

Gen. Reg. No _____

YEAR 2023 - 2024

DECLARATION FORM

FILL IN BLOCK LETTERS

Pupil's Name: Master / Miss: _____

Std : _____ Div. : _____ Roll No : _____ Date of Birth : _____

Caste/ Sub caste: _____ Religion: _____

Parent's/Guardian's Name: _____

Parent's Profession: _____

Address:

Residential: _____

_____ Tel. No (R+M) _____

Office: _____

_____ Tel.(O+M): _____

I, the undersigned, have read the rules and regulations in the School Diary and I agree to abide by them and to co-operate with the authorities in the interest of my child/ward.

Father: _____

Mother: _____

(Signature of Parent/Guardian)

Date: _____

N.B: This form is to be filled in carefully in BLOCK LETTERS and forwarded to the
Class Teacher.

SREE NARAYANA GURU CENTRAL SCHOOL [C.B.S.E.]

Sree Narayana Nagar, P.L Lokhande Marg, Chembur - 400089

Colour
Photograph

My Details

Name: _____

Std: _____ Div: _____ Roll No: _____ House: _____

Gen. Reg. No: _____ Date of Birth: _____ Sex: _____

Height: _____ Weight: _____ Blood Group: _____

Resi.Address: _____

Telephone (R): _____ Mobile: _____

Aadhar Card No: _____

Emergency Contact No: _____

Any specific ailment / medication: _____

Brother / Sister studying in the school – Yes / No.

If yes, Name: _____

Std: _____ Div: _____

Details of My Parents



Father's Name: _____

Educational qualification: _____

Profession: _____

Designation: _____

Office Address: _____

Tel. No: (O) _____ Mobile No: _____

Email ID: _____

Specimen Signature: _____

Details of My Parents



Mother's Name: _____

Educational qualification: _____

Profession: _____

Designation: _____

Office Address: _____

Tel. No: (O) _____ Mobile No: _____

Email ID: _____

Specimen Signature: _____

COMPULSORY MEDICAL REPORT

Name: _____

Age: _____ Sex: _____

1) Immunisation (Put tick against the vaccinations given to the child)

a) OPV ☐

c) MEASLES ☐

d) MMR ☐

b) DPT ☐

d) BOOSTER ☐

e) BCG ☐

2) Tuberculosis ☐

Screening ☐

Recent

Negative ☐

Positive

☐

If positive Chest X- Ray Report

Whether on anti-tuberculosis treatment (Report to be enclosed)

3) ENT Check-up/EYE Check up

4) Past History

Any major illness

Hospitalisation

Any Continuous Medication

Any other detail that the school must know

5) Present Physical Status

Ht : _____ (Date: _____)

Wt : _____ (Date : _____)

Signature of the parent

Signature & Stamp of the Medical practitioner

CHANGE OF ADDRESS

If there is any change of address and telephone number, in the middle of the academic year, parent/guardian is requested to fill in the following

	From	To
Residence:	_____	_____
	_____	_____
	_____	_____
	_____	_____
Mobile :	_____	_____
Office:	_____	_____
	_____	_____
	_____	_____
Telephone:	_____	_____

CHILD CURRENTLY STAYING WITH _____

DURING SCHOOL HOURS, IN CASE OF EMERGENCY,

PLEASE CONTACT:



SREE NARAYANA GURU CENTRAL SCHOOL [C.B.S.E.]

Leave of Absence from School Request Form (3 or more days)

Student Details		
Name		
Address:		
Contact Numbers		
Sibling Details		
Name:	Class:	
Name:	Class:	
I request permission for my child to be absent from school between: -		
Date of First Day of Absence From School	Date of Return to School	Total Number of School Days Absent
Please detail below the reason for your request for absence from school in term time. Any supporting information should be attached to this request. <i>Please read carefully the Additional Information for Parents which is attached.</i>		
Signed: (Parent)		
Date:		
Name:		

- Note: 1. Kindly take Xerox copies of Leave of Absence form as per your requirements.
2. Submit the Leave Application to the Class Teacher.

ABOUT OUR SCHOOL

Sree Narayana Guru Central School (S.N.G.C.S.) is one of the prestigious educational institutions run by Sree Narayana MandiraSamiti, a 60 years old educational and charitable organisation. It started its humble journey in the year 2015. The school envisions to lead students think critically and creatively , accept challenges and adapt to changes, develop urge to learn at every phase of life and instill in them empathy towards living beings , sensitize them about environment, and consider themselves as global citizens.

Since its instigation, the school has functioned to uplift the students by providing them a congenial atmosphere and regularly meeting parents.

OUR VISION

Our vision is to lead students think critically and creatively , accept challenges and adapt to changes, develop urge to learn at every phase of life and instill in them empathy towards living beings , sensitize them about environment, and consider themselves as global citizens.

OUR MISSION

We are committed to:

- Use an amalgamation of exigent scholastic and co-scholastic activities to promote critical thinking.
- Provide opportunity to peep within and tap their creativity.
- Prepare them to face the challenges of life by instilling in them the fact that every problem has a solution.
- Make our students realize that every experience is an opportunity to grow, winning or losing is secondary.
- Inculcate SNGCities with kindness and a sense of care towards all living beings, refrain from destroying the environment.
- Widen the horizons of our students so that they identify themselves as a part of the emerging world community and contribute in building up a harmonious world.

Preamble

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

JUSTICE, social, economic and political;

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

EQUALITY of status and of opportunity;

and to promote among them all

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

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

PLEDGE

“India is my country. All Indians are my brothers and sisters, I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it.

I shall give my parents, teachers and all elders respect and treat everyone with courtesy.

To my country and my people, I pledge my devotion. In their well-being and prosperity alone lies my happiness.”



SCHOOL PRAYER

O God! Do Thou Guard us
And forsake us not
Thou art our Sailor,
Across the Sea of suffering
Thy Feet
A might Steam-boat,
One by one,
When all have been told
As none is left Over,
Saver the teller,
So may the Inner Self
Be firmly fixed in Thee!
Giver of never failing gifts or food
And clothing and other things
Our Guardian,
Thou who enriches our Lives
Thou and Thou alone
Art to us, Overload
Like the sea and the waves
And the wind
And the deep may we
And the great illusion
And Thy Might and Thyself
Be comprehended by me!
Thou art Creation itself
The Creator and the universe
Of created things, and Thou art
O! God! Likewise
The material Apparatus
And Furniture of creation

Thou art the great illusion
And also the Author and
Enjoyer of that illusion
And Thou art the Master
Who can remove all illusion
And grant the Supreme Union
Thou art the Truth and
Wisdom and Joy
Thou art likewise the present
Past and Future
Not art Thou really separate
From the spoken word
They being filled intensely
To overflowing
With transcendent Glory,
We praise, O! Great one,
Victory to Thee who art full
Of Auspicious Marks.
Victory to Thee, O! Great
Shinning One
Protector of the weak,
Victory to Thee, O!
Blissful Striving Ocean of love
To Thee all victory
In the Deep Sea of thy
Majestic splendour
May we all be deeply
Immersed and forever
May bliss Eternal
Reign Supreme!

