

Happy Schooling; Joyful Learning



VIDYA VIHAR CENTRAL SCHOOL

School Diary 2025-26

Name:

.....

Class:..... Div Roll No..... Adm. No.

.....

Bus No..... Bus Boarding Point

.....

Parent's Contact Nos.....,

THE CONSTITUTION OF INDIA

PREAMBLE

WE, THE PEOPLE OF INDIA, having
solemnly resolved to constitute India into a
SOVEREIGN, SOCIALIST, SECULAR
DEMOCRATIC, REPUBLIC
and to secure to all its citizens:
JUSTICE, social, economic and political
LIBERTY of thought, expression, belief
faith and worship;
EQUALITY of status and of opportunity:
and to promote among them all,
FRATERNITY assuring the dignity of the
individual and the unity and integrity
of the Nation.
IN OUR CONSTITUENT ASSEMBLY
this twenty-sixth day of November, 1949, do
HEREBY ADOPT, ENACT AND GIVE TO
OURSELVES THIS CONSTITUTION.

THE CONSTITUTION OF INDIA

Chapter IV A FUNDAMENTAL DUTIES

ARTICLE 51 A

Fundamental Duties - It shall be the duty of every citizen of India:

- (a) to abide by the Constitution and respect its ideas and institutions, the National Flag and the National Anthem;
- (b) to cherish and follow the noble ideals which inspired our national struggle for freedom.
- (c) to uphold and protect the sovereignty, unity and integrity of India;
- (d) to defend the country and render national service when called upon to do so;
- (e) to promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women;
- (f) to value and preserve the rich heritage of our composite culture;
- (g) to protect and improve the natural environment including forests, lakes, rivers, wild life and to have compassion for living creatures;
- (h) to develop the scientific temper, humanism and the spirit of inquiry and reform;
- (i) to safeguard public property and so abjure violence;
- (j) to strive towards excellence in all sphere of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement.

TEACHERS & Contact No.

Class Teacher :		Tel.No :
Subject	Name of Teacher	Tel. No.
English		
Malayalam		
Hindi		
Mathematics		
Social Science	History	
	Geography	
	Politics	
	Economics	
EVS/GS	Physics	
	Chemistry	
	Biology	
Value Education		
Music		
Dance		
Art& Craft		
Librarian		
Counsellor		
Computer		
PE		

NB : Section Head and class teacher can be contacted over phone only between 7.30pm and 8.30 pm.

Pupil's Data

(To be filled by the parent)

- Name of the Student 2.

Male	Female
------	--------
- Date of Birth 4. Blood Group.....
- Std. & Division 6. Admn. No Roll No.....
- Aadhar No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- Apaar ID.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- Religion: Caste: General/OBC/OEC/SC/ST
- Name of Father
Mother
Guardian*
- Office Address (Father)
..... Mob.
Office Address (Mother)
..... Mob.
- Home Address
..... Tel . No.....
- Guardian's Address
..... Mob.
- Particulars of brother / sister (Direct) studying in this school
a) Name & Std. 1.

--

 2.

--

Specimen Signature of

..... / /

Father

Mother

Guardian

I, the undersigned have read the rules and regulations in the school diary and agree to abide by them and co-operate with the school authorities.

Father

Mother

* Guardian can be any person who can be contacted in case of the absence of the parents

Mode of Transport:

School Van Private Own

If Private type of Vehicle Reg. No.

Name & Phone No of Driver.....

School Bus Service

Date of Joining.....

Boarding Point.....

To join/ discontinue from school bus service, prior written permission should be obtained from the Principal. Request for change of Bus / Boarding/ Pickup point will be entertained only for valid reason

Pupil's Data

(To be filled by the parent)

1. Name of the Student2.

Male	Female
------	--------
3. Date of Birth 4. Blood Group.....
5. Std. & Division 6. Admn. No Roll No.....
7. Aadhar No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
8. Apaar ID.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
9. Religion: Caste: General/OBC/OEC/SC/ST
10. Name of Father
Mother
Guardian*
11. Office Address (Father)
..... Mob.
Office Address (Mother)
..... Mob.
12. Home Address
..... Tel . No.....
13. Guardian's Address
..... Mob.
14. Particulars of brother / sister (Direct) studying in this school
a) Name & Std. 1.

--

--

 2.

--

Specimen Signature of

..... / /

Father

Mother

Guardian

I, the undersigned have read the rules and regulations in the school diary and agree to abide by them and co-operate with the school authorities.

Father

Mother

* Guardian can be any person who can be contacted in case of the absence of the parents

Mode of Transport:

School Van Private Own

If Private type of Vehicle Reg. No.

Name & Phone No of Driver.....

School Bus Service

Date of Joining.....

Boarding Point.....

To join/ discontinue from school bus service, prior written permission should be obtained from the Principal. Request for change of Bus / Boarding/ Pickup point will be entertained only for valid reason

Pledge

India is my country. / All Indians / are my brothers and sisters. / I love my country / and I am proud / of its rich and varied heritage. / I shall always strive / to be worthy of it. / I shall give my parents / teachers and all elders / respect / and treat everyone / with courtesy. / To my country / and my people, / I pledge / my devotion. / In their well being / and prosperity alone / lies my happiness.

प्रतिज्ञा

भारत हमारा देश है। हम सब भारतवासी भाई-बहन हैं। हमें अपना देश प्राणों से भी प्यारा है। उसकी समृद्धि और विविध संस्कृति पर हमें गर्व है। हम उसके सुयोग के अधिकारी बनने का प्रयत्न सदा करते रहेंगे। हम अपने माता-पिता, शिक्षकों तथा गुरुजनों का आदर करेंगे और सबके साथ शिष्टता का व्यवहार करेंगे।

हम अपने देश और देशवासियों के प्रति वफादार रहने की प्रतिज्ञा करते हैं। उनके कल्याण और समृद्धि में हमारा सुख निहित है।

जय हिन्द।

പ്രതിജ്ഞ

ഭാരതം എന്റെ രാജ്യമാണ്. എല്ലാ ഭാരതീയരും എന്റെ സഹോദരീ സഹോദരന്മാരാണ്. ഞാൻ എന്റെ രാജ്യത്തെ സ്നേഹിക്കുന്നു. സമ്പൂർണ്ണവും വൈവിധ്യപൂർണ്ണവുമായ അതിന്റെ പാരമ്പര്യത്തിൽ ഞാൻ അഭിമാനം കൊള്ളുന്നു. ഞാൻ എന്റെ മാതാപിതാക്കളെയും ഗുരുക്കന്മാരെയും മുതിർന്നവരെയും ബഹുമാനിക്കും. ഞാൻ എന്റെ രാജ്യത്തിന്റെയും നാട്ടുകാരുടെയും ക്ഷേമത്തിനും ഐശ്വര്യത്തിനും വേണ്ടി പ്രയത്നിക്കും.

