

Document Code: SFS/ACA/D/002/1.0

ST. FRANCIS DE SALES HIGHER SECONDARY SCHOOL

(S.F.S. School)

Satgaon, Narengi, P.O. Udayan Vihar
Guwahati - 171, Assam, India.

Phone No.: 03612970238

Toll Free No. : 18003453581

Mobile No: 07099043177 (8:30 AM- 4:00 PM)

Admission Mobile No: 07099043077

Website: www.sfsguwahati.ac.in

email : sfs@sfsguwahati.ac.in



SCHOOL CALENDAR

Name

Class Sec Roll. No. Adm.No

Address

..... Phone

Specimen Signature of Parent/Guardian

My Learning Companion

SCHOOL HOURS

Monday to Friday : 7:45 am to 2:10 pm

Saturday :7:45 am to 12:10 pm

This calendar must be brought to school daily

Touching Lives, Moulding Future

PROFILE OF A FRANSALIAN STUDENT

A Fransalian student is a diligent and studious member of the student community of a fransalian school.

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

ABOUT US

St Francis De Sales (S.F.S) School, Satgaon, Narengi, is a Catholic Minority Educational Institution run by the Society of the Missionaries of St Francis De Sales. This school envisages an educational programme inspired by the vision and mission of our heavenly Patron St Francis De Sales. The school primarily visualizes inculcating in every child, a scientific temper and a critical mind. We commit to uphold the values of secularism, democracy, justice, liberty and fraternity in all matters concerning the socio-economic and cultural life of the individual and society.

OUR VISION :

An institution of excellence imparting holistic education to its human resource to mould them into globally competent, environmentally sensitive and scientifically tempered citizens with the Fransalian value of universal brotherhood.

OUR MISSION :

To nurture an engaging environment through a progressive curriculum, joyful and experiential learning, care for the environment and respect for every being to promote universal well-being.

VALUES OF THE SCHOOL FOR 2023-24 :

Nurturing nature and fostering brotherhood.

GOAL SETTING FOR TERM 1

Name of the Student:

Goal Statement: (Describe what you want to achieve, e.g. in English I will score 95% and in Mathematics I will score 100%)

Sl. No.	Subject	Mid Term Target (50-100%)	% Achieved Mid-Term	Signature
1				Student
2				
3				Parents
4				
5				Class Teacher
6				
7				
8				
9				

Goal	S	M	A	R	T
Definition	Specific	Measurable	Attainable	Realistic	Time bound
Description	The goal should be focused	The goal should be measurable	Goal should be attainable	The goal should be feasible	The goal should be attainable within a single school

Strategies for achievements the goal mid-term target:

This is my honest target for the academic year 2023-24 and I will do everything within my capacity to achieve this target.

Name and Signature
of the Student

Signature of the Class
Teacher

Name and Signature
of the Parent

GOAL SETTING FOR TERM 2

Name of the Student:

Goal Statement: (Describe what you want to achieve, e.g. in English I will score 95% and in Mathematics I will score 100%)

Sl. No.	Subject	Mid Term Target (50-100%)	% Achieved Mid-Term	Signature
1				Student
2				
3				Parents
4				
5				Class Teacher
6				
7				
8				
9				

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

Strategies for achievements the goal mid-term target:

This is my honest target for the academic year 2023-24 and I will do everything within my capacity to achieve this target.

Name and Signature
of the Student

Signature of the Class
Teacher

Name and Signature
of the Parent

My Grammar

'Be' Verb: Different forms for subjects in person

1st Person	I am	We are	I was	We were
2nd Person	You are	You are	You were	You were
3rd Person	He is	They are	He was	They were

'Have' Verb: No change except for subject in Third Person Singular in Present Tense

1st Person	I have	We have	I had	We had
2nd Person	You have	You have	You had	You had
3rd Person	He has	They have	He had	They had

TENSE	PRESENT	PAST	FUTURE
Indefinite	Sub + verb (s+es) I + do	Sub + verb + (Past Form) I + did	Sub + shall/ will + verb; I + shall + do
Continuous	Sub + am/ is/are + verb + ing; I + am + do + ing	Sub + was/ were + verb + ing; I + was + do + ing	Sub + shall/ will be + verb + ing; I + shall be + do + ing
Perfect	Sub + has/ have + past participle of verb; I + have + done	Sub + had + past participle of verb; I + had + done	Sub + shall/ will + have + verb shall + have + done
Perfect Continuous	Sub + has/have been + verb + ing; I + have + been + doing	Sub + had + been + verb + ing; I + had been + doing	Sub + shall/will + have + been + verb + ing; I + shall + have + been + doing

DIARY CONTENT

Sl No.	Content	Page No.
1.	School Anthem	9
2.	The Pledge	9
3.	National Anthem	10
4.	O Mur Apunar Dekh - Assam State Song	10
5.	SFS Jubilee Anthem	11
6.	School Prayers	12
7.	Prayer Songs	13-34
8.	Students Council	35-37
9.	SFS SAFE Scholarship Programme	37-42
10.	Desalite Students Olympiad	43-44
11.	General Rules & Regulations	45-47
12.	Attendance & Leave	47-48
13.	School Uniform Dress code	49-50
14.	Disciplinary Policy	51-63
15.	Co-Scholastic Points	64-65
16.	School Fee	66
17.	Literary, Cultural, House & Club event List 2023	67-71
18.	SFS Intra School Online Competitions	72
19.	SFS Intra School Offline Competitions	73
20.	Co-Curricular activities Clubs	74
21.	The Method of Study	75-76
22.	Points For Students to Remember	77
23.	Report Card Making for Scholastic Subjects	78-81
24.	Grades for Scholastic & Co-Scholastic Areas	82
25.	Topics for Public Speaking	83-87
26.	Pin Board Themes	88-92

DIARY CONTENT

Sl No.	Content	Page No.
27.	Topics for Extempore Speech	93-94
28.	Leave During School Hours	95-96
29.	Absent from School	97-100
30.	School Disciplinary Chart	101
31.	Serious Offence	102
32.	Communication from the School	103-112
33.	Event Fee Chart	113
34.	Books I Have Read	114
35.	Examination Time Table for Term 1	115
36.	Examination Time Table for Term 2	116
37.	Programmes or activities	117-120
38.	Time Table from Monday to Friday	121
39.	Zero Period Time Table from Monday to Friday	121
40.	Time Table for Saturday	122
41.	Zero Period Time Table for Saturday	124
42.	Judgment Criteria	125-128
43.	Library Policies & Procedures	129-131
44.	Subject Teachers Details	132
45.	Notes	133-134

SCHOOL ANTHEM

Asatoma satgamaya tamasoma jyotirgamaya
Mrityoma amrutam gamaya
Om...om...SFS...SFS..jaye jaye he

(1) You are the champion of God's kingdom
You are the source of true wisdom (2)
Christ you are the radiance of disalites
Dispel the shad of avidya-2

Asatoma satgamaya...
(2) Your brighten the way to Gid and human
To spread the light of Christ and love
You teach the truth of Christ and wisdom
This for all time your vision and mission

Asatoma satgamaya...
Om..om..SFS..SFS..jaye jaye hey-2

THE PLEDGE

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

NATIONAL ANTHEM

Jana Gana Mana Adhinayaka Jaya Hey
Bharata Bhagya Vidhata
Punjab, Sindu, Gujrat, Maratha,
Dravida, Utkala, Banga.
Vindhya, Himachala, Yamuna, Ganga
Uchhala Jaladhi Taranga;
Tava Subha Naame Jage
Tava Subha Ashisa Mange
Gaahey Tava Jaya Gatha.
Jana Gana Mangala Dhayaka Jaya Hey
Bharata Bhagya Vidhata.
Jaya Hey, Jaya Hey, Jaya Hey,
Jaya, Jaya, Jaya, Jaya Hey.

অসমৰ জাতীয় সংগীত

অ' মোৰ আপোনাৰ দেশ
অ' মোৰ চিকুণী দেশ
এনেখন সুৰলা, এনেখন সুফলা
এনেখন মৰমৰ দেশ।

অ' মোৰ সুৰীয়া মাত
অসমৰ সুৰদি মাত
পৃথিৱীৰ ক'তো বিচাৰি জনমটো
নপোৱা কৰিলেও পাত।

অ' মোৰ ওপজা ঠাই
অ' মোৰ অসমী আই
চাই লওঁ তোমাৰ মুখনি এবাৰ
হেঁপাহ মোৰ পলোৱা নাই।

SFS JUBILEE ANTHEM

A PERFECT GIFT FROM ABOVE, THE BEST GIFT EVER
GARDEN OF KNOWLEDGE THANK GOD FOREVER
YOU HELP US GROW IN BODY, MIND AND SPIRIT
LOVE AND WISDOM IN THE WORLD ADHERE IT
JOURNEY OF YEARS OF EXCELLENCE FOUNTAIN WELLS
WOW! DEEPLY LOVED SFS RINGS SILVER BELLS

CHO

**SFS SILVER JUBILEE, FRIENDS, HAPPY SILVER JUBILEE
CONGRATULATIONS! AND CELEBRATE MORE JUBILEES
A TIME TO REMINISCE GRACE KINDNESS AND SERVICE
TOUCHING LIVES MOULDING FUTURE DE SALITE CARRIES
SFS GOD'S TEMPLE OF KNOWLEDGE, SIGN OF INFINITY
A SIGNIFICANT MILESTONE! THE GREAT SILVER JUBILEE**

LOOKING BACK! THANKFUL FOR BRINGING THIS FAR
IN THE SPIRIT OF ST FRANCIS DE SALES BLOOM ON A PAR
CHERISHED, LOVED, VALUED, HELD DEAR TO OUR HEARTS
SFS INSTILLING HUMAN VALUES CULTURE AND ART
TO PASS ON GENTLENESS TO THE WORLD OUR MISSION
ALL LOVE FOR 25-YEAR-OLD SFS EDUCATIONAL INSTITUTION

CHO (2)

**SFS SILVER JUBILEE, FRIENDS, HAPPY SILVER JUBILEE
CONGRATULATIONS! AND CELEBRATE MORE JUBILEES
A TIME TO REMINISCE GRACE KINDNESS AND SERVICE
TOUCHING LIVES MOULDING FUTURE DE SALITE CARRIES
SFS GOD'S TEMPLE OF KNOWLEDGE, SIGN OF INFINITY
A SIGNIFICANT MILESTONE! THE GREAT SILVER JUBILEE**

SCHOOL PRAYERS

1. SIGN OF THE CROSS

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

2. GLORY BE

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

3. OUR FATHER IN HEAVEN

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

Leader : St. Francis De Sales

All : Pray for us

4. PRAYER BEFORE CLASS

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

5. PRAYER AFTER CLASS

God of infinite wisdom / and source of all knowledge, grant that / we may remember / what we have learnt. We offer you our work and our endeavours / our failures and our successes. Forgive us our shortcomings / and give us courage / to follow the path of truth. We thank you Lord / for all the good things / You taught us today/ and help us to be good children always. *Amen*

6. PRAYER FOR PARENTS

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

7. PRAYER FOR MY SCHOOL

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

8. PRAYER FOR TEACHERS

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

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

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

PRAYER SONGS

1. HYMNS

JAGAT GURU PRABHU JI

Jagat guru prabhuji namo namaha (2)

Sat guru prabhuji namo namaha (2)

Mam guru prabhuji namo namaha (2)

Namo namaha (4)

Javandayaka namo namaha (2)

Mangaladayaka namo namaha (2)

Shanitpradhayaka namo namaha (2)

Namo namaha (4)

Anugrahadata namo namaha

Anandata namo namaha (2)

Namo namaha (2)

Karunasagar namo namaha (2)

Paramdayakar namo namaha (2)

Prem Sarovara namo namaha

Namo namaha (4)

2. MAKE ME A CHANNEL OF YOUR PEACE

Make me a channel of your peace
Where there is hatred let me bring your love,
Where there is injury your pardon Lord
And where there's doubt true faith in you.

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

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

3. YOU ARE WITH ME

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

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

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

You have known O Lord all my secret fears,
You have seen O Lord all my unshed tears,
My Lord, you know me through and through
There is nothing I can hide from you.

4. Change my Heart, Oh God

Change my heart, Oh God,
Make it ever true.
Change my heart, Oh God,
May I be like you. (Repeat)

You are the potter,
I am the clay
Mold me and make me,
This is what I pray.
Change my heart, Oh God,
Make it ever true.
Change my heart, Oh God,
May I be like you.
(Repeat)

Jesus Oh Jesus,
Come and fill your Lambs.
Jesus Oh Jesus,
Come and fill your Lambs.
(Repeat)

5. This Is Your House

Verse 1:

As we gather in this place today
Holy Spirit come and have Your way, have Your
way
As we lay aside our own desires
Sweep across our hearts with holy fire, have
Your way

Chorus

This is Your house, Your home
We welcome You, Lord, we welcome You
This is Your house, Your home
We welcome You today

Verse 2

As we offer up our hearts and lives
Let them be a living sacrifice, have Your way

Be glorified in everything we do
Be glorified in everything we say, have Your way
(Repeat Chorus)

As we praise, o Lord draw near
It's Your voice, we long to hear
We welcome You today
We welcome You today

6. ALL THINGS BRIGHT AND BEAUTIFUL

All things bright and beautiful,
All creatures great and small,
All things wise and wonderful,
The good 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 mountains,
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 country,
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.

