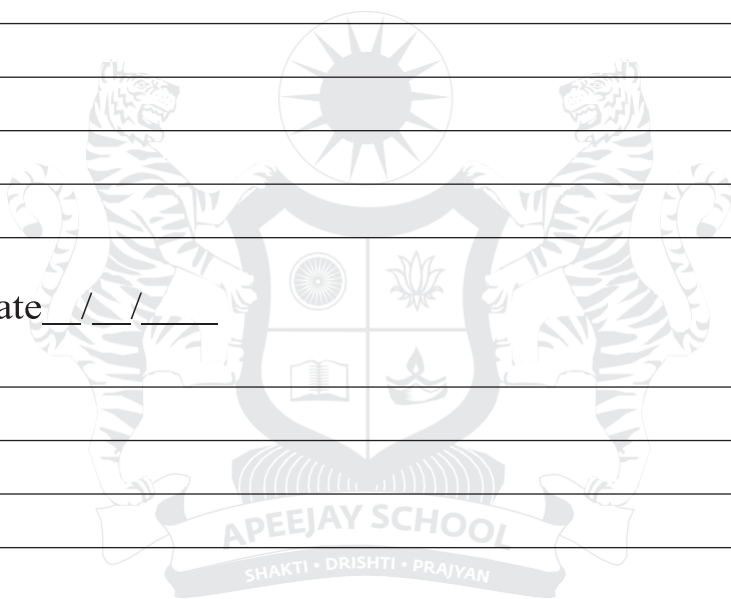
## Important Notice and Information

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Be sure you put your feet in the right place, then stand firm.

- Abraham Lincoln

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Date      /      /     Date      /      /     

It is in your hands to create a better world for all who live in it.

- Nelson Mandela

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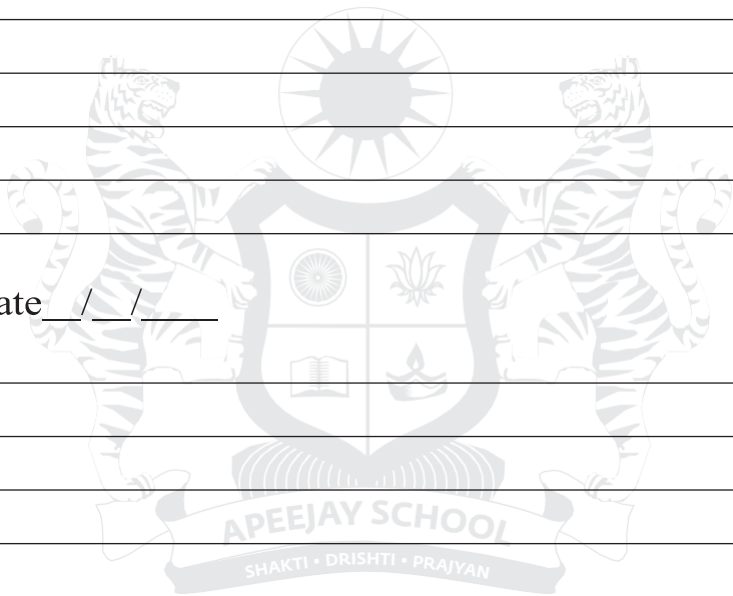


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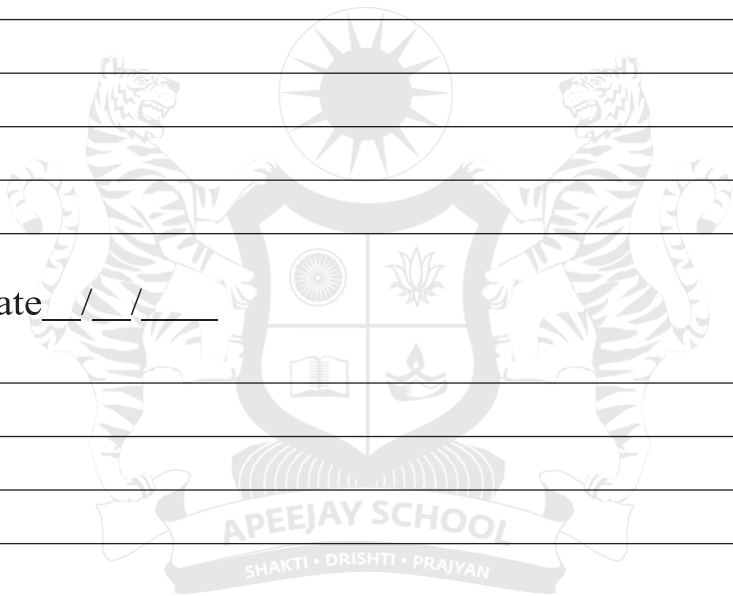
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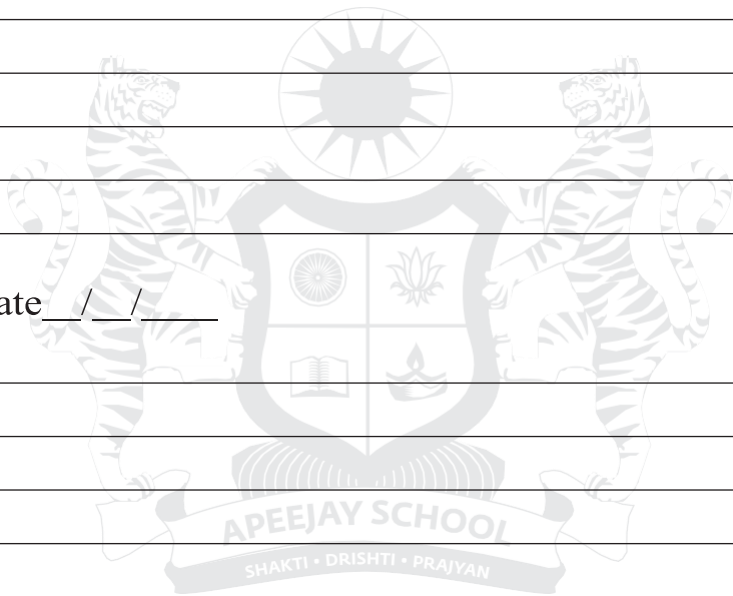
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- Lao Tzu