National Song: Vande Maataram

Vande maataram..
Vande maataram..
Maataram..

Sujalaam sufalaam malayaj sheetalaam
Sasyashyaamalaam maataram
Vande maataram..

Shubhrajyotsna pulakit yaaminiim
Phulla kusumita drumadal shobhiniim
Suhaasinim sumadhura bhaashhinim
Sukhadaam varadaam
Maataram.. vande maataram

सारे जहाँ से अच्छा

सारे जहाँ से अच्छा हिन्दुस्तान हमारा
हम बुलबुले है इसकी वो गुलिस्तान हमारा

पर्वत वो सबसे ऊँचा हमसाया आसमाँ का,
वो सन्तरी हमारा, वो पासबाँ हमारा
सारे जहाँ से अच्छा

गोदी में खेलती हैं जिसकी हजारों नदियाँ,
गुलशन है जिसके दम से रश्क-ए- जिना हमारा
सारे जहाँ से अच्छा

मजहब नहीं सिखाता आपस में बैर रखना
हिन्दी है हम वतन हैं हिन्दुस्तान हमारा
सारे जहाँ से अच्छा, हिन्दुस्तान हमारा।

രാഷ്ട്രഗീതം

ജനഗണമന അധിനായക ജയ ഹേ
ഭാരത ഭാഗ്യ വിധാതാ
പഞ്ചാബ്-സിന്ധു-ഗുജറാത്ത്-മറാഠാ
ദ്രാവിഡ ഉത്കല വംഗാ
വിന്ധ്യ ഹിമാചല-യമുനാ-ഗംഗാ
ഉച്ഛല ജലധി തരംഗാ
തവ ശുഭനാമേ ജാഗേ
തവ ശുഭ ആശിഷമാഗേ
ഗാഹേ തവ ജയ ഗാഥാ
ജനഗണ-മംഗളദായക ജയ ഹേ
ഭാരത-ഭാഗ്യവിധാതാ
ജയ ഹേ, ജയ ഹേ, ജയ ഹേ,
ജയ ജയ ജയ ജയ ഹേ

School Anthem

We in the world, in search of truth	
Sharing dreams strive in our way	We.....
In the path of success to mould us	
To worthy citizens for the future	In the
To forget the barriers of caste ,creed	
And to believe in our dreams that,	
We are one	To.....
Let us share the joy of	
Learning in Vidya Vihar	Let us
This campus is where you and I	
Share full of faith love and dreams	
Let the seeds of knowledge	
We gain last forever	Let.....
Vidya vihar—	
shining rays of our life	
In your light we will sure	
Shine and shine forever	Vidya Vihar

झंडा ऊँचा रहे हमारा विजयी विश्व तिरंगा प्यारा
झंडा ऊँचा रहे हमारा

सदा शक्ति बरसाने वाला
प्रेम-सुधा सरसाने वाला
वीरों को हर्षाने वाला
मातृभूमि का तन-मन सारा
झंडा ऊँचा रहे हमारा

स्वतंत्रता के भीषण रण में
लड़ कर जोश भरे छन-छन में
कांपे क्षत्रु देखकर मन में
मिठ जाये भय-संकट सारा
झंडा ऊँचा रहे हमारा

इस झंडे के नीचे निर्भय
ले स्वराज्य हम अब चल निश्चय
बोलें भारत माता की जय
स्वतंत्रता है ध्येय हमारा
झंडा ऊँचा रहे हमारा

आओ प्यारे वीरो आओ
देश-धर्म पर बलि-बलि जाओ
एक साथ सब मिल कर गाओ
प्यारा भारत देश हमारा
झंडा ऊँचा रहे हमारा

इसकी शान न जाने पाये
चाहे जान भले ही जाये
विश्व विजय करके दिखलाये
तब होवे प्रण पूर्ण हमारा
झंडा ऊँचा रहे हमारा

Prayer - 1 (Monday)

ജഗദീശ്വരാ ആ.. ആ ജഗദീശ്വരാ
ജഗദീശ്വരാ പ്രഭോ ലോക നാഥാ
എല്ലാമറിയുന്ന നിൻ പ്രയോൽ
ഹൃദയത്തിൽ സത്യവും ചിന്തയിൽ നന്മയും
കർമ്മത്തിൽ ശുദ്ധിയും നൽകേണമേ ജഗദീശ്വരാ.
എപ്പോഴും ഞങ്ങൾക്ക് സാന്നിധ്യമായ്
എപ്പോഴും ഞങ്ങൾക്ക് വഴികാട്ടിയായ്
ഇരുളിലും ദുഃഖത്തിനാഴത്തിലും
ഒരുപോലെ ഞങ്ങൾക്ക് തുണയാകണേ
ജഗദീശ്വരാ പ്രഭോ ലോക നാഥാ
നോവുന്ന മനുജന്റെ മിഴി തുടയ്ക്കാൻ
ശക്തിയായ് ഞങ്ങളിൽ പെയ്തിറങ്ങാൻ
കാരുണ്യ വാരിദേ തമ്പുരാണേ
നിന്നിലെ ചൈതന്യം പകരേണമേ
ജഗദീശ്വരാ ആ.. ആ ജഗദീശ്വരാ

Prayer - 2 (Tuesday)

നിത്യ സാന്നിധ്യമേ നിൻപ്രകാശം
ജീവശക്തിക്കുണർവെന്നുമേകിടാവു
സത്യമായ് ധർമ്മമായ് നീതിയായ് രാജിക്കു
മപ്രമേയാനന്ദ പുഞ്ജമേനീ
കർമ്മത്തിൽ ശുദ്ധിയും വാക്കിൽ കാരുണ്യവും
നിർമ്മമാം വാചിടും സ്നേഹവായ്പും
എങ്ങുമശ്ശരണ ജീവിതംകേഴുമ്പോ
ഉള്ളിത്രകാക്കുമനുകമ്പയും
ഞങ്ങളിൽ വർഷിക്ക ദീനവനജഗൽ
പുണ്യതിടമ്പേ മതിയാവോളം
ഭൂവിലെല്ലാവരുമൊന്നാണെന്നങ്ങുന്നു
തൂവും സമതന്ത്രം തുവെളിച്ചം
ഞങ്ങൾക്കുണർവായി കരളിലുറും
സ്നേഹ സങ്കല്പ ഭാവത്തിലുർജ്ജമായി
ഞങ്ങൾതൻമാർഗം തിളക്കിടും ദീപമായ്
മങ്ങാതെ മിന്നി തിളങ്ങിടാവു
നിത്യ സാന്നിധ്യമേ

