NAIPUNNYA PUBLIC SCHOOL

GENERAL SCHOOL INFORMATION

ADDRESS	:	EDAKKUNNU, PADUAPURAM P.O., ANGAMALY, KERALA, INDIA - 683 576
TELEPHONE	:	0484-2450450, 2450850, 7736450450, 8547025250
EMAIL	:	info@naipunnya.edu.in
WEBSITE	:	www.naipunnya.edu.in

STUDENT DETAILS

NAME : .....ADMN. NO. .....

CLASS..... AADHAR No. : .....

HOME ADDRESS .....

.....PIN.....

PHONE (Res.)..... MOB. PH. : .....

OTHER CONTACT NUMBERS IN CASE OF EMERGENCY.....

OTHER EMERGENCY INFORMATION.....

DOCTOR .....PHONE NO.....

Parents are informed that occasional remarks from the teachers are conveniently sent through these pages, and they are encouraged to do likewise. The change of address or telephone numbers are to be intimated in the school office then and there.

SCHOOL MANAGEMENT

Patron : His Beatitude Major Archbishop Mar RAPHEL THATTILL

Co-Patron : Archbishop Mar JOSEPH PAMPLANY

Executive Director : Rev. Fr. Dr. BINDO KILUKKAN

Asst. Exe. Director : Rev. Fr. ROBIN VAZHAPPILLY

SCHOOL HOURS - 8:40 am. to 3:45 pm.

OFFICE HOURS

Monday to Saturday :
8:40 am. - 1:00 p.m., 1:30 pm. - 4:00 pm.

Principal : Mrs. RAJALAKSHMY M. P.

The principal will be available to the parents for consultation by prior appointment or at the following timing.

Monday to Friday : 2:30 to 3:30 pm.

Teachers will be available to the parents for consultation on all **Fridays** from **3:30 p.m.** to **4:30 p.m**.

No school business will be transacted on holidays & Second Saturdays.

MESSAGE FROM THE EXECUTIVE DIRECTOR



Dear Parents, Students,Teachers, Staff and Well wishers,

As Naipunnya Public School approaches its 25th year, I welcome you all to a fresh academic journey filled with hope and renewed purpose. It is heartening to note that our admissions have increased this year compared to the previous years, a testament to the trust you place in us. To strengthen our commitment to quality education, we have appointed several new and highly qualified teachers who bring fresh energy and expertise to our classrooms. Along with academic excellence, we have also focused on the overall well-being of our students by setting up a new open gymnasium, enhancing our playground, and providing dedicated training spaces to develop their physical fitness and sportsmanship. In addition, we have planned special academic initiatives and programmes this year to foster critical thinking, creativity, and value-based learning among our children. With everyone's wholehearted cooperation, we aspire to take Naipunnya forward as one of the finest schools in Kerala. We fondly recall with gratitude the honour we received last year as one of the Best Schools in Kerala, an achievement made possible by the collective efforts of our students, teachers, and parents. May this new academic year bring greater learning, growth, and success to every child at Naipunnya.

Warm regards,

Fr. Dr. Bindo Kilukkan
Executive Director

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PERSONAL MEMO 2026-2027

Name of Student :

Class & Sec : House :

Admn. No. Date of Birth :

Aadhar No. :

	Mother	**Father**
Name		
Designation		
Office Address		
Email –id		
Telephone		
Mobile		

Home Address :

Other Telephone Nos. 1) 2)

Sibling studying in NPS

1. Name : Class & Sec:

2. Name : Class & Sec:

Mode of Transport: School Bus / Private / Public Transport / Bicycle

Bus No : Bus Stop :

Mode of private transport : Ph. No. of Driver. :

Medical status

Allergy/ Illness (if any):

Medication prescribed:

Blood Group :

Specimen Signatures

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Mother **Father**

PERSONAL MEMO 2026-2027

Name of Student :

Class & Sec :	House :
Admn. No.	Date of Birth :
Aadhar No. :	

	Mother	**Father**
Name		
Designation		
Office Address		
Email –id		
Telephone		
Mobile		

Home Address :

Other Telephone Nos. 1) 2)

Sibling studying in NPS

1. Name : Class & Sec:
2. Name : Class & Sec:

Mode of Transport: School Bus / Private / Public Transport / Bicycle

Bus No :	Bus Stop :
Mode of private transport :	Ph. No. of Driver. :

Medical status

Allergy/ Illness (if any):

Medication prescribed:

Blood Group :

Specimen Signatures

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Mother **Father**

SCHOOL ANTHEM

Naipunnya, Naipunnya, Naipunnya, Naipunnya
The highways to knowledge and skill
Run through these yards
Wisdom and understanding
Bloom together in these fields
Building lives, spreading smiles
We march forward over
Every high hill and low valley
Reach, reach for the unreached
Leap, leap for the stars beyond
Naipunnya, we reach for the unreached
Naipunnya, we reach for the stars beyond
Creative minds, unite here
As a family we flourish
Seeing the unseen
We attempt great things together
Our utmost we pledge
To build a better world
Unyielding spirits seeking minds, setting out for horizons
Reach, reach for the unreached
Leap, leap for the stars beyond
Naipunnya, we reach for the unreached
Naipunnya, we reach for the stars beyond
Naipunnya, Naipunnya, Naipunnya, Naipunnya

THE LORD'S PRAYER

Our Father in heaven / holy be thy name/ thy kingdom come / thy will be done on earth / as it is in heaven. / Give us this day / our daily bread / forgive us our sins / as we forgive / those who sin against us. / Lead us not into temptation / but deliver us from evil. / Amen.

PRAYERS AT NOON

I

O Lord/ My God/
Help me to be/ a worthy pupil/ of Naipunnya School/
To learn my lessons/ to do my duties/
To be responsible/ to be disciplined/
To respect my teachers/

To honour/ and cherish my parents/
To love my school/ and bring it glory/
To be/ a worthy citizen of India/
And to be/ prayerful always.
Bless me/ my God/ Amen.

II

Heavenly Father/ our light and our life/
We offer you/ our study time/
In thanksgiving /for Your great love/
Guide us /in our lessons/ bless our studies
And take us/ through the storms of life/
To reach the unreached./ Amen

PRAYER AFTER CLASS

I

Beloved Father in heaven / Accept our thanks / For all the good things /
You have given us. / The wisdom to learn / The power to understand /
And the nobility to love / Praise and glory be to you. Amen

II

Dear Lord
We thank You / for this beautiful day / For all those who helped us/
To grow in the school of wisdom. For my teachers and friends / Who have been kind and good to me / Forgive me / for all my shortcomings/
And protect me / on my way home./ Amen

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.

NATIONAL ANTHEM

Jana gana mana adhinayaka jaya he
Bharata bhagya vidhata
Punjab Sindhu Gujarata Marata
Dravida Utkala Banga
Vindhya Himachala Yamuna Ganga
Uchala jaladhi taranga,
Tava shubha name jage
Tava shubha ashisha mage
Gahe tava jaya gatha
Jana gana mangala dayaka jaya he
Bharata bhagya vidhata
Jaya he, jaya he, jaya he,
Jaya, jaya, jaya jaya he.

VANDE MATARAM

Vande Mataram
Sujalam Sufalam malayaja sheethalam
Sasyashyamalam-mataram Vande Mataram
Subra - jyotsna - pulakitha yaminim
Fulla kusumitha-drumadalashobinim
Suhasini sumadura bhashinim
Sukatham varadam mataram
Vande Mataram (2)

NAIPUNNYA HYMNAL PRAYER

I

ഈശ്വരാ കൈകൂപ്പി നില്പൂ ഞാൻ നിൻ മുൻപിൽ
ഈറനണിഞ്ഞ മിഴികളോടെ
കാരുണ്യമെന്നിൽ ചൊരിയണേ ഭൂവിനും
കാരണമായുള്ള തമ്പുരാനേ

അച്ഛനും അമ്മയുമെന്തു പറഞ്ഞാലും
അക്ഷരം തെറ്റാതനുസരിച്ചും
ഉള്ളിൽ വെളിച്ചം പകരും ഗുരുവിനെ
ഉൺമയിൽ സ്നേഹിച്ചും ആദരിച്ചും (ഈശ്വരാ....)

കൂടെ പഠിക്കുന്ന കുട്ടികളെ തന്റെ
കൂടെ പിറപ്പുകളായ് നിനച്ചും
ജീവിക്കുവാനായ് തുണയ്ക്കണേ
ഭൂവിന്നാരാശ്രയമായുള്ള തമ്പുരാനെ (ഈശ്വരാ....)

II

ജീവകോടിയിൽ നിത്യമായ് മേവും
ജീവിതാനന്ദ ധർമ്മമേ
ജീവസാഗരകല്ലോലങ്ങൾതൻ
ഭാവസുന്ദരഗാനമേ (2)

താരിലും താരമണ്ഡലത്തിലും
കാരിരുമ്പിലും പൂവിലും (2)
ആരനശ്വര ജ്യോതിസ്സേകുന്ന
ആമഹാശക്തി വന്ദനം (2) (ജീവകോടി.....)

ബുദ്ധിയും ജ്ഞാനശക്തിയും ദൈവ-
ഭക്തിയും നല്ല സിദ്ധിയും (2)
ഒത്തിണങ്ങിയ പാതയിൽ ഞങ്ങ-
ളൊത്തുചേരാൻ തുണയ്ക്കണേ
ഒത്തുചേരാൻ തുണയ്ക്കണേ (ജീവകോടി.....)

III

എങ്ങുമെങ്ങും നിറയും വെളിച്ചമേ
എൻ മനസ്സിൽ നീ ശാന്തിയാകേണമേ
എന്റെ പാദം ഇടറാതിരിക്കുവാൻ
എന്നുമെന്നിൽ കൃപചൊരിയേണമേ. (എങ്ങുമെങ്ങും)

പൂവിലൂറുന്ന പുഞ്ചിരി നീയല്ലോ
പൂസ്തകം തരും ജ്ഞാനവും നീയല്ലോ
പുല്ലുമാടവും പൂമണിമേടയും
തുല്ല്യമായ് തൊഴും ശക്തിയും നീയല്ലോ (എങ്ങുമെങ്ങും)
നല്ല ചിന്തയായ് എന്റെ മനസ്സിലും
നല്ല ഭാഷയായ് നാവിന്റെ തുമ്പിലും
നല്ല ചെയ്തിയായ് എന്റെ കരത്തിലും
നന്മയായ് നീ കടന്നിരിക്കേണമേ. (എങ്ങുമെങ്ങും)

IV

കാണുന്നതെല്ലാം ആ സ്നേഹസ്വരൂപന്റെ
മായാവിനോദ ഭാവങ്ങളല്ലേ
കേൾക്കുന്നതെല്ലാം ആ ഗന്ധർവ്വഗായക-
രാഗാർദ്രസംഗീതനാദമല്ലേ
(കാണുന്നതെല്ലാം.....)
എന്നെന്നുമൂട്ടുന്ന പാടിയുറക്കുന്നൊ-
രമ്മതൻ വാത്സല്യധാരയല്ലേ
കേഴുമ്പോഴെല്ലാം ചേർത്തണച്ചീടുന്നൊ-
രച്ഛന്റെ കാരുണ്യപൂരമല്ലേ.
(കാണുന്നതെല്ലാം.....)
കാണായലോകങ്ങളെല്ലാം നിൻ വൈഭവ-
മെന്നൊരാ സത്യം നീയോതിയില്ലേ
സർവ്വചരാചരലോകരുമെന്നുടെ
സോദരരെന്നു നീ പാടിയില്ലേ
(കാണുന്നതെല്ലാം.....)

