



P. S. SENIOR SECONDARY SCHOOL

(A unit of P.S. Educational Society)
(Affiliated to the Central Board of Secondary Education, New Delhi)

(ENGLISH MEDIUM - CO - EDUCATIONAL)

33, Alarmelmangapuram, Mylapore, Chennai - 600 004.

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e-mail : pssrsec@gmail.com Website : www.psssenior.edu.in



Student
PHOTO
in School
Uniform

Name of the Student : _____

Class and Section : _____

Address for Communication : _____

: _____

Phone / Mobile No. : _____

Name of the Class Teacher : _____

Calendar 2019 - 2020

प्रार्थना

१. मङ्गलं दिशतु नो विनायको मङ्गलं दिशतु नः सरस्वती ।
मङ्गलं दिशतु नः समुद्रजा मङ्गलं दिशतु नो महेश्वरी ॥
२. वागीशाद्याः सुमनसः सर्वार्थानां उपक्रमे ।
यं नत्वा कृतकृत्याः स्युः तं नमामि गजाननं ॥
३. शरणं करवाणि शर्मदं ते चरणं वाणि चराचरोपजीव्यं ।
करुणामसृणैः कटाक्षपातैः कुरु मां अम्ब कृतार्थसार्थवाहं ॥
४. या कुन्देन्दुतुषारहारधवला या शुभ्रवस्त्रावृता
या वीणावरदण्डमण्डितकरा या श्वेतपद्मासना ।
या ब्रह्माच्युतशङ्करप्रभृतिभिः देवैः सदा पूजिता
सा मां पातु सरस्वती भगवती निःशेषजाड्यापहा ॥

NATIONAL ANTHEM

Jana-Gana-Mana-Adhinayaka Jaya He
Bharata-Bhagya-Vidhata
Panjaba-Sindhu-Gujarata-Maratha
Dravida-Utkala-Banga
Vindhya-Himachala-Yamuna-Ganga
Uchchala-Jaladhi-Taranga
Tava Subha Name Jage, Tave Subha Asisa 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 Mātaram Sujalām Suphalām Malayajaśītalām
Shasya Shyāmalām Mātaram Vande Mātaram
Shubhra Jyotsnām Pulakita Yāminīm
Phulla Kusumita Dhrumadalaśobhinīm
Suhāsinīm Sumadhuram Bhāṣiṇīm
Sukhadām Varadām Mātaram Vande Mātaram



PLEDGE

India is my country and 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.



தமிழ்த்தாய் வாழ்த்து

நீராரும் கடலுடுத்த நில மடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ் பரதக் கண்டமதில்
தெக்கணமும் அதில் சிறந்த திராவிட நல் திருநாடும்
தக்க சிறு பிறைநுதலும் தரித்த நறும் திலகமுமே
அத்திலக வாசனை போல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ் மணக்க இருந்தபெரும்
தமிழணங்கே ! தமிழணங்கே !
உன் சீர் இளமை திறம் வியந்து செயல் மறந்து வாழ்த்துதுமே !
வாழ்த்துதுமே ! வாழ்த்துதுமே !





VISION AND MISSION

OUR VISION

We strive to create an enabling environment providing relevant opportunities and experiences which equip the students with knowledge and skills as well as attitudes and values required to face life with courage and conviction.

We believe Human Excellence is the aim of all Education.

OUR MISSION

- To offer quality education at affordable cost
- To create an enabling environment where students 'learn to learn'
- To motivate each student to compete with himself/herself to reach his/her true potential
- To equip our students with winning skills and train them to be competent as well as original
- To nurture young minds, strengthen their values, and make them worthy human beings



THE STAFF 2019 - 2020

Dr. (Mrs.) Revathy Parameswaran , M.Sc, M.Phil, B.Ed, Ph.D, Principal
Mr. Sivakumar R, M.Sc, M.Ed, Senior Vice Principal
Mrs. Padmasri N, M.Com, B.Ed, Vice Principal