7. IN HIS TIME

In His time, in His time
He makes all things beautiful in His time
Lord please show me everyday
As you're teaching me your way
That you do just what you say in your time

In your time, in your time
You make all things beautiful in your time
Lord my life to you I bring
With its winter and its spring
May I fathom everything, in your time
There's a time, there's a time

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

8. LIKE A SUN FLOWER

Chorus

Like a Sun flower that follows
Every movement of the sun
So I turn towards you, to follow you, my God

In simplicity, charity, I follow (2)
In simplicity, honesty, I follow (2)
In simplicity, fidelity, I follow (2)

9. IN NEED OF LIBERATION

Chorus

The world stands in need of liberation, my Lord
It still has to feel your power.

The blind and the deaf,

The dumb and the maimed

All need to feel your healing touch.

The world stands in need of liberation, my Lord
It still has to learn to love.

There are those who have eyes but refuse to see
the inhumanity that's done.

There are those who have ears but refuse to hear
the cries of those in agony.

There are those who have mouths but refuse
to speak, against injustice done to some.

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

There are those who have talents they do not
use, to build a true community.

And we know that we all have the talent to love
But leave it buried in ourselves.

10. WE PRAISE YOU

We Praise You Lord with Joy,
With heart and mind and voice
You fill us with Your unending love
And grace from above

You are our Father, who's ever near,
With You beside us, we'll have no fear
You are our Father loving and true
All day and night, watching us through

You sent Your son that we all may know,
Your loving mercy that freely flows;
And life eternal is your promise,
To all who live in love and peace

You sent Your spirit with us to stay
To guide our steps and guard our ways,
From day to day our life renew
Drawing us ever closer to you.

11. WE ARE GATHERING

We are gathering together unto Him.
We are gathering together unto Him.
Unto him shall the gathering of the people be.

We are gathering together unto him
We are singing together
We are offering together unto him
We are praying together unto him

12. CARRY YOUR CANDLE

There is a candle in every soul
Some brightly burning some dark and cold
There is a spirit who brings the fire
In nights of candle and makes His home

Chorus

So carry your candle
Run through the darkness

Seek out the helpless Confusing thought
Hold out your candle for all see it
Take your candle go light your world (2)

Trusting above all
See how its shine too
Let's raise our candle
Someone who hears
See now your sister
Still hold your candle
With all our faith.

Seek out your family
Whose hearts are blazing
Let's raise our candle
Light up the sky
Pray to the Father in the
Name of Jesus
May God reign become in
Darkest night.

13. I HAVE COME TO THEE (TAGORE)

Chorus

I have come to Thee to take Thy touch
Before I begin my day

Let thy eyes rest upon my eyes for a while

Let me take to my work the assurance of
Thy Comradeship my friend.

Fill my mind with Thy music to last through the Desert
of noise

14. GOD IS SO GOOD

God is so good (3) He's so good to me.
He cares for me (3) Yes, He cares for me.
I'll trust in Him, (3) Yes, I'll trust in Him.

15. THERE ARE NUMEROUS STRINGS

There are numerous strings in Your lute
Let me add my own among them.

Then when you smite your chords,
My heart will break its silence,
And my heart will be one with your song.

Amidst your numberless stars,
Let me place my own little lamp.

In the dance of your festival of light
My heart will throb and
My life will be one with your smile.

16. SHOWERS OF BLESSINGS

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

Chorus

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

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

There shall be showers of blessing
O that today they might fall,
Now as to God we're confessing,
Now as on Jesus we call.

17. WHAT A FRIEND IN JESUS

What a friend we have in Jesus
All our sins and grief to bear,
What a privilege to carry,
Everything to God in prayer,
Oh, what grace we often forfeit
Oh, what needless pain we bear
All because we do not carry
Everything to God in prayer

Have we trials and temptation,
Is there trouble anywhere,
We shall never be discouraged,
Take it to the Lord in prayer,
Can we find a friend so faithful?
Who will all our sorrows share ?
Jesus knows our every weakness,
Take it to the Lord in prayer.

18. GREAT FRANCIS DE SALES

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

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

Great Francis Apostle of Chablais
You worked for the souls that strayed
Teach us to labour in God's vineyard,
As thou did'st for Christ our Lord,

Shepherd of the fold of Jesus,
For his sheep thy life was spent
Help us to proclaim Lord Jesus.
To the people every where.

19. Shanti Path

Asato ma sadgamaya
tamaso ma jyotir gamaya
Mrityurma amritam gamaya
Om Shanti, Shanti, Shanti

Meaning:

Lead from Ignorance to knowledge
from darkness into light
from death into immortality
O! Peace, Peace, Peace.

20. I JUST KEEP TRUSTING

Chorus:

I just keep trusting my Lord as I walk along.
I Just keep trusting my Lord and
He gives me a song

Though the storm cloud darkens the sky
O'er the heavenly trail,
I just keep trusting my Lord, he will never fail.

He is a faithful friend (2)
Such a faithful friend (2)
I can count on him (2)
to the very end (2)

21. PRAISE HIM

Praise Him, praise Him
Praise Him in the morning
Praise Him in the noon time
Praise Him, praise Him
Praise Him when the Sun goes down.
Love Him.....
Serve Him

Praise Him

22. WELCOME SONG 1

Welcome, welcome, welcome
Swagatam, su swag tam
With aarati (sign of welcome)
With Garland (sign of welcome) (2)

We welcome, we welcome dear loving (father/friend)
With clapping hands (sign of welcome)
With smiling lips (sign of welcome) (2)
We welcome, we welcome dear loving (father/friend)
Welcome, welcome, welcome
Swagatam, su swagatam

23. WELCOME SONG 2

All the birds and the flowers are rejoicing today.
They are telling a welcome so true
They are smiling a smile they are chirping a wish.
Blessings fall on our teachers and guests.

The earth is alive with laughter and song
To mingle with glee, our prayer and our songs
Gathered here are the works that are loyal and true
Singing chorus of welcome so gay.

24. WELCOME SONG 3

Aaye Hai Hum Swaagat Karne(2)
Man Main Aadar Bhaav Liye
Swaagat Kaarte Hai Hum Sabka (2)
Phuloon Ka Uphaar Liya
Koyal Kuke Gaaye Papiha
Ye Dhara Ho Rahi Magan
Daso Dish Ayain Gunji Dekho

Ga Ga Karkehta Ye Man ManMan....Man
Swaatham (7) Subh Swaatham
Aap Aaye Khushiya Laaye
Ye fizaain Geet Gaayain
Man Main Uthti Hai tarange
Ye Pawan Bhi Cheh Chaaye
Chanda Suraj Laakho Taare
Jhume Naache Ye Gagan
Kaliya Dekho Muskai Hai
Keh Raha Hai Ye Chaman, Man.... Man....(2)
Swaagtam (7) Subh Swaagtam

25. WELCOME SONG 4

Suswagatam (2)
Swagat Karte Apke
We warmly welcome you
With our heart sincere and true
We warmly welcome you
Dear Fr./Sr. today
Suswagatam...(3)

May you ever be so Happy
Enjoy Our Love With Pleasure
May you Always Live in Splendor
With A Blissfull Kind Nature
Welcome, We Welcome we welcome all of you (4)
Swaagtam (7) Subh Saagatm.

26. Birthday Song

It's such a special day,
Let this happiness stay
For ever and for now (2)
Dear God to you we pray

It's such a special day, (2)
Let this happiness stay

Bless him dear God
Where he feels your love, My Lord
To grow up big and strong
To be grow all along (2)

It's such a special day
Let this happiness stay (2)
Forever and for now
Dear God to you we pray (3)

27. FEAST SONG

Ding-dong, ding-dong (2)
Angels of God are passing on
Ding-dong, ding-dong (2)
Sharing the good news
Of the living God
Wake up, children wake up
To welcome the angels passing on (2)

Happy feast day, Happy feast day
To wish you a very happy feast

Time and tide waits for none
To praise and thank God who is one (2)
Rise up, children rise up
To listen to the voice of the angels of God

Happy feast day, Happy feast day
To wish you a very happy feast

28. FAREWELL SONG

May the Good Lord bless and keep you
Whether near or far away.
May you find that long awaited, golden day today
May your troubles all be small ones
And your fortunes ten times ten
May the Good Lord bless and keep you
Till we meet again.

May you walk in sunlight shining
With a blue bird in every tree.
May there be a silver lining
Back of every cloud you see.
Fill your dreams with sweet tomorrows .

Never mind what might have been.
May the good Lord bless and keep you
Till we meet again (2)

29. JOY TO THE WORLD

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

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

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

30. SILENT NIGHTS

Silent night, Holy night
All is calm. All is bright
Round yon. Virgin mother and child!
Holy infant, so tender and mild
Sleep in heavenly peace (2)

Silent night, holy night.
Darkness flies, all is light'
Shepherds hear the angels sing.
'Alleluia ! Hail the King'
Christ the saviour is born (2)

Silent night, Holy night .
Son of God, love's pure light'
Radiant beams from thy holy face.
With the dawn of redeeming grace,
Jesus, Lord at they birth - 3

31. JINGLE BELLS

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

Chorus:

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

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

32. VANDE MATARAM

Vande Mataram!
Sujalam suphalam, malayaja shitalam
Shassyashyamalam, Mataram!
Shubhrajyotsna pulakitayaminim,
Phullakusumita drumadala shobhinim,
Sahasini, sumadhura bhashinim,
Sukhadam, varadam, Mataram!

Saptakotikantha kalakala ninada karale
Dvisaptakoti bhujair dhrita-khara karavale
Abala kena ma eta bale
Bahubala dharinim, namami tarinim,
Ripudalavarinim Mataram!

Tumi vidya, tumi dharma,
Tumi hridi, tumi marma,
Tvam hi pranah sharire!
Bahute tumi ma shakti,
Hridaye tumi ma bhakti,
Tomarayipratima gari mandire mandire!

Tvam hi Durga dashapraharana dharini,
Kamala, Kamaladalaviharini,
Vani, vidyadayini namami tvam,

Namami kalmalam, amalam, atulam,
Sujalam, suphalam, Mataram,
Vande Mataram!
Shyamalam, saralam, susmitam, bhushitam,
Dharanim, bharanim, Mataram !

Shri Bankimchandra Chattyopadhyay

STUDENTS COUNCIL

Creating global citizens with an exceptional sense of humanity, service, knowledge and dedication, moral and ethical values coupled with leadership skill is always our dream and aspiration. To make our students eligible for a merit-based and honest upward curve is our daily task. We honestly believe that trait of leadership is ingrained at birth in every child in multiple areas. Identifying the right leadership trait, honing it and upskilling it is a process that has to begin in the school. This is our commitment to every child. This we do in the most transparent and democratic manner. Keeping this in mind school has a student council.

Purpose of the Student council

The Student Council is formed to assist the principal, coordinators, class teachers and subject teachers to impart quality education and to bring out holistic development of each and every student. The Student Council also deliberates upon the academic, discipline and other aspects related to the daily running of the school.

Students Council consists of the Student General and Executive Council.

The Students Council

1. Headboy & Headgirl
2. Captains of Class 1 to 12
3. Vice captains of class 1 to 12
4. House Captains and Vice Captains

5. Sports Captain and Vice-Captain
6. CCA Captains and Vice-Captain.

The general council meets once in a term and maintains the report.

Executive Council

1. Headboy and Headgirl.
2. Captains of Class 6 to 12
3. House Captains and Vice-Captains
4. Sports Captain and Vice-Captain
5. CCA Captain and Vice-Captain

The Executive council meets once a month.

Election of Class Captains and Vice Captains:

Process : Class Captains and Vice Captains are elected by the students of each class and section. Four candidates are nominated by the class teacher consisting of two boys and two girls. Among the four candidates, one who gets the highest vote becomes Class captain and the second-highest vote becomes Class Vice-captain.

Captains & Vice Captains are chosen as per the following criterias :

1. Student shall have above 70% in Academic in the previous class Term 2 examination.
2. Students shall have above 80% attendance in the previous academic year.
3. Students should not be the Captain or Vice Captain in the previous session.
4. Qualities such as respect for others, discipline, communication, leadership skill etc. also will be considered.

Headboy, Headgirl, House, Sports, CCA captains and vice captains are appointed by the Principal from students of Class IX-XII.

Student Accompaniment for Financial Empowerment

(SAFE) Scholarship Programme

SFS School is committed to serve the society at large and a preferential care will be ensured for students with exceptional talents in scholastic and co-scholastic areas. The school is also steadfast in its service to the economically weaker section of the society. Keeping the welfare of its employees the organization feels obliged to support the wards of its employees. The Scholarship programme of the school is called **SAFE (Student Accompaniment for Financial Empowerment)**. Safe is based on three categories.

1. Talent Nurturing Scholarship
2. Financial Empowerment Scholarship
3. Employee Support Scholarship

TALENT NURTURING SCHOLARSHIP

Class X

1. Students who get **National Rank (Top 10)** in Class X will be given a cash award of **Rs. 1 lakh only**.
2. Applications for scholarship by eligible candidates must be submitted to the school.
3. **School Topper (SFS Guwahati only)** in Class X Board Examination (**must score above 95%**) shall be given 100% Admission Fee as scholarship in Class XI. To continue with the Scholarship in Class XII, the student must score at least 90% mark in Class XI Final Examination. He/She shall be given 50% waiver in Annual & Tuition fee.