V

പരിമൃദുകോമളധരണിതൻ മീതേ
ഹരിതവർണ്ണോജ്ജ്വല ലതകളിലാകെ
മണമോലും സൂനങ്ങൾ അഴകോടെ ചാർത്താൻ
അഖിലലോകനാഥാ കൈതൊഴാം ഞങ്ങൾ
ഞങ്ങളീ കൂപ്പുകൈമൊട്ടുകളാലേ
മംഗളഗാനങ്ങൾ അർച്ചനചെയ്കേ
മതികവരുമാനന്ദം തീർക്കണേ ദേവാ
മനതാരിലെന്നെന്നും മംഗളരൂപാ
മധുമതി പെയ്യുന്ന നറുവെണ്ണിലാവും
മഴവിൽകൊടിയുടെ നിറവുമീ വിണ്ണും
ശ്രീ ഭക്തവത്സലാ നിർമ്മിച്ചു നിന്റെ
തൂവിരൽതുമ്പിലെ പമ്പരം ലോകം
(പരിമൃദു)

VI

हम कॊ मन की शक्ति देना
मन विजय करे ...
दूसरॊं की जय से पहले
खुद कॊ जय करे
हम कॊ मन की शक्ति देना
भेद भाव अपने दिल से
साफ कर सके
दूसरॊं से भूल हॊ तॊ
माफ कर सके ...
झूठ से बचे रहे (२)
सच्च कदम भरे ...
हम कॊ मन की शक्ति देना ...

VII

तुम्हीं हो माता, पिता तुम्हीं हो
तुम्हीं हो बन्धु, सखा तुम्हीं हो । (२)
तुम्हीं हो साथी, तुम्हीं सहारे
कोई ना अपना सिवा तुम्हारे
तुम्हीं हो नैया, तुम्हीं खिवैया,
तुम्हीं हो बन्धु, सखा तुम्हीं हो ।
जो खिल सकें न वा फुल हम हैं
तुम्हारे चरणों के धूल हम हैं
दया की दृष्टी सदा ही रखना
तुम्हीं हो बन्धु सखा तुम्हीं हो ।

VIII

प्रभुजी ... प्रभुजी ...
तु मेरे प्राण आधार
उठत बैठत सोवत जागत
अनेक वार जाऊँ वारे (प्रभुजी)
दर्शन देख जिवा गुरु तेरा
पूर्ण कर्म होए, होए प्रभु मेरा (प्रभुजी)

IX

इतनी शक्ति हमें देना दाता
मन का विश्वास कमजोर हो ना (२)
हम चलें नेक रस्ते पे, हमसे
भूलकर भी कोई भूल होना - (२)
दूर आज्ञान के हो अंधेरे
तू हमें ज्ञान की रौशनीं दे
हर बुराई से बचते रहें हम
जितनी भी दे, भली जिन्दगी दे
बैर हो ना किसि का किसी से
भावना मन में बदले कि हो ना
हम चलें नेक रास्ते पे हमसे
भूलकर भी कोई भूल हो ना....
इतनी शक्ति

हम अन्धेरे में हैं रोशनी दे,
खो ना दे खुद को ही दुश्मनी से,
हम सजा पाये अपने किये की,
मौत भी हो तो सह ले खुशी से,
कल जो गुजरा है फिरसे ना गुजरे,
आनेवाला वो कल ऐसा हो ना....
हम चलें नेक रस्ते पे, हमसे
भूलकर भी कोई भूल हो ना
इतनी शक्ति

X

ऐ मालिक तेरे बंदे हम, ऐसे हो हमारे करम
नेकी पर चले, और बदी से टले, ताकी हसते हुये निकले दम
ये अंधेरा धना छा रहा, तेरा इन्सान घबरा रहा
हो रहा बेखबर, कुछ ना आता नजर, सुख का सूरज छुपा जा रहा
हैं तेरी रोशनी में जो दम, तो अमावस को कर दे पूनम
नेकी पर चले, और बदी से टले, ताकी हसते हुये निकले दम
जब जुल्मों का हो सामना, तब तू ही हमें थामना
वो बुराई करे, हम भलाई भरे, नहीं बदले की हो कामना
बढ उठे प्यार का हर कदम और मीटे बैर का ये भरम
नेकी पर चले, और बदी से टले, ताकी हसते हुये निकले दम

XI

Be not dismayed what ever be tide
God will take care of you
Beneath his wings of love abide
God will take care of you
    God will take care of you
    Through everyday o'er all the ways
    He will take care of you
    God will take care of you
Through days of toil
When your heart fails
God will take care of you
When dangers fierce your path assail
God will take care of you (God will take.....)

XII

As your children gather in peace
All the angels sing in Heaven
In your temple all that I seek
Is to glimpse your holy presence.

    All the heavens cannot hold you lord
    How much less to dwell in me?
    I can only make my one desire
    Holding on to Thee.

All the angels exalt you on high
What a kingdom to depart!
But you left your throne in the sky
Just to live inside my heart.

XIII

Make me a servant humble and meek
Lord, let me lift up those who are weak
And may the prayer of my heart always be,
Make me a servant, make me a servant,
Make me a servant to-day!

Even though you were, in the form of God
You took the form of a slave,
You accepted death,even on a cross,
So God exalted your name.

Ere you formed me in my mother's womb
You called me by my name
And you touched my mouth and appointed me
A prophet to the world.

XIV

Light of the world you stepped down into darkness
Open my eyes let me see
Beauty that makes this heart adore you
Hope of a life spend with you
Here I am to worship
Here I am to bow down
Here I am to say that you are my God
You are altogether lovely,altogether worthy,
Altogether wonderful to me

King of all days also highly exalted
Glorious in heaven above
Humbly you came to the earth you created
All for love sake became poor

XV

Just like a child who trusts his father dear
And who delights to feel his presence near
Just like a child whose minds has not a doubt
And whose heart is never proud.

Here I come , O Lord,
Here I come just like a child.
Here I come , O Lord,
Here I come just like a child.

Just like a child so weak he cannot stand,
But who holds firm and tight his mother's hands,
Just like a child who strings in bright daylight,
Fearing not the long dark night.

XVI

Have you not heard his silent steps
He comes, comes ever comes.
Many a song have I sung
In many a mood of mine
But all their notes, have always proclaimed,
He comes, comes, ever comes.
In the rainy gloom of july nights
On the thundering chariots of clouds
He comes, comes,ever comes
In sorrow after sorrow,
It is his steps that press upon my heart
And it is the golden touch of his feet
That makes my joy to shine.

XVII

O give thanks to the Lord for he is good
O give thanks to the Lord for he is good
Yes eternal is His love
I will sing to my God never ceasing
All my life I will tell of his wonders

He's the maker of all earth and heaven
Of the ocean, the seas and all they hold.

The Almighty is faithful forever
He is just to the poor and the outraged
It is He who gives bread to the hungry
Who delivers the captives from their chains

XVIII

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

O, master, grant That I may never seek,
So much to be consoled as to console....
To be understood as to understand
To be loved as to love with all my soul.

Make me a channel of your peace,
Where there's despair in life, let me bring hope,
Where there' is darkness only light
And where there's sadness, ever joy

XIX

Keep me in the hollow of your hands
Lead me through this wild and stormy lands
Thou doth guide my feet though the pathway may be steep
Keep me in the hollow of your hands

Keep me, keep me day by day
Guide me, guide me all the way
Never, never let me stray
Keep me in the hollow of your hands

Keep me in the centre of thy will
All the plans for me may I fulfill
As I go my way help me Lord from day to day
Keep me in the centre of thy will

Keep me, keep me day by day
Guide me, guide me all the way
Never, never let me stray
Keep me in the centre of thy will

XX

O! Lord my God, when I in awesome wonder
Consider all the world thy hand has made
I see the stars I here the roaring thunder
Thy power through out the universe displayed

Then sings my soul my saviour God to Thee
How great though art (2)

And when I thing that God his son not sparing
send them to earth I scarcely can believe
That on the cross our burden gladly bearing
He gave his life for all the worlds relieve

Then sings my soul my saviour God to Thee
How great though art (2)

XXI

More love, more power
More of you in my life
I will worship you with all of my mind
I will worship you with all of my heart
And I will worship you with all of my strength
For you are my Lord (2)

സ്നേഹമായ്.....ശക്തിയായ്.....
എന്നിൽ വന്നു നിറയേണമേ
ആരാധിക്കും ഞാൻ പൂർണ്ണമനസ്സോടെ
ആരാധിക്കും ഞാൻ പൂർണ്ണഹൃദയമോടെ
ആരാധിക്കും ഞാൻ പൂർണ്ണശക്തിയോടെ
എൻ രക്ഷകാ.....എൻ ദൈവമേ.....

XXII

You are my strength when I am weak
You are the treasure that I seek
You are my all in all
Seeking you as a precious jewel
Lord, to give up I'd be a fool
You are my all in all
Jesus Lamb of God, worthy is your name [2]
Talking my sin my cross my shame
Rising up again I bless your name
You are my all in all
When I fall down you pick me up
When I am dry you fill my cup
You are my all in all
Jesus, Lamb of God worthy is your name (4)
Worthy is your name (2)

XXIII

This little guiding light of mine
I'm going to let it shine (2)
Let it shine all the time, let it shine

Hide it under a bushel, oh no!
I' m going to let it shine (2)
Let it shine all the time, let it shine

Take this little light round the world
I' m going to let it shine (2)
Let it shine all the time, let it shine

THE MANAGEMENT

Naipunnya Public School, a pioneering project of the Archdiocese of Ernakulam - Angamaly, forms another phase of Naipunnya Group of Educational Institutions. Naipunnya, with its proven track record in Management Studies and Information Technology, was entrusted with the task of fulfilling the Public School project started in the year 2003. Naipunnya Public School has His Beatitude Major Archbishop Mar Raphel Thattil as the chief patron, Archbishop Mar Joseph Pamplany as co-patron. Syncellus Rev. Dr. Anto Cheranthuruthy functions as the Director (AICO). Presently Rev. Dr. Bindo Kilukkan is the Executive Director and Rev. Fr. Robin Vazhappilly is the Asst. Executive Director.