-Sree Narayana Guru

हे देव संभाले हमें यहाँ
हाथ न छोड़ दे कभी
नाविक तू भवसागर तरंग
वहाँ नाम तेरा पद ।

एक एक कर गिन - गिन के
मिटे अंतिम दृश्य तो
स्तब्ध हो दृक साजित्य
मिले तुझ में निस्पन्द ।

सृजन है तू, सृजनहार भी
अन्न-वस्त्र सर्वस्व बिना रोकटोक दिलाता
धन्य बनाता रक्षक
तू एक ही है प्रभु हमारे नाथ ।

सागरलहर हवा और
गहराई सा हम भी
माया, तेरी महिमा व तू भी
मुझ में ही समा जाए।

भीतर भी बाहर भी भरे
तेरे महिमामय पद की
स्तुति करते हैं, सदा हम
हे भगवान ! तेरी जय हो ।

जय हो महादेव !
दिनों के रक्षा परायण !
जय हो सच्चिदानन्द
हे करुणासागर ! जय हो!

तेरे अथांग ज्योतिर्मय
दिव्य सागर की गहराई में
निमग्न हो हम बसेवहाँ बसे सदा
बसे सुख
बसे सदा बसे सुख
बसे सदा बसे सुख

श्री नारायण गुरु

National Anthem

Jana-gana-mana-adhinayak, jaya he
Bharata-bhagya-vidhata

Punjab-Sindhu-Gujarat-Maratha
Dravida-Utkala-Banga

Vindhya-Himachala-Yamuna-Ganga
Uchchala-Jaladhi-taranga

Tavashubha name jage,
Tavashubhaasisa mange,

Gahetavajayagatha,
Jana-gana-mangala-adhinayak, jaya he
Bharata-bhagya-vidhata.

Jaya he, Jaya he, Jaya he,
Jaya JayaJaya, Jaya he.

Vande Mataram

Vande Mataram!
Vande Mataram!

Sujalam, suphalam, malayaja-shitalam,
Sasyashyamalam, Mataram,

Vande Mataram!

Shubhrajyothsnapulakitayaminim,
PhullaKusumitadrumadalashobhinim,

Suhasinimsumadhurabhashinim,
Sukhadamvaradam, Mataram!

Vande Mataram!
Vande Mataram!
Vande Mataram!

राज्य गीत

जय जय महाराष्ट्र माझा, गर्जा महाराष्ट्र माझा
जय जय महाराष्ट्र माझा, गर्जा महाराष्ट्र माझा ॥धृ॥
भिती न आम्हा तुझी मुळी ही गडगडणाऱ्या नभा
अस्मानाच्या सुलतानीला जबाब देती जिभा
सह्याद्रीचा सिंह गर्जतो शिव शंभू राजा
दरीदरीतून नाद गुंजला महाराष्ट्र माझा
जय जय महाराष्ट्र माझा, गर्जा महाराष्ट्र माझा ॥ १ ॥

काळ्या छातीवरी कोरली, अभिमानाची लेणी
पोलादी मनगटे खेळती, खेळ जीव घेणी
दारिद्र्याच्या उन्हात शिजला
निढळाच्या घामाने भिजला
देश गौरवासाठी झिजला
दिल्लीचे ही तख्त राखितो, महाराष्ट्र माझा जय जय महाराष्ट्र माझा, गर्जा महाराष्ट्र माझा
जय जय महाराष्ट्र माझा ॥ २ ॥

- VILAS RAMRAO THORAT

समूह-गीत

हमें होंगे कामयाब ऐसे दिन,
हो, हो,
मन में है विश्वास, पूरा है विश्वास
हम होंगे कामयाब एक दिन

होगी शान्ति चारों ओर
होगी शान्ति चारों ओर
होगी शान्ति चारों ओर एक दिन
हो, हो,
मन में है विश्वास, पूरा है विश्वास
होगी शान्ति चारों ओर एक दिन

हम चलेंगे साथ साथ

हम चलेंगे साथ साथ एक दिन
हो, हो,
मन में है विश्वास, पूरा है विश्वास
हम चलेंगे साथ साथ एक दिन

नहीं डर किसी का आज
नहीं भय किसी का आज
नहीं डर किसी का आज के दिन
हो, हो,
मन में है विश्वास, पूरा है विश्वास
नहीं डर किसी का आज के दिन

विद्यालयगीत

Future हम है कल के
बच्चे मन के सच्चे
लिखते यहाँ, पढ़ते यहाँ
मौज और मस्तीकरते यहाँ
We are SNGCS (3)
We are proud of you

Life केहरमोड़पे
Strongly चलते रहे
मुश्किलों में हम सदा
Firmly खड़े रहे
शक्ति मेरी, तू भक्ति मेरी

दुनिया में रहे, महती तेरी

ज्ञान की गंगा सदा
ऐसी बहती रहे
अंधेरो में रौशनी
यु चमकती रहे
Blessed रहे, Teacher सदा
यादें तुम्हारी ना होगी जुदा

We are SNGCS (3)
We are proud of you

- RohitDhivar
- Ex- Teacher

NATIONAL SYMBOLS

National Flag:

NATIONAL flag is a horizontal tricolour of deep saffron (Kesari) at the top, white in the middle and dark green at the bottom in equal proportion. Ratio of the width of the flag to its length is two to three. In the centre on the white band is a navy blue wheel which represents the Charkha. Its design is that of a wheel which appears on the abacus of the Sarnath Lion Capital of Ashoka. Its diameter approximates to the width of the white band and it has 24 spokes.

Design of the national flag was adopted by the Constituent Assembly of India on 22nd July, 1947. Its use and display are regulated by code.