4. Class X students who score 95% and above, shall be given a 50% Admission Fee as a scholarship in Class XI only. **(Applicable to students of any school or board)**
5. Class X students who score above 90% shall be given a 25% Admission Fee as a scholarship in class XI. **(Applicable to students of any school or board)**

Class XII

1. Students who get **National Rank (Top 10)** in Class XII will be given a cash award of **Rs. 1.5 lakhs** only.
2. SFS Guwahati **School Topper** in Class XII CBSE Board Examination (**Must score above 95%**) shall be given **Rs. 25000 (Twenty-five thousand only)** as a scholarship for their future studies.
1. **Stream Topper** in Class XII CBSE Board Examination (**Must score above 95%**) shall be given **Rs. 10000 (Ten thousand only)** each as a scholarship for their future studies. If the stream topper scores between 90% - 94%, they shall be given **Rs. 5000 (Five thousand only)** each for their future studies.
2. Student availing the School Topper Scholarship shall not be eligible for the stream topper Scholarship.

Class I – IX

1. **EVALUATION OF TALENT NURTURING SCHOLARSHIP WILL BE ON THE FOLLOWING CRITERIA:**

Weightage of 20% from Term 1 Examination

Weightage of 20% from Term 2 Examination

- Weightage of 60% from Desalite Olympiad
2. **Class Topper (Topper among all the sections)** in the school in the Talent Nurturing Scholarship shall be given **Rs. 8000** as Scholarship in Tuition Fee. **(Must score above 95%)**
 3. The **Top 3 Toppers** from each section in the school in the Talent Nurturing Scholarship shall be given the following scholarship in Tuition Fee. **(Must score at least above 90%)**
RANK 1 – Rs. 7000
RANK 2 – Rs. 6,000
RANK 3 – Rs. 5,000
 4. **Student availing the Class Topper Scholarship shall not be eligible for Section Topper Scholarship.**

TALENT NURTURING CO-SCHOLASTIC SCHOLARSHIP:

Eligibility Criteria:

1. The scholarships will be given to those performer in recognized competitions held in previous calendar year.
2. The scholarship awarded under the scheme will be of one year only, provided the awardees pass in the annual examination with at least 60% marks in Term I & II examination.
3. The value of each Talent Nurturing Co-Scholastic Scholarship will be as follows:
Winner – Rs. 8000
Runner up – Rs. 6000
1st Runner up – Rs. 5000
4. The first / second / third position holders in individual events organized by any recognized Sports Federation

by the Government & statutory bodies will be eligible for the Talent Nurturing Co-Scholastic Scholarship Programme.

5. The school will certify the correctness of contents of application filled in by the candidate.
6. **The scholarship will be applicable on the below mentioned disciplines:**

Priority Disciplines - Archery, Athletics, Badminton, Basketball, Boxing, Cycling, Football, Gymnastics, Handball, Hockey, Judo, Kabaddi, Kho-kho, Tennis, Shooting, Swimming, Table Tennis, Volleyball, Weight lifting, Wrestling

Other Disciplines - Badminton, Baseball, Billiards & Snookers, Bowling, Carrom, Chess, Cricket, Fencing, Golf, Karate, Power lifting, Rowing, Softball, Squash, Wushu, Taekwondo.

7. **Selection Process:** There will be a duly constituted Selection Committee to scrutinize the applications and select candidates for these scholarships on the basis of performance and merit.
The decision of the Committee will be final and binding and no correspondence in this regard will be entertained.

FINANCIAL EMPOWERMENT SCHOLARSHIP

SFS School is committed to serving society and preferential care for the economically weaker sections. The school will give SAFE assistance to a total of 50 students in a year based upon the following criteria.

1. Safe assistance is to be applied to the school in the prescribed form available at school website with all

- the required documents. The decision will be taken based on first come first serve basis.
2. The assistance is for one year only. However, it may be renewed on re-application subject to the satisfaction of the school management.
 3. Financial assistance is subject to the decision of the school management and its policies from time to time.
 4. The school management has the right to cancel or modify the assistance without stating any reason whatsoever.
 5. Scholarship refers to relaxation in Annual fee or Tuition Fee or both.
 6. The scholarship will vary from 15% to 100% subject to the decision of the school management.
 7. The scholarship committee will study and verify the documents. If required the committee will call the applicants for queries, clarification or interview before taking the final decision.
 8. Family Annual Income of both the parents together should not exceed more than 2 lakhs per annum.
 9. Parents' seeking financial assistance must have a **Ration Card or BPL Card** and need to be submitted to the scholarship committee.
 10. The student must score at least an aggregate of 65% marks each in both Term 1 & Term 2 examinations. If the student has exceptional co-curricular achievement in the District / State / National / International Level, 60 % marks would suffice.
 11. Parents with four or more children in the school will get a concession only for the first child. Also, he or she should qualify the No. 8, No. 9 & No. 10 criteria.

EMPLOYEE SUPPORT SCHOLARSHIP

SFS Guwahati has introduced a scholarship program to assist the children of employees who plan to continue their education in SFS School. Keeping the welfare of its employees, the organization feels obliged to support the wards of its **Employment in the school is not a guarantee for the admission of their ward.**

1. The admission will depend upon availability of seats and merit only. Also, the student should clear the interaction and written examination (as applicable).
2. The support scholarship is applicable for one year only. However, it may be renewed on re-application, subject to the satisfaction of the school management.
3. An employee will be provided the scholarship with a 50% waiver in Admission Fee & Tuition Fee.

DESALITE STUDENTS OLYMPIAD									
Duration of the exam: 1.5 hrs									
CLASS	ENGLISH	MATHEMATICS	SCIENCE	EVS/SST	HINDI	ASSAMESE	COMP. SC.	G.K. & CURRENT AFFAIRES	TOTAL NO. OF QUESTIONS
1	15	15	NA	15	5	5	5	5	65
2	15	15	NA	15	5	5	5	5	65
3	15	15	NA	15	5	5	5	5	65
4	15	15	NA	15	5	5	5	5	65
5	15	15	NA	15	5	5	5	5	65
6	15	15	15	15	5	5	5	5	80
7	15	15	15	15	5	5	5	5	80
8	15	15	15	15	5	5	5	5	80
9	15	15	15	15	10	10	5	5	80

1. All questions will be MCQ. Each question carries 1 mark.
2. Questions will be based on the Class appropriate NCERT curriculum.
3. Questions will be strictly concept based for all subjects.
4. For General Knowledge, current affairs and general awareness will be tested.
5. For classes I - IX, students will attempt either Assamese or Hindi.
6. For Classes I - V, instead of science, there will be EVS (Environmental Studies)
7. From Classes VI - IX, there will be both Social Studies and Sciences.

GENERAL RULES AND REGULATIONS

1. School Hours :
 - a. From Monday to Friday: 7:45 am - 2:10 pm.
 - b. Saturday - : 7:45 am to 12:10 pm.
 - c. Holidays - Sunday, National Holidays & State Holidays as mentioned in school calendar in Desalite connect Mobile App.
 - d. If there is a sudden or emergency holiday on any working days, depending upon the need, third saturday will be a working day and even other saturday classes will be extended till 2.10 pm.
2. This institution is established by the Catholic Church. It is a minority institution primarily to educate the children of its community, but it is also open to all, irrespective of religion, caste or community. No disrespect should be shown to articles and images of religion and worship proper to that religious group. No other external form of religious worship will be allowed in the school premises.
3. No act of indiscipline interference in the administration, disrespect to any teacher and to any religion or community by any student shall be tolerated and delinquent may even be expelled from the school.
4. Guardians and parents are requested to make proper arrangements to collect the children immediately after school hours. Though proper care is taken to ensure safety of the children, the school cannot be held responsible if a student leaves the school campus on his/her own accord or any accident, minor or major, to pupil during their stay in the school or while taking part in any activities of the school.

5. Parents and Guardians are not allowed to see their children or meet teachers during class hours.
6. All the communication and correspondence relating to the school should be addressed to the Principal only.
7. All promotion to the next class will be according to the Academic performance of students. 33% mark is mandatory for promotion to next class.
8. Parents/Guardians who wish to meet the teachers can do so on every Wednesday after class from 2:15 pm to 3:15 pm.
9. The school diary is a record concerning the student. Therefore, every student should take care of the diary and bring it to class daily. If anyone loses it, he/she should get a written authorization from the Principal/ Headmaster to buy a duplicate diary.
10. Student of this school should not take private tuitions outside the school from the teacher's of SFS School.
11. The school does not recognize student's union nor any union activities are permitted within the school premises.
12. Students are strictly forbidden to organize strike or incite others to strike or to bring external elements that can destroy peace, harmony and effective running of the school. They shall be abstained from any act, which is likely to damage the reputation of the school.
13. Girls shall not wear ornaments and jewellery like rings, earrings, chain, bangles or the use of cosmetics such as lipsticks, nail polish etc. Girls are to tie their hair properly and not to let it loose.
14. Unconventional hairstyle, any make-up that degrades the uniform of the pupil will not be tolerated.

15. Boys must have a proper hair cut. Long hair, long nails, ear rings, chains, watches, inprinting tatoos, unconventional hair styles are not permitted.
16. Students are not allowed to wear baggy trousers.
17. The length of the skirts should be below the knee.
18. Those students who come to school early should sit and study in their classrooms or should be in the reading room.
19. Parents should not hand over the tiffin to the staff both teaching and non-teaching or to the students, to be distributed.
20. For safe & smooth dispersal of students the students shall be given colour coded lanyards as follows-

Sl. No.	Colour	Description
1	RED	STUDENTS WALKER (SW)
2	GREEN	PARENTS PICK UP (PP)
3	YELLOW	SCHOOL TRANSPORTATION (ST)
4	PURPLE	PRIVATE TRANSPORTATION (PT)
5	BLUE	SFS PARENTS (ALL)

ATTENDANCE AND LEAVE

21. Regular attendance of all students at school is required to inculcate discipline and regularity in a student which in turn creates value system that becomes an essential part of life. The minimum attendance required for a student in each term is 90% irrespective of emergencies. Any attendance below that students will be penalized.
22. If a student is absent, he/she must bring a leave note mentioning the date and the reason of absence written

by the parent /guardian in the page of the school diary on the day of joining, otherwise the student may be sent back home.

23. A student returning to school after recovering from a contagious or infectious disease should also produce a doctor's certificate of fitness. If a student fails to produce such a certificate, the school authorities are entitled to send him/her back.
24. Students are required to be present on the opening day of the school after the end of each term / long holiday (more than 7 days), failing which the student has to pay a fine of Rs. 100/- per day.
25. Students will not be allowed to leave school before it gets over, except in case of an emergency, with permission from the Principal/Vice Principal. For security reasons no student will be allowed to go home under any circumstances without a parent coming to pick him/her. Parents should carry Parent's ID.
26. In case of bereavement in the students' immediate family, the Principal / VP will grant leave. Leave requests for attending marriages and other functions and ceremonies during the term are to be avoided by the parents. Parents are asked to try and ensure that all family functions and ceremonies are planned for the students' vacation as given in the school diary. There will be no retest under any circumstances if a student is absent during the exam day.

SCHOOL UNIFORM DRESS CODE		REGULAR UNIFORMS												HOUSE UNIFORM													
		SUMMER (1st APRIL - 30th SEPTEMBER)						WINTER (1st OCTOBER - 31st MARCH)						T-SHIRT	TRACK PANTS	SOCKS	SHOES (Black Campus)										
SL. NO.	CLASS	HALF SHIRT	TROUSER	SKIRT	BELT	BOW	Tie	SOCKS	SHOES	FULL SHIRT	FULL TROUSER	SKIRT	BLAZER	SWEATER	BELT	BOW	Tie	SOCKS	SHOES	SCARF	BLACK LEGGINGS	T-SHIRT	TRACK PANTS	TRACK JACKET (IN WINTERS)	SHOES (Black Campus)	SOCKS	
		BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS
1	LKG - UKG																										
2	I																										
3	II																										
4	III - III																										

NOTE:

1. Students of Classes LKG - II & X shall wear the house uniforms on Drill Days & Yoga Days.
2. Students of Classes III - IX shall wear the house uniforms on Drill Days, Yoga Days & Saturdays.
3. Students of Classes XI & XII shall wear the house uniforms on the day of their Physical Education Classes.
4. Students shall wear black campus shoes with house uniforms.
5. Students of Classes LKG - II shall wear black strapped shoes (Bata & Campus)
6. Students of Classes III - XII shall wear black laced shoes (Bata & Campus)

VENDOR DETAILS:

MR TRADERS, Damayanti Shopping Centre, Opposite SFS School, Narengi , Guwahati - 781171
Contact No.: 9954032398

DISCIPLINARY POLICY

The school enforces Discipline through Remarks, Warning Letters, and Card entries. The school diary contains all the rules & regulations about school discipline.

The school has designed definite strategies to curb indiscipline. However, it will implement them judiciously and comprehensively. The consequences of indiscipline shall be implemented in such a way that the defaulter does not feel isolated or victimised. Discipline Defaulters, irrespective of the magnitude of the offence or default, shall face the consequences as laid down in the discipline rule.