AIMS AND OBJECTIVES

1. To impart quality education enabling the pupils to keep abreast of the times.
2. To provide a comprehensive education so as to develop in the children a sound character and a rounded personality.
3. To mould children with a keen sense of discipline, responsibility, initiative, integrity, self-confidence, self-esteem and positive self image.
4. To impart a sound religious and moral education so as to uphold moral values in life.
5. To ensure sound physical and intellectual development.
6. To help each child with emotional responses, to adjust to necessary changes and to overcome obstacles.
7. To help each child to respect the rights and privileges of others and their points of view.

VISION

Integral formation and refinement of the youth through a continuously renewed training programme, combining effective methods, advanced techniques and Christian values, for the benefit of the society at large.

MISSION

Imparting innovative and effective training to students in order to achieve excellence in personal integrity, professional ingenuity and social commitment.

MOTTO

"To reach the unreached" is the avowed motto of Naipunnya. It aims at the relentless toil to reach for the stars beyond. At the same time it encapsulates inclusion of all.

CURRICULUM

The School follows the curriculum and syllabi of the Central Board of Secondary Education, New Delhi. The students are prepared for Secondary School Examination (SSE) & Senior Secondary Certificate Examination (SSCE). Examinations take place at the end of grades X & XII. The medium of instruction is English. Hindi and Malayalam are the additional languages being taught.

FACILITIES OFFERED

✷ Cafeteria ✷ Media Room ✷ Language Lab ✷ Smart Class Rooms ✷ Library ✷ Computer Labs ✷ Audio Visual Rooms ✷ Public Speaking ✷ Indoor and Outdoor games ✷ Prayer facilities✷ School Transport ✷ Sports and Athletics ✷ Medical Service ✷ Resource Room Teaching ✷ Educational Tours & Picnics ✷ Counselling ✷ Value Education Programmes ✷ Club Activities ✷ House Activities ✷ Mathematics Lab ✷ Science Labs ✷ Life skill education ✷ Lego Activity ✷ Health Checkup Camp ✷ Leadership Camps ✷ Open Gym, Football Court, Volleyball Court, Basketball Court ✷ Co-Curricular activities like Classical Dance, Classical Music, Western Dance, Guitar, Violin, Electronic Organ, Karate, Yoga, Roller Skating, ✷ Chess, Band, Jass Drum ✷ Self skill training.

ADMISSION

The LKG is open to children aged 4 as on the 1st of June of the year of admission or a date decided by central/state government/CBSE from time time. Attested copies of the child's birth and vaccination certificates should be submitted. The correct date of birth and name must be written in the application for admission. The registration forms are issued at the beginning of August for the succeeding academic session. There will be a counselling session held for both parents and the child seeking admission to LKG. To other classes admission will be subject to the availability of seats and based on their merit.

Pupils coming from other schools are required to bring their transfer certificates from the school last attended, duly attested by the D.E.O. or by the Regional Office, CBSE, if from another state or country according to CBSE regulations.

The school authorities reserve the right to refuse admission to a pupil without assigning any reason. They also reserve the right to dismiss students whose diligence or progress in studies is constantly unsatisfactory or whose conduct is harmful to other students or whose parents show little interest in the progress of their wards.

WITHDRAWALS

- A month's notice in writing is required for the withdrawal of a pupil.
- Transfer Certificates will be given only to those who have paid the fees and other dues.
- If a pupil is found unfit to continue in the school he/she will be removed from the rolls. Misbehaviour, cruelty towards other students, irregular attendance, disrespect to teachers, habitual idleness, stealing, improper conduct, etc are sufficient reasons for the dismissal of a pupil.
- The school reserves the right to dismiss students whose fees and other financial dues are not paid in time and also cancell the admision if mandatory documents are not submitted within the stipulated time.

ATTENDANCE

We stress the importance of regular attendance at the school. Ensure that your child is regular and punctual. No pupil shall be absent by himself/herself without prior permission. For unforeseen reasons, the reason for leave shall be documented in the School handbook on the first day of return to the school.

- Continuous absence for 15 working days without a genuine reason renders students liable to be removed from the rolls.

- Prior permission must be taken from the Principal for leave for more than 3 days.
- The school does not encourage children to be taken early or brought late to the school.
- Half-a-day leave will not be granted to pupils unless requested by parents in case of a genuine emergency of medical reasons or death in the family. In such instances the matter has to be informed to the Principal.
- A minimum of 80% of the total working days of the academic year is a pre-requisite for promotion.
- Attendance on the dates of opening and closing of the school is compulsory.

FEES

1. All the school fees are due in advance and should be paid in three installments on or before the **10th day of May, September and January**.
2. Fees can also be paid in one installment for the whole year in advance. Payment of fees can be made through any branch of **The Federal Bank** using the challan slips provided from the school by mentioning the Admission Number of the student. Online payment of fees can be done through our website **www.naipunnya.edu.in/ Mobile App**
3. Fine of Rs. 5 will be collected per day for the next ten days after the due date. (upto 20th) Bank will accept fees after 20th of the particular month with a fine of Rs 100/-. Non-payment of fees even after the particular month will lead to removal of the student from the rolls. If the assigned date is a bank holiday, fees could be remitted on the following working day.
4. All school fee dues of the year must be cleared before a pupil is permitted to sit for the final examination.
5. The receipts issued by the school office/bank for the payment of school fees, bus fees, etc should be preserved and produced whenever they are asked for.

FEE DETAILS 2026-27

ITEM	PRE-KG	LKG	UKG
1st Instalment	8400	-	11,550
2nd Instalment	8400	10,500	11,550
3rd Instalment	8400	10,500	11,550

ITEM	I-IV	V	VI	VII & VIII	IX & X	XI Science & Computer	XI Commerce & Humanities	XII Science & Computer	XII Commerce & Humanities
1st Installment	13,000	12,800	11,800	11,700	11,700	15,950	13,800	16,250	13,750
2nd Installment	13,000	12,800	11,800	11,700	11,700	15,950	13,800	16,250	13,750
3rd Installment	13,000	12,800	11,800	11,700	11,700	15,950	13,800	16,250	13,750

LIBRARY

- Books from the school library will be issued to students only during the long recess and during the library hours fixed for each class.
- Books for reference can be obtained from the librarian during the library hours. These books cannot be taken out of the library.
- Perfect silence and order must be maintained in the library.
- Periodicals and newspapers should not be taken out of the reading room.
- All the books, before they are taken out of the library must be entered in the Library Issue Register.
- Books are issued only for the use of the borrower. Hence he/she may not exchange them or lend them to others.
- Books must be examined by the borrower before he/she leaves the library and must point out to the librarian if any damage is observed or else he/she may be held responsible for it.
- The books ones drawn must be returned to the library within a week. It may however be extended for another week duly approved by the librarian.
- In case of damage or loss of a book, the student will have to make good the loss or damage as assessed by the librarian, normally the cost of the book and fine. In the event of one volume of a set of books being lost, the whole set will have to be replaced.

- All the library books must be returned before the terminal or final examination, failing which the pupil may not be allowed to appear for the exams. All books should be returned before 10th of March, the day fixed for stock taking.
- It is adviced that the pupils should maintain a record of all the library books they have read during the year.

SCHOOL PARLIAMENT

The School Parliament is intended to inculcate democratic values in pupils. It also gives ample scope for self expression, evaluation and judgment. It consists of School Leader, assistant School Leader, General Captain, Asst. General Captain, Captains and Vice Captains of the four houses.

TRANSPORTATION

The school buses ply in selected routes. Students are to board and alight from the buses at the fixed boarding points. Bus fees are to be paid in advance before the **10th of every month.** Students who opt for the school bus transportation have to avail the facility throughout the academic year. The tendency of opting for school buses only during the monsoon is not permissible.

The bus charges vary according to the distances. Vehicle charges should be paid in advance for each month. Parents have to make necessary arrangements to hand over and to take back their children at scheduled bus stops. If the school authorities are unable to run the bus, parents have to make their own arrangements to send their children to the school.

The school will not provide alternative transport facilities to students who miss the bus. While waiting for the bus, students should be mindful of good manners and exemplary behaviour.

The Management, Principal and staff will not be held responsible in any way for any accident or mishap that may occur to the student outside school premises while bringing the students to the school or taking them back.

PRIVATE TRANSPORT

Students who come to the school by private vehicles / auto rickshaws are to enter the school at Gate No. 2. No student passenger vehicle is to stop or park near Gate No.1, nor it is permitted for students to alight at the front gate.

Dangerously overcrowding in the autos is a punishable offence. Not more than six students are expected to travel in a student carrier auto. Violation of this rule is a public offence.

Vehicles other than the school transport system will not be allowed to enter the school campus. This is in the interest of the safety of your child.

ACCIDENTS

All precautions are taken to protect children from accidents while playing. However in the event of any mishap, the school does not accept legal responsibility. Immediate first aid will be administered and the pupil involved will be taken to the nearest medical facility if necessary and the same will be intimated to the parents

HEALTH CARE

Nurse in charge of students would take care of the sick room. First aid is given at the school to deal with bumps and bruises, aches and pains, coughs and sniffles. The student may avail of the Sick Room facility in such cases. However the parent/guardian shall be contacted if the child needs more medical attention and required to go home early or to be taken to hospital. If a student needs to carry medicines to the school please ensure that a note with regard to the same is entered in the School handbook without fail for the knowledge of the teachers.

VISITING HOURS

The school does not encourage the parents to meet their wards during the school hours. However parents may meet the teachers on all Fridays from 3.30 pm to 4.30 p.m. The parents will be called after each semester to have a discussion with the class teachers of their wards. The parents shall not meet the teachers directly in the class room/staff room or the lobbies.

In case of an emergency, the parents must get permission from the Principal to meet the teachers. Consultation with the Principal may be had from 2-30 to 3-30 p.m on all working days or any other time with prior appointment.