State Emblem:

State emblem is an adaptation from Sarnath Lion Capital of Ashoka. In the original, there are four lions, standing back to back, mounted on an abacus with a frieze carrying sculptures in high relief of an elephant, a galloping horse, a bull and a lion separated by intervening wheels over a bell-shaped lotus. Carved out of a single block of polished stones, the capital is crowned by the Wheel of the Law (Dharma Charkha).

In the state emblem adopted by the Government of India on 26th January 1950, only three lions are visible, the fourth being hidden from view. The wheel appears in relief in the centre of the abacus with a bull on right and a horse on left and the outlines of other wheels on extreme right and left. The bell-shaped lotus has been omitted. The words Satyameva Jayate from Mundaka Upanishad, meaning 'Truth Alone Triumphs' are inscribed below the abacus in the Devanagari script.

National Calendar:

National Calendar based on the Saka Era with Chaitra as its first month and a normal year of 365 days was adopted from 22nd March 1957 along with Gregorian for the following official purposes (i) Gazette of India, (ii) news broadcasting by All India Radio, (iii) calendar issued by the Government of India and (iv) Government communications addressed to the members of public.

Dates of the national calendar have a permanent correspondence with dates of Gregorian calendar: I Chaitra falling on 22nd March normally and 21st March in leap year.

National Anthem:

The song Jana-gana-mana, composed by Rabindranath Tagore was adopted by the Constituent Assembly as the National Anthem of India on 24th January 1950. It was first sung on 27th December 1911 at the Calcutta Session of the Indian National Congress. The complete song consists of five stanzas. It reads:

*Jana-gana-mana-adhinayak, jaya he
Bharata-bhagya-vidhata*

*Punjab-Sindhu-Gujarat-Maratha
Dravida-Utkala-Banga*

*Vindhya-Himachala-Yamuna-Ganga
Uchchala-Jaladhi-taranga*

*Tavashubha name jage,
Tavashubhaasisa mange,*

*Gahetavajayagatha,
Jana-gana-mangala-adhinayak, jaya he
Bharata-bhagya-vidhata.*

*Jaya he, Jaya he, Jaya he,
Jaya JayaJaya, Jaya he.*

Playing time of the full version of the National Anthem is approximately 52 seconds. A short version consisting of first and last line of the stanza (playing time approximately 20 seconds) is also played on certain occasions. The following is Tagore's English rendering:

*Thou art ruler of minds of all people,
Thou dispenser of India's destiny.*

Thy name rouses the hearts of Punjab, Sind

*Gujarat and Maratha
Of the Dravid and Orissa and Bengal;*

*It echoes in the hills of the Vindhyas and
Himalayas,*

*Mingles in the music of Jamuna and Ganges and
is
Chanted by the waves of the Indian Sea.*

They pray for thy blessings and sing thy praise.

*The saving of all people waits in thy hand,
Thou dispenser of India's destiny.*

Victory, victory, victory to thee.

National Song:

The song VandeMatram composed by BankimchandraChatterji, was a source of inspiration to the people in their struggle for freedom. It has equal status with Jana-gana-mana. The first political occasion when it was sung was the 1896 session of the Indian National Congress. The following is text of its first stanza:

*VandeMataram!
Sujalam, suphalam, malayajamshitalam,
Shasyashyamalam, Mataram!*

*Shubhrajyothsnapulakitayaminim,
Phullakusumitadrumadalashobhinim,*

*Suhasinimsumadhurabhashinim,
Sukhadamvaradam, Mataram!*

English translation of the stanza rendered by Sri
Aurobindo in prose is:

I bow to thee, Mother,

Richly-watered, richly-fruited,

*Cool with the winds of the south,
Dark with the crops of harvests,*

The Mother!

*Her nights rejoicing in the glory of the
moonlight,
Her lands clothed beautifully with her trees in
flowering bloom,
Sweet of laughter, sweet of speech,*

The Mother, giver of boons, giver of bliss.

National Animal:

The magnificent tiger *Panthera tigris* (Linnaeus), the national animal of India, is a rich coloured well-stripped animal with a short coat. The combination of grace, strength, ability and enormous power has earned the tiger great respect and high esteem. Out of eight races of the species known, the Indian race, the Royal Bengal Tiger, is found throughout the country except the north-western region and also in the neighbouring countries, Nepal, Bhutan and Bangladesh. The tiger occupies a variety of habitats from dry open jungles, humid ever-green forests to mangrove swamps.

To check the dwindling population of tigers in India, which came down to just 1,827 in 1972, a massive conservation programme was initiated in April 1973, known as the 'Project Tiger'. This project aims to maintain a viable population of tigers in India for scientific, economic, aesthetic, cultural and ecological values. Since then, the tiger population has shown a gradual increase and the census of 1993 puts the tiger population of the country at 3,750. So far, 23 tiger reserves have been established in the country under project, covering an area of 33,046 sq. kms.

National Bird:

The Indian peacock *Pavo cristatus* (Linnaeus) is a colourful, swan-sized bird with a fan-shaped crest of feathers on its head, a white patch under the eye and a long-slender neck. The male of the species is more colourful than the female with glistening blue breast and neck and a spectacular bronze-green train of around 200 elongated feathers. The Female is brownish, slightly smaller than male and it lacks the train. The elaborated courtship of dance of the male by fanning out the tail and quivering the feathers is a gorgeous sight.

The peacock is widely found in the Indian sub-continent from the south and east of the Indus River, Jammu and Kashmir, east to Assam, south to Mizoram and the whole Indian peninsula. The peacock enjoys full protection from people as it is never molested on religious and sentimental grounds. It is fully protected under the Indian Wildlife (Protection) Act 1972.

GENERAL RULES

1. Admission

- a) Pupils cannot be admitted without a leaving certificate from the last school attended.
- b) Original birth certificate and Aadhar Card copy are required for Nursery admission.
- c) Leaving certificate and Aadhar Card copy are required for Junior KG and Senior KG admission.
- d) Information regarding admission for the new academic year will be displayed on our website www.sngcentralschool.org

2. Withdrawal

- a) Application for withdrawal should be submitted only by parents or guardians in the school office.
- b) Leaving certificate will be issued free of charge.
- c) No duplicate copy of Leaving Certificate will be issued.
- d) No Leaving Certificate will be granted unless the school fees are paid in full.
- e) Leaving certificate will be issued after 15 days from the date of application.

