

# **GYANASTHALI VIDYALAYA**

**SR. SC. SCHOOL REWA (M.P.)**

## **ALMANAC**

CBSE AFFILIATION NO.- 1030392

SCHOOL CODE NO.- 14329

ISO CERTIFIED 9001:2015

**QUALITY IN EDUCATION**



**THIS ALMANAC SHOULD BE BROUGHT  
TO SCHOOL EVERY DAY**



# OUR VISION AND MISSION

To create an institution that liberates the pupils's natural capability and develops young and creative minds.

To create the leaders of tomorrow.



## OUR VALUES



RESPONSIBILITY



LEADERSHIP



CREATIVITY



RESPECT



INTEGRITY

Our School will encourage and enable in thought, words and actions, authenticity of being and transparency.

### SCHOOL WORKING HOURS

#### Timings

For Students

**Office Hours (For Parents)**

#### Regular Timnngs

07:40 am to 01:20 pm

08:30 am to 01:00 pm

#### Winter Timnngs

08:30 am to 01:50 pm

09:00 am to 01:00 pm

### VISITING DAYS & HOURS

#### School Authorities

Principal

Teachers

#### Days

Monday to Saturday

On 3<sup>rd</sup> Saturday of every month or

On PTM Days

#### Winter Timnngs

09:00 am to 10:00 am

With prior appointment only

As per schedule of PTM

### Student's Personal Memoranda

(Please Write in Block Letters)

(Teacher's Copy)

Name of Student : .....

Class/Section : ..... Roll. No. ....

House : .....

Scholar No : .....

Date of Birth : ..... Blood Group .....

Category : (General/ST/SC/OBC/Minority) .....

Mother's Name : .....

Father's Name : .....

Residential Address: .....

.....

Telephone No. (R) ..... (O) ..... (M) .....

E-Mail: .....

Class Teacher's Name: .....

Auto No : ..... Auto Driver Name ..... Mob. No.....

Siblings in Gyanasthali Vidyalaya Sr. Sec. School Rewa (Only Blood Relation) (if any)

	Name	Class / Sec
1.		
2.		
3.		

I certify that the particulars given above are true & correct. I have also gone through the Almanac and duly understand the regulations of the school.

Signature of Father / Mother .....

Please affix  
passport size  
photograph

## **MODE OF CONVEYANCE**

1. Self
2. With Parents / Guardian
3. If by Auto, Please mention
  - (A) Name of Auto Driver.....
  - (B) Registration No.....
  - (C) Licence No .....
  - (D) Mob. No. of Auto Driver.....

Note:- Due to safety point Parents/ Guardians are suggested that if the conveyance of their child is Auto, then ask Auto driver to limit 6 children per Auto.

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(Please Write in Block Letters)

(Teacher's Copy)

Name of Student : .....

Class/Section : ..... Roll. No. ....

House : .....

Scholar No : .....

Date of Birth : ..... Blood Group .....

Category : (General/ST/SC/OBC/Minority) .....

Mother's Name : .....

Father's Name : .....

Residential Address: .....

.....

Telephone No. (R) ..... (O) ..... (M) .....

E-Mail: .....

Class Teacher's Name: .....

Auto No : ..... Auto Driver Name ..... Mob. No.....

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(Please Write in Block Letters)

Name of Student : .....

Class/Section : ..... Roll. No. ....

House : .....

Scholar No : .....

Date of Birth : ..... Blood Group .....

Category : (General/ST/SC/OBC/Minority) .....

Mother's Name : .....

Father's Name : .....

Residential Address: .....

.....

Telephone No. (R) .....(O) ..... (M) .....

E-Mail: .....

Class Teacher's Name: .....

Auto No : .....Auto Driver Name ..... Mob. No.....

Siblings in Gyanasthali Vidyalaya Sr. Sec. School Rewa (Only Blood Relation) (if any)

	Name	Class / Sec
1.		
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I certify that the particulars given above are true & correct. I have also gone through the Almanac and duly understand the regulations of the school.

Signature of Father / Mother .....

Please affix  
passport size  
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Note: - Due to safety point Parents/ Guardians are suggested that if the conveyance of their child is Auto, then ask Auto driver to limit 6 children per Auto.



## Declaration by Parents

(To be filled by Parents only)

Our ward.....is a student of Class / Section..... of Gyanasthali Vidyalaya Sr. Sec. School Rewa. Any one of us, Father / mother / guardian, will sign all his / her Leave Application and Achievement Record. Our specimen signatures, addresses and telephone number are as under.

Father's  
Photo

Mother's  
Photo

Guardians  
Photo

Name : .....

Father

Mother

Guardian

Specimen Signature

.....

Father

.....

Mother

.....

Guardian

Address : .....

.....

.....

Telephone Nos.

(Father) (Res) .....(Off.).....

(Mother) (Res) .....(Off.).....

(Guardian) (Res) .....(Off.).....

In our absence, we authorize Mr./Mrs. ....

Whose signature is given below, to sign on our behalf.

Relationship with student: .....

Specimen Signature: .....

Signature of Father

Signature of Mother

Note: - The duly filled personal memoranda should be handed over to the concerned Class Teacher within a week of receipt of this Almanac.

# HOME WORK TIME TABLE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
I						
II						
III						
IV						
V						
VI						
VII						

## MESSAGE FROM THE PRINCIPAL

We are persistent

We are passionate

We are here to lead!

The will to win, the desire to succeed,  
The urge to reach your full potential.....  
These are the keys that unlock  
the door to Academic Excellence.

I personally feel that excellence is not so much  
a battle that fight with others but one where you  
constantly challenge your own self by raising  
the bar, invigorating yourself and  
then members. This is indeed the most challenging yet satisfying part about excellence.

Gyanasthali is synonymous with success. It's a matter of great pride for us as from its inception it has carved an enviable place for itself.

We owe our success to the vision of the management, passion of the teachers and enthusiasm of the student. It is our sincere commitment to provide an inspiring environment that helps them to perform and deliver; to equip them with skills that will enable them to become responsible global citizens and appreciate traditional values and ethics.