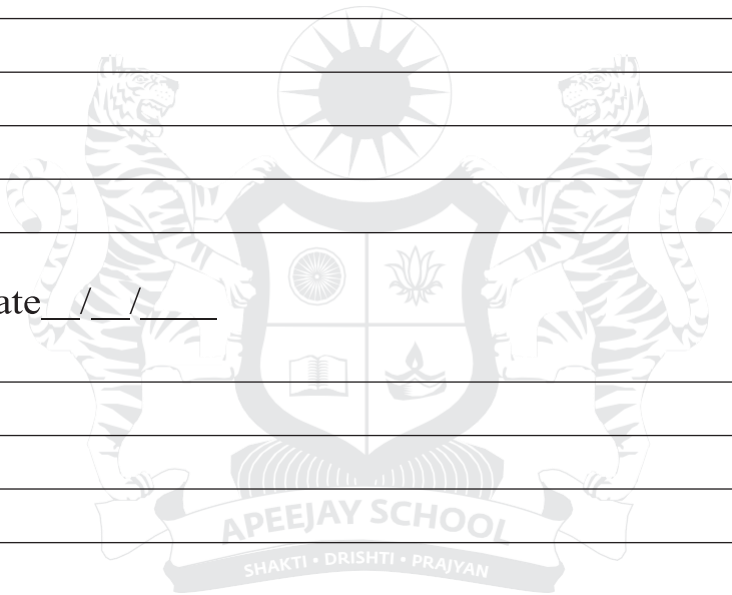
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When educating the mind of our youth, we must not forget to educate their hearts.

- Dalai Lama

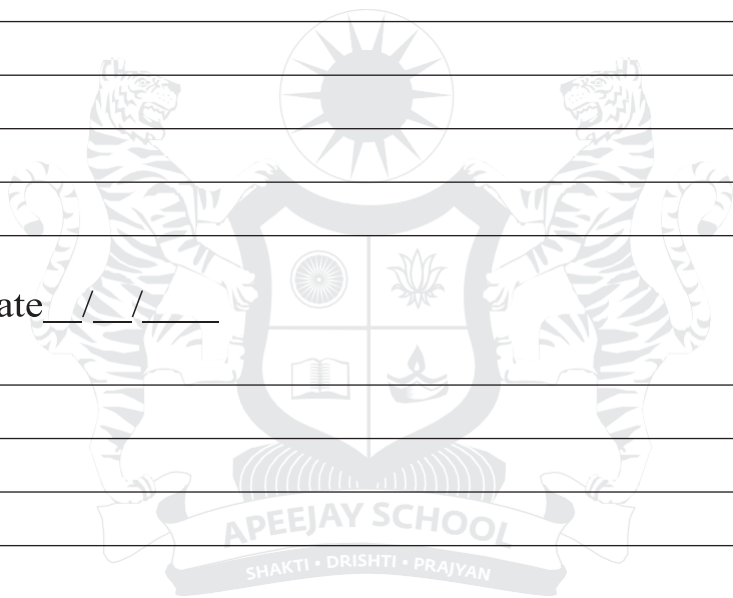
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Leadership is the capacity to translate vision into reality.

- Warner G. Benn's

## Important Notice and Information

Date      /      /     

You always pass failure on the way to success.

- Micky Rooney



## Important Subjects and Marks Obtained

Date __/__/__	PT-I	PT-II	Half Yearly	PT-III	ANNUAL
Max.					
Min					
English					
L2					
Maths					
Science/EVS					
S.St					
L3					
Computer					
GK					
M.Sc					
Art & Craft					
P. Edu.					