3. Leave Of Absence

- a) Attendance on the re-opening day and the last working day of each vacation (Summer/Diwali/Winter) will be condoned only once in a year. Prior permission for the same will have to be taken.
- b) Leave of absence (1 or 2 days) can be granted by the Class Teacher.
- c) Leave of absence (3 or more days) can be granted by the Principal alone. (Please refer the Leave of Absence from School Request Form attached)
- d) No student shall be absent from the school without a valid reason.
- e) If absent for any reason, a note of absence must be given in the calendar by the parent or the guardian.
- f) Parents must obtain permission from the Principal, before taking long leaves.
- g) Absence without leave is liable for penalty either with a fine or any other form at the Principal's discretion.
- h) In case of continued absence due to sickness the school must be informed within 3 days and a medical certificate and a fitness certificate from a registered medical practitioner have to be sent along with a covering letter, the day the pupil reports back to school.
- i) A pupil returning to school after a contagious disease should produce a medical certificate to get the permission to sit in the class.
- j) The responsibility of completing the portion done in the school during any period of absence will be with the parents.

4. Rules Of General Discipline

- a) On school days as well as on functions students must wear the school uniform.
- b) There is an availability of Navy Blue winter wear with our school logo at our uniform vendor. Parents are requested to purchase the same. Students will be asked to return home if not in proper uniform.
- c) Pupils are responsible to the School Authorities for their conduct both in and outside the school. Hence, misbehaviour in public or streets or in conveyances may invite disciplinary action.
- d) Running, playing or shouting inside the school building, classroom and transport are not allowed.
- e) Any kind of damage done to school property will have to be made good for.

- f) Students are expected to co-operate with their Captains, Leaders, Monitors and other school official whom they elect to maintain discipline and the ideals of the school.
- g) During the absence of the teacher, monitor will be responsible for order and discipline in the class.
- h) When students move along the corridors they must walk in silence and in single line. They should keep to the left.
- i) Personal Cleanliness and hygiene are expected from all.
- j) Shabby, unkempt hair will not be permitted.
- k) The school should not be littered. Students must use bins provided.
- l) No books (other than text or library books) comics, newspapers or periodicals may be brought to the school premises without the Principal's approval.
- m) No electronic gadgets are allowed in the school.
- n) All students must speak English in the school, even in their private conversation for improving their speaking skill.
- o) Each and every student must work to maintain high standard of the school by excelling in good manners and academics.
- p) Standard V onwards, students are allowed to wear analogue wrist watches only. Fancy and digital watches are not allowed.
- q) Pupils must follow the school regulations regarding punctuality.
- r) Pupils are expected to show courtesy and respect to all. They are expected to stand properly while speaking to the teachers and the Principal.
- s) They are expected to greet members of the staff and visitors to the school.
- t) Pupils must greet the teacher when he/she enters the classroom.
- u) Pupils who do not bring books or the required materials to the school may invite disciplinary action.
- v) Books and other belongings must be labelled with the owner's name.
- w) Pupils must not spoil the walls with ink or chalk or carve names on benches and walls
- x) Class socials must be organised with the Principal's approval.
- y) No pupil should carry large amount as pocket money.
- z) No pupil shall leave the school premises during the working hours without the Principal's permission.
- aa) Irregular attendance, habitual idleness, disobedience or conduct obstructing the smooth working of the school will invite strict actions.
- bb) Any serious breach of discipline or discourtesy to the members of the staff will be dealt with severity.
- cc) Jewellery or valuable articles are not allowed. The school will not be responsible for any loss. Pupils must look after their own belongings.
- dd) Pupil should greet the teachers of the school, whenever they meet them.
- ee) Correct/Proper school uniforms for the boys and girls are mandatory.
- ff) All the students must wear Black Velcro leather shoes and two black striped off-white socks. During monsoon, black rainy shoes will be allowed.
- gg) On school days, open houses, functions, picnics, and excursions, pupils shall wear prescribed school uniforms and the identity card.
- hh) On the P.T/ Mass drill days, students must wear the prescribed P.T uniform with white canvas shoes and white socks.'
- ii) Black hair bands must be used by girls to keep their hair neat and tidy. Boys should have their hair cut one inch above their ears. No fashionable haircuts are permitted.
- jj) Nails of the pupils will be checked every Monday. Dyeing, colouring of hair, applying mehendi on hands, nail paint, nail art or tattoo is strictly prohibited. For mehendi, the pupil can take prior permission for applying, for any religious festival.
- kk) Pupils are strictly not permitted to wear nose rings, dangling earrings, bangles and anklets to the school.
- ll) Parents must ensure that they send all the school books, tiffin's, water bottles, ID cards or any other items that the child may require with the child only. The school will not entertain

any requests from the parents for sending tiffin's, water bottles or any other items once the child is in the school premises.

mm) Pupils are not expected to take part in any political activity.

nn) All letters must be addressed to the principal only.

oo) Birthday celebrations:-

a. On birthdays, students are allowed to wear modest coloured clothes.

b. A maximum of two toffees or stationery items may be distributed, not exceeding ₹ 5/- per teacher and student. No other gifts will be entertained.

c. Pupil can donate one book to the school library, with details like photograph, name and class at the last page of the book. The book should be as per their age and grade. Your small contribution can bring light and brightness of knowledge in everyone's life.

pp) Any money sent to the school must be enclosed in an envelope mentioning the name, grade and roll number of the pupil.

qq) In case of loss or theft of the school calendar & Identity card, pupil must pay Rs.50 each to the school office and issue a new one at the earliest.

rr) Bullying is strictly prohibited inside the school premises and no such act will go unnoticed or unpunished.

5. Notes to Parents:

Parents should carry out their responsibilities as educator in instilling in their children respect and strict obedience for all school rules and regulations.

a) Students should always wear their School ID card.

b) Parents are requested to go through their wards school diary regularly and sign the teacher's remarks, if any.

c) PTA meetings should be regularly attended to discuss the performance and progress of the child.

d) Parents must check that the child carries books/not books according to time table,

e) Children should do their homework by themselves unless they require some guidance.

f) For the best result parents must motivate and support their child establish a proper study area. Home work must be given a priority in the daily schedule.

g) In case home work has not been completed by the due date then it should be communicated clearly to the class teacher with reason that why the work was not done.

h) Encourage your ward to read good books or play games, instead of viewing TV.

i) Parents are requested not to accompany their wards to the class rooms at arrival time. At dispersal time they should collect their wards from the school gate.

j) Parents are not permitted to meet teachers during school hours. In special cases, parents may be allowed to meet the teacher with prior permission from the Principal.