A harmonious blend of scholastic and co scholastic activities has resulted in churning confident individuals and I'm sure that our students shall make a mark in all their endeavours.

Wishing all the best for the new academic year.

**Saloni Batra**  
(Principal)  
Gyanasthali Vidyalaya, Rewa (MP).

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## **FEATURES OF THE SCHOOL**

### **1. Scholarship**

To promote and inculcate healthy competitive spirit, students are given scholarships for their good academic performances.

### **2. Smart Classes**

In order to make teaching & learning process more interesting, smart classes with the use of digital boards have been introduced for all classes from class I to XII.

### **3. SMS Facility**

Looking to the increased mobile usage, the school has started informing parents about the child's progress, holidays & other important details through SMS facility.

### **4. Assembly**

To inculcate a high sense of National integrity and universal brotherhood, each working day in the school starts with morning assembly including school prayer, devotional and patriotic songs. Stress is also laid on the moral development of the students. News reading, reciting poems with full actions and singing songs in chorus are the remarkable features of the morning assembly. Special Assemblies on special days & festival celebration are important features of the assembly.

### **5. Recreational Activities**

We celebrate all festivals & important days through recreational activities. Arts and crafts give a lot of creative opportunities to the students. They learn making stuffed dolls to paper work, match stick work, cardboard modelling, instrumentation etc. All these activities are displayed throughout the year.

### **6. Social Activities**

School organises Sports Day, Teacher's Day, Annual Day (Gyan Fest) apart from many other functions. Children are involved in these functions. For every activity, they work in groups. Every child is involved in one way or the other. Student's council is formed every year where they learn to shoulder the responsibility.

### **7. Cultural Activities**

School gives lots of opportunities for self- expression and advancement of the cultural heritage. On Saturdays there are special programmes like dramatics, dance, music & fine arts. Every child gets the opportunity to participate.

### **9. House System**

To induce leadership quality, healthy competition and team spirit, co curricular activities are introduced on house basis.

## **10. Music and Dance**

School has a separate Music and Dance room for the students. Special training is given to the students.

## **11. Physical Education**

It is imparted to the students by Mass P.T./drill, yoga and providing facilities of outdoor and indoor games to encourage healthy sportsman character, building sound body and healthy competitive spirit among the students. Excellent sports facilities with Volleyball, Net Ball, Throw Ball, Badminton, Basketball and field events are promoted in GV.

‘**KRIDANGANA**’ a reflection of sports activities organised by the school every year. Innumerable number of sports scholars of State and divisional level are exemplary examples of GV.

## **12. Weekly Tests**

Weekly tests are conducted on every Tuesday. It is compulsory to appear in these tests. There shall be no retest and the child will be awarded zero, in case of absence.

## **13. Library**

We have a library with a large volume of books; periodicals & course oriented journals are the special features which help us to shape the students into a versatile genius.

## **14. Labs**

Well-equipped labs of Physics, Chemistry, Biology, Computer, and English are in the school. These are made in the most modern way with a capacity of 50 students at a time.

## **15. Computer Education**

Computer education is an integral part of the school curriculum. Computer labs are well equipped with latest computers where students are exposed to windows and other high level languages with a Wi-Fi campus.

## **16. Parents - Teachers' Meetings**

To keep a very good rapport between parents and teachers & for the betterment of the child, on Saturday's, we conduct Parents - Teachers' Meeting.

## **17. School App Facility**

For effective communication system, the school has introduced mobile app facility to make the school parents relationship techno-savvy.



## SONGS FOR ASSEMBLY

### NATIONAL SONG



हमारा राष्ट्रगीत

वन्दे मातरम्

सुजलाम् सुफलाम् मलयजशीतलाम्।  
सस्यश्यामलां मातरम्।।वन्दे मातरम्।।धृ।।

शुभ्रज्योत्सनापुलकितयामिनी।  
फुल्लकुसुमितद्रुमदलशोभिनि।

सुहासिनीं सुमधुरभाषिणी।  
सुखदाम् वरदाम् मातरम्।।वन्दे मातरम्।।1।।

कोटि कोटि भुजैर्धृतखरकरवाले,  
अबला के नु मा एत बले।  
बहुबलधारिणीं नमामि तारिणीम्।  
रिपुदलवारिणीं मातरम्।।वन्दे मातरम्।।2।।

तुमि विद्या तुमि धर्म। तुमि हृदि तुमि मर्म।  
त्वं हि प्राणाः शरीरे। बाहुते, तुमि मा शक्तिः।

हृदये, तुमि मा भक्तिः।  
तोमारई प्रतिमा गडि मंदिरे मंदिरे।।मातरम्।।वन्दे मातरम्।।3।।  
त्वं हि दुर्गा दशप्रहरणधारिणी। कमला कमलदलविहारिणी।  
वाणीविद्यादायिनी। नमामि त्वां। नमामि कमलाम् अमलाम् अतुलाम्।

सुजलाम् सुफलाम् मातरम्।।वन्दे मातरम्।।4।।  
श्यामलाम् सरलाम् सुरिमताम् भूषिताम्।

धरणीं धरणीं मातरम्।।वन्दे मातरम्।।5।।

॥ भारत माता की जय ॥

**Bankim Chandra Chatterjee**



## सारे जहाँ से

सारे जहाँ से अच्छा, हिन्दोस्ताँ हमारा।  
 हम बुलबुले हैं इसकी, यह गुलिस्ताँ हमारा  
 पर्वत जो सबसे ऊँचा, हमसाया आसमाँ का  
 वह संतरी हमारा, वह पासबाँ हमारा॥

सारे जहाँ से अच्छा, हिन्दोस्ताँ हमारा।  
 गोदी में खेलती है, जिसकी हजारों नदियाँ।  
 गुलशन है जिसके दम से, रश्के जहाँ (हमारा)  
 सारे जहाँ से अच्छा हिन्दोस्ता हमारा।  
 मजहब नहीं सिखाता, आपस में बैर रखना  
 (हिन्दी है हम) वतन है हिन्दोस्ताँ (हमारा)