SCHOOL RULES

1. The management ensures to it that each pupil developes the spirit of discipline, as a habit of the mind and not by external compulsion. Naipunnya expects each student to uphold the school's values imbibed at the school, not only during their school years but also throughout their life. The spirit of Naipunnya is to be reflected through such values. Parents are requested to co-operate in the functioning of the school by enforcing regularity, punctuality and discipline and by taking interest in their ward's progress.
2. Every pupil shall endeavour to keep up the high standard and morale of the school by excelling in studies, manners and deportment.
3. Students must be neately dressed in full uniform with **clean socks** and **polished shoes**.
4. Punctuality is the key to success. Pupils should be present in the school, before the first bell for commencement of classes. Late comers should meet the Principal and their names must be entered in the late coming record.
5. Pupils should not move about at the time of prayer and National Anthem. They shall observe strict silence at the assembly.
6. At the first bell, the students as well as the staff shall assemble in the quadrangle of the school accompanied by the class teachers in the class order. On dispersal the pupils will move to their own classrooms in the same order.
7. When the teacher enters the classroom, all the pupils should stand up, greet him/her and remain standing until they are asked to sit down. All shall remain silent and study till the teacher comes to the class. In the absence of the teacher, the class leader assumes the responsibility for the order and discipline of the class.
8. No pupil shall enter other classrooms without permission. Pupils may change their allotted seats in the class room ONLY with the permission of the class teacher.
9. Running or playing around or shouting inside the classrooms or corridors is strictly prohibited. While passing along the corridors and quadrangles during school hours, pupils shall keep silence. No shouting or whistling is allowed in the class rooms/Corridors. No student shall disturb another class at work on the flimsy plea of borrowing a pen, pencil or book on loan from his friend.
10. All books must be kept clean and well labelled. No drawings, pictures, photograph or scribbling will be accepted on any part of any text book and exercise book. The offenders at their own expense will replace books, files and any school property defaced or destroyed.

11. Pupils should be polite and courteous and greet their teachers, elders and respect persons when they meet them.
12. Students are expected to speak only English in the school campus (except in Malayalam and Hindi language classes) and in the school bus. Every one must take pride in conversing in English. Any pupil found conversing in other vernacular will be subject to disciplinary actions.
13. Perfect silence is to be observed in the laboratory and library.
14. Every pupil is responsible for the safe keeping of his/her belongings.
15. All the books and articles of pupils must bear their name.
16. Gold ornaments, jewellery and costly articles are not to be brought to the school under any circumstances.
17. Playing cards, toys, tattoos, CDs, mobile phones, cameras, video games, chewing gum, whitner, fire crackers, periodicals etc should not be brought to school.
18. Wrist watches are allowed only for students of Std V and above. Smart watches, Band, Expensive and matching size watches are not allowed. They are not to be removed during the school hours.
19. No student can leave the school premises during the school hours without the Principal's permission. They need to avail the gate pass from the Principal/ Vice-Principal.
20. Habitual negligence in work, disobedience, acts of misconduct will involve severe disciplinary action including expulsion.
21. Any damage caused to the property of the school will have to be made good.
22. Pupils should realize that they are responsible to the school authorities for their conduct both in and outside the school. Hence misbehaviour in public places and conveyances are sufficient reason for the dismissal of the students from the school.
23. Celebration of any special days like birthdays should be treated as a simple affair.Students are permitted to wear colour dress, strictly formal one which aligns with the school decorum. Students may distribute simple chocolates to their class-mates, if they so desire. Cutting of cakes/distribution of sweets or gifts are not permitted. Any violation will be considered to be a wilful disrespect to the rules and against the decorum of the school. The defaulters will be dealt with strictly. The celebrant may contribute an amount to the school charity fund on this ocassion.
24. The School counsellor is available during the school hours. In the event of any academic or emotional stress, you may contact the counsellor through the class teacher.

25. Students allotted with responsibilities like members of school parliament and prefects should be a role model in their overall behaviour and wear their respective badges daily.

26. As a Naipunnyan, shouting or whistling is certainly not a desirable practice, within or outside the campus and in the school bus.

27. Bringing fireworks/explosives or splashing colour/mobiles/iPods/pen drives/CDs etc in school premise is strictly forbidden. Non-compliance of this instruction can result in expulsion from the school.

28. The principal/management has the right to introduce, amend or change the rules and regulations whenever necessary in furtherance of the aims and objectives of the school.

29. Since the handbook is prepared at the beginning of the year, minor changes in dates and timings may sometimes have to be effected. The same will be communicated through the handbook

KINDERGARTEN STUDENT DRESS CODE

Ensure that your child comes to the school neatly dressed and maintains the dress code prescribed to them. The school uniform is obligatory on all school days and at official school functions unless otherwise indicated. Pupils should take special care to keep their uniform clean and smart at all time. Shoes must be clean and neatly polished. Girls and boys should wear the prescribed black shoes and the school socks. During monsoon (June & July) students can wear black sandals with black straps as prescribed by the school.

Girls are to have their hair trimmed properly to the shoulder level and wear prescribed cloth hair band. Other fancy hair clips and accessories are not allowed.

Girls are not allowed to colour their hair, grow / varnish their nails nor do any kind of tattooing. Using bindi is not allowed. Boys must have their hair neatly cut properly from time to time (no fancy cuts). No bands or threads are allowed on hand/leg.

Girls are to wear bloomers and slips as part of their uniform. Gold and other ornaments are not permitted except a small ear stud for girls (Second Stud is not allowed).

If any child comes in improper uniform, it will be dealt with a warning and later with disciplinary action. Fines may be enforced in the case of regular defaulters.

On the day that students are permitted to wear casual clothes do ensure that they are suitably attired for school. Dress and deportment speak volumes for the student and the institution.

BOYS

Regular Days : Half sleeved Cream Shirt, Chocolate Brown Check Shorts, Biscuit Shade Socks & Black Shoes.

Wednesdays : Half sleeved off-White Self Check Shirt. Dark Peacock Grey Shorts, Grey shade Socks & Black Shoes.

LKG - GIRLS

Regular Days : Chocolate Brown check Frock, Biscuit Shade Socks & Black Shoes, Black cloth Hairband.

Wednesdays : Dark Peacock Grey Frock, Grey Shade Socks & Black Shoes, Black cloth Hairband.

NB :

1. The shoes should be as prescribed by the school (Class LKG to II) Model No: Odyssia CL 2013.
2. Footwear for monsoon (June & July) Black sandal with back straps for boys & girls.

Std. I to XII STUDENT DRESS CODE

PLEASE VISIT OUR WEBSITE FOR THE UNIFORM PATTERN & HAIR STYLE.

Ensure that your child comes to the school neatly dressed and maintains the dress code prescribed for them. The school uniform is obligatory on all school days and at official school functions unless otherwise indicated. Pupils should take special care to keep their uniform clean and smart at all time. Girls and boys should wear the prescribed black laced shoes neatly polished and the school socks.

Girls (I-IV) are to are to trim their hair properly to the shoulder level. Girls (V-VIII) may grow their hair, but should wear it as a pony tail and held in place with a band that should match their general dressing. Other girls (IX-XII) may grow their hair, but should wear it as a pony tail. Fancy hair clips/accessories and use of bindi are not allowed.

Students are not allowed to use mehandi, colour their hair, grow/varnish their nails or do any kind of tattooing. Boys must have their hair neatly cut from time to time (no fancy cuts). Gold and other ornaments are not permitted except a small ear stud for girls (Second Stud is not allowed). No bands or threads are allowed on hand/leg.

Girls (I-V) must wear bloomers and slips as part of their uniform.

If any child comes in improper uniform, it will be dealt with a warning and later with disciplinary action. Fine may be enforced in the case of regular defaulters.

On the day that students are permitted to wear casual clothes do ensure that they are suitably attired for school. Dress and deportment speak volumes for the student and the institution.

Classes: I – IV (BOYS)

Regular Days: Half sleeved Grey shirt, Grey shorts, School Tie, School Belt, Grey Socks (Long Socks) & Black Shoes.

Wednesdays: Half sleeved Cream shirt, Biscuit colour shorts, School Belt, Biscuit Shade Socks (Long Socks), Black Shoes and School Tie.

Classes: V – XII (BOYS)

Regular Days: Half sleeved Grey shirt, Grey Pants, School Tie, School Belt, Grey Socks (Ankle Socks) & Black Shoes.

Wednesdays: Half sleeved Cream shirt, Biscuit colour Pants, School Belt, Biscuit Shade Socks (Ankle Socks), Black Shoes and School Tie.

Classes: I – V (GIRLS)

Regular Days: Half sleeved Grey shirt, Box pleated check pinafore, Maroon Loop Tie, School belt, Black cloth hair band, Grey socks (Long Socks) & Black shoes.

Wednesdays: Half sleeved Cream shirt, Box pleated Biscuit colour Pinafore, Biscuit colour Loop Tie, School Belt, Black cloth hair band, Biscuit shade socks (Long Socks) & Black shoes.

Classes: VI- XII (GIRLS)

Regular Days: Half sleeved Grey shirt, Grey Pants, Grey colour jacket, School Tie, Black bands for pony tail (students with short hair - Black cloth hair band),Grey socks & Black shoes.

Wednesdays: Cream $^{3}/_{4}$ sleeved shirt, Biscuit colour Pants, Biscuit colour jacket, Black band for pony tail (students with short hair - Black cloth hair band), Biscuit shade socks, Black shoes and School Tie.

NB:

- The shoes should be as prescribed by the school (Class LKG to II Model No: Odyssia CL 2013, Class III to XII Model No: **Odyssia CL-3011**).
- Footwear for the monsoon season (June & July): **Black sandals with back straps for boys and girls** (same as or similar to model **Odyssia Cs308**).
- Boys and Girls of classes XI & XII are to wear School Tie with Yellow stripes every day.

DRESS CODE FOR COLOUR DRESS DAY

1. All students must wear modest and appropriate attire.
2. Accessories - Excluding gold may be worn.
3. Collarless T-shirts and hoodies are not permitted.
4. Wearing the school ID card is mandatory.
5. Tight-fitting or transparent clothing is strictly prohibited.
6. Students of Grade VIII and above (boys and girls)must wear full-length dresses. Short crop tops, short tops, and sleeveless outfits are not allowed.

WHAT IS EXPECTED FROM NAIPUNNYANS

1. ***A***ttend the school in proper, smart and neat uniform.

2. ***B***e in school five minutes before the first bell.

3. ***C***oncern for personal, school and national property.

4. ***D***ue respect will be shown to prefects and class monitors on duty.

5. ***E***nter the school with great desire to learn.

6. ***F***oster positive attitude.

7. **G**reet your teacher with respect.

8. **H**elp each other to have a sense of vision.

9. **I**nstill the habit of reading newspaper.

10. ***J***udge others by their manners and not by their looks.

11. ***K***eep the books neat and tidy.

12. ***L***iberal approach - tolerant and open minded.

13. ***M***aintain cleanliness and throw papers in the dustbin.

14. ***N***ever tell lies whatever may be the cause.

15. ***O***bey the rules and regulations of the school.

16. ***P***lease, sorry, and thank you are good manners to be used in our talk.

17. ***Q***ueue up while moving through the corridors during school hours and dispersal.

18. ***R***esort to unfair means during examinations is out of our dignity.