SENIOR SECONDARY SECTION

Mrs. Aparna V	M.Sc, B.Ed
Mrs. Bharani Matcha	M.Sc, M.Phil
Mrs. Chitra A	M.Sc, M.Phil, B.Ed, PGDCA
Mrs. Gayathri V C	M.Sc, M.Phil, B.Ed
Mr. Gopalakrishnan S U	M.Sc, M.Phil, B.Ed
Mrs. Hema T S	M.Com, B.Ed, PGDCA
Mrs. Jayashree Arun	M.A, B.Ed
Mrs. Jeyalakshmi V	M.A, M.Phil, B.Ed
Mrs. Latha R	M.Com, M.Ed
Mrs. Malathy Swaminathan	M.Sc, M.Phil, B.Ed, PGDCA
Mrs. Patricia Lucy	M.Sc, B.Ed
Mrs. Radha S	M.Sc, B.Ed, Adv. Diploma in IT
Mrs. Rajeshwari N S R	M.A, M.Phil, B.Ed
Mrs. Rajeswari R	M.Com, B.Ed
Mr. Ramamurthy P	B.Sc, PGDCA
Mrs. Sarah Deo	M.A, B.Ed
Mrs. Sindhu Nair	M.A, B.Ed
Mrs. Sripriya R	M.Sc, M.Phil, B.Ed
Mrs. Subhashini N Rao	M.A, B.Ed
Mrs. Sudha P	M.Sc, B.Ed, M.B.A
Mrs. Vaidehi Madhavan	M.Sc, B.Ed

SECONDARY SECTION

Dr. (Mrs.) Bagavathy E	M.A, M.Phil, B.Ed, Ph.D
Mr. Gurumoorthy P	B.Sc, B.Ed
Mrs. Jamuna J	M.Sc, M.Ed
Mrs. Kavita B	M.A, M.Phil, B.Ed, PG Diploma in Translation
Mrs. Lakshmi R	B.Sc, M.C.A
Mrs. Latha T S	M.A (Geo), M.A (His), M.Ed
Mrs. Madhumita Chattopadhyay	M.A, B.Ed
Mrs. Radha Sharma	M.Sc, B.Ed

Mrs. D S Sanmathi
Mrs. Saradha Sankaranarayanan
Mrs. Saswati Ghosh
Mrs. Sreedevi S
Mrs. Sudha Suresh
Mrs. Suja S

M.Sc, B.Ed
M.Com, M.A (Sanskrit), M.Phil, ICWA Inter
M.Sc, B.Ed
M.A, M.Phil, B.Ed
M.Sc, B.Ed
B.Sc, B.Ed

MIDDLE SECTION

Mrs. Arulmozhi Meyyappan
Mrs. Bindu K
Mrs. Chitra Narayanan
Mrs. V Hema
Mrs. Jayanthi Rajagopal
Mrs. B K Kalaiselvi
Mrs. Lakshmi Desikan
Mrs. Mala Sampath Kumar
Mrs. Manju Marlecha
Mrs. Padmavathi Rajan
Mr. Prabhakaran V
Mrs. Rajeswari Ravishankar
Mrs. R Sairama
Mr. Sathyaprakash N
Mrs. Shanthi Satish
Mrs. Sindhu Radhakrishnan
Mrs. Srilatha Chandrasekar
Mrs. Vani Balakrishnan
Mrs. B Vijayalakshmi
Mrs. S Vijayalakshmi
Mrs. Vijayalakshmi S
Mrs. Viji S

M.Sc, M.Phil, M.Ed, PGDCA
M.Sc, B.Ed, PGDCA
B.Sc, B.Ed, PGDCA
B.E, M.E
B.Sc, B.Ed
M.A, B.Ed, (M.Phil)
B.A, B.Ed, PG Diploma
M.A, B.Ed
B.A, B.Ed, Montessori Trained
M.A, B.Ed
Sahithya Shiromani, M.A.
B.Sc, B.Ed
B.Sc, B.Ed
M.A, B.Ed
B.A, B.Ed
M.A, B.Ed
B.A, B.Ed
B.Sc, B.Ed
B.Sc, B.Ed
M.Com, B.Ed
M.Sc, B.Ed, Montessori Trained
M.A, M.Phil, B.Ed

PRIMARY

Mrs. Anitha C
Ms. Aswini K
Mrs. Bhuvaneswari
Mrs. N Deepa
Mrs. Geetha Krishnamoorthy

B.Sc, B.Ed, DCA, PGDCA, SDTD
M.A
B.Sc, B.Ed, KG Trained
M.Com, B.Ed
M.A., (D.Ed)