k) Parents should ensure that their wards do not bring any objectionable books, magazine, picture or any other material that may violate the disciplinary norms of the school. Otherwise the same will be destroyed in the presence of the student.

l) Parents are also requested to ensure that their wards do not bring gift except to offer for distribution on birthdays

m) Parents are requested to refrain from sending lunch boxes/ notebook of their wards during school hours.

n) Parents are requested to send their ward in neat and clean uniform. Students should not wear faded, over-size or small-size uniform.

o) Parents are requested to inform the school if there is any change in address/Tel. numbers.

p) Please do not give mobile phone to your child. If student is found carrying a mobile phone, it will be confiscated and a heavy fine will be imposed.

q) Regularly Visit our school website for latest updates.

sngcentralschool.org

r) Encourage your ward to take a balanced interest in studies, co-curricular activities and sports

s) Criticism of a teacher of the school in presence of a child must be scrupulously avoided as it causes students to lose respect for their teacher with the consequent failure to learn from her, thus retarding the child's progress.

- t) Refrain from giving regular pocket money to your ward. Encourage healthy breakfast and give home cooked food in your wards tiffin and regulate their sleeping hours to at least 8 hours a day
- u) Parents should acknowledge the circular sent from school in the column provided in the Almanac.
- v) Parents should use the "Leave Record" form in the diary when applying for leave or explaining the absence of their children.
- w) Kindly bring your ward's calendar for the orientation programme.
- x) Co-operate with the school in maintaining discipline and order.
- y) Ensure active participation of your ward in all co – curricular and extra – curricular activities.
- z) Kindly maintain the decorum of the school by coming dressed in formal attire and by being calm and polite while interacting with the school staff.

6. Promotion

- a) Pupils those who will remain absent for any exam shall not be re-examined.
- b) Absence during examination without any valid reason and prior information will be considered as having failed.
- c) In case of illness, medical certificate should be produced.
- d) A student should have attended all the assessment.
- e) In case of absence with prior permission or illness during examination of a particular subject then the average would be considered.
- f) Wilful breach of any of the regulations (passing chits, copying, carrying notes, using gestures) during the conduct of examination is punishable with expulsion from the examination room.
- g) Promotions will be according to the rules prescribed by the secondary board of education from time to time.
- h) No online exam will be conducted.

7. Removal

- a) Irregular attendance, repeated absence, resorting to unfair means in examination, habitual idleness, disobedience, objectionable moral influence, destroying school property will justify removal from the institution.

8. Transport Service

- a) Transport will be provided to the students of the school from nursery to std. X on routes declared by the management.
- b) The bus fee will be charged for 12 months of the year.
- c) No responsibility of any sort will be taken if a child is not at the stop on the scheduled time.
- d) If the bus fails to come due to some unforeseen reasons, the parents should arrange for conveyance and there will be no reduction in fee.
- e) Complaint about bus services should be made to the bus contractor through the principal.
- f) The complaint should be entered in the bus complaint book kept in the school.

9. Private Tutions

- a) The school authorities do not approve of the practice of engaging students with private tutors. However, if a student is very weak in a subject or more than one subject, the permission for the tuition should be sort from the head of the institution.
- b) If any parent or guardian, engages any tutors (from the school staff or any outsider) without the permission of the school authorities will be taken as a serious breach of discipline.

10. Co-curricular Activities

- a) Provision is made for training in art, craft, painting, music, yoga, mass drill, physical training, dance and karate.
- b) Training for public speaking is provided through activities like English / Hindi recitation, Story telling, Presentations and Elocution.
- c) Prizes are awarded annually to the best individual performers.

11. Meet the Principal

- a) Parents can meet the Principal between 9:00 am to 11:00 am on all working days or by prior appointment.

12. Meet the Class Teacher

- a) Primary and Secondary Section: 11:15 am – 11:30 am [Only on 2nd Saturday]

13. Period of Recovery

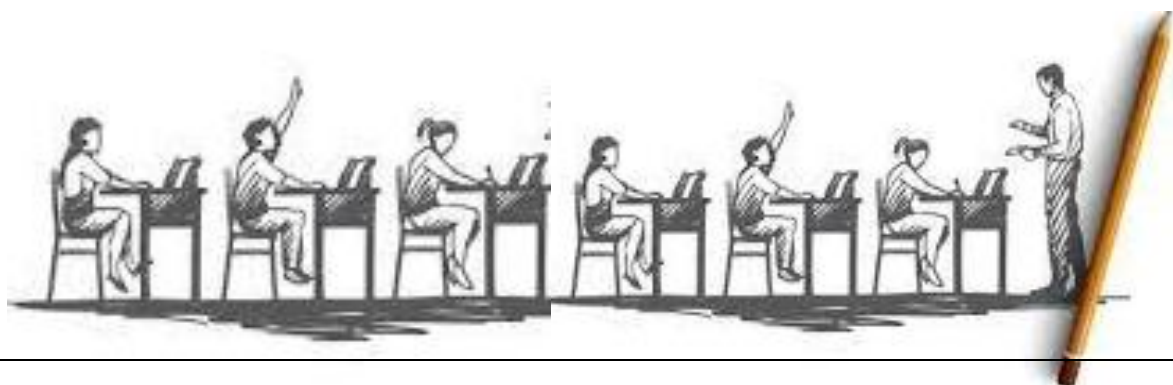
The following diseases require the recovery period as mentioned against them. This means the pupils suffering from any of them should remain away from school for the particular period.

- | | |
|---------------------------------|---------|
| a) Mumps | 21 days |
| b) Measles without cold & cough | 15 days |
| c) Measles with cold & cough | 21 days |
| d) Chickenpox | 21 days |
| e) Jaundice | 21 days |
| f) Typhoid | 21 days |
| g) Gastro-enteritis | 07 days |
| h) Conjunctivitis | 15 days |

A student suffering from contagious or infectious disease will not be permitted to attend school unless he/she produces a fitness certificate from a doctor.

Note:

- a) Kindly contact the School Admin Office for queries related to Fee and withdrawal. Contact No. 022-25263113
- b) In case of any complaint kindly E-mail to the Principal of Sree Narayana Guru Central School and not to any other member of the school staff. (sngcentralschool@gmail.com)
- c) All communication regarding Progress of the child/children, subject or exam related queries must be made to the Supervisor/Co-ordinator /Class Teacher. If the issue are not resolved by the Supervisor/Co-ordinator/Class teacher, the matter should be brought to the notice of the Principal.