19. ***S***peak only English in the school campus and the school bus.

20. ***T***ake part in all co-curricular activities.

21. ***U***niversal brotherhood and service to mankind are our feelings.

22. ***V***alue the time, as it does not wait for anybody.

23. ***W***earing the school uniform is our self esteem.

24. ***X-***ray the weakness and find solutions.

25. ***Y***ou will succeed if you try hard.

26. ***Z***enith is the ultimate achievement.

RECOMMENDATION TO PARENTS

1. Parents should check the school hand book every evening. Remarks made in the school hand book by the principal/ teacher should be taken note of and counter signed. Besides the school calendar, circulars with serial numbers and dates issued from time to time to the parents to keep them informed of the school's programme.
2. The school contact number should be used in case of emergency, please abstain from the habit of making petty enquiries.
3. Parents are advised not to grant any money to the students, as any monetary transaction is strictly prohibited.
4. Parents/guardians/visitors/drivers are not expected to enter the classroom or speak to teachers during the class hours. The teachers will be available to the parents for consultation on all Fridays from 3.30 p.m. to 4.30 p.m.
5. No vehicle will be allowed to enter the school compound during school hours.
6. Parents are advised to educate their wards to respect civic rules by not allowing minors to drive two wheelers like motor bikes/heavy vehicles.
7. Name and class should be clearly labelled on student's belongings. Lost and found articles will be kept in the office and should be claimed by the child.
8. Students who fail to show the remarks/ test report and get them countersigned by their parents are liable to be sent home.
9. Changes in the address or telephone numbers of parents/guardians must be intimated to the school, failing which the school will not be responsible for the non-receipt of communication.
10. Parents are requested to ensure that their wards carry the text/exercise books according to the timetable of the day, absence of which adds excess weight and harms the spine of the child.
11. Please meet the Principal or a teacher whenever you receive a note or a phone call regarding your ward's problem.
12. Should there be any legitimate complaint, do not hesitate to meet the Principal at once for personal intervention.
13. Criticism of the teacher or the institution in the presence of their children should be scrupulously avoided because it may cause loss of respect to their teacher as well as the School, further retard his progress.
14. Payment of fees is the responsibility of the parents and it should be paid in time.
15. We expect you to attend all ***parent-teacher meetings***. This is your opportunity to help us to improve.
16. Parents are requested to instil the habits of sending home-made foods in their lunch boxes. Junk food is totally prohibited in the School. On Fridays students are expected to bring only Vegetarian food.
17. Children should be escorted to and from school by parents or persons authorized by them.

PARENT - TEACHER WELL WISHER ASSOCIATION

(PTWA)

All parents are the members of the Parent Teacher Well-wisher Association. The annual subscription of Rs. 300/- shall be collected along with the first term fee. The aims and objectives of the association are

a. To understand the problems of the students, parents and teachers and help to find solutions
b. To be in close touch with the pupil's progress, discipline, health, physical education, obedience to teachers, regularity in studies, etc
c. To arrange meetings, seminars and cultural programmes for improving the relationship among parents, pupils and teachers.
d. To raise funds for the specific purpose of the school's welfare.

E-support

The day to day activities of the school can be known from the interactive website www.naipunnya.edu.in./Mob. App (e-SS Connect) Parents can use the "PARENT LOGIN PORTAL" in the school website with the user name and password given to their mobile phone number registered with the school. Term/Bus Fee can also be paid through the portal. Parents can also access the details of marks, exam, updated circulars, news, events, attendance, term fee/bus fee remittance details etc. through the same portal. Parents will be given important messages from the school by SMS & Whatsapp to the mobile number registered with the school. Parents are kindly advised to communicate to the school if there is any change in their phone number and e-mail ID.

INSTRUCTIONS TO BE FOLLOWED DURING EXAMS

1. **Class I & II – 4 Work Sheets**
   Time Schedule:
   Duration - 1 Hour
2. **PRE-MIDTERM EXAM AND POST MIDTERM EXAM**
   Time Schedule:
   Duration - 1 Hour
3. **MIDTERM EXAMS AND ANNUAL EXAMS**
   Time schedule of the exam
   Class III-V
   Time Schedule:
   Duration - 2 Hours
   Class VI – VIII
   Time Schedule:
   Duration - 3 Hours
4. The student will write his/her Name, Class and Division, Roll no & Date on the QP. On the Answer sheets the student will write only his/her Roll no, Class, Division, Date of the exam and the name of the Subject.
5. Please inform the students that their handwriting should be neat and legible.
6. The student shall ensure himself/herself that he/she will not involve in any malpractice during the exam.
7. No pieces of paper should be carried to the exam room.
8. Students are permitted to use writing pads, provided there is no scribbling on it.
9. If a student is caught engaging in any form of malpractice will be liable for any disciplinary action.
10. **The absentees can take the exam on another day for the reasons mentioned below:**
    i. If a student is unable to attend the exam due to medical issues, they may submit a medical prescription/certificate along with a letter addressed to the Principal.
    ii. If the absence is due to a death in the family, the parent can provide a letter addressed to the Principal explaining the reason for the absence.

CALENDAR 2026-2027

JUNE 2026

Special Events : ***Vidyarambham, Election, Investiture Ceremony***

1	Mon		School Re-opening-**Vidyarambham**, Assembly-XII A, Class Group Activities (CGA)-(Skill Education)
2	Tue		Divine Liturgy, Blessing of the School, Distribution of CCA Forms
3	Wed		Distribution of Kalotsav Forms
4	Thu		Submission of Labelled books
5	Fri		CCA, **Environment Day**
6	Sat	Holiday	
7	Sun	Holiday	
8	Mon		Assembly-XII B, **Pre-KG Vidyarambham**, Pre-Mid Term Test (X)-1, Club Activities
9	Tue		Pre-Mid Term Test (X)-2
10	Wed		Last date to remit bus fee without fine, **LKG Vidyarambham**
11	Thu		Pre-Mid Term Test (X)-3
12	Fri		Pre-Mid Term Test (X)-4, **CCA (Co-Curricular Activities) Inauguration**
13	Sat	Holiday	
14	Sun	Holiday	**Fathers' Day** (Celebration on 15th June)
15	Mon		Assembly-XII C, Pre-Mid Term Test (X)-5, House Activities
16	Tue		Parents' Meet-Classes I to V, Pre-Mid Term Test (X)-6
17	Wed		Parents' Meet-Classes VI to VIII
18	Thu		**Election-Meet the Candidate**
19	Fri		**School Parliamentary Election**, CCA, **Reading Day, Reading Week begins**
20	Sat	Holiday	
21	Sun	Holiday	International Yoga Day, World Music Day
22	Mon		Assembly-XI A, Class Meetings
23	Tue		
24	Wed		Parents' Meet Class-UKG
25	Thu	Holiday	**Muharram**
26	Fri		Parents' Meet - Classes IX to XII, Open House - X, CCA, International Day against Drug Abuse
27	Sat	Holiday	Helen Keller's Birthday
28	Sun	Holiday	
29	Mon		Assembly-XI B, Top Editorial Reporter-VIII, CGA - Skill Education
30	Tue		**Investiture Ceremony**, Book Review (VI & VIII)



JULY 2026

Special Events : ***Intramurals, Naipunnyotsav - Practices***

1	Wed		
2	Thu		**Feast Day Celebration** - Executive Director & Asst. Executive Director
3	Fri	Holiday	**St. Thomas Day, Feast Day - Rev. Dr. Bindo Kilukkan (Executive Director) & Rev. Fr. Robin Vazhappilly (Asst. Executive Director), CCA**
4	Sat	Holiday	Birthday - Mrs. Rajalakshmy M P (Principal)
5	Sun	Holiday	
6	Mon		Assembly-X A, Monthly Test (XI & XII)-1, Pre-Mid Term Test (IX)-1, CGA-Skill Education
7	Tue		Pre-Mid Term Test (IX)-2, Monthly Test (XI & XII)-2
8	Wed		Pre-Mid Term Test (IX)-3, Monthly Test (XI & XII)-3
9	Thu		Pre-Mid Term Test (IX)-4, Monthly Test (XI & XII)-4, Divine Liturgy
10	Fri		Pre-Mid Term Test (IX)-5, Monthly Test (XI & XII)-5,Last date to remit bus fee without fine,CCA
11	Sat	Holiday	World Population Day
12	Sun	Holiday	
13	Mon		Assembly-X B,Pre-Mid Term Test (IX)-6, House Activities
14	Tue		
15	Wed		
16	Thu		Completion & Submission of Term-I Activities (X)
17	Fri		CCA
18	Sat	Holiday	
19	Sun	Holiday	
20	Mon		Assembly-X C, House Activities
21	Tue		First human on Moon
22	Wed		**Kindergarten Celebration - 1**
23	Thu		**Naipunnyotsav**
24	Fri		**Naipunnyotsav**
25	Sat	Holiday	
26	Sun	Holiday	
27	Mon		Assembly-XI C, Top Editorial Report-X, Class Meetings
28	Tue		**Inauguration of Intramurals - Friendly Match**
29	Wed		**Classes I & II - Celebration 1**, Book Review (VII & X)
30	Thu		
31	Fri		CCA, Mid Term Exam (X)-VE

AUGUST 2026

Special Events : *Onam Celebration*

1	Sat	Holiday	
2	Sun	Holiday	
3	Mon		Assembly-IX A, Distribution of Kalotsav Forms (KG, I & II), CGA-Skill Education, Mid Term Exam (X)-1, Term Exam (XI & XII) - 1, Pre-Mid Term Test (III-VIII)-1, Worksheet (I & II)-1
4	Tue		Pre - Mid Term Test (III-VIII)-2, Worksheet (I & II)-2
5	Wed		Mid Term Exam (X)-2, Term Exam (XI & XII) - 2, Pre-Mid Term Test (III-VIII)-3, Worksheet (I & II) -3
6	Thu		Pre - Mid Term Test (III-VIII)-4, Worksheet (I & II)-4, Friendship Day, Hiroshima Day, Divine Liturgy
7	Fri		Mid Term Exam (X)-3, Term Exam (XI & XII)-3, Pre - Mid Term Test (III-VIII)-5, Worksheet (I & II) - 5, Open House-IX, CCA
8	Sat	Holiday	
9	Sun	Holiday	Nagasaki Day, Quit India Day
10	Mon		Assembly-IX B, Mid Term Exam (X)-4, Pre-Mid Term Test (III-VIII)-6, Term Exam(XI & XII)-4,House Activities
11	Tue		
12	Wed	Holiday	**Karkkidakavavu**
13	Thu		Mid Term Exam (X)-5, Term Exam (XI & XII)-5, LKG Councelling (2027-28), Completion and Submission of Term - I Activities - (IX).
14	Fri		Mid Term Exam (X)-6, LKG Councelling (2027-28), CCA
15	Sat	Holiday	**Independence Day**
16	Sun	Holiday	
17	Mon		Assembly-IX C, Outreach programme - XII, Class Meetings
18	Tue		Debate-House wise
19	Wed		
20	Thu		Onam-Competitions, **KG Onam Celebration**, Kindergarten closes for Onam Vacation
21	Fri		**Onam Celebration**, School closes for Onam Vacation
22	Sat	Holiday	
23	Sun	Holiday	
24	Mon	Holiday	
25	Tue	Holiday	**Nabi Dinam**
26	Wed	Holiday	**Thiruvonam**
27	Thu	Holiday	
28	Fri	Holiday	**Sree Narayana Guru Jayanthi, Ayyankali Jayanthi**
29	Sat	Holiday	
30	Sun	Holiday	
31	Mon		School Re-opens after Onam Holidays, Assembly-VIII A, Top Editorial Report - IX, Club Activities