Prayer - 3 (Wednesday)

കരുണയിലൊഴുകുമൊരതി മധുരം
 ഒഴുകുമീ വഴികളിലതിപ്രഭവം
 കനിയണം അടിയനു നിൻ അഭയം
 ഒഴുകിടണം കൃപ ഞങ്ങളിലും
 അറിവൊഴുകും വഴി അതിലുണരുംസ്ഥിതി
 അലകളിലാശ്രയം നീയല്ലയോ
 തവതിരുവടികളിലാശ്രയമേകാൻ
 അനുഗ്രഹം ഞങ്ങൾക്കേകിടണേ
 കരുണ..

Prayer - 4 (Thursday)

ഈ ലോക ജീവിത പാലാഴിയിൽ
 സ്നേഹാമൃതം തേടും യാത്രയിൽ
 കലയുടെ മഹനീയ നൂപുര ധനിയുമായ്
 നിൽക്കുന്നു ഞങ്ങൾക്കനുഗ്രഹമേകൂ
 നിൽക്കുന്നു ഞങ്ങൾക്കനുഗ്രഹമേകൂ
 ആറു കൂട്ടുകളിൽ വസന്തമായി
 നീറും മനസ്സിന് കുള്ളിർമ്മയായി
 സർവ്വേശ സാന്നിധ്യ രൂപമായി
 വളരാവൂ ഞങ്ങൾതൻ വാസനകൾ
 ഈ ലോക..

Prayer - 5 (Friday)

ചിന്മയരൂപാ ചിരഞ്ജീവാ
 സ്നേഹ സ്വരൂപാ ജഗദീശാ
 ജീവസന്ധായകാ നമിക്കുന്നു
 കനിവോടെന്നും അനുഗ്രഹിക്കൂ
 ചിന്മയ .

ആയിരം വസന്തങ്ങൾ വിരിഞ്ഞാലും
 ആയിരം മഴവില്ലു തെളിഞ്ഞാലും
 നിദാന്ത സൗന്ദര്യമേ നിന്റെ മുൻപിൽ
 നിഷ്പ്രഭമല്ലോ ചരാചരങ്ങൾ
 പുനിലാവൊളിരാവിൽ നിറയുമ്പോൾ
 പൂവുകൾ പൂഞ്ചിരി പൊഴിക്കുമ്പോൾ
 സർഗ്ഗഗാത്മ ചൈതന്യമേ നിന്നുടെ
 ശക്തിയെ വാഴ്ത്തുന്നു സർവ്വവുമേ

ചിന്മയ

Prayer - 6 (Saturday)

സ്നേഹത്തിൻ സംഗീതമേ
 സത്യത്തിൻ മോഹന സൗന്ദര്യമേ
 കഴലിണ കുപ്പിടുന്നേൻ ദൈവമേ
 കാരൂണ്യം കാട്ടേണമേ
 ധർമ്മത്തിൻ കേദാരമേ
 ലോകത്തിൻ നന്മകൾക്കാധാരമേ
 നിൻ മഹിമയ്ക്കു മുൻപിൽ
 നമിക്കുന്നു ചിന്മയ സാഗരമേ
 മുപ്പാരും കീഴടക്കാൻ
 ഞങ്ങളിലൊപ്പം വിളങ്ങേണമേ
 അൽപ്പജ്ഞരാകും ഞങ്ങൾ
 ദേവാ നിൻ അത്ഭുതമെന്തറിവു

സ്നേഹത്തിൻ...

General Information

General Instructions

VidyaVihar Central School, a CBSE affiliated senior secondary school is situated at Elavally Village in Kakassery near Chittattukara. This school is run and managed by VidyaVihar Educational and Charitable Trust. It took its first breath when Sri. Kaithapram Damodaran Namboothiri the famous Film Lyricist inaugurated it on 11th February 2000 in a humble physical set up. The institution is secular in nature. Its progressive strides ever since have many a time won accolades.

VidyaVihar Central School is uncompromisingly committed to impart quality education and to inculcate all round development in all students. From the small beginning the school has grown into a mighty educational institution giving optimum training and opportunities for all the students. We have classes from LKG to Std. XII. The school is housed in a complex of spacious building at Chittattukara. The campus covers an area of 5 acres. Its serene atmosphere helps the students to learn joyfully. The best thing about this school is that it is situated far away from the hustle and bustle of city life. The scenic beauty, peace and tranquility provide an ideal environment conducive for teaching and learning.

Our Motto:

Happy Schooling; Joyful Learning

Our Vision:

To create a healthy, wealthy and wise generation of responsible citizens with global values, love for the nation and their fellow human beings to serve and lead them to a bright future.

Our Mission:

To impart quality education by instilling love for learning and respect for human values. We inspire them to discover their innate talents by providing ample opportunities, which will help them to develop their self esteem and self confidence, to be successful in their future. We create Indian citizens with global values

Special Educators and Counselling

School offers an effective support system to children with learning disabilities, through experienced and competent Special Educator.

Interactive Computer Aided Teaching and IT Education

The school undertakes massive expansion and enrichment Programmes every

year to equip the students with new technologies aims at delivering quality computer education as well as computer aided education to all students.

Interactive Classroom

All the students from KG to class XII get the benefits of digital classrooms which foster learning effectively.

Academic year and Terms:

The Academic year is from June to March with two terms

First term : June to October

Second term : November to March

Subjects Taught:

Std I to X

Languages : English, Malayalam, Hindi(Third language I-VIII)

Subjects : Mathematics, Science (Physics, Chemistry, Biology),
Social Science (History, Geo, Economics & Politics)

Other Subjects : Value Education, Computer Education,
Physical Education,
Art Education & Craft, Music, Dance

Std: XI & XII

Science Stream : English, Physics, Chemistry, Biology & Mathematics

: English, Physics, Chemistry, Mathematics &
Computer Science

: English, Physics, Chemistry, Biology, Malayalam.