## राष्ट्रगान

जन गण मन अधिनायक जय हे,  
 भारत भाग्यविधाता ॥  
 पंजाब, सिन्ध, गुजरात, मराठा,  
 द्राविड़, उत्कल, बंगा॥  
 विंध्य हिमाचल यमुना गंगा,  
 उच्छल जलधि-तरंगा॥  
 तव शुभ नामे जागे,  
 तव शुभ आशिष मांगे  
 गाहे तव जय गाथा।  
 जन-गण-मंगल दायक जय हे।  
 भारत भाग्य विधाता॥  
 जय हे! जय हे! जय हे!  
 जय जय जय जय हे॥  
 रवीन्द्रनाथटैगोर

## प्रार्थना

कराग्रे वसते लक्ष्मी, कर मध्ये सरस्वती  
 कर मूले तु गोविन्दा, प्रभाते कर दर्शनम्

## प्रार्थना

त्वमेव माता च पिता त्वमेव, त्वमेव बन्धुश्च सखा त्वमेव।  
 त्वमेव विद्या द्रविड़ त्वमेव, त्वमेव सर्व मम् देव देव॥

## **PRAYER**

We shall overcome, We shall overcome, We shall overcome someday.

O! Deep in my heart, I do believe that we shall overcome someday.

We'll walk hand in hand, We'll walk hand in hand

We'll walk hand in hand some day,

O! Deep in my heart, I do believe that we shall overcome someday.

We are not afraid we are not afraid, we are not afraid today,

O! Deep in my heart, I do believe that we shall overcome someday.

We shall live in peace, we shall live in peace, we shall live in peace someday.

O! Deep in my heart, I do believe that we shall overcome someday.

We shall integrate, we shall integrate, we shall integrate someday.

O! Deep in my heart, I do believe that we shall overcome someday.

## **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.

**“Jai Hind”**

## **PRAYER**

O great God in heaven above,

At thy feet in faith and love,

We thy little children gather,

Calling on You as our Father,

Guide and guard us on the way,

Draw us closer day by day.

Keep us pure and kind and true,

Till we reach our home with you.

## इतनी शक्ति हमें देना दाता

इतनी शक्ति हमें देना दाता,  
मनकाविश्वास कमजोर होना  
हमचलें नेक रस्ते पे हमसे भूलकर  
भी कोई भूल हो ना...  
दूर अज्ञान के हों अंधेरे,  
तू हमें ज्ञान की रोशनी दे  
हर बुराई से बचके रहें हम  
जितनी भी दे, भली जिन्दगी दें  
बैर होना किसी का किसी से,  
भावना मन में बदले की होना...  
हम चले.....  
हम न सोचें हमें क्या मिला है,  
हम ये सोचें किया क्या है अर्पण  
फूल खुशियों के बाटें सभी को  
सबका जीवन ही बन जाए मधुबन  
अपनी करुणा का जल तू बहा दे  
करदे पावन हर इक मन का कोना  
इतनी शक्ति हमें देना दाता,  
मन का विश्वास कमजोर होना  
हम चलें नेक रस्ते पे हमसे  
भूलकर भी कोई भूल होना.....

## सरस्वती वंदना

हे शारदे माँ, हे शारदे माँ  
अज्ञानता से हमें तार दे माँ  
तूस्वर की देवी है संगीत तुझसे  
हर शब्द तेरा है हर गीत तुझसे।  
हम हैं अकेले हम हैं अधूरे,  
तेरी शरण में हमें तार दे माँ ॥  
हे शारदेमाँ, हे शारदेमाँ  
मुनियो ने समझी गुनियों न जानी,  
वेदों की भाषापुराणों की बानी ।  
हमभीतो समझें हम भीतोजाने,  
विद्या का हमको अधिकार दे माँ ॥  
हे शारदेमाँ, हे शारदे माँ  
तू श्वेतवर्णी कमल पे विराजे,  
हांथों में वीणा मुकुट सर पे साजे ।  
अज्ञानता से मिटा दे अंधेरे,  
उजालों का हमको संसार दे माँ ॥  
हे शारदेमाँ, हे शारदे माँ

## विद्यालय प्रार्थना

असतोमासद्गमय तमसोमाज्योतिर्गमय मृत्योर्माअमृतम् गमय  
दया कर दान विद्या का हमें परमात्मा देना,  
दया करना हमारी आत्मा को शुद्धता देना  
हमारे ध्यान में आओ प्रभु आँखों में बस जाओ  
अन्धेरे दिल में आकर के, परम ज्योति जगा देना  
दया.....  
बहा दो प्रेम की गंगा, दिलों में प्रेम का सागर  
हमें आपस में मिल-जुलकर, प्रभु रहना सिखा देना  
दया.....  
हमारा धर्म हो सेवा, हमारा कर्म हो सेवा  
सदा इमान सेवा, व सेवक जन बना देना  
दया.....  
वतन के वास्ते जीना, वतन के वास्ते मरना  
वतन पर जौ फिदा करना, प्रभु हम को सिखा देना  
दया.....  
ओमसहनाववतु, सहनौभुनुक्तुसहवीर्यकरवावहै  
तेजस्विनामधीतमस्तुमाविद्वाषावहै  
ओम शान्तिः ! शान्तिः !! शान्तिः !!!