GENERAL RULES AND REGULATIONS:

1. All the students shall make themselves acquainted with the rules and regulations notified for their conduct. Ignorance of the rules will not be accepted as an excuse for their violation.
2. To acquire a good command of the English language, which is the medium of instruction for all subjects, students shall speak only in English at all times on the school premises (except during language periods)
3. Students shall bring all necessary textbooks and notebooks to the class according to the timetable. All school books shall be labelled and neatly maintained throughout the year. Students shall not paste stickers and colour the pages of school notebooks unless specifically instructed by the teachers.
4. Weightage of the school bag is a serious concern of school management. Students shall not bring any books (other than textbooks or library books), magazines, or comics to school without the principal's permission.
5. Students shall take care of their personal belongings.

The school authorities do not accept any responsibility for the loss of books, clothes, money, tiffin carriers, etc.

6. Students shall treat school staff with respect at all times and be courteous to fellow students. The school will view discourtesy and disrespect to the staff seriously, and students responsible for misbehaviors are liable to be dismissed.
7. Students shall refrain from damaging any form of school property. Any damage done will be made good by the student responsible for it. Anyone who sees something damaged shall report the matter even if he/she does not know who has done it. No pupil shall bring razor blades or any sharp instruments to school.
8. Students shall maintain SILENCE in the corridors, outside the Principal's office, and the stairs during class hours. There shall be NO TALKING at the change of periods.
9. The disciplinary committee will deal with any misbehaviour or violation of school discipline, and corrective action will be taken. In extreme cases, parents will be called to discuss the child's behaviour, which may lead to suspension or expulsion from the school.
10. Any form of bullying or ragging will result in a disciplinary committee review and could result in expulsion with a negative conduct certificate.
11. All the students shall practise personal cleanliness and hygiene. The students should be careful not to throw papers, waste, etc., within the school premises. They should use the baskets and bins provided for this purpose.
12. Students shall not write or make remarks on the wall, any part of the school premises, or furniture. Any

student found guilty of damaging the school property will be suspended and liable to pay for the damages.

13. Girl students shall not wear any jewellery, have long nails, or apply nail paint/kajal, coloured lip balms or mehendi when they come to school. If earrings must be worn, they must be small hoops or studs. Nose rings, bangles, rings, and bracelets are not permitted.
 - Boy students shall always have a proper haircut. Long hair, as well as long nails, are not permitted. They shall have hair of a minimum of 1 inch and a maximum of 1 1/2 inches.
 - Students shall wear analogue watches only. Students below class V shall not wear wristwatches in the school.
14. Students shall always maintain discipline and behave well. They shall always greet their teachers, elders, and friends wherever they meet them in school or outside.
15. No student shall bring any firecrackers to the school. Any child found in possession of firecrackers on the school premises will have to face appropriate disciplinary action.
16. Students shall not bring gifts to teachers or non-teaching staff for any occasion or stage other demonstrations in their honour without proper permission from the school.
17. The school is not responsible for articles or money lost. It is not advisable to bring valuable articles like an expensive watch, fountain pens, expensive jewellery etc, to school.
18. No examination or periodic tests will be held for the absentees before or after the scheduled time.
19. Students will not be permitted to go home after a test

or an examination except with the Principal's permission.

20. Students changing classes for Optional subjects / Practical classes shall walk silently and in a single line.
21. A student who uses unfair means during tests, examinations, etc., will be given a zero in the subject. Repetition of the same offence shall result in dismissal.
22. No student will be excused from games and P.T./Drill/ Yoga unless a medical certificate is produced.
23. Pupils from one class must not visit their friends in any other classrooms during recess or other periods.
24. Students shall not bring mobile phones to school. If a student is found in possession of a mobile phone, the Discipline Coordinator shall confiscate it and return it after payment of a fine of Rs.1000.00 (One thousand only). If the same student is found in possession of a phone for a second time, it will be confiscated and returned only after the end of the academic session, after having paid the fine for a 2nd time. However, the final decision rests with the Discipline Committee.
25. Any pupil who is persistently insubordinate or is mischievous or is guilty of malpractice in connection with examinations or has committed an act of serious indiscipline and/or misbehaviour or who, in the opinion of the Head of the Institution, has an unwholesome influence on his fellow pupils, may be expelled permanently or removed from the school for a specified period by the Principal.
26. Enrolment in St. Francis de Sales School implies on the part of the pupil and parents, willingness to comply with the requirements and regulations of the school.

PLAN OF ACTION FOR PREVENTION OF ACTS OF INDISCIPLINE

1. Class teachers shall build a good rapport with the children of their classes and ensure that they maintain discipline under all circumstances.
2. A daily disciplinary report will be available in the Disciplinary section in the Desalite connect. Parents and students shall check it regularly to monitor the Indiscipline cards awarded to their wards/them and the consequences of each card.
3. Parents are liable to be summoned by the Discipline Co-ordinator to inform about the disciplinary action to be taken by the school authority for defaulters when such a situation arises. The parents must be present when called to the school. All remarks must be signed immediately by the parent.
4. Every teacher possesses one Class Out-Card with their names printed on it. Students are allowed to leave the classroom with the Class Out Card only when a teacher is there in a class. Students shall not leave the classroom when there is no teacher.
5. Every teacher shall enter the student's misbehaviour related to regularity, punctuality, uniform, school ID, school diary, homework, class in and out, grooming standard, etc. in the Class Monitor Diary. Necessary disciplinary action will be taken accordingly, such as the issuance of Green/Blue/Pink, and Red cards depending upon the severity of the offences. The class teachers and subject teachers will monitor the students seriously. The respective teachers shall meticulously enter any violation of school rules in the Class Monitor Diary without fear, favor, or bias
6. Every teacher shall possess a White Card. She or he shall note down the names of those students found

violating the Discipline Norms of the school outside and inside the school and submit it to the Discipline Coordinator within 24 hours. The discipline coordinator will call the student, seek an explanation, and take necessary disciplinary action, such as issuing a Green/ Blue/Pink Card, depending on the severity of the offence

7. Any forbidden items, (if) found in the student's possession, will be confiscated (then & there) and will be kept in the Discipline Coordinator's custody (under lock & key) only to be returned (except perishable items) after the student passes out from the school or takes TC. The confiscation of the forbidden item(s) shall be through filling up necessary forms issued by the school. As such, the forbidden items are the following:
 1. Electronic gadgets such as pen drives, smartwatches, Mobiles, Cameras, sharp-edged items etc.
8. Teachers, under any circumstances, shall not show leniency, ignorance, and biases towards any student regarding indiscipline.

THE SCHOOL DISCIPLINE COMMITTEE

The school has a well-managed Discipline Committee. The Committee comprises the Principal as the Chairperson, the VPs, the Coordinators and Associate Coordinators of the respective classes, and the Discipline Coordinator. The Committee ensures that it has at least one lady staff.

The roles and responsibilities of the School Discipline Committee are enumerated as under:

1. The Committee sits for hearing, discussing & proposing consequences every time a student resorts to serious offences, as mentioned in the school diary.
2. The DC calls the parents to brief them about the child's

default and subsequently to inform them about the decision of the Committee about the consequence the student shall have to face

3. The Committee prepares teams and delegates authority & responsibility to impose discipline during events on the school premises or outside, depending upon the case's merit.

THE SCHOOL DISCIPLINE COORDINATOR

The school has a Discipline Coordinator (DC) appointed by the principal. This responsibility is in addition to the primary duties assigned to him.

Duties of the School DC:

1. DC receives complaints (in writing: Reports/ Memoes) of acts of indiscipline from the Class Teachers, subject teachers, and others.
2. DC imposes consequences according to the school norms after scrutinizing facts and figures.
3. DC takes up indiscipline matters with the principal and receives his directions.
4. DC maintains records of every act of indiscipline and recommendations for consequences and implements them.
5. DC convenes the school discipline Committee meeting, organizes the same, and prepares the final report for matters of seriousness.

DISCIPLINARY PROCESS OF THE SCHOOL

As such, the school follows positive reinforcement to encourage students to behave in proper and acceptable norms as laid down in the school almanac. Accordingly, students shall be awarded positive re-reinforcement daily in the form of plus points for various daily actions as noted below:

DAILY DISCIPLINE POINTS

SL. NO.	Discipline Behaviors	POINTS
1	On time school entry	+1
2	Wearing proper uniform	+1
3	Wearing School ID card	+1
4	Carrying all the study materials to School	+1
5	Carrying School Diary	+1
6	On time class entry	+1
7	Speaking in English	+1
8	Discipline	+1
9	Attendance	+1
10	Homework submission in time	+1
	Daily Total	+10

To maintain discipline, the school shall award four types of cards to students who violate the school's disciplinary rules. The four types of cards are -

1. GREEN CARD
2. BLUE CARD
3. PINK CARD
4. RED CARD

Students shall be awarded cards due to three reasons:

1. ABSENTEEISM

All students shall be present in the school on the first day and the last day of all vacation break.

2. INDISCIPLINE

As such, all those reasons contrary to the DAILY DISCIPLINE POINTS will lead to Indiscipline such as

- A. Being late to school.
- B. Neglect of homework assigned.
- C. Being late to class.
- D. Failure to wear complete/correct uniform, proper hygiene
- E. Failure to bring study materials such as (school diary/ textbook/ notebooks/ pens/pencils/erasers/ geometry box etc.)

3. ZERO TOLERANCE OFFENCES

- A. Possessing objects like knife/dagger or any other lethal weapons, Firearms/Weapons of destruction, volatile chemicals
- B. Possessing harmful additives, Alcohol, smoking in the School premises
- C. Resorting to Gang-Activity, significant bullying and inciting violence
- D. Resorting to Sexual harassment/sexual abuse
- E. Possessing obscene pictures/videos/printed matters
- F. Resorting to repeated scholastic dishonesty
- G. Regularly defaulting to be in School Uniform
- H. Verbally/Physically abusing Teachers
- I. Displaying any such behavior that threatens the student's community at large
- J. Using Social-Media platform to defame any teacher,

the School or the School Authority at large

K. Getting two Pink Cards

**4. INDISCIPLINE AND ITS CONSEQUENCES
CONSOLIDATED DISCIPLINARY PROCEDURE**

CARDS	CRITERIA		ACTION TAKEN
GREEN CARD	ABSENTEEISM	10 days	1. Signing of the Discipline Form by students
	INDISCIPLINE	05 times	
	OFFENCES	OFFENCE 1	
BLUE CARD	ABSENTEEISM	15 days	1. Summoning Parents 2. Signing of the Discipline Form by students Form
	INDISCIPLINE	10 times	
	OFFENCES	OFFENCE 2	
PINK CARD	ABSENTEEISM	20 days	1. Summoning Parents 2. Signing of the Discipline Form by students Form 3. Suspension for 1-2 Days
	INDISCIPLINE	15 times	
	OFFENCES	OFFENCE 3	
RED CARD	ABSENTEEISM	25 days	Expulsion from the school
	INDISCIPLINE	20 times	
	OFFENCES	ZERO TOLERANCE OFFENCES	

As such the following are the offences against which disciplinary actions shall be taken.

OFFENCE 1

CONSEQUENCE: GREEN CARD

ACTION TAKEN: Signing of the Discipline Form by Students

1. Eating during class hours and in other prohibited places and times.
2. Nonparticipation in school Activities and School Functions.
3. Leaving books and/or other personal property in the school campus.
4. Scribbling and scratching on School furniture.
5. Minor cases of Fighting, teasing, insulting, name-calling, whistling, shouting, running in the academic block, loitering in the corridors or in unauthorized areas etc.
6. Misbehaving/Shouting in the school bus, disrespecting the staff and the school authority.
7. Playing anywhere/everywhere/anytime/every time, at times with water during school hours.
8. Making noise in the Library/Reading Room and failing to return the books in time.
9. Misbehaving outside the school campus leading to a bad impression of the school.
10. Not speaking english.

OFFENCE 2

CONSEQUENCE: BLUE CARD

- ACTION TAKEN: 1. Summoning Parents
2. Signing of the Discipline Form by Students
1. Disobeying/refusing to obey instructions of the teachers/staff

2. Parents not attending PTMs.
3. Offering unauthorized gifts/presents to the Teacher/ School Staff
4. Possessing supari, gutkha, chocolates, chewing gum, aerated drinks, chips etc.
5. Inappropriate use of the school computer, the interactive board and its components, downloading songs, videos etc.
6. Getting two Green Cards

OFFENCE 3

CONSEQUENCE: PINK CARD

- ACTION TAKEN:
1. Summoning Parents
 2. Signing of the Discipline Form by Students
 3. Suspension for 1-2 Days.
1. Scholastic dishonesty; using unfair means in the Examinations.
 2. Misuse/Falsification of School Certificates/School Record Book/Report Card
 3. Leaving school premise without permission
 4. Making ethnic, racial or religious slurs and practicing Casteism, communalism and untouchability, disrespecting religious articles in the school premises.
 5. Disrupting the school programme.
 6. Defacing or damaging school property; scribbling on the school vehicles, wall/desks; tearing pages from the library books, textbooks and copies etc.
 7. Stealing school property or of others
 8. Possession of electronic devices such as transistors, cassette-players, Walkman, portable DVD (and DVD Player), costly watches, camera, Mobile-Phone, I-Pod, cameras and other digital devices etc.