: English, Physics, Chemistry, Biology, Informatics Practices

Commerce Stream : English, Accountancy, Business Studies, Informatics
Practices & Economics

: English, Accountancy, Business Studies, Mathematics &
Economics

: English, Accountancy, Business Studies, Economics &
Malayalam

Work experience, General Studies & Health and

Physical Education are compulsory for all streams

Admission

Admission to the school is mainly in the LKG. Admission to other classes depends on vacancies that arise due to withdrawals. A child seeking admission in LKG should have completed 4 years on or before 1st of June of the academic year. Every student should produce the Birth Certificate or the Transfer Certificate depending on the classes to which they are admitted. All students seeking admission should be staying with their parents or guardians.

Evaluation

For Std. I to Std. X the school follows CBSE guidelines and assessment is based on the academic achievements, subject enrichment activities etc. For LKG-VIII, four PAs and 2 terminal examinations will be conducted, for IX & X three PAs, and mid term and term examination. For XI & XII three mid term and term examination.

S. No.	Class	Test/Examination/Weightage	Duration of the Conduct of examination	Remarks
1	LKG and UKG	Formative, Continuous and flow from the experiences planned in the Curriculum	Assessment is continuous and ongoing. Term wise summarization of assessments in HPC.	"The two broad methods of assessment that are appropriate for the Foundational Stage are observations of the child and analysing artefacts that the child has produced as part of their learning experience."
2	I & II	Periodic assessment- 20 marks & Term exam out of 50 marks	1. Four Periodic Test to be conducted 2. Pen Paper Test for PT is of 20 marks and of 40 min duration. 3. Pen Paper Test for Term Examinations is out of 50 marks and of 2 hour duration	MCQs, Constructed Response Questions, Graphic Organizers, Oral Test etc. may be included to assess the Learning Outcomes. The effort must be to make assessment more learner centric. A shift from assessment of learning towards assessment for learning and assessment as learning is transformational, and results in deep learning." The two broad methods of assessment that are

				appropriate for the Foundational Stage are observations of the child and analysing artefacts that the child has produced as part of their learning experience."
3	III-V	Periodic assessment- 20 marks & Term exam for 50 marks	1. Four Periodic Test to be conducted 2. Pen Paper Test for PT is of 20 marks and of 40 min duration. 3. Pen Paper Test for Term Examinations is for 50 marks and of 2 hour duration	1. MCQs, Constructed Response Questions, Graphic Organizers, Oral Test etc. may be included to assess the Learning Outcomes 2. At the Preparatory Stage, in addition to observation of students and analysis of artefacts created by students, a variety of formative oral and written assessments should be introduced. These assessments should test conceptual understanding and competencies, and should include questions that encourage creativity
4	VI-VIII	Periodic assessment – 20 marks & Term exam for 50 marks	1. Four Periodic assessment to be conducted. 2. Pen Paper Test for PT - is of 20 marks and of 40 min duration. 3. Pen Paper Test for Term End Examination is for 50 marks and of	1. Minimum 50% Competency Based Questions 2. MCQs, Constructed Response Questions, Graphic Organizers, Oral Test etc. may be included to assess the Learning Outcomes 3. At the Middle

5	IX & X	Internal Assessment -20 a. Periodic Test -05 b. Multiple Assessment -05 c. Portfolio -05 d. Subject enrichment activities -05 Annual Exam : 80 Total : 20+80 =100	2 Hour duration. Three periodic assessment to be conducted. Pen Paper Test for PT - is for 25 marks and of 1 hour duration. I terminal exam will be for 50 marks with a duration of 2 hours Annual Examination is for 80 marks and of 3 Hrs. duration.	Stage, in addition to a variety of oral and written tests, a variety of practical tests and projects should also be introduced 1. CBSE guidelines should be strictly followed for conducting activities under Internal Assessment. 2. The percentage of Competency Based Questions in the question paper will be regulated as per CBSE Circular 3. Assessment of Projects and Portfolios also need to follow explicit criteria (rubrics) for evaluation 4. One model and one preboard Examination to be conducted for Class -X before Board Examinations
6	XI & XII	a. Periodic Test -25 marks b. Half Yearly Examination -50 marks c. Annual Examination -80 marks (Class XI)	1. There are three mid -terms for 25 marks and of 1 hour duration 2. I term exam for 50 marks with a duration of 2 hours and Annual Examination is for 70/80 Marks and of 3 hours duration.	1. CBSE guidelines should be strictly followed for conducting activities under Internal Assessment. 2. The percentage of Competency Based Questions in the question paper will be regulated as per CBSE Circular 3. One model and

				one preboard Examination to be conducted for Class -XII before Board Examinations
--	--	--	--	---

Other Important Instructions:

Further, the following general guidelines on Assessment and Promotion Policy for classes KG to IX and XI may be noted for the smooth conduct of assessment for the session 2025-26

1. Multi-disciplinary Projects (MDP) for classes III to VIII will continue to assess holistic learning of the students. Only one MDP is required to be assigned per term for all subjects. However, in order to cover all subjects if there is need, additional MDP may be assigned.
2. The qualifying marks for class IX students shall be 33% in each subject. This implies that the student is expected to score 33% including both Annual examination (80) and Internal Assessment (20) taken together. However, overall 33% marks is also required to promote the student in the next higher class. For class IX students offering 5 subjects and failing in two of the five subjects shall be placed in compartment in those subjects. And if any student failing in more than 02 subjects shall be treated as 'Essential repeat'.
3. The qualifying marks for class XI students shall be 33% in each subject. It is to further clarify that in a subject where Practical/Internal Assessment/Project components are involved; separate pass% (33%) is required in Theory component and Practical/Internal Assessment/Project component. This implies that students need to score 33% out of 70/80 (Theory) and 33% out of 30/20 marks in Practical/Internal Assessment/Project separately. The overall 33% marks are also required for the promotion of the students in next higher class. Students failing in one of the five main subjects in Class XI will be placed under Compartment in that subject and students failing in more than one subject will be treated as 'Essential Repeat'.
4. In class-XI, Students need to secure 33% in the supplementary examination (Theory only) to get qualify for the next higher class where as in class-IX, the marks obtained in Annual examination will be substituted by the marks in Supplementary examination to decide the qualifying criteria.
5. Students of classes I to X have to do at least one Art-Integrated Project work in each subject as a part of Subject Enrichment Activities which should be of trans-disciplinary nature. The details of the Project are to be submitted through KALASETU portal of CBSE.
6. The date of declaration of results for the Session Ending Examination for Academic Year 2025-26 will be 6TH APRIL 2026

Rewards**Merit Award details are given below:**

- Std X (1) Full A grade holders of SSE
 (2) First, second and third position of SSE in the school.
 (3) Subject Toppers of SSE
- Std XII (1) Full A grade holders of SSCE of all streams
 (2) First, second and third position of SSCE of all streams.
 (3) Subject Toppers of SSCE

Achievers Award

- Std I - X - 'A1' in Aggregate in all assessments together up to February with percentile grading (91-100).
 Std XI & XII - A score of 80% as aggregate.