### प्रार्थना

तुम्हीं हो माता पिता तुम्हीं हो  
तुम्हीं हो बंधु सखा तुम्हीं हो।  
तुम्हीं हो साथी तुम्हीं सहारे,  
कोई न अपना सिवा तुम्हारे।  
तुम्हीं हो नैया तुम्हीं खैवैय्या,  
तुम्हीं हो बंधु सखा तुम्हीं हो।  
जो खिल सके न वो फूल हम हैं,  
तुम्हारे चरणों की धूल हम हैं,  
दया की दृष्टि सदा ही रखना,  
तुम्हीं हो बंधु सखा तुम्हीं हो।

### हमको मन की शक्ति देना

हमको मन की शक्ति देना मन विजय करें।  
दूसरो की जय से पहले खुद की जय करें।  
भेदभाव अपने दिल से साफ कर सके  
दूसरों से भूल हो तो माफ कर सकें  
झूठ से बचे रहें, सच का दम भरें  
दूसरों की जय से पहले खुद की जय करें।  
हमको मन की शक्ति देना॥  
मुश्किलें पड़े तो हम पे इतना कर्म कर  
साथ दें तो धर्म का चलें तो धर्म पर  
खुद पे हौसला रहे बदी से ना डरें,  
दूसरों की जय से पहले खुद की जय करें।  
हमको मन की शक्ति देना॥

### हर देश में तू

हर देश में तू, हर देश में तू  
तेरे नाम अनेक तू एक ही है  
है रंग भूमि यह विश्व धरा  
हर खेल में मेल में तू ही तो है।  
सागर से उठा बादल बन के,  
बादल से गिरा जल हो कर के  
फिर नहर बनी नदियाँ गहरी,  
तेरे भिन्न प्रकार तू एक ही है॥1॥  
यह दृश्य दिखाया है जिसने  
वह है गुरुदेव की पूर्ण दया  
तू दया करे और कोई न दिखा  
बस मैं और तू सब एक ही है॥2॥  
चींटी से अणु परमाणु बना  
सब जीव जगत का सार लिया  
कहीं पर्वत वृक्ष विशाल बना,  
अम्बर तेरा तू एक ही है॥3॥

## विद्यालय गीत

ज्ञानस्थली विद्यालय है है विद्या का एक केन्द्र निराला।  
मन मंदिर का हटा दे ऐसा यहाँ उजाला।।

- (1) नवगति नवलय ताल छंद नवः गीत यहाँ पर होते हैं।  
देश भक्ति और देश प्रेम के, गान यहाँ होते हैं।  
तमसो मा ज्योतिर्गमया है हर बालक आस बाला।  
मन मंदिर का हटा दे ऐसा यहाँ उजाला।।  
सत्यमेव जयते पोषित है विद्यालय सारा।  
मन मंदिर का हटा दे ऐसा यहाँ उजाला।।
- (2) आओं हमस ब साथ मिलजुल करके, इसको नमन करे हमेशा।  
अहम भाव यदि हो तनम न में, उसको शमन करेंगे हमेशा।।  
आदर्शों पर न्योछावर यह प्रिय पुनीत है शाला।  
मन मंदिर का हटा दे ऐसा यहाँ उजाला।।  
ऐसे भाव सभी मन में हो, यह बने ज्ञान की शाला।  
मन मंदिर का हटा दे ऐसा यहाँ उजाला।।

## श्लोक

गुरुर्ब्रम्हा, गुरुर्विष्णु, गुरुर्देवोमहेश्वराः।  
गुरुर्साक्षात्परब्रम्हा, तस्मैश्रीगुरवेनमः।।

## TIPS TO BE A GOOD STUDENT

1. Be punctual and regular.
2. Realize the value of time. Remember that key to success is regular hard work and practice.
3. Keep yourself and your books/notebooks neat and clean as cleanliness is next to godliness.
4. Consider school property as your own.
5. Say "Please" when you want something.
6. Say "Thank you" when you get something.
7. Wish your teachers and all elders in and out of school.
8. Honesty, truthfulness and brotherliness should be the hall mark of your character and conduct.
9. Respect all elders; love all younger and fellow companions.
10. Be obedient to your monitors, teachers and elders.



## **ADMISSION POLICY**

At Gyanasthali, we seek to create a diverse learning community that welcomes students who bring a full range of gifts and experiences that represent the diversity of the human spectrum, including ethnicity, religion, and nationality.

Consistent with the spirit of the Right to Education Act (RTE), Gyanasthali also believes that all children should be given equal opportunity to learn and play together. More importantly, we believe that as a learning community, it is our responsibility to support each of our students in reaching their own goals, at their own pace.

It is clear, therefore, that we must be both realistic and idealistic about the number of students we admit.

### **ENCLOSURES REQUIRED FOR ADMISSION**

***Copies of the underwritten Certificates are required for the final admission:***

- |   |                      |
|---|----------------------|
| 1. Birth Certificate (Photocopy) -  | Class I              |
| 2. Mark Sheet (Photocopy) -   | Class II Onwards     |
| 3. Transfer Certificate (Original)<br>Countersigned by concerned Regional officer - | Class II Onwards     |
| 4. Migration Certificate (Original) -   | Class XI             |
| 5. Two recent attested photographs -<br><i>of the applicant</i>                     | For all the classes. |

#### **Note:**

1. No admission will be validated till the above mentioned documents are submitted.
2. Even if the admission fee is remitted, the admission will be only provisional till the above written documents are deposited and found correct by the school authorities.
3. Admission in class I require a photocopy of the original Birth certificate issued by the Registrar of Birth of a Municipal Body. It must be attested by a gazetted officer.

### **ASSEMBLY SCHEDULE**

Assemblies are the part of general educational function of any school. Assemblies provide forums for reinforcing appropriate audience behaviour. Assemblies make it possible to present material not easily done in the regular classroom.

### **OUR WEEKLY ASSEMBLY**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Prayer-I	Prayer-III	Prayer-II	Prayer-III	Prayer-III	Prayer-III
Eng day	Hindi day	News	Health talk	WOW	News
BD-Wish	BD-Wish	BD-Wish	BD-Wish	BD-Wish	BD-Wish
Thought	Thought	Thought	Thought	Thought	Thought
National Anthem	National Anthem	National Anthem	National Anthem	National Anthem	National Anthem

## ASSESSMENT & PROMOTION POLICY

**Assessments** inform students about their own progress, and enables teachers to 'form' effective instruction strategies. Periodic **Assessments** measure individual achievement at a point in time, against standards and benchmarks. We conduct regular cycle tests and other tests as per CBSE latest guidelines for testing the understanding of learners based on the concept of Bloom's Taxonomy. Progress of students will be shared with parents on PTM days.