9. Lying as a witness. Failing to disclose information, hiding or covering up evidence.
10. Collecting money for any purpose whatsoever (like Party, Picnic, Meeting, Demonstration etc.) without the permission of the authorities.
11. Disrespect shown to articles and images of any religion and worship
12. Attending parties, visiting movie halls, visiting friends etc. in school uniform and bunking classes.
13. Getting two Blue Cards

4. ZERO TOLERANCE OFFENCE
CONSEQUENCE: RED CARD

ACTION TAKEN: 1. Expulsion from the school.

1. Possessing Firearms/Weapons of destruction
2. Harmful additives, Alcohol, smoking in the School premises etc.
3. Resorting to Gang-Activity, significant bullying and inciting violence.
4. Engaging in inappropriate behavior or physical contact.
5. Resorting to Sexual harassment/sexual abuse
6. Possessing obscene pictures/videos/printed matters
7. Possessing volatile chemicals
8. Resorting to repeated scholastic dishonesty.
9. Regularly defaulting to be in School Uniform
10. Verbally/Physically abusing Teachers
11. Displaying any such behavior that threatens the student's community at large
12. Using Social-Media platform to defame any teacher, the School or the School Authority at large
13. Bringing to the School, objects like knife/dagger or any other lethal weapons
14. Getting two Pink Cards

CO-SCHOLASTIC POINTS

The parameters for addition/gaining points is depicted as under:

CODE	PARAMETERS/PARTICULARS	POINTS
A1	Full attendance in a particular month	+30
A2	Best performance in the Annual Sports, Inter-house Literary, Cultural, Art Competitions final, Out-side School Championships etc. (On Submitting the Certificate, the CCA co-ordinator shall impart Points)	+25
A3	Second Best Performance in the Annual Sports, Inter-house Literary, Cultural, Art Competitions final, Out-side School Championships etc.(On Submitting the Certificate, the CCA Co-ordinator shall impart Points)	+20
A4	Third Best Performance in the Annual Sports, Inter-house Literary, Cultural, Art Competitions final, Out-side School Championships etc. (On Submitting the Certificate, the CT shall impart Points)	+15
A5	For Being Topper in the Class in the PT- 1, PT-2, T-1, PT-3, PT-4 & T2	+30
A6	For Being Second Topper in the Class in the PT- 1, PT-2, T-1, PT-3, PT-4 & T2	+25

A7	For Being Third Topper in the Class in the PT- 1, PT-2, T-1, PT-3, PT-4 & T2	+15
A8	For securing 90% or more marks in a subject for the periodic test.	+20
A9	For being the Head Boy, Head Girl, Class Captain, Vice Captain, Sports Captain, CCA Captain, House Captain, (Twice a year)	+25
A10	For Winning Star Class, Star Assembly, Class Magazine and Exhibition (For all the students of a class)	+25

SCHOOL FEE

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

All fee are to be deposited only through Online Portal (www.sfsquwahati.ac.in) unless prescribed otherwise.

Fee is charged for twelve months of the year. The fee is due in April, July, October and January. The fee should be deposited on/before the last day of the month mentioned above or a late fee will be charged as specified in the Fee Book. The name of the student will be struck off the rolls after two months, if the fee has not been paid and re-admission will only be allowed depending on the availability of seats in the class. Parents will kindly keep the pay slip counterfoils with them till the end of the session, untill promotion to the next class has been granted.

Computer Science is compulsory for all classes and will be charged extra. Those who take Computer Science as an optional subject in Class XI and XII will also have to pay extra for the same.

LITERARY, CULTURAL, HOUSE & CLUB EVENT LIST 2023

There shall be the following categories of the session for Inter - House Competition:

- Category 1 - Classes LKG & UKG
- Category 2 - Classes I & II
- Category 3 - Classes III & IV
- Category 4 - Classes V & VI
- Category 5 - Classes VII & VIII
- Category 6 - Classes IX & X
- Category 7 - Classes XI - XII

S NO	EVENTS	GROUP / SINGLE EVENT	CATEGORY	PLUS POINTS AWARDED		
INTER - HOUSE COMPETITIONS						
<i>LITERARY EVENTS:</i>						
1	HAND WRITING COMPETITION	SINGLE	CAT 3 & CAT 4	1st	2nd	3rd
				25	20	15
2	PERSUASIVE ESSAY WRITING COMPETITION - ENGLISH	SINGLE	CAT 5 - CAT 7	1st	2nd	3rd
				25	20	15

3	PERSUASIVE ESSAY WRITING COMPETITION - HINDI	SINGLE	CAT 5 - CAT 7	25	20	15
4	PERSUASIVE ESSAY WRITING COMPETITION - ASSAMESE	SINGLE	CAT 5 - CAT 7	25	20	15
5	RECITATION COMPETITION	SINGLE	CAT 2 - CAT 3	25	20	15
6	SPELL BEE COMPETITION	SINGLE	CAT 2 - CAT 7	25	20	15
7	QUIZ COMPETITION	GROUP	CAT 4 - CAT 7	25	20	15
8	DEBATE COMPETITION	GROUP	CAT 4 - CAT 7	25	20	15
9	ELOCUTION COMPETITION	SINGLE	CAT 5 - CAT 6	25	20	15
10	ADVERTISEMENT MAKING COMPETITION	GROUP	CAT 7	25	20	15

CULTURAL EVENTS:		1st	2nd	3rd		
1	FANCY DRESS COMPETITION	CAT 1 - CAT 3	SINGLE	25	20	15
2	SOLO FOLK DANCE COMPETITION	CAT 3 - CAT 7	SINGLE	25	20	15
3	SOLO SINGING COMPETITION	CAT 5 - CAT 7	SINGLE	25	20	15
4	GROUP DANCE COMPETITION	CAT 4 & CAT 5	GROUP	25	20	15
5	PLAY / SKIT COMPETITION	CAT 6 & CAT 7	GROUP	25	20	15
ART & CRAFT EVENTS:		1st	2nd	3rd		
1	COLORING COMPETITION	CAT 1	SINGLE	25	20	15
2	DRAWING & COLOURING COMPETITION	CAT 2 - CAT 5	SINGLE	25	20	15

3	PAINTING COMPETITION	SINGLE	CAT 6 & CAT 7	25	20	15
4	ART & CRAFT COMPETITION	SINGLE	CAT 4 & CAT 5	25	20	15
5	CLAY MODELLING COMPETITION	SINGLE	CAT 3 & CAT 4	25	20	15
SPORTS EVENTS:						
1	LEMON RACE COMPETITION	SINGLE	CAT 1 - CAT 3	25	20	15
2	SKIPPING COMPETITION	SINGLE	CAT 3 & CAT 4	25	20	15
3	100M RACE COMPETITION	SINGLE	CAT 3 & CAT 5	25	20	15
4	200M RACE COMPETITION	SINGLE	CAT 3 & CAT 6	25	20	15
5	500M RACE COMPETITION	SINGLE	CAT 3 & CAT 4	25	20	15
				1st	2nd	3rd

6	RELAY RACE COMPETITION (BOYS)	GROUP	CAT 5 - CAT 7	25	20	15
7	RELAY RACE COMPETITION (GIRLS)	GROUP	CAT 5 - CAT 7	25	20	15
8	1000M RACE COMPETITION	SINGLE	CAT 6 & CAT 7	25	20	15
9	KHO - KHO	GROUP	CAT 5 - CAT 7	25	20	15

SFS INTRA SCHOOL ONLINE COMPETITIONS

S NO	EVENTS	GROUP / SINGLE EVENT	CATEGORY	AWARDS		
				MEDALS	CERTIFICATES	TROPHY
1	I AM A TEACHER	SINGLE	ALL CATEGORY			
	BLOG WRITING CONTEST	SINGLE				
	SOLD SINGING	SINGLE		✓		-
	GROUP SINGING	GROUP				
	SOLD DANCE	SINGLE			✓	
	GROUP DANCE	GROUP				
	PARENTS SOLO SINGING	SINGLE				
	PARENTS SOLO DANCE	SINGLE			-	✓
	FAMILY GROUP SINGING	GROUP				
2	DOODLE CONTEST	SINGLE	ALL CATEGORY	✓	✓	-

SFS INTRA SCHOOL OFFLINE COMPETITIONS						
S NO	EVENTS	GROUP / SINGLE EVENT	CATEGORY	AWARDS		
				MEDALS	CERTIFICATES	TROPHY
1	RANGOLI COMPETITION	GROUP	CAT 5 - CAT 7	✓	✓	-
2	SCHOOL EXHIBITION	GROUP	ALL CATEGORY	✓	✓	-
3	SPELL BEE COMPETITION	GROUP	CAT 5 - CAT 7	✓	✓	-
4	INTER - SCHOOL DEBATE COMPETITION	GROUP	-	✓	✓	✓
5	SFS MUN	GROUP	-	-	✓	-
6	SFS CHALLENGERS BASKETBALL TOURNAMENT	GROUP	-	✓	✓	✓

CO-CURRICULAR ACTIVITIES CLUBS

Co-Curricular activities on Saturdays shall be mandatory for the classes III - IX.

S NO	NAME OF THE CLUBS
CO - CURRICULAR ACTIVITIES ON SATURDAY	
1	SCHOOL BAND
2	NCC
3	YOGA
4	CHESS
5	WESTERN DANCE
6	BIHU
7	BHARATNATYAM
8	KSHATRIYA DANCE
9	VOCAL SINGING
10	GITAR
11	TABLA
12	VIOLIN
13	ART & CRAFT
14	FINE ARTS
15	SCULPTURE
16	STEM & ATL
17	QUIZ
18	DEBATE
EVENING CO - CURRICULAR ACTIVITIES	
1	TAEKWONDO (Class I to XII)
2	BASKETBALL (Class V to XII)
3	FOOTBALL (Class I to XII)

THE METHOD OF STUDY

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

A. Study Condition

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

B. Make a plan for study

1. Keep in mind what you have to study, how much you have to study and the time you have. Have a balance between leisure and study. Organize a time table in such a way that you have fun and sufficient time for study. "All work and no play makes Jack a dull boy". Fun is essential because an exhausted mind cannot absorb what it studies.
2. Decide when to study and what to study. Make a weekly timetable. It is better to have short frequent periods of study for each subject than long hours for one. Start with interesting, easy lessons/topics and then go on to difficult ones unless they are interconnected.

3. Pay total attention to what you are studying. You will absorb more and understand better.
4. Do not study when you are tired. Relax with something light for a short-while and come back to studies. But do not confuse laziness with tiredness.
5. Understand the material that you have to learn as a whole
6. Re-learn and revise previous lessons frequently. If you have learnt ,mathematical formula or grammar rules practice them, for practice makes a man perfect.
7. Do not practice rote learning. Read the chapter carefully, understand the ideas and write the essentials points.
8. Do not learn from notes, but get the most important points and put them down in order, under headings and subheadings.
9. During the weekend, set aside some time to go over the week's work concentrating on points you had not grasped. Regularity and concentration are the key words to success.

POINTS FOR STUDENTS TO REMEMBER

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

REPORT CARD MARKING FOR SCHOLASTIC SUBJECTS (2023-24)

CLASS	Subject	TERM 1/2		PERIODIC ASSESSMENT		PORTFOLIO		SUBJECT ENRICHMENT					Term 1/2	Term 1/2	
		THEORY	PRACTICAL	PT (1,2,3,4)	CARES 1, 2, 3, 4	PRESENTATION	CW/HW NOTEBOOK	LAB WORKS (T1 & T2)	1.AIP(T1) 2.VB PROJ(T1) 3.S.C.E XB (T2)	Languages			Total Marks	Total	
										Listening	Speaking	Reading			Writing
		80/70/30	20/30/70	20	30	5	5	10	5	5	5	5	100		
	FINAL WEIGHTAGE SUBJECTS	80		5	5	1.5/3	1/2	1.5/10	0.5/1					50/100	
LKG & UKG	Eng. Num	40		5	NA	1.5	1	0.5	0.5	0.5	0.5	0.5	100		
1 & 2	Eng./Eng2, Math, EVS, Hin, Ass, Comp	40/80		5	NA	3	2	1	1	1	1	1	550		
3-5	Eng./Eng2, Math, EVS, Hin, Ass, Comp	40/80		5	5	3	2	1	1	1	1	1	550		
6-8	Eng./Eng2, Math, Sci, S.Sc, Hin, Ass, Comp	40/80		5	5	3	2	1	1	1	1	1	650		
9 & 10	Eng., Hin/Ass Math, S.Sc, Sc, IT	50/80	1	5	5	3	2	1+1	1	1	1	1	600		
11 & 12	Eng Core, PE, Main 1, Main 2, Opt1, Opt2	80/70/30	10/15/55	5	NA	1/3/10	1/2/10	1/5/10	1	1	1	1	600		

1. PERIODIC ASSESSMENTS:

- A. CARES:** This is a competency-based test conducted 4 times a year for English (3-10) Maths (3 -10), EVE (3 -5), Science and Social Studies (6-10).
- B. PERIODIC TESTS:** Periodic Tests are written examinations conducted 4 times a year for all major subjects.