- NB: (1) The students must be present in all examinations/Assessments
 (2) Absence on any grounds will not be considered for exemption. Achievers will be honoured with a certificate and their names will be permanently recorded in the Achievers Record with their signature against their names.

Withdrawal

Withdrawal of a student during a school year is not generally allowed. However, if a student is to be withdrawn for reasons beyond the control of the parent/guardian one calendar month's notice must be given. Transfer certificates will be issued only after all dues are cleared. Application for the TC to be forwarded to the office by the parent (Refer Page no. 119 for the Application form).

Absence in Test papers/Examinations

Absence in examination is not encouraged.

However, absence due to medical reasons should be notified immediately with a leave application supported by a medical certificate from the doctor consulted.

In all cases of absence, the result will be prepared as per the regulative norms. Re-examinations will not be conducted.

School Uniform**BOYS****LKG to Grade IV**

Dull brown shorts, reddish pink half sleeve shirt with school monogram, school belt, Dull brown socks with reddish pink lines and black shoes.

Grade V to XII

Dull brown full pants, reddish pink half sleeve shirt with school monogram,

school belt, Dull brown socks with reddish pink lines and black shoes.

GIRLS**LKG to Grade IV**

Reddish pink half sleeve shirt, Dull brown pinafore with school monogram, school belt, Dull brown socks with reddish pink lines and black shoes.

Grade V to XII

Reddish pink three-fourth sleeve shirt, Dull brown pants and collar-free school monogrammed coat which reaches below the buttocks, Dull brown socks with reddish pink lines and black shoes.

Girls should use white hairband, white buns and white mufftha or scarf to school.

During rainy days, students are expected to wear **black sandals with back strap**.

Students could continue to wear white uniform on Wednesdays with stitching pattern same as regular uniform.

School Transportation

The school provides regular transport facility to enable students to commute to school. Parents can contact the office for any clarification in this regard.

The charges vary according to distance. Transportation fee should be paid in advance for each month. Parents have to make necessary arrangements to hand over and receive their children at scheduled bus points. If school authorities are unable to run buses due to unavoidable circumstances, pupils using school buses have to make their own arrangements.

Library

1. Students are expected to take sufficient care of the library books. If a book is lost/damaged, the borrower has to make good the loss/damage along with penalty up to 100% or replace the same book.
2. It is strictly forbidden to write any remarks in the book or underline the words. It is the responsibility of the borrower to make sure that nothing of the above nature is contained in the book, and bringing it to the notice of the Librarian immediately on receiving the book.
3. Students should not exchange school library books.
4. All should see that an atmosphere of silence and solemnness is maintained in the library at all times.
5. Books will not be issued during the vacations. At a time, only one book will be issued. A book may be retained only for one week, after which a fine of Rs.10.00 per week will be charged until it is returned or until it is re-issued.
6. Pupils from Std V onwards must read at least 10 English and 10 other language

books in a year. A two page summary of each book read must be shown to the librarian. The library records included in the diary should be maintained scrupulously

House System

To impart a healthy competitive spirit among students and to inculcate the habit of working together and enhancing leadership qualities, an efficient system of 'Houses' has been introduced in the school. All the students belong to one 'House' or the other and are guided by a House Mistress (a teacher) assisted by House Captain, House Vice Captain and house prefects (all students.)

It is the responsibility of the House Mistress to look after the general progress of her wards in curricular and co-curricular activities.

All activities and sports competitions are held in house wise. So house loyalties are the strongest. A regular record of the pupil's participation and achievement in House activities is maintained and merit points are awarded to each House by a team of teachers. Children will be divided into any of the four houses as given below

Sathya, Dharma Karma, Veera

Recommendations to the parents and guardians

Parent teacher meetings are organized on regular basis to find ways of assisting your wards in his/her academic and personal development.

1. Please attend all parent teacher meeting organised by the school.
2. Please attend all programmes of the school to encourage your children.
3. Please respond to all intimations sent to you from the school.
4. Please notify the school of any change in your address as early as possible.
5. Please intimate the Principal and the class teachers if there are some particulars or relevant information about the child.
6. Please communicate with the authorities and find a solution to all the problems that arise.
7. Please sign the report cards, examination papers and any other information sent from the school.
8. Please co-operate with the school authorities in enforcing regularity and discipline by helping the children to have systematic learning.
9. Please assist your wards in taking an active interest in the activities of the school.
10. Please send only appropriate and healthy snacks and lunch. It is better if they are dry as far as possible especially till Std. IV.
11. Please pay online tuition fees on or before 10th of every month.
12. Please make a note in the diary with your signature in the column provided

with the reason for absence of the child for the class.

13. Please see that your wards are using only pencils for writing till Std. IV. They are permitted to use fountain pens only from Std. V onwards.
14. Please produce a medical certificate along with application for medical leave.
15. Please be aware that your ward's name will be struck off if he/she is absent for more than a month without prior intimation.
16. Please be aware that for KG children there won't be any formal exams. We shall conduct continuous assessment in the form of worksheets oral and written work.
17. Please see that your ward wears the prescribed uniform including foot wear.
18. Please buy all text books only from the school store.
19. Please encourage that all children should participate in all the academic and co-curricular activities of the school.
20. Please be aware that any serious misconduct or objectionable behaviour of your ward will lead to the dismissal from the school.
21. Please make good any loss or damage to the school property by the student.
22. Please note that the school does not encourage private tuitions.
23. Please communicate (requests, suggestions and complaints) only to the Principal/other authorities notified by the Management.
24. Please make all request to the Principal at least one week in advance to obtain signatures on travel concession forms, bona fide certificates, reimbursement of fees etc.
25. Please give proper identity of the escorts at the school front office to pick up their wards back home from the school. Escorts with proper identity only are allowed to pickup the wards.
26. Please go through the diary of the students of the lower classes and assist the children in their learning.
27. Please make full use of the free **extra coaching classes** extended to the **academically weak students before/after school** hours and/or on holidays. In such cases they **should make their own arrangements for conveyance**.
28. Please co-operate and support the institution which paves way for better teaching and learning.
29. Please go through the above recommendations and help all to adhere to them.
30. Please do not to send any bakery items as snacks. Only homemade food, vegetable and fruits are allowed.
31. Please see that children bring only necessary books according to time table of school and they carry School Diary everyday
32. Please don't take the children home between school hours except on emergency cases.