### (1) SCHOLASTIC AREA

	Total 100 marks			
Subject	80 Marks (Annual Examination) Student has to secure 33% marks out of 80 marks in each subject	20 Marks (Internal Assessment) Student has to secure 33% marks out of overall 20 marks earmarked in each subject		
		Periodic Test (10 Marks)	Note Book Submission (5 Marks)	Subject Enrichment Activity (5 Marks)
		(i)	(ii)	(iii)
Language 1	School will conduct Annual Examination for 80 marks in each subject covering 100% syllabus of the subject of Classes. Marks and Grades both will be awarded for individual subject. 9-point grading will be same as followed by the Board in Class XII.	Periodic written Test, restricted to three in each subject in an Academic year.  Average of the best two tests to be taken for final marks submission	This will cover: · Regularity · Assignment Completion · Neatness & upkeep of note book	Speaking and listening skills
Language 2				Speaking and listening skills
Science				Practical Lab work
Mathematics				Maths lab Practical
Social Science				Map Work and Project work.
6 <sup>th</sup> Additional Subject	In case student opts a language as 6 <sup>th</sup> additional subject the modalities defined for Languages 1 and 2 shall be followed.			

### (2) CO-SCHOLASTIC ACTIVITIES:

School promotes co-curricular activities for the holistic development of the student. These activities will be graded on a 5-point grading scale (A to E) and will have no descriptive indicators. No up scaling of grades will be done.

<b>Activity</b>	<b>To be graded on a 5-point scale (A-E) in school</b>	<b>Areas and Objectives(As prescribed in the Scheme of Studies for Subjects of Internal Assessment)</b>
<b>Work Education or Pre-Vocational Education</b>	By the concerned Teacher	Work education is a distinct curricular area for students for participation in social, economic and welfare activities. Student gets a sense of community service and develops self-reliance (for Pre-Vocational Education as per Scheme of Studies)
<b>Art Education</b>	By the VA/PA or the concerned teacher	Art Education constitutes an important area of curricular activity for development of wholesome personality of the students. Students will select one or more forms of creative arts.
<b>Health &amp; Physical Education (Sports/ Martial Arts/Yoga/ NCC etc.)</b>	By the PE Teacher	Health & Physical Activity preferably sports must be given a regular period. Students should be provided opportunities to get professionally trained in the area of their interest. Indigenous sports, yoga and NCC must be encouraged in the schools creating a sense of physical fitness, discipline, sportsmanship patriotism, self-sacrifice and health care.

## **GYANASTHALI AWARDS**

**Merit Certificate:** A Merit Certificate shall be awarded to students who attain 100% attendance.

**Trophies / Medals:** Trophies/Medals shall be awarded to students for proficiency in extracurricular activities & sports.

**Roller's Trophy:**

**(A) Chairperson's Cup:** Chairperson's Cup shall be awarded to the best all rounder student of the school.

**(B) Director's Cup:** Director's Cup shall be awarded to the student who is best in sports.

**(C) Principal's Cup:** Principal's Cup shall be awarded to the student who is best in academics.

**(D) Most Smartly dressed student of The Year:** This Cup shall be awarded to student who is most smartly dressed.

### **FOR THE CONSIDERATION OF ANY ACADEMIC AWARD**

- (1) The student must appear in all examinations. If a child misses two Assessments in one subject in one term, he /she will not be eligible for any academic award.
- (2) Academic Awards will be awarded only to those students who continue to be in the school in the next class.
- (3) Children using unfair means in examinations will not be eligible for any academic awards.

## **OUR HOUSE SYSTEM**

- There are four houses in the school. Every student on admission is placed in one of these houses.
- The houses are: - Ashoka House, Bharat House, Raman House and Tagore House.
- Each house is headed by a boy or a girl known as House Captain. A member of the staff assisted by several other teachers' acts as the House Masters. Points are awarded to students throughout the year for academics, extracurricular activities games and sports. At the end of the year the houses gaining the highest number of point are awarded **running trophies**.
- Inter House competitions are organized in Sports, Debates , Extempore, Speech , Creative Writing, Slogan Writing & Test of Reasoning, Quiz, Art, Music.

## **SCHOOL LIBRARY**

The School Library is open to all bonafide students of the school. All classes from Class III on wards are provided with one Library period per week. Students have to observe the following rules:

- They must maintain absolute silence in the library.
- Students from class V onwards are allowed to borrow book on their own library cards.
- Book other than reference books are issued for one week.

- Book marked, disfigured or damaged will have to be replaced or paid for by the borrower.
- The Library has an open shelf system and student must help to maintain order in the different shelves. They must put the books at the same place after reading and not just anywhere on the shelves.
- Students are not allowed to bring their personal books or belongings to the library.
- If the book is lost or damaged, the double cost of the book will be charged.
- The school authorities have the right to ask child to return the book before due date, if necessary.
- In case of loss of card, a duplicate card will be issued at a cost of Rs. 50/-.

## **BIRTHDAY CELEBRATIONS**

Birthdays, being important days in our lives, are looked at as an occasion of coming together and sharing. We traditionally teach children that a kind deed done on this special day could sow seeds which will reap fruits later in our lives. So we permit children to distribute a toffee/chocolate/pencil/pen only to their classmates.

We request parents not to send any cakes or return gifts but to send only toffee or chocolate of maximum Rs.5/-. Or a pen or pencil of max Rs. 10/-.

## **LANGUAGE POLICY**

At Gyanasthali, we believe language is a vital tool for learning, communicating and being an active member of a global society. Our Language Policy communicates to all stakeholders the teaching-learning philosophy, processes and practices along with a balanced approach towards learning of the languages acknowledging the range of abilities and diversities within the school community.