2. TERM EXAMINATIONS

- A. TERM EXAMINATIONS THEORY-** Written Examination is conducted for all Scholastic subjects and a few Co-scholastic subjects (CCA, MS, GK, Art, General Awareness) and performance based (HPE, Rhymes, Speaking) in T1 and T2
- B. TERM EXAMINATION PRACTICAL:** Computer/IT(III-X), English, Physical Education, Main Subject 1, Main Subject 2, Optional 1, Optional 2 (XI-XII) will be assessed two times in a year for T1 and T2.

3. PORTFOLIO

- A. PRESENTATION:** Every student gets an opportunity to make two presentations for 05 minutes each, during Term 1 & 2. AIP shall be assessed in Term 1 & Value - Based Project in Term 2.

The assessment Criteria for the presentation are the following: 1. Organization and Creativity 2. Subject Knowledge (Preparedness/Accuracy) 3. Language

Usage (Grammar and Syntax) 4. Time Management 5. Verbal Skills (Pronunciation and Enunciation) 6. Non-Verbal Communication (Posture and Eye Contact) (Rating scale 1-2-3-4)

- B. CLASSWORK / HOMEWORK / NOTEBOOK:** Notebook Assessment is based on completing and submitting homework, writing the class notes and

maintaining the copies and textbooks.

4. SUBJECT ENRICHMENT ACTIVITY

A. LAB WORKS (IX-X): Science, Math and IT Practical is assessed two times in a year for T1 and T2.

B. ART INTEGRATED PROJECT (AIP): is assigned for all subjects (I-X) for Term 1 in relation to Rajasthan (Paired state assigned by CBSE for I-X). The assessment criteria is under the following heads

1. Engagement: Topic-Content, Accuracy, Originality, Scope, Focus and Creativity
2. Language
3. Representation of Data-Graphics/Pictures/Models/ Artwork
4. Overall Presentation: Layout & Design, Format, Neatness and Hand-writing
5. Work requirements /Instructions

C. VALUE PROJECT (III-XII): The project is assigned based on values of the school (i) Nurturing Nature (ii) Fostering Brotherhood in Term 2.

D. SCHOOL EXHIBITION: The school exhibition is an assessment of holistic learning on a Cross-Curricular approach (LKG-IX & XI) in Term 2. The criteria of assessment is based on 1. Economy and use of best out of waste 2. Creativity and Innovation/Originality 3. Branding and Quality 4. Value addition/craftsmanship 5. Merchandising 6. Customer service 7. Overall Presentation etc.

E. ASSESSMENT OF LISTENING, SPEAKING, READING AND WRITING: Assessment of Listening, Speaking, Reading and Writing skills (LSRW) only for the Languages (English, Assamese & Hindi) will be

done two times a year for T1 and T2 (LKG-VIII)

- F. ASSESSMENT OF LISTENING AND SPEAKING (ALS):** Assessment of Listening and Speaking (ASL) for IX-X for (English, Assamese/ Hindi) will be done two times a year for T1 and T2
- G. ASSESSMENT OF LISTENING AND SPEAKING (ALS):** Assessment of Listening and Speaking (ASL) for XI-XII for the English Language will be done two times in a year for T1 and T2.
- H. PERSUASIVE ESSAY WRITING:** Writing skills will be tested through Persuasive Essay writing in Term 1 in English and in Hindi /Assamese in Term 2 for classes III-X.
- I. SPEAKING SKILLS:** Speaking skills will be tested on a regular basis and on Public Speaking on the expression, fluency, diction and pronunciation.
- 5. SOF OLYMPIAD EXAMINATIONS**
The school will conduct SOF Olympiad Examinations from Class 1-12 for English. For classes 1-10 Science, Mathematics, Cyber Olympiad, General Knowledge and Social Studies for Classes 3-10, shall be conducted respectively.
- 6. DESALITE OLYMPIAD**
The school will conduct Desalite Olympiad. For availing the scholarship, 60% marks will be taken from the Desalite Olympiad and 20 % from each of the Term 1 and Term 2.

Grades for Scholastic and Co-Scholastic areas

Scholastic Performance	100-91 60-51 30-40	AI C1 A	90-81 50-41 20-29	A2 C2 B	80-71 40-33 Below 19	B1 D C	70-61 32-0 E/OP/Fail	B2
Moral Science, GK Art, Rhymes & CCA Speaking, Sports & Games Versatility	+1200 and above. 100% completed.	A 5	+800 5 times not done. 10 times not done	B 4 3	+600 15 times not done. 20 times not done	C 2 1	+0-99 Above 20 times not done	D 0
Homework, Class work & NB HPE & ART (IX-XII)	40-33 Exemplary	A	32-25 Proficient	B	24-17 Developing	C	16-9 Emerging	D 8-0 Beginner E

Star Student and Super Star Student Criteria: 1. No minus point. 2. 1200 or above plus points. 3. Aggregate 90% and above in T1/T2 examination. 4. When all the above 4 criteria are met, the student with the highest overall percentage is chosen from each category as SUPER STAR student.

Category 1: LKG & UKG Category 2: Cl. 1 & 2 Category 3: Cl. 3-4 Category 4: Cl. 5-8 Category 5: Cl. 9-12

TOPICS FOR PUBLIC SPEAKING (CLASS LKG & UKG)		
Month	Date	Themes
APRIL	01-15	MYSELF
	16-30	MY FAMILY
MAY	01-15	MY HOBBY
	15-31	MY CLASS TEACHER
JUNE	01-15	OUR PRINCIPAL
	16-30	MY SCHOOL
JULY	01-15	SUMMER VACATION
	16-31	SUMMER VACATION
AUG	01-15	GUWAHATI -MY CITY
	16-31	MY COUNTRY
SEPT	01-15	TEACHER'S DAY
	16-30	PEOPLE WHO HELP US
OCT	01-15	FESTIVALS OF INDIA
	16-31	MY FAVOURITE CARTOON CHARACTER
NOV	01-15	CHILDREN'S DAY
	16-30	TREE-OUR BEST FRIEND
DEC	01-15	IAM AN ARTIST
	16-31	CHRISTMAS AND NEW YEAR
JAN	01-15	ROAD SAFETY
	16-31	HEALTH IS WEALTH
FEB	01-15	SPRING SEASON
	16-28	DISCIPLINE
MAR	01-15	OUR NATIONAL HEROES
	16-31	SHARING AND CARING

TOPICS FOR PUBLIC SPEAKING (CLASS I & II)		
Month	Date	Themes
APRIL	01-15	OUR SCHOOL
	16-30	MY FAMILY
MAY	01-15	MY CLASS TEACHER
	15-31	OUR PRINCIPAL
JUNE	01-15	OUR ENVIRONMENT
	16-30	SAY NO TO PLASTIC
JULY	01-15	SUMMER VACATION
	16-31	SUMMER VACATION
AUG	01-15	INDEPENDENCE DAY
	16-31	CLEAR IDEA CAMPAIGN-SWATCHHH BHARAT
SEPT	01-15	POWER OF READING
	16-30	EMINENT LITERARYPERSONS OF ASSAM
OCT	01-15	FESTIVALS
	16-31	TRADITIONAL DRESSES OF INDIA
NOV	01-15	RESPECT FOR ELDERS
	16-30	INTERNET
DEC	01-15	MY SUPER HERO
	16-31	MY PARENTS
JAN	01-15	ROAD SAFETY
	16-31	HEALTH IS WEALTH
FEB	01-15	DISCIPLINE
	16-28	GOOD MANNERS
MAR	01-15	MY FAVOURITE GAMES
	16-31	MY BEST FRIEND

TOPICS FOR PUBLIC SPEAKING (CLASS III-V)		
Month	Date	Themes
APRIL	01-15	MY COUNTRY - UNITY IN DIVERSITY
	16-30	MY STATE - ASSAM
MAY	01-15	HARD WORK AND SUCCESS
	15-31	NEVER GIVE UP
JUNE	01-15	OUR ENVIRONMENT
	16-30	GLOBAL WARMING
JULY	01-15	SUMMER VACATION
	16-31	SUMMER VACATION
AUG	01-15	INDEPENDENCE DAY
	16-31	CLEAN IDEA CAMPAIGN - SWATCHH BHARAT
SEPT	01-15	POWER OF READING
	16-30	AUTHORS OF INDIA
OCT	01-15	FESTIVALS
	16-31	UNIVERSAL BROTHERHOOD
NOV	01-15	RESPECT FOR ELDERS
	16-30	ROLE OF TECHNOLOGY IN OUR LIFE
DEC	01-15	SHARING AND CARING
	16-31	BE THE CHANGE
JAN	01-15	REDUCE-REUSE-RECYCLE
	16-31	ACHIEVERS IN THE FIELD OF SCIENCE
FEB	01-15	DISCIPLINE
	16-28	PLANET EARTH
MAR	01-15	INDIGENOUS SPORTS OF INDIA
	16-31	ROLE OF FRIENDSHIP

TOPICS FOR PUBLIC SPEAKING (CLASS VI-VIII)		
Month	Date	Themes
APRIL	01-15	EMPATHY
	16-30	POLITENESS
MAY	01-15	ROLE OF TEACHERS IN ONES LIFE
	15-31	IMPORTANCE OF GRATITUDE
JUNE	01-15	SAVE THE EARTH
	16-30	BEST OUT OF WASTE
JULY	01-15	SUMMER VACATION
	16-31	SUMMER VACATION
AUG	01-15	MAHATMA GANDHI AND NON-VIOLENCE
	16-31	IMPORTANCE OF NATIONAL PARK
SEPT	01-15	TEACHER'S DAY
	16-30	POSITIVE ATTITUDE
OCT	01-15	VALUE OF TIME
	16-31	NEWS PAPER READING AS A HABIT
NOV	01-15	MY FAVOURITE SPORT
	16-30	HEALTH AND FITNESS
DEC	01-15	CHARITY BEGINS AT HOME
	16-31	NORTH EASTERN STATE
JAN	01-15	ACTION SPEAKS LOUDER THAN WORDS
	16-31	PRACTICE MAKES AMAN PERFECT
FEB	01-15	THERE IS NO RISE WITHOUT A FALL
	16-28	EDUCATION IS THE KEY THAT UNLOCK THE GOLDEN DOOR TO FREEDOM
MAR	01-15	FAIRY TALES
	16-31	BE THANKFUL TO GOD

TOPICS FOR PUBLIC SPEAKING (CLASS IX-XII)		
Month	Date	Themes
APRIL	01-15	DESPITE THE FORECAST, LIVE LIKE ITS SPRING
	16-30	IN WILDNESS LIES THE HOPE OF NATURE
MAY	01-15	DIGNITY OF LABOUR
	15-31	IT IS NOT IN THE STARS TO HOLD OUR DESTINY BUT IN OURSELVES
JUNE	01-15	HUMANITY - KEY TO WORLD PEACE
	16-30	VALUE OF SELF CONTROL ON ONES' LIFE
JULY	01-15	SUMMER VACATION
	16-31	SUMMER VACATION
AUG	01-15	WHENEVER EQUALITY RIGHTS AND RELIGIOUS RIGHT COL LIDES EQUALITY RIGHTS TRIUMPH
	16-31	GENDER EQUALITY IS NOT A WOMEN'S ISSUE ITS A HUMAN ISSUE
SEPT	01-15	SHRIMANTA SHANKARDEV AND HIS VALUE OF ONENESS
	16-30	THE ESSENCE OF ALL RELIGIONS IS ONE
OCT	01-15	MENTAL HEALTH IS AS IMPORTANT AS PHYSICAL HEALTH
	16-31	NATIONAL UNITY DAY
NOV	01-15	DON'T KILL, CONQUER THE EVIL IN YOU
	16-30	POSITIVE THINKING AND WELLNESS
DEC	01-15	ESCAPE THE ORDINARY - BE DIFFERENT
	16-31	THE TRUE SPIRIT OF CHRISTMAS IS LOVE
JAN	01-15	DISCIPLINE IS CHOOSING BETWEEN WHAT YOU WANT NOW, AND WAHT YOU WANT MOST
	16-31	WHERE THERE IS NO BROTHERHOOD, THERE IS NO PEACE
FEB	01-15	IT IS NOT WANTING TO WIN THAT MAKES YOU A WINNER, IT IS REFUSING TO FAIL
	16-28	KNOWLEDGE BEST
MAR	01-15	TOGETHER STRONG, UNITED UNBREAKABLE
	16-31	HUMANITY IS THE BEST RELIGION

PIN BOARD THEMES CLASS LKG & UKG		
Month	Date	Themes
APRIL	01-15	MYSELF
	16-30	MY FAMILY
MAY	01-15	MY HOBBY
	15-31	MY SCHOOL
JUNE	01-15	ENVIRONMENT
	16-30	MY STATE ASSAM
JULY	01-15	SUMMER VACATION
	16-31	SUMMER VACATION
AUG	01-15	GUWAHATI MY CITY
	16-31	MY COUNTRY-NATIONAL SYMBOLS
SEPT	01-15	TEACHER'S DAY
	16-30	DIFFERENT TYPES OF CRAFTS
OCT	01-15	FESTIVALS OF INDIA
	16-31	MY FAVOURITE CARTOON CHARACTER
NOV	01-15	CHILDREN'S DAY
	16-30	TREE-OUR BEST FRIEND
DEC	01-15	I AM AN ARTIST
	16-31	CHRISTMAS AND NEW YEAR
JAN	01-15	ROAD SAFETY
	16-31	GOOD HABITS
FEB	01-15	SEASON (SPRING)
	16-28	OUR NATIONAL HEROES
MAR	01-15	HAPPINESS
	16-31	MOTHER EARTH