SEPTEMBER 2026

Special Events : ***Teachers' Day, Sports Day***

1	Tue		
2	Wed		
3	Thu		
4	Fri	Holiday	**Sri Krishna Jayanthi**
5	Sat	Holiday	**Teachers' Day** (Celebration on 8th September)
6	Sun	Holiday	
7	Mon		Assembly-VIII B, CGA-Skill Education
8	Tue		World Literacy Day
9	Wed		Mid Term Exam (IX)-VE
10	Thu		Divine Liturgy, Last date to remit 2nd Instalment fee & bus fee without fine
11	Fri		Mid Term Exam (IX)-1, Open House-X, CCA
12	Sat	Holiday	
13	Sun	Holiday	
14	Mon		Assembly-VIII C, Mid Term Exam (IX)-2, House Activities, Hindi Day, Completion and Submission of Term - I Activities - I to VIII
15	Tue		
16	Wed		Mid Term Exam (IX)-3
17	Thu		Outreach programme - X, Open House-XI
18	Fri		Mid Term Exam (IX)-4, Open House-XII, CCA
19	Sat	Holiday	
20	Sun	Holiday	
21	Mon	Holiday	**Sree Narayana Guru Samadhi**
22	Tue		Assembly-VII A, Mid Term Exam (IX)-5
23	Wed		Mid Term Exam (IX)-6
24	Thu		
25	Fri		**Sports Day**, CCA
26	Sat	Holiday	
27	Sun	Holiday	
28	Mon		Assembly-VII B, Top Editorial Reporter-X, Class Meetings, **Junior Sports Day (I & II)**
29	Tue		
30	Wed		Book Review (V & VIII)

OCTOBER 2026

Special Events : ***Sahodaya Competitions (Arts & Sports), NPS Junior Kalotsav, Rosary Procession***

1	Thu		
2	Fri	Holiday	**Gandhi Jayanthi**
3	Sat	Holiday	
4	Sun	Holiday	
5	Mon		Assembly-X A, Mid Term Exam (III-VIII)-1, Worksheet 2 (I & II)-1, Monthly Test (XI & XII)-1, CGA
6	Tue		Mid Term Exam (III-VIII)-2, Worksheet 2 (I & II)-2, Monthly Test (XI & XII)-2
7	Wed		Monthly Test (XI & XII)-3
8	Thu		Mid Term Exam (III-VIII)-3, Worksheet 2 (I & II)-3, Monthly Test (XI & XII)-4, Worksheet 1 (LKG & UKG)-1
9	Fri		Open House - IX, Mid Term Exam (III-VIII) - 4, Worksheet 2 (I & II) - 4, Worksheet 1 (LKG & UKG)-2 Monthly Test (XI & XII) - 5
10	Sat	Holiday	Last date to remit bus fee without fine
11	Sun	Holiday	
12	Mon		Assembly-X B, Mid Term Exam (III-VIII) - 5, Worksheet 2 (I & II)-5, Worksheet 1 (LKG & UKG) - 3, CGA
13	Tue		Mid Term Exam (III-VIII)-6, Worksheet 2 (I & II) - VE, Worksheet 1 (LKG & UKG)-4
14	Wed		Mid Term Exam (III-VIII)-Computer Science, Worksheet 2 (I & II)-Computer Science
15	Thu		Mid Term Exam (III-VIII)-GK, Worksheet 2 (I & II)-GK
16	Fri		Mid Term Exam (III-VIII)-VE, CCA
17	Sat	Holiday	
18	Sun	Holiday	
19	Mon		Assembly-X C, Completion and Submission of Term-II Activities (X), Club Activities
20	Tue	Holiday	**Mahanavami**
21	Wed	Holiday	**Vijayadasami**
22	Thu		Outreach programme-IX
23	Fri		Parents' Meet & Open House-XII, CCA
24	Sat	Holiday	**NPS Junior Kalotsav (KG, I & II)**
25	Sun	Holiday	
26	Mon		Assembly-VII C, Top Editorial Reporter-IX, Open House - XI, Class Meetings
27	Tue		
28	Wed		Last date to submit Projects & Records (XII)
29	Thu		Outreach programme - XI
30	Fri		Book Review (VII & X), Divine Liturgy, **Rosary Procession**, CCA
31	Sat		**Open House (KG-VIII)**



NOVEMBER 2026

Special Events : ***Parents' Day, Childrens' Day, Class Picnics, Annual Day Practices***

1	Sun	Holiday	Kerala Piravi, All Saints' Day
2	Mon		Assembly-VI A, Post Mid Term Test (IX & X)-1, All Souls' Day, Monthly Test (XI)-1, CGA-Skill Education, **Class Picnic - KG**
3	Tue		Post Mid Term Test (IX & X)-2, Monthly Test (XI)-2, **Class Picnic - I to IV**
4	Wed		Monthly Test (XI)-3
5	Thu		Post Mid Term Test (IX & X)-3, Monthly Test (XI)-4, **Class Picnic - V & VI**
6	Fri		Post Mid Term Test (IX & X)-4, Monthly Test (XI)-5, CCA, **Class Picnic - VII & VIII**
7	Sat	Holiday	**Parents' Day**
8	Sun	Holiday	**Deepavali**
9	Mon		Assembly-VI B, Post Mid Term Test (IX & X)-5, Club Activities
10	Tue		Last date to remit bus fee without fine, Post Mid Term Test (IX & X)-6
11	Wed		
12	Thu		Art & Craft Exhibition
13	Fri		Friendly Match, CCA
14	Sat	Holiday	**Childrens' Day (Celebration on 13th Nov)**
15	Sun	Holiday	
16	Mon		Assembly-VI C, CGA, Skill Education
17	Tue		
18	Wed		
19	Thu		
20	Fri		Parents' Meet & Open House-X, CCA
21	Sat	Holiday	
22	Sun	Holiday	
23	Mon		Assembly-IX A, Top Editorial Reporter-VIII, Completion & Submission of Term 2 Activities (IX), CGA
24	Tue		
25	Wed		
26	Thu		Divine Liturgy
27	Fri		Book Review (V-IX), CCA
28	Sat	Holiday	
29	Sun	Holiday	
30	Mon		Assembly-IX B, Model Exam-I (X & XII)-1, CGA

DECEMBER 2026

Special Events : ***Model Exams (X & XII), Annual Day, Exhibition, Christmas Celebrations***

1	Tue		
2	Wed		Model Exam I (X & XII)-2
3	Thu		**Annual Day**
4	Fri		**Annual Day**
5	Sat	Holiday	
6	Sun	Holiday	
7	Mon		Assembly-IX C, Club Activities
8	Tue		Model Exam I (X & XII)-3
9	Wed		Parents' Meet & Open House-IX
10	Thu		Model Exam I (X & XII)-4, Last date to remit bus fee without fine, Divine Liturgy
11	Fri		**Exhibition**
12	Sat	Holiday	
13	Sun	Holiday	
14	Mon		Assembly-VIII A, Model Exam-I (X & XII)-5, Parents' Meet & Open House-XI, Submission of Projects & Records-XI, House Activities
15	Tue		Model Practical (XII)-1
16	Wed		Model Practical (XII)-2, Model Exam 1 (X)-6
17	Thu		Model Practical (XII)-3
18	Fri		Model Practical (XII)-4, Practical Exam (XI)-1, CCA
19	Sat	Holiday	
20	Sun	Holiday	
21	Mon		Assembly-VIII B, House Activities
22	Tue		Parents' Meeting & Open House-XII, **KG Christmas celebration**, Kindergarten closes for Christmas Holidays
23	Wed		**Christmas celebrations**, School closes for Christmas Holidays
24	Thu	Holiday	
25	Fri	Holiday	**Christmas**
26	Sat	Holiday	
27	Sun	Holiday	
28	Mon	Holiday	
29	Tue	Holiday	
30	Wed	Holiday	
31	Thu	Holiday	

JANUARY 2027

Special Events : Practical Exams-XII, Model Exams (X & XII), KG Sports Day

1	Fri	Holiday	**New Year**
2	Sat	Holiday	**Mannam Jayanthi**
3	Sun	Holiday	
4	Mon		School Re-opens after Christmas Holidays, Assembly-VIII C,Model Exam-2 (XII)-1,
			Practical Exam (XI)-2, CGA-Skill Education
5	Tue		Practical Exam (XI)-3
6	Wed		Practical Exam (XI)-4, Model Exam-2 (XII)-2,Term Exam (IX)-VE
7	Thu		Divine Liturgy
8	Fri		Model Exam-2 (XII)-3, Term Exam (IX)-1, Term Exam (XI)-1, Parents' Meeting & Open House-X, CCA
9	Sat	Holiday	
10	Sun	Holiday	
11	Mon		Assembly-VII A, Model Exam - 2 (XII)-4, Term Exam (IX)-2, Term Exam (XI)-2, Post Mid Term Test (III-VIII)-1, Worksheet 3 (I & II)-1, Last date to remit 3rd Instalment fee & bus fee without fine, CGA-Skill Education
12	Tue		Post Mid Term Test (III-VIII)-2, Worksheet 3 (I & II)-2
13	Wed		Model Exam - 2 (XII)-5, Term Exam (IX)-3, Term Exam (XI)-3
14	Thu		Post Mid Term Test (III-VIII)-3, Worksheet 3 (I & II)-3
15	Fri		Post Mid Term Test (III-VIII)-4, Worksheet 3 (I & II)-4, Term Exam (IX)-4, Term Exam (XI)-4, CCA
16	Sat	Holiday	
17	Sun	Holiday	
18	Mon		Assembly-VII B, Term Exam (IX)-5, Term Exam (XI)-5, Post Mid Term Test (III-VIII)-5
			Worksheet 3 (I & II)-5, Model Exam 2 (X)-1, CGA-Skill Education
19	Tue		Post Mid Term Test (III-VIII)-6
20	Wed		Term Exam (IX)-6, Model Exam 2 (X)-2
21	Thu		
22	Fri		Model Exam - 2 (X)-3, **KG Sports Day**, CCA
23	Sat	Holiday	
24	Sun	Holiday	
25	Mon		Assembly-VII C, Model Exam 2 (X)-4, Class Meetings
26	Tue	Holiday	**Republic Day**
27	Wed		Model Exam 2 (X)-5, Last date to submit Term 2 Activities (I-VIII)
28	Thu		Top Editorial Reporter-VIII
29	Fri		Model Exam 2 (X)-6, Open House-(IX), Book Review (VI & VII), CCA,
			I & II- Celebration 2 (Art & Craft Exhibition)
30	Sat	Holiday	Martyr's Day
31	Sun	Holiday	