The language of instruction used to deliver the curriculum at the Gyanasthali is **English**, one of the official languages of India. The language of the region is Hindi and in fact Hindi is also the mother tongue or first language of many of our students and staff.

## **THE HOMEWORK**

A reasonable amount of academic effort outside the class extends learning and reinforces study skills.

Homework activities can promote independent enquiry and demonstrate the pupil's initiative as a learner.

Students should do their work independently, in an environment that suits their temperament, learning style and energy curve. Parents can assist their children by ensuring that the appropriate setting exists. Generally, teachers do not assign work that they believe a child cannot do alone. The teachers allots the HW according to the need of an hour.

## **CODE OF CONDUCT FOR STUDENTS**

**Gyanasthali expects their students to show full respect to the whole school community at all times and to value school buildings, grounds and property.**

### **CODE OF CONDUCT FOR STUDENTS:**

- Students need to attend school regularly & punctually.
- Every student should bring his/her Almanac to school every day.
- Students should be habitually clean and always neatly dressed. Students who are not in proper uniform will not be allowed to enter their classroom.
- Changing of class rooms between periods should be done in silence and in an orderly manner.
- No student is allowed to leave the class or school premises during school hours without the permission of the Principal.
- Running in corridors is strictly prohibited. Students are advised not to linger about in corridor after period/break.
- All school property must be taken care. No students should scratch or spoil the desks or chairs or damage any school furniture or write or draw anything on the walls.
- Any damage caused by the students will be made good by the concerned student/students along with a fine imposed on him/her for the same.
- The school has banned to bring valuable articles viz. expensive watches, mobile, cameras, and calculators to the school.
- The conduct of every student should be polite and courteous no matter wherever they are. They should always remember that the school is judged by their conduct.
- Students must greet their teachers when they meet them. Bullying and use of abusive language are punishable offences.
- Observance of disciplinary rules of the school and good behaviour are essential conditions for a student's continuance at the school.
- The school insists on the maintenance of strict discipline. Any child who violates the set of rules of the school discipline will not be allowed to attend the school.
- Laboratory Breakages: In case of deliberate laboratory damage, the students will have to pay the cost of the equipment's damages, along with a penalty of 10% of the cost of the damaged items.
- It is compulsory to have 75% attendance. Students falling short of 75% attendance will not be allowed to take any school Exam/ Board Exam.

## **SUSPENSION/DISMISSAL**

The school reserves the right to suspend, dismiss a student if he / she does not follow to the student's code of conduct. Acts of indiscipline as listed below will be severely dealt with:-

- Coming late to school regularly.
- Staying away from classes, morning assembly or other activities.
- Misusing school property, scribbling on walls, furniture, and toilet walls etc. Copying or seeking help in the examination hall.
- Mishandling laboratory and class equipment.

For any deed of misconduct/indiscipline, the student will be warned once, second time parents will be called and third repetition will call for dismissal/suspension of the student from the school.

## **RULES FOR WITHDRAWAL**

- One month's notice in writing or a month's fee in lieu of notice should be given before a pupil can be withdrawn.
- Transfer Certificate will be issued after the settlement of all school dues.
- Student can be asked to leave the school on either disciplinary grounds or on account of unsatisfactory progress in their work.
- Any student who fails twice in the same class will not be permitted to continue at school.
- When a withdrawal takes place due to the above reasons. The question of charging a month's fee in lieu of notice does not arise.

## **EXPECTATION FROM PARENTS**

- Parents are requested to ensure that their ward reach to school on time.
- Regularity at school is imperative for good results. Hence parents are requested not to apply for their wards leave, if avoidable.
- Leave for half day should not be sought for security reasons. In case of emergency, it is permitted but after showing the Escort Card.(Without escort Card no one will be allowed).
- Children, when sick, should not be sent to school to attend test / classes.
- It is compulsory for the students to secure 75% of attendance to make him /her eligible to appear for the Second Annual Examination.
- A student will be allowed to appear in final exams only if his/her fee dues are cleared up to Sept and Feb. Of every session.
- If your ward is absent from school, he/she should make up for all work that has been missed by him/ her.
- See that your ward (s) carries books according to the time table of the day. No extra books are allowed.



- Parents are expected to check the Almanac of their ward(s) everyday to note homework and other instruction given by teachers.
- Parents are requested not to give very expensive stationary items to their wards.
- Parents are required to inform the school if there is any change in their address and/or telephone/ mobile numbers immediately.
- Parents are requested to ensure that their children maintain personal hygiene like trimming of nails and getting proper hair cut at regular intervals.
- Parents must refer the school almanac, note & circulars before making enquiries through phone.

Any communication made by the Parents/ Guardians should be addressed to the Principal and all the correspondence from the school to the parents will be done by the Principal.

### **DECLARATION**

I.....have read code of conduct. I understand it and agree to abide by it as a member of the school.

\_\_\_\_\_  
*Signature of the Student*

*I, the parent of .....declare that I have read the code of conduct. I understand what is required of my son/daughter and agree to be responsible for my son/daughter who has to abide by it.*

\_\_\_\_\_  
*Signature of the Parents*

*I, the class teacher of std.....on behalf of the school agree to respect and protect the rights of this student who has been placed in my care.*

\_\_\_\_\_  
*Signature of the Class Teacher*

# GYANASTHALI VIDYALAYA, REWA

## LEAVE APPLICATION FORM (STUDENTS)

Student's Name: \_\_\_\_\_ Class: \_\_\_\_\_ Sec: \_\_\_\_\_ Date: \_\_\_\_\_

**The Class Teacher,**  
**Gyansthal Vidyalaya Senior Secondary School, Rewa (M.P.)**

Respected Sir/Ma'am,  
I would like to apply for ..... day/days leave/leaves i.e from ..... to ..... on behalf of my ward.

**Reason for leave:**

Kindly grant him/her \_\_\_\_\_ (Medical Leave/Any Other Leave) for the above mentioned duration.