PIN BOARD THEMES CLASS I & II		
Month	Date	Themes
APRIL	01-15	MY SCHOOL
	16-30	MY NEIGHBOURHOOD
MAY	01-15	MOTHERS DAY
	15-31	FAMILY
JUNE	01-15	ENVIRONMENT
	16-30	PEOPLE WHO HELP US
JULY	01-15	SUMMER VACATION
	16-31	SUMMER VACATION
AUG	01-15	INDIA-MY COUNTRY
	16-31	GUWAHATI-MY CITY
SEPT	01-15	TEACHER'S DAY
	16-30	BE THANKFUL
OCT	01-15	FESTIVALS OF INDIA
	16-31	DIFFERENT TYPES OF CRAFT
NOV	01-15	CHILDREN'S DAY
	16-30	I AM AN ARTIST
DEC	01-15	CHRISTMAS AND NEW YEAR
	16-31	MY HOLIDAY DESTINATION
JAN	01-15	WILD LIFE
	16-31	NATURAL RESOURCES
FEB	01-15	SPRING SEASON
	16-28	THE BEAUTY OF SMILE
MAR	01-15	MY BEST FRIEND
	16-31	SFS SCHOOL

PIN BOARD THEMES CLASS III-V		
MONTH	Date	Themes
APRIL	01-15	FESTIVALS OF ASSAM
	16-30	HEALTH AND HYGENE
MAY	01-15	MOTHER'S DAY
	15-31	WORLD HERITAGE
JUNE	01-15	ENVIRONMENT
	16-30	PEOPLE WHO HELP US
JULY	01-15	SUMMER VACATION
	16-31	SUMMER VACATION
AUG	01-15	NATIONAL FLAG-OUR NATIONAL HEROES
	16-31	INDIA MY COUNTRY
SEPT	01-15	IMPORTANCE OF READING
	16-30	GREAT LINES FROM LITERATURE
OCT	01-15	FESTIVALS OF INDIA
	16-31	DIFFERENT TYPES OF CRAFTS
NOV	01-15	CHILDREN'S DAY
	16-30	SWACHHA BHARAT
DEC	01-15	CHRISTMAS AND NEW YEAR
	16-31	MY HOLIDAY DESTINATIONS
JAN	01-15	OUR UNIVERSE
	16-31	ACHEIVERS IN THE FIELD OF SCIENCE
FEB	01-15	SPRING SEASON
	16-28	MATH IS FUN
MAR	01-15	SEVEN WONDERS OF THE WORLD
	16-31	A PEACEFUL WORLD

PIN BOARD THEMES CLASS VI-VIII		
Month	Date	Themes
APRIL	01-15	NATURE
	16-30	FESTIVALS OF ASSAM
MAY	01-15	DIGNITY OF LABOUR
	15-31	GREAT PATRIOT OF INDIA
JUNE	01-15	IMPACT OF POLLUTION
	16-30	CULTURAL HERITAGE
JULY	01-15	SUMMER VACATION
	16-31	SUMMER VACATION
AUG	01-15	INDEPENDENCE DAY
	16-31	UNITY AND BROTHERHOOD
SEPT	01-15	IMPORTANCE OF SILENCE
	16-30	THE GREAT PERSONALITIES
OCT	01-15	FESTIVALS OF INDIA
	16-31	IMPORTANCE OF FOREST
NOV	01-15	TRAVELLING - A PART OF EDUCATION
	16-30	ANCIENT HISTORY OF ASSAM
DEC	01-15	FLORA AND FUANA OF NORTHEAST
	16-31	THE OCEAN
JAN	01-15	LIFE IN HILL STATION
	16-31	FESTIVALS OF THE WORLD
FEB	01-15	GREAT TALENTS OF WORLD
	16-28	CHARLIE CHAPLIN
MAR	01-15	MONUMENTS OF INDIA
	16-31	WORLD NATURAL DISASTERS

PIN BOARD THEMES CLASS IX-XII		
MONTH	Date	Themes
APRIL	01-15	MULTIPLE INTELLIGENCE
	16-30	VIKRAM SARABHAI
MAY	01-15	MONUMENTS OF ASSAM
	15-31	GENDER IN SOCIETY
JUNE	01-15	AUTISTIC PRIDE
	16-30	SMART CITY AND DIGITAL INDIA
JULY	01-15	SUMMER VACATION
	16-31	SUMMER VACATION
AUG	01-15	ANCIENT HISTORY OF ASSAM
	16-31	UNITY AND DIVERSITY OF INDIA
SEPT	01-15	DIVERGENT CAREER OPTIONS
	16-30	UN SUSTAINABLE DEVELOPEMENT GOALS
OCT	01-15	ISRO
	16-31	WOMENT IN POLITICS
NOV	01-15	UN CHARTER : RIGHTS OF CHILDREN
	16-30	LACHIT BARPHUDAN AND BAGH HAZARIKA
DEC	01-15	INDIAN CONSTITUTIONAL RIGHTS AND DUTIES
	16-31	CHRISTMAS
JAN	01-15	DATA PROTECTION AND PRIVACY
	16-31	BIG DIVERSITY
FEB	01-15	HISTORY OF SFS GUWAHATI
	16-28	WOMEN IN SPORTS
MAR	01-15	STAGES OF LIFE
	16-31	IMPORTANCE OF TEAM WORK

Topics for Extempore Speech

Class : V-VIII

1. Market.
2. A funny incident
3. An unforgettable trip
4. Animal Poaching
5. My Best friend
6. What I dream to be
7. A memorable day in my life
8. Your favourite pass-time
9. Internet
10. My favourite book
11. Global warming
12. A trip to remember
13. Water conservation
14. Our parents
15. My favourite sports
16. Our school
17. Modern education system
18. Home town
19. Friendship
20. Haste makes waste

Class IX-XII

1. Technology
2. Politics
3. Positive attitude
4. Child labour
5. Population explosion
6. Brain Drain
7. Newspaper reading as a habit
8. Fear of the unexpected
9. A stich in time saves nine
10. How to achieve your dreams
11. Inflation good or bad?
12. Foreign channels are a threat to our culture

13. My life my rule
14. Importance of execution and planning
15. All work and no play make Jack a dull boy
16. What according to you is a greatest gift of God?
17. Both inferiority and superiority complex are bad
18. Women are better managers
19. Saving mother earth is our responsibility

Object Description Topics:

Class: I-IV

1. Apple/Any fruit
2. Watch
3. Roses/Any flower
4. Tajmahal
5. Mahatma Gandhi
6. Map of India
7. Plants
8. National Flag
9. My teacher
10. Globe
11. Mobile
12. My parents
13. My School

Other Topics for Debate

1. All students should have an after school job
2. Abortion should be legal
3. Homework should be banned
4. Schools should block youtube
5. Students should be held legally responsible for bullying in school
6. Democracy is the best form of government.
7. Death penalty should be abolished
8. Demonitization is good for Indian Economy
9. The driving age should be raised
10. Performance enhancing drugs should be allowed in

LEAVE DURING SCHOOL HOURS

(While leaving the school due to illness)

Name

Class Sec..... Roll. No.

Date & Time	Reason	Signature						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> <tr> <td style="text-align: center;">Sign. of Nurse Incharge</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>			Sign. of Nurse Incharge					Signature of Parent
	Sign. of Nurse Incharge							
Signature of Class Teacher								
		Signature of Principal/Vice Principal/Co-ordinator						
Date & Time	Reason	Signature						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> <tr> <td style="text-align: center;">Sign. of Nurse Incharge</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>			Sign. of Nurse Incharge					Signature of Parent
	Sign. of Nurse Incharge							
Signature of Class Teacher								
		Signature of Principal/Vice Principal/Co-ordinator						
Date & Time	Reason	Signature						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> <tr> <td style="text-align: center;">Sign. of Nurse Incharge</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>			Sign. of Nurse Incharge					Signature of Parent
	Sign. of Nurse Incharge							
Signature of Class Teacher								
		Signature of Principal/Vice Principal/Co-ordinator						

LEAVE DURING SCHOOL HOURS

(While leaving the school due to illness)

Name

Class Sec..... Roll. No.

Date & Time	Reason	Signature						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> <tr> <td style="text-align: center;">Sign. of Nurse Incharge</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>			Sign. of Nurse Incharge					Signature of Parent
	Sign. of Nurse Incharge							
Signature of Class Teacher								
		Signature of Principal/Vice Principal/Co-ordinator						
Date & Time	Reason	Signature						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> <tr> <td style="text-align: center;">Sign. of Nurse Incharge</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>			Sign. of Nurse Incharge					Signature of Parent
	Sign. of Nurse Incharge							
Signature of Class Teacher								
		Signature of Principal/Vice Principal/Co-ordinator						
Date & Time	Reason	Signature						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> <tr> <td style="text-align: center;">Sign. of Nurse Incharge</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>			Sign. of Nurse Incharge					Signature of Parent
	Sign. of Nurse Incharge							
Signature of Class Teacher								
		Signature of Principal/Vice Principal/Co-ordinator						

ABSENT FROM SCHOOL

Name

Class Sec..... Roll. No.

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

ABSENT FROM SCHOOL

Name

Class Sec..... Roll. No.

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

ABSENT FROM SCHOOL

Name

Class Sec..... Roll. No.

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

ABSENT FROM SCHOOL

Name

Class Sec..... Roll. No.

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

SCHOOL DISCIPLINARY CHART

Sl. No.	Date	Late Arrival/Diary/ ID/ Uniform/ improper hairstyle/ lack of study material	Fine Amount	Name of the Teacher
01			1st Corection	
02			2nd Corection	
03			Rs. 5	
			Rs. 5	
04			Rs. 10	
05			Rs. 10	
06			Rs. 10	
07			Rs. 10	
08			Rs. 10	
09			Rs.10	
10			Rs. 10	
		Green Card: Student has to be sent to the VP and Green Card is Given.		Signature of the Parent
11			Rs. 15	
12			Rs. 15	
13			Rs. 15	
14			Rs. 15	
15			Rs. 15	
		Yellow Card: Student has to be sent to the VP and Blue Card is given. (Suspension)	Rs. 20	Signature of the Parent
16			Rs. 20	
17			Rs. 20	
18			Rs. 20	
19			Rs. 20	
20			Rs. 25	
		Orange Card: Students has to be sent to the VP and Pink Card is given. (Expulsion)		Signature of the Parent

Incomplete Uniform & material : No school diary, ID, proper shirt, pant, skirt, tie, shoes, socks, ribbon, text books, copy, pen pencil, eraser, untidy uniform, long hair, tattoos on hand etc.

COMMUNICATION FROM THE SCHOOL

Name

Class Sec Roll. No.....

Date	Remarks with signature	Signature of Parents/ Guardian

COMMUNICATION FROM THE SCHOOL

Name

Class Sec Roll. No.....

Date	Remarks with signature	Signature of Parents/ Guardian

COMMUNICATION FROM THE SCHOOL

Name

Class Sec Roll. No.....

Date	Remarks with signature	Signature of Parents/ Guardian

COMMUNICATION FROM THE SCHOOL

Name

Class Sec Roll. No.....

Date	Remarks with signature	Signature of Parents/ Guardian

COMMUNICATION FROM THE SCHOOL

Name

Class Sec Roll. No.....

Date	Remarks with signature	Signature of Parents/ Guardian

COMMUNICATION FROM THE SCHOOL

Name

Class Sec Roll. No.....

Date	Remarks with signature	Signature of Parents/ Guardian

COMMUNICATION FROM THE SCHOOL

Name

Class Sec Roll. No.....

Date	Remarks with signature	Signature of Parents/ Guardian

COMMUNICATION FROM THE SCHOOL

Name

Class Sec Roll. No.....

Date	Remarks with signature	Signature of Parents/ Guardian

COMMUNICATION FROM THE SCHOOL

Name

Class Sec Roll. No.....

Date	Remarks with signature	Signature of Parents/ Guardian

COMMUNICATION FROM THE SCHOOL

Name

Class Sec Roll. No.....

Date	Remarks with signature	Signature of Parents/ Guardian

EVENT FEE CHART

Date	Event Details	Amount	Sign. of CT/ Reciever	Sign. of Parents

BOOKS I HAVE READ

Name

ClassSec.....Roll. No.....