OUR SCHOOL

Academic Year

Nursery: The academic year begins from 10th April 2023 and ends on 31st March 2024.

JR KG / SR KG: The academic year begins from 5th April 2023 and ends on 31st March 2024.

School Timing

Days	Timing
Monday to Friday	09:00 am to 12:30 pm
Saturday	All Saturdays holiday

Last working day of every month will be a half day.

School Uniforms

Boys & Girls: T-Shirt and shorts

PT Uniforms (Grade I to X): P.T Uniform to be worn on all Fridays

School Houses: All the students of Primary are divided into four Houses.

The first letter of all the four houses have been taken to coin the word 'STAR'

1. Shivaji – Red
2. Tagore – Blue
3. Ashoka – Green
4. Raman – Yellow

Tentative Worksheet Date Sheets

Cycle 1

Date	Day	Nursery	JR KG	SR KG
23/06/2023	Friday	English (Written + Oral)	English (Written + Oral)	English (Written + Oral)
24/06/2023	Saturday	Holiday		
25/06/2023	Sunday	Holiday		
26/06/2023	Monday	Hindi (Oral)	Hindi (Oral)	Hindi (Written + Oral)
27/06/2023	Tuesday	Maths (Written + Oral)	Maths (Written + Oral)	Maths (Written + Oral)
28/06/2023	Wednesday	Bakri – Eid Holiday		
29/06/2023	Thursday	EVS (Written + Oral)	EVS (Written + Oral)	EVS (Written + Oral)
30/06/2023	Friday	Drawing	Drawing	Drawing

Cycle 2

Date	Day	Nursery	JR KG	SR KG
07/08/2023	Monday	English (Written + Oral)	English (Written + Oral)	English (Written + Oral)
08/08/2023	Tuesday	Hindi (Oral)	Hindi (Written + Oral)	Hindi (Written + Oral)
09/08/2023	Wednesday	Maths (Written + Oral)	Maths (Written + Oral)	Maths (Written + Oral)
10/08/2023	Thursday	EVS (Written + Oral)	EVS (Written + Oral)	EVS (Written + Oral)
11/08/2023	Friday	Drawing	Drawing	Drawing
Open House – Saturday, 19/08/2023				

Cycle 3

Date	Day	Nursery	JR KG	SR KG
09/10/2023	Monday	English (Written + Oral)	English (Written + Oral)	English (Written + Oral)
10/10/2023	Tuesday	Hindi (Oral)	Hindi (Written + Oral)	Hindi (Written + Oral)
11/10/2023	Wednesday	Maths (Written + Oral)	Maths (Written + Oral)	Maths (Written + Oral)
12/10/2023	Thursday	EVS (Written + Oral)	EVS (Written + Oral)	EVS (Written + Oral)
13/10/2023	Friday	Drawing	Drawing	Drawing

Cycle 4

Date	Day	Nursery	JR KG	SR KG
28/11/2023	Tuesday	English (Written + Oral)	English (Written + Oral)	English (Written + Oral)
29/11/2023	Wednesday	Hindi (Oral)	Hindi (Written + Oral)	Hindi (Written + Oral)
30/11/2023	Thursday	Drawing	Drawing	Drawing
01/12/2023	Friday	Maths (Written + Oral)	Maths (Written + Oral)	Maths (Written + Oral)
02/12/2023	Saturday	Holiday		
03/12/2023	Sunday	Holiday		
04/12/2023	Monday	EVS (Written + Oral)	EVS (Written + Oral)	EVS (Written + Oral)
Open House – Saturday, 09/12/2023				

Cycle 5

Date	Day	Nursery	JR KG	SR KG
08/01/2024	Monday	English (Written + Oral)	English (Written + Oral)	English (Written + Oral)
09/01/2024	Tuesday	Hindi (Oral)	Hindi (Written + Oral)	Hindi (Written + Oral)
10/01/2024	Wednesday	Maths (Written + Oral)	Maths (Written + Oral)	Maths (Written + Oral)
11/01/2024	Thursday	EVS (Written + Oral)	EVS (Written + Oral)	EVS (Written + Oral)
12/01/2024	Friday	Drawing	Drawing	Drawing

Cycle 6

Date	Day		JR KG	SR KG
28/02/2024	Wednesday	English (Written + Oral)	English (Written + Oral)	English (Written + Oral)
29/02/2024	Thursday	Drawing	Drawing	Drawing
01/03/2024	Friday	Hindi (Oral)	Hindi (Written + Oral)	Hindi (Written + Oral)
02/03/2024	Saturday	Holiday		
03/03/2024	Sunday	Holiday		
04/03/2024	Monday	Maths (Written + Oral)	Maths (Written + Oral)	Maths (Written + Oral)
05/03/2024	Tuesday	EVS (Written + Oral)	EVS (Written + Oral)	EVS (Written + Oral)
Open House – Saturday, 09/03/2024				



National and International days

Sr. No	Day	Date
1	Army day	12/01/2023
2	Republic day	26/01/2023
3	Marathi Diwas	27/02/2023
4	National Science Day	28/02/2023
5	International Women's Day	08/03/2023
6	World Day of Water	22/03/2023
7	World Health Day	07/04/2023
8	Earth Day	22/04/2023
9	International Labour Day	01/05/2023
10	Maharashtra Day	01/05/2023
11	World Environment Day	05/06/2023
12	International Day of Yoga	21/06/2023
13	Independence Day	15/08/2023
14	National Sports Day	29/08/2023
15	Teachers Day	05/09/2023
16	Hindi Diwas	14/09/2023
17	Gandhi Jayanti	02/10/2023
18	Children's Day	14/11/2023
19	Indian Army Flag Day	07/12/2023
20	National Mathematics' Day	22/12/2023
21	National Energy Conservation Day	14/12/2023
22	Christmas	25/12/2023

CO-CURRICULAR ACTIVITIES

Different competitions are held month wise. Pupils are divided into Houses. Prizes are awarded annually to the best individual performers.

Educational visits/ Excursions – The students are taken for various excursions and educational tours to places of interest in and around Mumbai and to other places of importance.

Games and Sports – Pupils are entered for inter-school competitions like DSO (School level games), YMCA & various other open competitions. Special training is imparted in Athletics, Karate, Basketball, Badminton and Football.

Social Service: To promote equality, opportunity and to inculcate selfless love amongst our young peers we ensure to conduct drives and activities in and around the city.