Following assessments are scheduled during this period: **(applicable only for Grades VI to XII).**

Assessment Type	Subject	Date of Assessment	Assessment Type	Subject	Date of Assessment
Pen paper/practical/ Speaking/Listening			Pen paper/practical/ Speaking/Listening		
Pen paper/practical/ Speaking/Listening			Pen paper/practical/ Speaking/Listening		

Yours Sincerely,

**Parent's Signature:** \_\_\_\_\_

Note: Please read the "Attendance Rules" printed overleaf before applying for any leave.

### TO BE FILLED BY THE CLASS TEACHERS

#### SECTION A:

- Received this Leave Application Form on \_\_\_\_\_.
- Student's Leave Record (as on closing of previous month), according to the Class's Attendance Register is as follows:

CURRENT YEAR		LAST YEAR	
Total Working Days		Attendance%(if applicable)	
Total Days Attended			
Attendance%			

Remarks/Recommendation by the Class Teacher: \_\_\_\_\_

- Leave has been considered as On-Duty/Medical/Sanctioned/Non-Sanctioned.
- Leave Considered for: \_\_\_\_\_.
- Same has been noted in the Attendance Register and the Application is being filed in the Class Teachers File.

Signature of the Class Teacher(s) \_\_\_\_\_

Date of Filing of Application \_\_\_\_\_

**Note:** For leave up to 2 days, fill Sections A and B. For leaves for 3 days or more, fill Section A and forward the Leave Application Form to the Principal. Update Section B once you receive the Leave Application Form from the Principal.

### TO BE FILLED BY THE PRINCIPAL

Leave for Mas./Miss \_\_\_\_\_ studying in class \_\_\_\_\_  
Sec \_\_\_\_\_ has been considered as (On-Duty/Medical/Sanctioned/Non-Sanctioned) leave, in view of \_\_\_\_\_

Signature of the Principal \_\_\_\_\_

(Date) \_\_\_\_\_

## **ATTENDANCE AND LEAVE RULES:-**

1. All the students are expected to maintain 100% attendance in the school.
2. All the students from class I to class XII should have the minimum of 75% attendance to appear in any exam.
3. Students participating in National/State/Zonal level events must have the minimum of 65% attendance. These events will be treated as duty, if approved by the School. Such students will have to submit the supportive documents of participation against the leave.
4. Leaves will be granted only on reasons like prolonged illness, demise of a parent or any other reason of similar serious nature, authorized participation in sponsored tournaments, cultural events and sports meets of not less than inter School Level. Permission would be granted only for events approved by school Principal.
5. While sanctioning the leave applied for reasons other than those mentioned above, class Teacher / Principal may sanction leave based on student's previous leave record, performance, behavior and any other priority or event in the School. The School reserves the right to decline a leave.
6. **Student must avail a leave only in case of urgency.**
  - **Leaves should be intimated through this Leave Application form seeking permission from the class teacher. Other than an emergency, approval of the leave/s should be sought at least five days in advance.**
  - **In case of unforeseen circumstances the child must submit a leave application clearly stating the reason for absence, on the day he/she joins back School.**
7. Class Teacher is authorized to sanction leave up to 2 days. Leave for three days or more will be sanctioned by the Principal. In case of an emergency where the leave could not be applied in advance, intimation can be sent to the School through email or call and the leave application must be submitted to the Class Teacher on the first day of resuming the school.
8. A Medical certificate issued by a Registered Medical Practitioner/Hospital as applicable must support the leave on Medical ground. The requisite certificate is required to be submitted on the day the student joins the school after availing the leave. In case the absence is likely to exceed three days, an interim Medical (sickness) Certificate is required to be submitted within three days.
9. A student joining after suffering from an infectious or contagious disease or any serious ailment is required to produce a certificate of fitness issued by the concerned doctor / holidays permitting him / her to attend the School.
10. Attendance on the last working day of school preceding vacations / holidays and the first working day thereafter is compulsory. No leave shall be granted for any extension of holidays before or after especially for social gatherings or trips.
11. Attendance on all important events/functions is compulsory. The students found absent, are liable to face disciplinary action.
12. Short leave will not be permitted unless there is dire emergency.
13. Students with attendance below the prescribed level or indulging in frequent absenteeism or where leave is not authorized for certain reason (s) by the School, will call for action.
14. Repeated absence without prior sanction of leave, unexplained absence for more than 10 consecutive days renders the student's admission liable to be cancelled.
  - Every absence (due to sickness or otherwise) must be entered briefly in the Record of Absence page of the Almanac and signed by parents or guardians.
  - Parents are requested to send a leave application (in school format).

## **GUIDELINES TO PARENTS/GUARDIANS**

**GYANASTHALI VIDYALAYA** is a progressive and up growing institution. In order to realise the highest ideal of education, to nurture the sterling qualities of an all round personality and to inculcate healthy competition with maintenance of individual identities under perfect care without constraining inherent qualities. We at GV need your co-operation with all your resources (Physical, Social and Economical) in this to help us in achieving our goal.