Date of issue	Title	Date of Return	Sign.of Librarian

EXAMINATION TIME TABLE FOR TERM 1										
PT 1				PT 2			TERM 1			
Date	Day	Subject	Date	Day	Subject	Date	Day	Date	Day	Subject

EXAMINATION TIME TABLE FOR TERM 2											
PT 3				PT 4				TERM 2			
Date	Day	Subject	Subject	Date	Day	Subject	Subject	Date	Day	Subject	Subject

PROGRAMMES / ACTIVITIES

There shall be 4 categories for judging various school programmes for the academic session (2023-24):

- ❖ Classes I & II
- ❖ Classes III & IV
- ❖ Classes V - VIII
- ❖ Classes IX - XII

STAR ASSEMBLY:

1. A good assembly in the morning is food for the soul.
2. It's an occasion to pray together and experience togetherness and oneness as members of the same family and we seek God's blessings throughout the course of the day.
3. Star assembly is conducted by each section category wise.
4. It's an occasion to show the talents as well as the discipline and unity of each class.
5. Same students shall not appear for any of the events of the star assembly for the 2nd time in a year except for the special programme.
6. All these activities shall be evaluated by the Coordinator's / Associate Coordinators.
7. The prizes shall be awarded category wise.
8. For the special programme, minimum of 6 students shall participate.
9. Every class shall be assessed by the Coordinators / Associate Coordinators on a monthly basis

STAR ASSEMBLY EVALUATION CRITERIAN

Date	Class & Sec	Theme Of The Assembly		Prayer Song	Pledge	Speech (Topic & Skills)	News Reading	Anchoring	Special Programme	Total Points
		Concept	Decoration Board							
		5 Points	5 Points	5 Points	5 Points	5 Points	5 Points	5 Points	5 Points	40 Points

STAR CLASS

1. Every class shall be assessed by the Coordinators / Associate Coordinators on a monthly basis.
2. Every class shall change the Pin Board on the first and fifteenth day of each month as per the theme listed in the School Diary. The Class teacher shall ensure that every pin board shall carry an age appropriate relevant message.

STAR CLASS EVALUATION CRITERIAN

S No	Date	Class Pin Board (Creativity, Theme)	Discipline During The Assembly	Overall Cleanliness	Adherence To School Rules (Uniform, Language, General Behaviour)	Total Points
		5 Points	5 Points	5 Points	5 Points	20 Points

CLASS MAGAZINE:

1. Every Class from I - XII shall prepare the annual class magazine under the guidance of Class Teacher.
2. The best class magazine shall be awarded category wise every year.

HOUSE BOARD:

1. The House - Board shall be decorated twice in a month or as instructed by the Management.
2. The students shall decorate the House - Board under the supervision of the House Coordinators and shall be a part of the Inter - House Competition.
3. The House - Board shall be assessed by the Coordinators/Associate Coordinators:

HOUSE BOARD EVALUATION CRITERIAN								
S No	House	Theme Of The Board	Creativity	Originality	Promotion Of The School Values	Material Used	Group Participation	Total Points
		5 Points	5 Points	5 Points	5 Points	5 Points	5 Points	30 Points

PRIZE DISTRIBUTION: The school shall felicitate students of the following categories only, during the morning assembly-

- Students registered by the school for any event.
 - Students achieving international and national prizes/ranks in any events.
- In the above cases, the parent shall raise a request through the 'Contact the School' in the Desalite Connect submitting the details of the achievements.

TIME TABLE FROM MONDAY TO FRIDAY

DAY	1	2	3	4	5	6	7	8
	45 min	40 min	40 min	40 min	40 min	40 min	40 min	40 min
	8:15 - 9:00	9:00 - 9:40	09:50 - 10:30	10:30 - 11:10	11:10 - 11:50	12:10 - 12:50	12:50 - 01:30	01:30 - 02:10
MON								
TUE								
WED								
THU								
FRI								

Assembly 7:55 - 8:15 (20 min)

1st break 9:40 AM – 09:50 AM (10 min)

2nd Break 11:50-12:10 (20 min)

N.B: School Arrival Time : 7:45 AM

ZERO PERIOD TIME TABLE FROM MONDAY TO FRIDAY

DAY	Zero Period		1	2	1 st break		3	4	5	2 nd Break		6	7	8
	45 min	35 min	35 min	35 min	10:10 - 10:20 (10 min)	35 min	35 min	35 min	35 min	12:05-12:25 (20 min)	35 min	35 min	35 min	35 min
	8:15-9:00	9:00 - 9:35	9:00 - 9:35	9:35 - 10:10	10:20-10:55	10:55 - 11:30	10:20-10:55	10:55 - 11:30	11:30-12:05	12:25-01:00	01:00-01:35	12:25-01:00	01:00-01:35	01:35-02:10
MON														
TUE														
WED														
THU														
FRI														

N.B: School Arrival Time : 7:45 AM

SATURDAY										
I	II	III		IV	V					
50 min. 8:00- 8:50	50 min. 8:50- 9:40	45 min. 9:55- 10:40	45 min. 10:40- 11:25	45 min. 11:25 - 12:10	School will get over by 12:10 PM					
		Break 9:40 - 9:55 AM (15 min.)								

*N.B: School Arrival Time : 7:45 AM

ZERO PERIOD TIME TABLE FOR SATURDAY					
SATURDAY					
Zero Period	1	2	BREAK 10:00 - 10:10 (10 min.)		
	3	4	5		
40 min.	40 min.	40 min.	40 min.	40 min.	40 min.
8:00-8:40	8:40-9:20	9:20-10:00	10:10-10:50	10:50-11:30	11:30-12:10

* N.B: School Arrival Time : 7:45 AM.

CRITERIA FOR JUDGMENT

S. No.	EVENT	CRITERIA 1	CRITERIA 2	CRITERIA 3	CRITERIA 4	CRITERIA 5	CRITERIA 6	TOTAL POINTS
1	COLORING COMPETITION	CREATIVITY (5)	ORIGINALITY (5)	UNDERSTANDING & OBSERVATION (5)	IMAGINATION (5)	NA	NA	20 Points
2	DRAWING & COLORING COMPETITION	CREATIVITY (5)	ORIGINALITY (5)	UNDERSTANDING & OBSERVATION (5)	EFFORTS (5)	AESTHETICS (5)	IMAGINATION (5)	30 Points
3	PAINTING COMPETITION	CREATIVITY (5)	ORIGINALITY (5)	UNDERSTANDING & OBSERVATION (5)	EFFORTS (5)	AESTHETICS (5)	IMAGINATION (5)	30 Points
4	HAND WRITING COMPETITION	PRESENTATION (5)	FLOW OF WRITING (5)	NEATNESS(5)	GENERAL APPEARANCE(5)	CORRECTNESS OF SPELLING(5)	SUITABILITY(5)	30 Points
5	ART & CRAFT COMPETITION	QUALITY (5)	OVERALL IMPRESSION OF THE ART (5)	CREATIVITY (5)	ORIGINALITY (5)	PRESENTATION (5)	UNDERSTANDING & OBSERVATION (5)	30 Points
6	CLAY MODELLING COMPETITION	CREATIVITY (5)	ARTWORK (5)	PRINCIPLE OF DESIGN(5)	PRESENTATION (5)	NA	NA	20 Points

	ESSAY COMPETITION [E, H, A]	CLARITY OF THOUGHTS (5)	RELEVANCE TO THE THEME (10)	INSIGHTS (5)	COMPREHENSIVENESS (5)	MECHANICS (5)	CONTENT (10)	40 Points
7	FANCY DRESS COMPETITION	THEME ADHERENCE (5)	OVERALL IMPRESSION (5)	EXPRESSION & GESTURES (5)	COSTUME & MAKEUP (5)	NA	NA	20 Points
9	SOLO FOLK DANCE COMPETITION	RHYTHM, MOVEMENT & PRESENTATION (10)	THEME & MUSIC (10)	OVERALL IMPRESSIONS (10)	COSTUME & AUDIENCE IMPACT (10)	CHOREOGRAPHY & ORIGINALITY (10)	NA	50 Points
10	SOLO SINGING COMPETITION	STAGE PRESENCE & AUDIENCE COMMUNICATION (10)	QUALITY OF VOICE (10)	TECHNIQUE (BREATHING, PITCH & DICTION) (10)	ARTISTRY (EXPRESSIVENESS, LYRICAL ABILITY) (10)	CONFIDENCE & MOVEMENT (10)	NA	50 Points
11	GROUP DANCE COMPETITION	RHYTHM, MOVEMENT & PRESENTATION, IMPRESSIONS (10)	THEME & MUSIC (10)	COSTUME & AUDIENCE IMPACT (10)	CHOREOGRAPHY & ORIGINALITY (10)	PERFORMANCE QUALITY (10)	NA	50 Points
12	PLAY / SKIT COMPETITION	TEAMWORK (10)	THEATRICAL QUALITY (10)	PLOT (10)	ENTHUSIASM (10)	CHARACTERIZATION & DIALOGUE & MECHANICS (10)	COSTUME & PROPS (10)	60 Points

	RECI TATION COMPETITION	PHYSICAL PRESENCE, FACIAL EXPRESSIONS (10)	POSTURE, MOVEMENTS & GESTURES (10)	MEMORY, MECHANICS & DICTION (10)	VOICE PROJECTION (10)	SCRIPT (10)	NA	50 Points
13								
14	SPELL BEE COMPETITION	-	-	-	-	-	-	-
15	QUIZ COMPETITION	-	-	-	-	-	-	-
16	DEBATE COMPETITION	DELIVERY & ANALYSIS (5)	EVIDENCE & REASONING (10)	ORGANIZATION (10)	REFUTATION & DEFENCE (10)	BASIC DEBATING SKILLS (10)	PENALTIES (5)	50 Points
17	ELOCUTION COMPETITION	UNDERSTANDI NG & OBSERVATION (10)	BODY LANGUAGE, MOVEMENT & GESTURES (10)	PRESENTATION SKILLS (10)	CONFIDENCE (10)	DICTION & CONCLUSION (10)	NA	50 Points
18	ADVERTISEME NT MAKING COMPETITION	CONTENT & INFORMATION (10)	AWARENESS & HUMOUR (10)	APPEAL OF THE ADVERTISEME NT (10)	TEAMWORK (10)	PRESENTATIO N & CONCLUSION (10)	NA	50 Points

19	BLOG WRITING COMPETITION	TITLE OF THE BLOG (5)	CONTENT QUALITY & MECHANICS (10)	PRESENTATION OF ORDER (5)	UNDERSTANDING & ORIGINALITY (10)	FLOW OF THE ARTICLE (10)	RELEVANT IMAGES & GRAPHS (10)	50 Points
20	DOODLE COMPETITION	RELEVANCE TO THE THEME (10)	CLARITY OF MESSAGE (10)	CREATIVITY & ORIGINALITY (10)	IMPACT & PRESENTATION (5)	SKILL (5)	COMPOSITION (10)	50 Points
21	I AM A TEACHER COMPETITION	ORIGINALITY & UNDERSTANDING (10)	CHARACTERIZATION & DELIVERY (10)	MAKEUP & COSTUME (10)	POISE & USE OF SPACE (5)	DRAMATIC TECHNIQUES & EXPRESSIONS (10)	MESSAGE & CONCLUSION (5)	50 Points

**ST. FRANCIS DE SALES SCHOOL
LIBRARY
POLICIES AND PROCEDURES**

1. Library materials are to be handled with care.
2. Personal belongings are not allowed inside the library.
3. Food, drinks, mobile phones, electronic equipments are strictly prohibited inside the library and the reading room.
4. Students and employees of the school become bona-fide members of the school library after their enrolment / appointment.
5. Students use their 4 digit admission/registration number as their library card number to borrow books from the library.
6. Silence must be strictly maintained in the library and the reading room at all times.
7. Employees use their Employee code to borrow books from the library.
8. Library Hours on School Days:
Monday to Friday: 8.00 am – 3. 30 pm
Saturday: 8.00 am – 1.00 pm
Library remains open for student usage during both the Breaks.
Library books are issued to the students of class IV – XII. Students from class I – III are allowed to read books in the library and reading room during substitute periods or slots allotted during the breaks.
9. Books borrowed from the library are not transferable.
10. Reference books, journals/periodicals, magazines newspapers cannot be borrowed from the library.
11. Every student is permitted to borrow 2 books at a time for 14 days.

- 12.** Books may be renewed for another 7 days, provided the student returns the book prior to the due date or on the due date.
- 13.** Books are to be returned to the library on time. An overdue charge of Rs.5/- per day per book is levied on students from the due date if book is not returned on time. The fine is deposited in the Accounts department of the school. Staff will not be levied any library overdue fine.
- 14.** “No Dues certificate” to be obtained by students in case of transfer/withdrawal from school.
- 15.** List of library defaulters are forwarded to the Controller of Examination with the approval of the Principal before the Term 2 examination. Admit cards of such students will be blocked till the library dues are cleared.
- 16.** Loss or damage of books must be reported to the Librarian immediately. Borrowers will be charged for lost or damaged books. Three times the cost of the book is charged from the borrower in such cases.
- 17.** Suggestions and recommendations from students and employees are received through-
 - a)** Book Suggestion Form (Google Form) is shared in the first week of December of every academic year.
 - b)** Student and Employees may forward book suggestions through the ‘Contact the School’ in Desalite Connect.
- 18.** School accepts donation of books from the Students, Employees and Extended community. Donors may contact the Reception desk of the school for further assistance. Accepting or rejecting donation of books is at the discretion of the school authority.
- 19.** The school believes that students will be encouraged to read more if they have daily access to meaningful and personally interesting books which will further reinforce

language acquisition. The students of every class create and manage the 'Class Library' under the supervision of the Class teacher and one period every week is used as a class library period. No student is allowed to carry home books which belong to the Class Library till the completion of the current academic year.

20. At the end of each academic year, students may donate the Class Library books to the School Library through their Class Teacher.

Subject Teacher Details

Sl No.	Name of the Teacher	Subject	Phone No.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			

NOTES

Date	

NOTES

Date	

NOTES

Date	