FEBRUARY 2027

Special Events : ***Revision, CBSE Exam (X & XII)***

1	Mon		Assembly-VI A, Club Activities
2	Tue		
3	Wed		
4	Thu		Divine Liturgy
5	Fri		Open House-X, CCA, Field Trip-I & II
6	Sat	Holiday	
7	Sun	Holiday	
8	Mon		Assembly-VI B, CGA-Skill Education
9	Tue		
10	Wed		Last date to remit bus fee without fine
11	Thu		**Kindergarten Celebration-2**
12	Fri		CCA
13	Sat	Holiday	
14	Sun	Holiday	
15	Mon		Assembly-VI C, CGA-Skill, Education, Field Trip-KG
16	Tue		
17	Wed		
18	Thu		
19	Fri		CCA
20	Sat	Holiday	
21	Sun	Holiday	Mother Language Day
22	Mon		Assembly-XI A, Top Editorial Reporter-IX, CGA
23	Tue		
24	Wed		
25	Thu		
26	Fri		Book Review - IX, CCA
27	Sat	Holiday	
28	Sun	Holiday	



MARCH 2027

Special Events : ***CBSE Exam. (X & XII), Annual Exams (KG-VIII), UKG Convocation, EASTER***

1	Mon		Assembly-XI B, CGA
2	Tue		
3	Wed		**Annual Exam (III - VIII)**-Computer Science
4	Thu		Annual Exam (III - VIII)-VE, Worksheet 4 (I & II)-VE, Divine Liturgy
5	Fri		Annual Exam (III-VIII)-G K, Worksheet 4 (I & II)-GK
6	Sat	Holiday	**Maha Shivarathri**
7	Sun	Holiday	
8	Mon		Assembly-XI C, Annual Exam (III-VIII)-1, Worksheet 4 (I & II)-Computer Science, CGA-Skill Education, Women's Day
9	Tue		**Birthday - Rev. Fr. Robin Vazhappilly (Asst. Executive Director)**
10	Wed	Holiday	**Eid al-Fitr,** Last date to remit bus fee without fine
11	Thu		Annual Exam (III-VIII)-2, Worksheet 4(I & II)-1, Worksheet 2 (LKG & UKG)-1
12	Fri		Annual Exam (III - VIII)-3, Worksheet 4 (I & II)-2, Worksheet 2 (LKG & UKG)-2
13	Sat	Holiday	
14	Sun	Holiday	
15	Mon		Assembly-IX A, CGA, Annual Exam (III - VIII)-4, Worksheet 4 (I & II)-3,
			Worksheet 2 (LKG & UKG)-3
16	Tue		
17	Wed		Annual Exam (III - VIII)-5, Worksheet 4 (I & II)-4, Worksheet 2 (LKG & UKG)-4
18	Thu		
19	Fri		Annual Exam (III - VIII)-6, Worksheet 4 (I & II)-5. Birthday Celebration Rev. Dr. Bindo Killukkan (Executive Director)
20	Sat	Holiday	**UKG-Convocation**
21	Sun	Holiday	
22	Mon		Assembly-IX B, World Water Day, CGA
23	Tue		
24	Wed		
25	Thu	Holiday	**Maundi Thursday**
26	Fri	Holiday	**Birthday - Rev. Dr. Bindo Kilukkan (Executive Director), Good Friday**
27	Sat	Holiday	
28	Sun	Holiday	**Easter**
29	Mon		Assembly-IX C, CGA
30	Tue		**Open House (KG-IX)**
31	Wed		School closes for Summer Vacation

APRIL 2027

Special Events : *HOLIDAYS*

1	Thu	Holiday	
2	Fri	Holiday	
3	Sat	Holiday	
4	Sun	Holiday	
5	Mon	Holiday	
6	Tue	Holiday	
7	Wed	Holiday	
8	Thu	Holiday	
9	Fri	Holiday	
10	Sat	Holiday	
11	Sun	Holiday	
12	Mon	Holiday	
13	Tue	Holiday	
14	Wed	Holiday	**Ambedkar Jayanthi**
15	Thu	Holiday	**Vishu**
16	Fri	Holiday	
17	Sat	Holiday	
18	Sun	Holiday	
19	Mon	Holiday	
20	Tue	Holiday	
21	Wed	Holiday	
22	Thu	Holiday	
23	Fri	Holiday	
24	Sat	Holiday	
25	Sun	Holiday	
26	Mon	Holiday	
27	Tue	Holiday	
28	Wed	Holiday	
29	Thu	Holiday	
30	Fri	Holiday	



MAY 2027

Special Events : *FEAST DAY*

1	Sat	Holiday	May Day - International Workers' Day
2	Sun	Holiday	
3	Mon		World Solar Energy Day
4	Tue		
5	Wed		
6	Thu		**Feast of St. Dominic Savio**, School Patron
7	Fri		
8	Sat	Holiday	
9	Sun	Holiday	Mothers' Day
10	Mon		Last date to remit 1st installment fee without fine (2027-2028)
11	Tue		
12	Wed		
13	Thu		
14	Fri		
15	Sat	Holiday	World Family Day
16	Sun	Holiday	
17	Mon	Holiday	**Bakrid (Eid-Ul Adha)**
18	Tue		
19	Wed		
20	Thu		
21	Fri		
22	Sat	Holiday	
23	Sun	Holiday	
24	Mon		Commonwealth Day
25	Tue		
26	Wed		
27	Thu		
28	Fri		
29	Sat	Holiday	
30	Sun	Holiday	
31	Mon		World Anti-Tobacco Day

ESSENTIAL PREPARATION

The countdown has begun for the beginning of the school year.

- are you fully prepared ?

Firstly, have you got your tools of trade ready

- (the basics)
- have you purchased your text books and stationery?
- Is your equipment ready?
- Pens, pencils, rulers,erasers
- Folders, paper, Calculator and discs
- Is your study area set up?
  - comfortable chair
  - desk
  - computer nearby
  - good lighting
- your uniform ready?
- Does it still fit you?
- Is there any work or reading that you were required to complete over holidays?
- Have you read your English book? It's an advantage.

Secondly, do you understand

- Your teachers' expectations of their courses
- The course outline
- Any special requirements

It is your responsibility to be prepared and it helps you to

- Have a "want to" and "can do" attitude
- Give it your best

"Let he that would move the world , first move himself" Socrates.

STUDY SESSIONS

To maximize your ability it is essential to **plan your study:**

- it doesn't just happen.

Check your Year Level at least **1.50 hours** study is required at home daily for class 3, including weekends (examples)

The best way to do this is to break up the time into study sessions.

A **study Session** is **45** minutes in length and made up of : - 35 minutes full on uninterrupted work.

- 10 minutes break for a drink, loo, phone etc.

You will find that 35 minutes will **test** your concentration span.

- With practice you will be able to increase it.
- mark off each session as you complete it on your Study Log.

Planned Study Sessions are the building blocks of a successful study program. Breaking your time up into smaller piece helps your organization.

"*Borrow time, don't steal it."*

HOME WORK

Date : Subject	Assignment
	Parent's Signature

Date : Subject	Assignment
	Parent's Signature

Date : Subject	Assignment
	Parent's Signature

Date : Subject	Assignment
	Parent's Signature

HOW I LEARN

To learn effectively it is vital that you are

- Active
- Alert
- Enthusiastic
- In control

When studying you remember"

- 10% from reading
- 25 % from hearing
- 35 % from seeing
- 50% from both seeing and hearing
- 75 % from discussing
- 85% from experiencing something yourself
- 95% from teaching someone else.

Strive to explain, teach and discuss your subjects with:

- friends
- family
- teachers
- **your team**

" I do and I understand " Anon.

IN CLASS

Your attitude and application in class, determine your level of understanding.

Be alert

- listen closely and absorb the work
- think with your teacher.

Be involved

- be active and interested.
- Pre-read before class and have questions to answer.

Be prepared

- have your pens, books, stationery etc. ready.

Be thorough

- take notes in your own words with main points and key words.
- Listen for phrases that your teacher em phasizes and stresses : they are important.

As soon as you encounter a problem

- ask for help
- it will show your teacher that you are taking responsibility for your learning.

Be Strong

- Ignore and sit away from immature students.
- They won't accept the challenge and won't experience success

The harder you work, the more luck you have ."Anon

HOME WORK

Date : Subject	Assignment
	Parent's Signature

Date : Subject	Assignment
	Parent's Signature

Date : Subject	Assignment
	Parent's Signature

Date : Subject	Assignment
	Parent's Signature

PRIORITISING

There will be **more and more** activities requiring your time.

- the secret is to arrange them in order of importance.
- This is called **prioritising**

These activities fall into two categories

- those you have no choice in, the **musts**
- those you have a choice in, the **options.**

Must include – Study and homework, household jobs, family commitments .

Options include – T.V. socializing, leisure pursuits. Write a list of these activities indicating whether they are musts or options.

Put the **options** in order of importance:

- give this considerable thought
- get it right first time
- don't forget to include some time for quality leisure and relaxation.

Musts

.....

Options

.....

"Weigh up your options " Anon

DEVELOPING WRITING

A skill that will enhance your writing ability is **drafting**

When you have planned and researched a topic:

- Write down the keywords and main points.
- Develop sentences from them.
- Link the sentences into paragraphs
- Ask your Team for their ideas.

Always use your computer to produce your piece of writing

- It makes editing easy
- Don't forget to use the spell and grammar Checker.
- Your first piece is called a **draft.**

Ask your parent, teachers , friends to read it and suggest **improvements**:

- in vocabulary
- structure
- phrasing

Type in the changes:

- You have produced another draft.

The Drafting Process builds quality into your writing

- make the most of it.

"*Wisdom is not knowing what to do now, but what to do next." Anon*

HOME WORK

Date : Subject	Assignment
	Parent's Signature

Date : Subject	Assignment
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HOME STUDY ENVIRONMENT

To study effectively at home it is vital to have a special place to study.