1. Parents must regularly visit school's website to know the necessary information's of the school's activities. They can also respond or give their feedback through SMS facility provided by the school.
2. Any communication made by the Parent/Guardian should be addressed to the Principal.
3. Students are advised not to bring valuable articles. School shall not undertake any responsibility for the loss.
4. Parents are required to co-operate with the school in its attempt to help their children progress by paying attention to their regularity, punctuality and discipline and take interest in their child's work. They should check the almanac every day and note the homework and other instructions given. They are advised to check the bags of their wards to see if any circular/notice/invitation etc. has been issued.
5. Care must be taken of all school property and if any damage is done, it will be made good by the concerned student together with a fine imposed for the offence.
6. All students are expected to join the school on the notified date at the beginning of the term.
7. Once the name is struck off from the roll, readmission can be done with due permission of the Principal.
8. Parents must first consult the school calendar, date sheets and other circulars, before making enquiries on the phone.
9. Parents must provide the school with correct mobile numbers and also inform about the changes (if any) so that SMS containing important messages can be sent to them.
10. Parents are requested to inform the school if there is any change in their address and telephone numbers.
11. Children when sick should not be sent to school to attend tests/classes.
12. Parents are requested not to enter classroom to see their children or teachers during school hours without prior permission of the Principal.
13. The name, class, section & house of the pupil should be clearly marked on all belongings of the child. School will not be responsible for lost materials.
14. The ward of those parents, who avoid meeting the school authorities when advised to do so, may not be allowed to attend the class.
15. Parents should ensure that their wards prepare their lessons well and do their homework regularly.
16. Parents should make sure that for any absence from the school, written intimation is sent to the class teacher. In case of emergency only, short leave will be given.
17. Students will not be allowed to go for drinking water after every period except for the Short - Break. If in case it is required, the students are requested to bring water bottles to school.
18. Important messages are communicated, well in advance, through the students or through remarks of class teachers in their diary or SMS. Students will be responsible for any misinterpretation of any rule of keeping the parents in the dark about the remarks given by the authority of the School.
19. Students are not **allowed to bring Mobile phones in school**. If any student is found with a Mobile phone, the phone will be retained by the school minimum for 6 months by the school.

## **SPECIAL ASSEMBLIES/CELEBRATIONS**

April	World Health Day
	Jalliwallah Bagh Massace Day
	World Heritage Day
	World Creativity & Innovation
	Earth Day
	World English Language Day
June	World Music Day/International Yoga Day
	International National Day Against Drug Abuse
July	Doctor's Day
August	Global forgiveness Day
	World Youth Day
	Kargil Vijay Diwas
	World Peace Day
September	Quit India Day
	International Youth Day
	Sadbhavana Diwas
	Sanskrit Day
	National Sports Day
	Nutrition Week
October	Teacher's Day
	World Literacy Day
	Hindi Diwas
	Gandhi Jayanti
November	Indian Air Force Day
	World Post Office Day
	UN Day
	Rashtriya Ekta Diwas
	World Cancer Awareness Day
December	Education Day
	Children Day
	World Environment Protection Day
	Aids Day
January	Computer literacy Day
	Navy Day
	Armed Forces Flag Day
	Human Rights Day
	International Energy conservation Day
	Farmers Day
	National Youth Day (Swami Vivekanand)
	Army Day
February	Republic Day
	Martyrs Day
	Cancer Day
	Sarojini Naidu Birthday
	National Science Day

## **SPORTS ACTIVITY PLANNER**

Month	I to III	IV to V	VI to VIII	IX to XII
April	Sprint dodge ball	Back Running Sprint	Volley Ball, Table Tennis	Basket Ball, Hand Ball
July	Spoon Lemon Race, Frog Race	Skipping Race, Relay race	Badminton, Carom	Volley Ball, Chess
August	Passing Ball	Three leg Race Skipping	Chess, Handball	Badminton, Kho-Kho
September	Shuttle Race, Frog Race	High jump, Kho-Kho	Kho-Kho Badminton	Table Tennis
October	Back Running Relay race	Basket Ball, Badminton	Skipping Race, Relay race	Basket Ball, Hand Ball
November	Infront Ring Caton	Passing Ball, Kho-Kho	Basket Ball, Carom	Volley Ball, Chess
December	Toffee Race	Back Race	Badminton, Table Tannic	Badminton, Chess

## **MONTHLY THEME OF ASSEMBLY**

Month	1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week
April	Discipline (Its value in life)	Obedience Health awareness	Importance of Books	Liabilities of students	
June			Environment (Our liabilities)		
July	Population Control	Technology (Its use profit & loss)	Importance of Focus	Justice	
August	Water (Its conservation and use)	Peace	Patriotism	Culture (Sanskriti)	Value of Sport
September	Humanity	Management	Positivity (Handwork)	Networking (Importance in life)	
October	Courage Social Awareness	Forgiveness	Unity (Its importance)	Restriction	Fearlessness
November	Enthusiasm	Strength	Forest (Its conservation use)	Protection	Devotion
December	Education	Human right	Energy conservation	Sacrifice	
January	Yoga (Its importance)	Respect	Literacy	Cleanliness	
February	Incredible India		Globalisation	Secularism	
March	Truth Fullness				



## REMARKS BY VICE PRINCIPAL/PRINCIPAL

(TO BE SIGNED BY PARENTS ON THE SAME DAY)

[illegible]

[illegible]

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### Parent's Message to the Class teacher

[illegible]

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## SCHOOL UNIFORM

Days	Boys	Girls
Monday	Blue Shirt with Tie, Blue Pant and Black Shoes with Socks	Blue Shirt with Tie, Blue Skirt and Black Shoes with Socks
Tuesday	Blue Shirt with Tie, Blue Pant and Black Shoes with Socks	Blue Shirt with Tie, Blue Skirt and Black Shoes with Socks
Thursday	Blue Shirt with Tie, Blue Pant and Black Shoes with Socks	Blue Shirt with Tie, Blue Skirt and Black Shoes with Socks
Friday	Blue Shirt with Tie, Blue Pant and Black Shoes with Socks	Blue Shirt with Tie, Blue Skirt and Black Shoes with Socks

## HOUSE UNIFORM

Days	Ashoka House	Bharat House	Raman House	Tagore House
Wednesday	Yellow T-Shirt with Yellow Collar	Yellow T-Shirt with Red Collar	Yellow T-Shirt with Green Collar	Yellow T-Shirt with Blue Collar
Saturday	Yellow T-Shirt with Yellow Collar	Yellow T-Shirt with Red Collar	Yellow T-Shirt with Green Collar	Yellow T-Shirt with Blue Collar

**Note: - Girls from IX Onwards must Wear  
Salwaar-Kurta with Half Jackets**



# **GYANASTHALI VIDYALAYA**

**SR. SEC. SCHOOL, REWA**

Phone No :- 07662-404972

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