33. Please don't send children to school for at least for a fortnight if they are suffering from infectious diseases like chicken pox, measles, mumps etc. until they are medically fit.
34. Please don't allow children to wear valuable materials like gold ornaments (the school is not in any way responsible for the loss or damage to the valuables brought to the school.)
35. Please don't send soft drinks and other beverages to school.
36. Please don't allow children to bring any other material that is not related to their learning to the school.
37. Please don't visit the class rooms during the school hours.
38. Please don't allow your wards to bring motorcycles, scooters and mobile phones to the school campus.

Guidelines to the students

1. Please bring this diary to the class daily
2. Please be punctual and regular in attendance. To develop the good virtue of punctuality ie to be on time to the school to the class, in submission of assignments, etc.
3. Please maintain a high standard of general behaviour.
4. Please be polite, friendly and well mannered in and outside the school.
5. Please be obedient, respectful and courteous to your parents, elders and teachers and always be truthful.
6. Please bring umbrella on rainy days.
7. Please wear correct school uniform to the school and to be neat and tidy.
8. Please learn to keep your house, your school and your surroundings clean.
9. Please be attentive in the class and to foster a love for reading.
10. Please understand the value of silence in the class, in the library, in the lab and at the assembly. This helps in concentration and helps you and others to learn better.
11. Please develop a sense of belonging to our school, to your house, our country and the universe.
12. Please move in an orderly way in line one behind another while going from one place to another.
13. Please keep always to the left while going up or coming down the staircase.
14. Please inculcate respect for one's property as well as the school's and of others.
15. Please take care of one's belongings like bags, books, money, clothes and other things brought to the school.
16. **Please speak in English in school to improve your communication English and maintain a suitable level of conversation.**
17. Please donate books to school library on any celebrations, especially on birthdays.
18. Please keep the campus plastic free.

19. Please cover the lunch box in towel.
20. **Boys are expected to have short, neatly combed and evenly pruned hair which should never be long enough to touch the ears, eyebrows or the shirt collar. Side burns must not extend beyond middle of the ear on either side. Senior boys are expected to be clean shaven.**
21. Girls should plait their hair both sides and secure with white bands .
22. Students who are caught for possession of alcohol or any kind of narcotic substances, or theft / shop lifting, serious breach of conduct etc. will be expelled with immediate effect.
23. Please do not loiter around shopping malls, bakeries, or coffee shops in school uniform after school hours.
24. Please do not to drive motorbikes/cars into the campus even on holidays.
25. The following disciplinary measures may be adopted by the school in dealing with students behaving in any unruly manner.
 - Oral warning and counselling
 - Written warning
 - Suspension
 - Rustication
26. Please avoid using bad language and slang
27. Please avoid damaging the school property. Carving, writing and scratching on the walls and furniture.
28. Please avoid playing in the classrooms, corridors, halls etc.
29. Please avoid leaving the school premises during the school hours without the permission of the Principal.
30. Please avoid entering other classes without the permission of the teachers concerned.
31. Please avoid wearing valuable articles like gold chains, bangles, anklets etc.
32. Please avoid bringing materials like unnecessary books, walkmans, cellular phones, CDs, USB, Memory Cards etc. to the school.
33. Please avoid bringing sharp implements like blades, knives etc.
34. Please avoid shoes during rainy days
35. Please avoid bringing, distributing and eating chewing gum in the school.
36. Please avoid giving gifts to the members of the staff without the permission of the Principal.
37. Please avoid boys wearing ear rings to school.
38. Please avoid wearing of smart watches to School
39. Please avoid dyeing of hair for boys and girls.

The school reserves the right to add, delete or modify the rules and regulations contained herein, in part or full, based on the practical experiences gained out of their observations and implementation.

School Fees Schedule

Payment of Fee

Tuition Fee and Transport Fee should be paid on or before the 10th of every month.

On line Payment of Fee

Through the web based parent login, parents can pay tuition and vehicle fee. For that, they have to log in using the password and user name provided by the school. The school is gradually shifting digital mode of payment. Parents are requested to cooperate with the school authorities.

Fee Structure for the year 2025-2026

Class	Monthly Fee	PTA (June)	Students Welfare Fund (June)
LKG	2100	200	300
UKG	2100	200	300
I	2210	200	300
II	2210	200	300
III	2340	200	300
IV	2440	200	300
V	2500	200	300
VI	2610	200	300
VII	2610	200	300
VIII	2730	200	300
IX	2760	200	300
X	2890	200	300
XI	3030	200	300
XII	3030	200	300

CCA Classes

For Kinder Garten

1. Roller Skating
2. Kids Zumba
3. Kids Martial Arts

Classes I-IV

1. Skating
2. Abacus

3. Karate
4. Robotics
5. Carroms
6. Zumba
7. Football (class 3rd and 4th for both boys and girls)

Classes V-IX

1. Skating
2. Abacus
3. Embroidery
4. Karate
5. Robotics
6. Violin
7. Guitar
8. Chess
9. Key board
10. Carroms
11. Zumba
12. German language coaching
13. Football (for both boys and girls)

For CCA classes external qualified professionals are appointed. Hence the fees for the CCA classes fixed as Rs.125 per month, parents have the option of remitting the CCA fees in a single payment for nine months or in monthly installment

June 2025				
Date	Day	All the dates are tentative and Subject to change, if necessary		Remarks
1	SUN	HOLIDAY		
2	MON		School Reopening Day For UKG To XII	
3	TUES			
4	WED		PRE KG ,LKG Reopening Day(PA1-X,Mid Term XII)	
5	THU		World Environment Day	
6	FRI	HOLIDAY	Idul Fitr -	
7	SAT		Merit Day	
8	SUN	HOLIDAY		
9	MON			
10	TUE			
11	WED			
12	THU			
13	FRI			
14	SAT			
15	SUN	HOLIDAY		
16	MON			
17	TUE			
18	WED			
19	THU			
20	FRI			
21	SAT		Yoga/ Music Day	
22	SUN	HOLIDAY		
23	MON			
24	TUE		School Parliament Election	
25	WED			
26	THU			
27	FRI			
28	SAT			
29	SUN	HOLIDAY		
30	MON			