Events: Provision is made for training in art, craft, painting, and Indian music. Dramatics, Debating, Elocutions are also an integral part of our schooling. The aim of these is to train students from their earliest years in the art of public speaking and to discover and develop dramatic and histrionic talent among the students.

Annual Day: It forms an integral part of our school activities. We believe it to be an occasion for celebration, feast, festivity, felicitation and recognition of the students as well as the school's achievements. It's also a time for team work and being proud of what the school stands for and believes in.

Monthly Activities / Competitions Tentative Schedule

Date	Day	Class	Activity / Celebration	Competition
8/4/2023	Saturday	Nur- Sr.kg	Orientation of new Parents	---
28/04/2023	Friday	Nur- Sr.kg	---	Hands on Colouring
23/06/2023	Friday	Nur- Sr.kg	Pulse - Painting	---
30/06/2023	Friday	Nur- Sr.kg	---	English Recitation
3/7/2023	Friday	Nur- Sr.kg	Doctor's Day	---
14/07/2023	Friday	Nur- Sr.kg	---	Fancy Dress (Disney)
21/07/2023	Friday	Nur- Sr.kg	---	English Calligraphy
7/8/2023	Monday	Nur- Sr.kg	Yoga Day	---
11/8/2023	Friday	Nur- Sr.kg	Make your story puppet	---
29/08/23	Tuesday	Nur- Sr.kg	Rakhi making activity	---
1/9/2023	Friday	Nur- Sr.kg	---	English Story Telling
5/9/2023	Tuesday	Nur- Sr.kg	Teacher's Day (Card making)	---
25/09/2023	Monday	Nur- Sr.kg	Ganapati celebration	---
27/09/2023	Wednesday	Nur- Sr.kg	Eid-e-milad	---
5/10/2023	Thursday	Nur- Sr.kg	The True Gandhian Day	---
6/10/2023	Friday	Nur- Sr.kg		
19/10/2023	Thursday	Nur- Sr.kg	---	Solo Singing
20/10/2023	Friday	Nur- Sr.kg	Navratri Celebration	---
7/11/2023	Tuesday	Nur- Sr.kg	Spreading the light with fun activity	---
4/12/2023	Monday	Nur- Sr.kg	Healthy Food Days	---
5/12/2023	Tuesday	Nur- Sr.kg		
6/12/2023	Wednesday	Nur- Sr.kg	---	Solo Dance
11/12/2023	Monday	Nur- Sr.kg	---	Hindi story telling
18/12/2023	Monday	Sr.kg	---	Hindi Calligraphy
22/12/2023	Friday	Nur- Sr.kg	Christmas Carnival	---
5/1/2024	Friday	Sr.kg	---	Spellathon
12/1/2024	Friday	Nur- Sr.kg	Book mark making	---
24/01/2024	Wednesday	Nur- Sr.kg	Nimbu Pani Day	---
Annual Day & Sports Day				

Criteria to Assess the Competition

Sr No	Name of the competition/Activity	Criteria
1	Calligraphy	Neatness/Legibility/Inclination/ Spelling/Overall presentation
2	Recitation	Introduction / Voice modulation/ Rhythm/Clarity/ Overall presentation
3	Hands on Colouring	Neatness, Legibility, Eye-appeal, Colour Scheme
4	Fancy Dress	Costume & props, Dialogue, Expression and gestures, Introduction and Theme
5	Story Telling	Introduction, Voice Modulation, Confidence, Clarity
6	Solo Singing	Vocal, Presentation, Word-clarity Rhythm
7	Solo Dance	Costume & Props, Confidence, Expression, Use of stage

Fee Structure

NURSERY

INSTALLMENT	AMOUNT	Payment Schedule
I INSTALLMENT	27300	Pay on or before 30th June, 2023
II INSTALLMENT	20300	Pay on or before 31st October, 2023
Total	47600	

JR K.G.

INSTALLMENT	AMOUNT	Payment Schedule
I INSTALLMENT	28500	Pay on or before 30th June, 2023
II INSTALLMENT	21000	Pay on or before 31st October, 2023
Total	49500	

SR.K.G.

INSTALLMENT	AMOUNT	Payment Schedule
I INSTALLMENT	28500	Pay on or before 30th June, 2023
II INSTALLMENT	21000	Pay on or before 31st October, 2023
Total	49500	

DISCOUNT: Only 1 discount applicable on one child.

- a) Full fee payment: 5% discount, if full school fee is cleared on or before 30th June, 2023.
- b) Sibling discount (If any in SNGCS): 10% of the total fee or Rs.4000/- whichever is less, if paid by 31st October, 2023. Sibling discount will be applied only on one child.

PAYMENT MODE:

1. NEFT

BANK NAME :	SVC CO-OP BANK LTD.
BRANCH NAME :	Sree Narayana Guru Co-op Bank Ltd. , Chembur
A/C NO :	100203010005581
IFSC CODE	SVCB0020002

ACCOUNT TYPE	SAVINGS
After payment of fee through NEFT, please forward the transaction details to the concerned Class teacher.	

2. CHEQUE PAYMENT: In favour of: SREE NARAYANA GURU CENTRAL SCHOOL Please mention the name of the child, class and contact number of the parent against the Cheque payment

3. CASH PAYMENT: Pay at School Office.

Weekdays timing: 8:00 am – 4:00 pm

Saturday's timing: 8:00 am – 3:00 pm

(Carry exact change)

Kindly Note:

1. Fee once paid is not refundable.
2. A fine of Rs. 500/- will be charged as penalty after the due date. The name of the student will be struck off from the school register if the fee along with the fines is not paid. Parents must also follow the circulars and the instructions from the school office with regard to the school fee and other charges.
3. The School has the following additional facilities like special coaching for sports and games like Basketball, Karate, Cricket, Football and many more activities to develop the personality of the students. Expenses for these activities may vary as the Management may decide upon from time to time.