Mrs. Geetha Palaniappan	M.Sc., M.Phil, B.Ed
Mrs. Gowri Padmanabh	B.Sc, B.Ed
Dr. (Mrs.) S Hemalatha	M.A, Ph.D, B.Ed
Mrs. Jyothi Venkatachalam	B.A. BEd, PGDELT
Mrs. N Kavitha	M.A, B.Ed
Mrs. Krithika Suraj	M.A, B.Ed, Montessori Trained, CIDTT
Mrs. Lakshmi Priya N	B.Sc, M.C.A
Mrs. A Lakshmi	B.A, B.Ed
Mrs. Manjula R	M.Sc, B.Ed
Mrs. C Meena	B.Sc, B.Ed
Mrs. S Padmavathi	B.Sc, M.B.A
Mrs. Pavithra R	M.Sc, B.Ed, CTET
Mrs. Poornima Ravindran	B.Tech, PGDELT
Mrs. Priyamvatha Lakshman	M.A, B.Ed
Mrs. Radha Balaji	M.A, M.Ed
Mrs. J Rajalakshmi	M.A, B.Ed
Dr. (Mrs.) Sethu Parvathy	B.Sc, M.A, Ph.D
Ms. V Sneha	B.Tech
Mrs. Sirisha S	B.A, B.Ed
Mrs. Srividya Balakrishnan	B.B.A, B.Ed
Mrs. Subhashini R	B.E, B.Ed., DECE
Mrs. Sudha Ananthi M	B.Sc, M.C.A, B.Ed
Mrs. Sudha V Raaman	M.A, B.Ed
Mrs. Sujatha Kumar	B.Sc, B.Ed
Mrs. Thenmozhi M	M.Sc, B.Ed
Mrs. Usha Srinivasan	M.A, B.Ed

KG

Mrs. Aarthy Sriram	M.Com, Adv. Diploma in Montessori, DECE
Mrs. Buaneswari Venkatraman	B.E, Adv. Diploma in Montessori
Mrs. Catherine Sebastian	B.A, Adv. Diploma in Montessori
Mrs. Gayathri V	B.Sc, Adv. Diploma in Montessori, DECE
Mrs. Gomathi Vaithyanathan	B.A, KG Trained, DECE
Mrs. M Jayalakshmi	B.B.M, Adv. Diploma in Montessori
Mrs. Jayalakshmi S	B.A, B.Ed
Mrs. Jayanthi S	B.A, KG Trained
Mrs. A Kavitha	M.C.A, DECE

Mrs. V Latha	B.Sc, Diploma in Montessori
Mrs. Laxmi Prabha R	B.A, Montessori Trained
Mrs. Mahalakshmi B	B.Sc, DECE
Mrs. Mythili Parthasarathy	B.Com, DECE
Mrs. Priya R Balaji	B.Com, PG Diploma in HR
Mrs. Rajee Gireesh	M.A, Mphil, B.Ed, Adv. Diploma in Montessori
Mrs. V Ramya	B.Com, M.B.A, Adv. Diploma in Montessori
Mrs. S Saigayathri	B.Sc, M.B.A, Adv. Diploma in Montessori
Mrs. Sandhya Sridharan	B.A, M.Sc, DECE
Mrs. Shobana K	B.A KG Trained
Mrs. K Saranyaa Sri	B.Sc, Adv. Diploma in Montessori
Mrs. R Sripriya	B.A, Diploma in K.G. Training
Mrs. Sujatha P Kumar	M.A, DECE
Mrs. Surenu S	B.Com, Adv. Diploma in Montessori
Mrs. Tabassum Noori	M.Com, Diploma in Montessori

PHYSICAL EDUCATION DEPARTMENT

Mrs. T Aruna	B.Com, B.PEd, PG Diploma In YOGA
Mr. P Muthuselvam	B.Sc, M.PEd, MPhil
Ms. Praveena V	B.Com, B.PEd
Mr. Ramraj J	B.Sc, M.PEd, MPhil
Mr. Satish Yadav	B.A, B.PEd
Ms. S Sridivya	B.Sc (Physical Education)
Mrs. P Sweetlin Sheeba Paulin	M.A. M.PEd
Mr. V Thirumurugan	B.Sc, M.PEd, MPhil, PG Diploma In YOGA & Meditation

LIBRARY

Mrs. K Jayashree	B.Sc, BLIS, MLIS
Mrs. Latha Seshadri	B.A, CLIS, BLIS

ART EDUCATION

Mr. Babu P K	[Mridhngam]
Mr. Balram Gunasekar	B.Com [Piano]
Mrs. Gayathri Sasidaran	M A , Music & Fine Arts, Natya Visharada
Mrs. Gurukrishnapriya B	B,Com, M.Sc (PSY), MPhil
Mrs. Latha Anantharaman	B.A , B.Ed [Music]
Mrs. Padmapriya S	B.A [Dance]
Dr. Venkatraman S	B.Sc (ID), MFA (Drawing), Ph.D

COUNSELLOR & SPECIAL EDUCATOR

Mrs. N Logeswari	M.Sc Counselling Psychology
Ms. Mauktika Reddy	BDez
Mrs. V R Vasantha	M.A Applied Psychology