July 2025				
Date	Day	All the dates are tentative and Subject to change, if necessary		Remarks
1	TUE			
2	WED		Investiture Ceremony	
3	THU			
4	FRI		PT-1-LKG To X,Midterm XI,XII	
5	SAT			
6	SUN	HOLIDAY	Muharram	
7	MON			
8	TUES			
9	WED			
10	THU			
11	FRI		World Population Day	
12	SAT			
13	SUN	HOLIDAY		
14	MON			
15	TUES			
16	WED			
17	THU		Ramayana Month Begins	
18	FRI			
19	SAT		Open House	
20	SUN	HOLIDAY		
21	MON			
22	TUES			
23	WED			
24	THU	HOLIDAY	Karkidakavavu	
25	FRI			
26	SAT			
27	SUN	HOLIDAY		
28	MON			
29	TUE			
30	WED			
31	THU			

August 2025				
Date	Day	All the dates are tentative and Subject to change, if necessary		Remarks
1	FRI		Arts Festival Day 1	
2	SAT		Arts Festival Day 2	
3	SUN	HOLIDAY		
4	MON			
5	TUE			
6	WED		Hiroshima Day	
7	THU			
8	FRI			
9	SAT	HOLIDAY	Avani Avittam	
10	SUN	HOLIDAY		
11	MON			
12	TUE			
13	WED			
14	THU			
15	FRI		Independence Day	
16	SAT			
17	SUN	HOLIDAY		
18	MON		PT For LKG To IX,Mid Term XI,Term Exam For X,XII	
19	TUE			
20	WED			
21	THU			
22	FRI			
23	SAT			
24	SUN	HOLIDAY		
25	MON			
26	TUE			
27	WED		Onam Celebration,Onam Holidays Begins	
28	THU	HOLIDAY	Ayyankali Jayanthi	
29	FRI			
30	SAT			
31	SUN	HOLIDAY		

September 2025				
Date	Day	All the dates are tentative and Subject to change, if necessary		Remarks
1	MON			
2	TUE			
3	WED			
4	THU			
5	FRI		Teachers Day	
6	SAT			
7	SUN	HOLIDAY	Sreekrishna Jayanthi	
8	MON		School Reopens After Onam	
9	TUE			
10	WED			
11	THU			
12	FRI			
13	SAT			
14	SUN	HOLIDAY		
15	MON			
16	TUE			
17	WED			
18	THU			
19	FRI			
20	SAT			
21	SUN	HOLIDAY	Sreenarayana Guru Samadhi	
22	MON			
23	TUE			
24	WED			
25	THU			
26	FRI			
27	SAT			
28	SUN	HOLIDAY	World Heart Day	
29	MON	HOLIDAY		
30	TUE		Durgashtami	

October 2025				
Date	Day	All the dates are tentative and Subject to change, if necessary		Remarks
1	WED	HOLIDAY	Mahanavami	
2	THU	HOLIDAY	Vijayadasami	
3	FRI			
4	SAT			
5	SUN	HOLIDAY		
6	MON			
7	TUE			
8	WED			
9	THU			
10	FRI		Annual Sports Meet- World Mental Health Day	
11	SAT			
12	SUN	HOLIDAY		
13	MON			
14	TUE			
15	WED			
16	THU			
17	FRI		Kids Fest	
18	SAT			
19	SUN	HOLIDAY		
20	MON	HOLIDAY	Deepavali	
21	TUE			
22	WED		I Terminal Examination LKG-IX ,XI	
23	THU			
24	FRI		UN Day	
25	SAT	HOLIDAY		
26	SUN			
27	MON			
28	TUE			
29	WED			
30	THU			
31	FRI			

November 2025				
Date	Day	All the dates are tentative and Subject to change, if necessary		Remarks
1	SAT		Kerala Piravi-	
2	SUN	HOLIDAY		
3	MON			
4	TUE			
5	WED			
6	THU			
7	FRI			
8	SAT	HOLIDAY		
9	SUN	HOLIDAY		
10	MON			
11	TUE			
12	WED			
13	THU			
14	FRI		Childrens Day Celebration	
15	SAT			
16	SUN	HOLIDAY		
17	MON			
18	TUE			
19	WED			
20	THU			
21	FRI			
22	SAT			
23	SUN	HOLIDAY		
24	MON			
25	TUE			
26	WED			
27	THU			
28	FRI			
29	SAT			
30	SUN	HOLIDAY		
Health check up, picnic, during this month. Detailed exam plan will be provided for X and XII				

December 2025				
Date	Day	All the dates are tentative and Subject to change, if necessary		Remarks
1	MON		World Aids Day	
2	TUE			
3	WED			
4	THU			
5	FRI			
6	SAT			
7	SUN	HOLIDAY		
8	MON		PT3 Begins LKG -IX, Mid Term For XI	
9	TUES			
10	WED			
11	THU			
12	FRI			
13	SAT	HOLIDAY		
14	SUN	HOLIDAY	International Energy Day	
15	MON			
16	TUE		Christmas Celebration	
17	WED			
18	THU		Annual Day—1	
19	FRI		Annual Day—2	
20	SAT		School Closes For Christmas	
21	SUN	HOLIDAY		
22	MON			
23	TUE			
24	WED			
25	THU			
26	FRI			
27	SAT			
28	SUN	HOLIDAY		
29	MON		School Reopens After Christmas	
30	TUE			
31	WED			

January 2026				
Date	Day	All the dates are tentative and Subject to change, if necessary		Remarks
1	THU		New Year	
2	FRI	HOLIDAY	Mannam Jayanthi	
3	SAT			
4	SUN	HOLIDAY		
5	MON			
6	TUE			
7	WED			
8	THU			
9	FRI			
10	SAT	HOLIDAY		
11	SUN	HOLIDAY		
12	MON			
13	TUE			
14	WED			
15	THU			
16	FRI			
17	SAT			
18	SUN	HOLIDAY		
19	MON			
20	TUE			
21	WED			
22	THU			
23	FRI			
24	SAT			
25	SUN	HOLIDAY		
26	MON		Republic Day	
27	TUE			
28	WED			
29	THU			
30	FRI			
31	SAT			

February 2026

Date	Day	All the dates are tentative and Subject to change, if necessary		Remarks
1	SUN	HOLIDAY		
2	MON		PT4 Begins LKG To VIII	
3	TUE			
4	WED			
5	THU			
6	FRI			
7	SAT			
8	SUN	HOLIDAY		
9	MON			
10	TUE			
11	WED			
12	THU			
13	FRI			
14	SAT	HOLIDAY		
15	SUN	HOLIDAY	Mahasivarathri	
16	MON			
17	TUE			
18	WED			
19	THU			
20	FRI			
21	SAT			
22	SUN	HOLIDAY		
23	MON			
24	TUE			
25	WED			
26	THU			
27	FRI			
28	SAT		National Science Day	