It must be

- well lit.
- warm and well ventilated.
- Quiet, no loud music or TV
- Comfortable.
- Away from distractions.

Don't study on your bed

- Your mind relates bed to sleep
- You won't absorb much of the subject matter.

When studying

- wear warm loose fitting clothes
- keep your feet warm.

Keep your study area:

- neat and tidy.
- Well equipped with pens, rulers, erasers and paper.
- Have a computer close at hand.

When reading for leisure don't use your study area

- keep it exclusively for study

Always have a glass of water on your desk

- it helps your concentration.

" *Little things make the difference*." Anon.

TV, MUSIC, TELEPHONE

To absorb and understand the subject matter you must be

- focused, alert and interested.
- Concentrating and giving your fullest attention.
- Very active mentally.

No one on this planet can study effectively in front of TV

- Your brain cannot take in information from in its right sense.

At times, soft background music is OK to cover other distractions.

But, loud music severely reduces your ability to concentrate.

- It's a proven fact
- Don't think that you are different.

Work out times with your friends when to phone or chat on the net.

- It's good time management.
- Interrupting Study sessions reduces what you learn.
- Be determined and stick to the agreed times.

There is plenty of time for TV, music and telephone when you stick to your study timetable.

"Commonsense goes a long way". Anon

HOME WORK

Date : Subject	Assignment
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THE LIBRARY

There is a wealth of knowledge available in your school library.

To improve your research you must learn how to access this information.

Ask the Librarian to show you how to use:

- the catalogues
- the databases
- the filing and retrieval systems
- the library card
- the Reading Club

Technology is being used more and more in Libraries to store and access information.

- learn to use computer catalogues.

Be aware of what is happening.

When in doubt, ask the Librarian immediately.

- Getting to know your Librarian will benefit your progress.

"*The doors of knowledge are marked PUSH*" – Anon

HOME WORK

Work to be completed outside the classroom at home is an essential part of the learning chain.

Homework serves three main purposes:

- it provides you with a challenge

Learn to complete work on your own, for reinforcing your knowledge and understanding

- it engraves the subject matter in your mind .
- any problems that need explanation will show themselves;see your teacher next day.
- It makes you organize your time and priorities your activities.
- It allows you to practise and repeat concepts and skills learned.

Always write down any homework in your diary immediately.

- it is easy to forget.
- Always cross off each session on your Study Planner.
- It gives you a feeling of control.

" Practice makes perfect." Anon

HOME WORK

Date : Subject	Assignment
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FRIENDS AND MAKING FRIENDS

Having a good close group of friends is a real benefit because you can:

- celebrate good times together
- discuss problems and issues
- support each other when things don't go well.
- Study together and help each other

A true friend will accept and respect you as you are.

- They like you for you

When you meet new people remember to :

- always be yourself
- not promote some unrealistic image
- don't try to impress

It is essential that they like the real you.

The Golden Rule in mixing with people is

"Treat others the way you like to be treated"

Promoting different images to the world shows that :

- you are not happy with yourself
- perhaps lack confidence

You are a person of worth : believe it.

" *A friend is someone who accepts you the way you are"* Anon

MY PEER GROUP

The students you mix with are your peer group and are important players in your team.

It is vital for you to have clear and definite goals to aim for and personal rules to live by.

When you feel pressured by your Peer Group to do something.

- speak up if you don't want to do it.
- Have the confidence to believe in yourself
- See your family and teachers for support.

Having the self Control and self Discipline to

- be yourself
- do what you want to do
- ignore Peer Group pressure are essential to your success.

The challenges – it's your life, you direct it

- be in total control
- your friends will respect you for standing for what you believe is right.

"*It is always easier to fight with your principle than to live up to them*" Anon

HOME WORK

Date : Subject	Assignment
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TEACHERS

You may sometime believe that certain teachers don't like you because :

- You mistake their advice for criticism
- You don't understand their expectations of you or for their course.

Your teachers want to see you learn:

- They are interested in your progress.
- Use their knowledge and expertise to build your understanding
- They will teach at their best when the class is willing to learn.

It is better to ask dumb questions than make dumb mistakes.

Ask for extra help at lunchtimes, before and after school.

- It shows a ' want to ' attitude
- Clears concepts in your mind for working alone at home

In class show them that:

- you want to learn
- are actively involved
- you are prepared to take responsibility for yourself.

Your teachers are key players in your Team.

"*You can't teach a person anything, you can only help them discover in themselves*". Anon

MY FAMILY

Your parents older brothers and sisters often have the skills to:

- develop your subject understanding
- show you new techniques to use.
- Suggest ideas/topics for essays.
- Improve your spelling and vocabulary
- Discuss problems you encounter.

Too often their **advice** is mistaken by you to be **criticism.**

- make the most of their experience, it's very useful.
- They want to see you be successful.

Beware of younger brothers and sisters:

- they don't realize the importance of your work
- keep it well out their reach.

Make the most of our family's experience and skills

- use **Family Power**

"One for all and all for one ." Anon

HOME WORK

Date : Subject	Assignment
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SPORT AND LEISURE

Participating in quality sport and leisure is vital.

It allows you to:

- clear your mind
- reduce stress
- develop another skill
- improve fitness and body tone and flexibility
- build friendships.

Extending yourself in another area besides study builds your self esteem.

- be prepared to try different activities
- you may surprise yourself

Be aware that many leisure activities and training for sport can be time consuming You must find a sensible balance.

This highlights the need for a well managed Study Timetable.

"*Active and alive, live it.*" Anon

DEVELOPING A STUDY TIME TABLE

To reach both your personal and academic potential an efficient **Study Time table** is essential to arrange

- the musts
- the options
- Study Sessions

On a blank Study Timetable fill in the **musts.**

Next put in your first 3 options.

Then, Your Study Sessions daily including the weekend.

If you have difficulty fitting everything in then one of your **options** will have to go

On the other hand you may be able to include another **option.**

Be very honest with yourself.

It is important to set aside time for revision in each of your subjects: 30 minutes in each subject weekly.

Every Sunday night check that your Study Timetable is suitable for the upcoming week.

Look at the sample Study Timetable for ideas on designing your own.

Photocopy blank study Time tables as you need them.

"Luck is the result of good planning "
Anon.

HOME WORK

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TEST/EXAM PREPARATION

Before you sit a test/exam you must be prepared

- **Know the format**
- Multiple choice?
- Essays?
- Short answer?
- **Know the time available**
- Have the subject matter efficiently summarised under:
- heading
- key words
- main points
- plans of attack for Maths/Science problems.
- **Test** your knowledge and understanding with friends and family :
- Discuss, justify, explain concepts
- Question each other
- Identify weaknesses and rectify them.

Be **systematic**

- plan your study
- put up posters at home with key information
- never just read when revising; take notes.

Draw mind maps

- try to see where it all fits in the " big picture"

"*When only your best will do*" Anon

SITTING FOR TESTS/EXAMS

Being able to **demonstrate** your knowledge and understanding under test conditions is essential.

"**Freezing**" and " **forgetting everything** " during tests or exams is often caused by:

- lack of preparation
- poor understanding
- a revision that is not well organized
- not storing the information systematically in your brain.
- Not understanding the exam questions.

When sitting for tests/exams:

- Read the questions carefully
- Begin with the ones that you can do immediately; this will give you confidence
- Divide the number of marks into the time so that you know how long to spend on each question
- Always be positive with a " can do" attitude; it will stimulate your memory
- Never leave an exam early; use all the time available.

Ask yourself often, How can I do better.

" Anon

HOME WORK

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MEMO TO PARENTS

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MEMO TO CLASS TEACHER

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RECORD OF LIBRARY BOOKS

Date of Issue	Title and Author	Date of Return

RECORD OF LIBRARY BOOKS

Date of Issue	Title and Author	Date of Return

RECORD OF LIBRARY BOOKS

Date of Issue	Title and Author	Date of Return

MY DAILY PROGRAMME

Signature

Student .....

Parent / Guardian .....

Class teacher .....

(Please prepare a time table for your child)

The Executive Director
Naipunnya Public School
Paduapuram P O
Edakkunnu-683576

Residential Address :
.....
.....
Phone : .....
Mobile : .....

Dear Rev. Fr.,

SUB : SCHOOL EXCURSION/STUDY TOUR

I hereby give consent to my son/daughter to join the excursion/study tour arranged by the school. I am willing to accept any action taken against my ward by the management for the breach of any rule given by the school. I assure you that my ward will not carry any prohibited items like mobile phones, cameras or beverages of any sort for the tour.

Place of Tour Destination :
Date :
Time of Departure : Aproximate time of arrival :
Money sent with : Rs

Signature of the Parent/Guardian

Name of the Student : .....

Std/Div..... Admn. No.....

Signature .....

(to be maintained by the Class Teacher)

HALL TICKET

FIRST TERMINAL EXAMINATION 2026-27

Name.....Std/ Div.....

Admn.No. No.....Code No.....has paid up all his fees up to date and may be admitted to the Examination.

....

Class teacher's Signature Principal's Signature

Preserve and produce at each session of the Exam

.....

HALL TICKET

SECOND TERMINAL EXAMINATION 2026-27

Name.....Std/ Div.....

Admn.No. No.....Code No.....has paid up all his fees up to date and may be admitted to the Examination.

....

Class teacher's Signature Principal's Signature

Preserve and produce at each session of the Exam

.....

Sl.No.	Date	Subject	Signature of Invigilator
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8			

Sl.No.	Date	Subject	Signature of Invigilator
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2			
3			
4			
5			
6			
7			
8			

EXAMINATION TIME TABLE - FIRST SEMESTER

DATE	TIME	SUBJECT

Teacher's Signature Parent's Signature

EXAMINATION TIME TABLE - SECOND SEMESTER

DATE	TIME	SUBJECT

Teacher's Signature Parent's Signature

IRREGULARITY RECORD

DAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
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LD-LANGUAGE DEFAULTER, SD-SHABBILY DRESSED, UB-UNDESIRABLE BEHAVIOUR

LATE COMING

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NON - ATTENDANCE AND LEAVE RECORD

.....

Specimen Signature of Parent/Guardian

Date	No of Days	Reason	Initials of	
			Parent	Cl. teacher

A : Leave

RECORD OF LATE ATTENDANCE / EXEMPTIONS FROM DRILL / NO UNIFORM/HAIR / SHOES/SOCKS / UNTIDY

Date	Reason	Parents Signatutre	Teacher's Signature

L : Late Attendance D : Exemption from Drill U: No Uniform
H : Untidy Hair S : Dirty Socks/Shoes ID Card

RECORDS OF CASH REMITTANCE THROUGH THE CLASS TEACHER

Date & Month	Amount	Purpose	Signature of the Parent	Signature of the Teacher with date

TIME TABLE

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