Public holidays

Date	Day	Holiday	No. of Holiday
04-Apr-23	Tuesday	Mahavir Jayanti	1
07-Apr-23	Friday	Good Friday	1
14-Apr-23	Friday	Dr. Ambedkar Jayanti	1
22-Apr-23	Saturday	Ramzan Eid	1
01-May-23	Monday	Maharashtra Day	Non Inst.
02-May-23	Tuesday	Summer Vacation	

to	to	(Excluding Sundays)	30
05-Jun-23	Monday	School Re-opens on Tuesday, 6th June 2023	
28-Jun-23	Wednesday	Bakri Id	1
29-Jul-23	Saturday	Muharram	1
15-Aug-23	Tuesday	Independence Day	Non Inst.
16-Aug-23	Wednesday	Parsi New Year	1
29-Aug-23	Tuesday	Onam	1
31-Aug-23	Thursday	Sree Narayana Guru Jayanti	1
07-Sep-23	Thursday	Gopalkala	1
19-Sep-23	Tuesday	Ganesh Chaturthi (Excluding Sunday) School Re-opens on Monday, 25th September 2023	5
to	to		
23-Sep-23	Saturday		
22-Sep-23	Friday	Sree Narayana Guru Samadhi	1
28-Sep-23	Thursday	Eid-E-Milad	1
02-Oct-23	Monday	Gandhi Jayanti	1
24-Oct-23	Tuesday	Dussehra	1
13-Nov-23	Thursday	Diwali Vacation (Excluding Sundays) School Re-opens on Tuesday, 28th November 2023	11
to	to		
24-Nov-23	Friday		
27-Nov-23	Monday	Guru Nanak Jayanti	1
25-Dec-23	Monday	Christmas Vacation (Excluding Sundays) School Re-opens on Tuesday, 02nd January 2024	7
to	to		
01-Jan-24	Monday		
15-Jan-24	Monday	Makar Sankranti	1
26-Jan-24	Friday	Republic Day	Non Inst.
19-Feb-24	Monday	Shivaji Maharaj Jayanti	1
08-Mar-24	Friday	Mahashivratri	1
25-Mar-24	Monday	Holi (Second Day)	1
29-Mar-24	Friday	Good Friday	1
		Total	76

VACATION SCHEDULE

Vacation	From	To	No. of Days
Summer Vacation	02.05.2023	05.06.2023	30
Ganpati Vacation	19.09.2023	23.09.2023	05
Diwali Vacation	13.11.2023	24.11.2023	11
Christmas Vacation	25.12.2023	01.01.2024	07

* The new Academic Year (2023-24) will commence from Wednesday, 05th April onwards.

* School will re-open after Summer Vacation on – Tuesday, 06th June, 2023.

Words of Wisdom

“Happiness comes as the result of our own actions.”

Sree Narayana Guru

“Be the Change that you want to see in this world.”

Mahatma Gandhi

Education is not the learning of the facts, but the training of the
mind to think.

Albert Einstein

PARENT'S REMARKS

Pupil's Name: _____ **Std:** _____ **Div :** _____

[illegible]

TEACHER'S REMARKS

Pupil's Name: _____ **Std:** _____ **Div :** _____

[illegible]

TEACHER'S REMARKS

Pupil's Name: _____ **Std:** _____ **Div :** _____

[illegible]

PRINCIPAL'S REMARKS

Pupil's Name: _____ **Std:** _____ **Div :** _____

[illegible]

ABSENCE & LEAVE RECORD

[illegible]

NON-PERFORMANCE RECORD

Pupil's Name: _____ **Std:** _____ **Div:** _____ **Roll No :** _____
House : _____

[illegible]

HWND = Home work not done

BKNB = Book not brought

UNUF = Untidy uniform

LNL = Lessons not learnt LOA = Lack of application

TURN OUT & LATE ATTENDANCE RECORD

APRIL				MAY				JUNE				JULY				AUGUST				SEPTEMBER			
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N.B. (1) Mark 'x' in column L: If late

U: Incomplete Uniform

I: Without I- Card

(2) The pupil will be sent to the Principal / Head, if he/she gets 3 "x" in a month.

TURN OUT & LATE ATTENDANCE RECORD

OCTOBER				NOVEMBER				DECEMBER				JANUARY				FEBRUARY				MARCH			
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N.B. (1) Mark 'x' in column L: If late

U: Incomplete uniform

I: Without I- Card

(2) The pupil will be sent to the principal / Head, if he/she gets 3 "x" in a month

Parental Consent and Undertaking

To,

The Principal,
SNG Central School,
Chembur, Mumbai.

I _____, hereby willingly give my consent to my son/daughter (Name _____) Grade ____ Div __ Roll No ____ to participate in the Educational Tour/Picnic on / / 2023-2024.

I appreciate the fact that the teachers will take adequate responsibility and precautions. I also undertake the responsibility of my ward's good conduct and discipline, during the Educational Tour/Picnic and fully indemnify the school management for any mishap or untoward incidents enroute or at the site to my child or other participants and absolve the school of any payment or compensation on that account.

Yours faithfully,

At:Signature of Parent: _____

Date:Name of Parent : _____

Amount:Address : _____

Contact Number: _____

Parental Consent and Undertaking

To,

The Principal,
SNG Central School,
Chembur, Mumbai.

I _____, hereby willingly give my consent to my son/daughter (Name _____) Grade ____ Div __ Roll No ____ to participate in the Educational Tour/Picnic on / / 2023-2024.

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Yours faithfully,

At : Signature of Parent : _____

Date : Name of Parent : _____

Amount : _____

Address : _____

Contact Number : _____

Parental Consent and Undertaking

To,
The Principal,
SNG Central School,
Chembur, Mumbai.

I _____, hereby willingly give my consent to my son/daughter (Name _____) Grade ____ Div ____ Roll No ____ to participate in the Educational Tour/Picnic on / / 2023-2024.

I appreciate the fact that the teachers will take adequate responsibility and precautions. I also undertake the responsibility of my ward's good conduct and discipline, during the Educational Tour/Picnic and fully indemnify the school management for any mishap or untoward incidents enroute or at the site to my child or other participants and absolve the school of any payment or compensation on that account.

Yours faithfully,

At : Signature of Parent : _____
Date : Name of Parent : _____
Amount: Address : _____
Contact Number : _____

Parental Consent and Undertaking

To,
The Principal,
SNG Central School,
Chembur, Mumbai.

I _____, hereby willingly give my consent to my son/daughter (Name _____) Grade ____ Div ____ Roll No ____ to participate in the Educational Tour/Picnic on / / 2023-2024.

I appreciate the fact that the teachers will take adequate responsibility and precautions. I also undertake the responsibility of my ward's good conduct and discipline, during the Educational Tour/Picnic and fully indemnify the school management for any mishap or untoward incidents enroute or at the site to my child or other participants and absolve the school of any payment or compensation on that account.

Yours faithfully,

At : Signature of Parent : _____
Date : Name of Parent : _____
Amount: Address : _____
Contact Number : _____