March 2026

Date	Day	All the dates are tentative and Subject to change, if necessary		Remarks
1	SUN	HOLIDAY		
2	MON			
3	TUE			
4	WED			
5	THU			
6	FRI			
7	SAT			
8	SUN	HOLIDAY		
9	MON			
10	TUE			
11	WED			
12	THU			
13	FRI			
14	SAT			
15	SUN	HOLIDAY		
16	MON		Annual Examination Begins	
17	TUE			
18	WED			
19	THU			
20	FRI			
21	SAT			
22	SUN	HOLIDAY		
23	MON			
24	TUES			
25	WED		KG Graduation	
26	THU			
27	FRI		School Closes For Summer Vacation	
28	SAT			
29	SUN	HOLIDAY		
30	MON			
31	TUE			

April 2026				
Date	Day	All the dates are tentative and Subject to change, if necessary		Remarks
1	WED			
2	THU		Maundy Thursday	
3	FRI		Good Friday	
4	SAT			
5	SUN	HOLIDAY	Easter	
6	MON		Result Publication	
7	TUE			
8	WED			
9	THU			
10	FRI			
11	SAT			
12	SUN	HOLIDAY		
13	MON			
14	TUE			
15	WED			
16	THU			
17	FRI			
18	SAT			
19	SUN	HOLIDAY		
20	MON			
21	TUE			
22	WED			
23	THU			
24	FRI			
25	SAT			
26	SUN	HOLIDAY		
27	MON			
28	TUE			
29	WED			
30	THU			

May 2026				
Date	Day			Remarks
1	TUE			
2	WED			
3	THU			
4	FRI			
5	SAT			
6	SUN	HOLIDAY		
7	MON			
8	TUE			
9	WED			
10	THU			
11	FRI			
12	SAT			
13	SUN	HOLIDAY		
14	MON			
15	TUE			
16	WED			
17	FRI			
18	SAT			
19	SUN	HOLIDAY		
20	MON			
21	TUE			
22	WED			
23	THU			
24	FRI			
25	SAT			
26	SUN	HOLIDAY		
27	MON			
28	TUE			
29	WED			
30	THU			
31	FRI			

[illegible][illegible]

[illegible][illegible]

[illegible][illegible]

[illegible][illegible]

[illegible][illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

Assignments

[illegible]

I Mid Term - Time Table, Portions & Marks Obtained			
Date & Day	Subject & Portions	Mark Obtained	Parent's Signature
Teacher's initials			

I Term- PA2 Time Table, Portions & Marks Obtained			
Date & Day	Subject & Portions	Mark Obtained	Parent's Signature
Teacher's initials			

II Mid term / Half Yearly Time Table, Portions & Marks Obtained			
Date & Day	Subject & Portions	Mark Obtained	Parent's Signature
Teacher's initials			

II Term, PA 3 Time Table, Portions & Marks Obtained			
Date & Day	Subject & Portions	Mark Obtained	Parent's Signature
Teacher's initials			

I Model PA 4 Time Table, Portions & Marks Obtained			
Date & Day	Subject	Mark Obtained	Parent's Signature
Teacher's initials			

Annual/Model Time Table, Portions			
Date & Day	Subject	Mark Obtained	Parent's Signature
Teacher's initials			

[illegible][illegible]

Record of Late Coming

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										
Total										

*(To be filled in by the Class teacher)

Record of Improper Uniform

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										
Total										

*(To be filled in by the Class teacher)

Time Table																
Days	1 Period 9.30 a.m. 10.10 a.m.	2 Period 10.10 a.m. 10.50 a.m.	Break 10.50 a.m.-11.00 a.m.			3 Period 11.00a.m. 11.40 a.m.	4 Period 11.40 a.m. 12.20 p.m.	5 Period 12.20 p.m. 12.55 p.m.	Lunch- Break 12.55 p.m. - 1.25 p.m.		6 Period 1.30 p.m. 2.05 p.m.	7 Period 2.05 p.m. 2.40 p.m.	Break 2.40 p.m. - 2.50 p.m.		8 Period 2.50 p.m. 3.25 p.m.	
Saturday																
Friday																
Thursday																
Wednesday																
Tuesday																
Monday																

From

Date.....

To

The Principal

Vidya Vihar Central School
Kakkassery, Chittattukara 680 511

Sub: **Request for Transfer Certificate - reg.**

Respected Madam,

I would like to request your good self to kindly issue Tranfer Certificate

of Master/Kumari

..... Son/Daughter of

..... Details of the student are

1. Admission No.	
2. Date of Admission	
3. Class in which he / she is studying	
4. Subject studied	<div>1. 2.</div> <div>3. 4.</div> <div>5. 6.</div>

5.	Class to which he/she is promoted	
6.	Reason of withdrawal	
7.	Whether countersign is required or not	Yes/No.
8.	Address for communication	
9.	Contact No. (Mobile No.)	
10.	Land Phone No.(If any)	
11.	Permanent Residential Address	
12.	Applied by Parent/Guardian (if Guardian is applying for Transfer Certificate, it is necessary to produce Authorization letter from the parent)	
13.	Whether the student is taken part in Scout/Guide/Extra-curricular Activities (if yes, please produce photocopies of the candidates received in the current academic year)	

Kindly do the needful

Thank you

Yours faithfully

Signature

Name of the parent/guardian



VIDYA VIHAR CENTRAL SCHOOL

Affiliated to CBSE - No. 930447
KAKKASSERY P.O., CHITTATTUKARA, THRISSUR DIST., KERALA PIN 680 511
PHONE : 0487-2643981, 2646581, 2643271
E.mail : vidyaviharschool@gmail.com Website: vidyaviharcs.com

School Hours 8.55 am - 3.30 pm

School functions from Monday to Friday.
First Saturday is also working day for Class VI -XII (8.55 a.m. - 12.40 p.m.)
All Saturdays are holidays for K.G. to Class V

Office Hours

Monday to Friday 9.00 a.m. to 1.30 p.m. & 2.00 p.m. to 4.00 p.m.
Saturday 9.30 a.m. to 1.00 p.m.

Office will not function on public holidays.

Visitor's Time

School Principal / Senior Principal : 2.30 p.m. - 3.30 p.m.
On all working days
Section Heads/ Teachers : 3.40 p.m. - 4.30 p.m.
First & Third Wednesdays of every month

Parents will not be permitted to meet the teachers
during the school hours.

It is compulsory to bring school diary regularly.

Uniform Pattern

Boys - K.G. to Std IV.



Girls - K.G. to std IV.



Std V - XII



Boys



Girls