OFFICE STAFF

Mrs. Anitha M	M.Com
Mrs. Anuradha V	B.Com
Mrs. Durka Sreethar	B.A
Mr. A P Karthikeyen	DME
Ms. Ponnammal G	B.A
Mr. Ravichandran W P	B.Sc, M. Com, B.Ed,PGDCA, DSM, MBA, PGDPMIR, BGL, MS (Public Relations)
Mrs. Sasikala B	B.Com
Mrs. Shashikala M	
Mr. K Suresh	DME
Mrs. Uma Bhaskaran	B.Com, CAIIB

ASSISTANTS

Mrs. Saroja S	Mrs. Leeya Dennis, Balasevika Training
Mrs. Devika	Mr. K Ethiraj
Mr. Kalaimani K	Mr. Kumaravel T C
Mrs. Lakshmi S	Mrs. Latha S
Mrs. R Manju	Mrs. Mathuravani S, M.A, BLIS
Mrs. P Sagaya Rani	Mr. Saravanan A
Mr. Sathish G	Mr. Subash M
Mr. Vijayakumar V	Mrs. Vijayarani P M

PERSONAL RECORD

Name of Pupil :

Class & Section :

Date of Birth :

Gender :

Blood Group :

Aadhar No. :

Address (Res.) :

Residence Landline No.
(if any) :

Emergency Contact No. :

Email id :

Father's Name :

Father's Profession :

Father's Mobile No. :

Father's Annual Income :

Mother's Name :

Mother's Profession :

Mother's Mobile No. :

Mother's Annual Income :

Mode of Transport :

Sports Information

Height : Weight :

Chest No. : House :

Special Talent

Music :

Dance :

Any Other :

Any Special information
to be communicated
to the school :

Whether belonging to : SC / ST OBC OTHERS
(Tick the correct box.
Required for Government
database)

Religion :

Nationality :

Single Child (Yes / No) :

Minority (Yes / No) :

Details of Brothers & Sisters currently studying in this school

Name(s) :

:

Class & Section :

Signature of Parent

PERSONAL RECORD

Name of Pupil :

Class & Section :

Date of Birth :

Gender :

Blood Group :

Aadhar No. :

Address (Res.) :

Residence Landline No.
(if any) :

Emergency Contact No. :

Email id :

Father's Name :

Father's Profession :

Father's Mobile No. :

Father's Annual Income :

Mother's Name :

Mother's Profession :

Mother's Mobile No. :

Mother's Annual Income :

Mode of Transport :

Sports Information

Height : Weight :

Chest No. : House :

Special Talent

Music :

Dance :

Any Other :

Any Special information
to be communicated
to the school :

Whether belonging to : SC / ST OBC OTHERS
(Tick the correct box.
Required for Government
database)

Religion :

Nationality :

Single Child (Yes / No) :

Minority (Yes / No) :

Details of Brothers & Sisters currently studying in this school

Name(s) :

:

Class & Section :

Signature of Parent



SCHOOL PROGRAMMES ACADEMICS AND ENRICHMENT PROGRAMMES

BLPS

BLPS offers voluntary enrichment sessions for students through story-telling, games and relevant activities. The aim is to motivate students to read books, improve their comprehension and communication skills as well as to foster creative thinking. An add - on library facility is offered to students.

PICIRQL

It is an online math program with the aim of providing middle and high school students a platform for building strong conceptual foundation in Mathematics. Video lessons with interactive features and graded worksheets allow students to progress easily and challenge them to higher order concepts.

Beyond Boundaries

This is an initiative started with the objective of providing students opportunities to explore beyond their curriculum. A series of lectures are organized in various subject areas by experts drawn from premier institutes in the city.

Great Lakes

Great Lakes Institute Of Management, Chennai, one of the India's premier management schools, and P.S.Senior Secondary School offer a Management and Entrepreneurship certificate program for students of class 11. Management is an important personal skill which enables a person to make the best use of all resources - time, human and material - and excel in life. The mission of this program is to help students develop their innate potential and skills, improve overall personality and manage their lives effectively.

BMW (Body, Mind and World)

The programme provides an enabling environment for teaching and learning of academic, social and interpersonal skills. Screening of relevant videos / documentaries is organized periodically.

Theatre Workshop

Theatre workshops are organized for students interested in developing soft skills like expression, communication and self confidence.

Scholympics

Regular Quiz programmes form a part of the curriculum. For motivated students Scholympics offers capacity building in Quiz programmes.

Choral Music Classes

Training in choral music through a structured curriculum is offered to students of classes I to V during school hours with the expertise and support of Rhapsody Music Foundation managed by Mr. Anil Srinivasan, well-known composer and Dr.Sudha Raja, choral music expert.

ON GOING SCHOOL ACTIVITIES

VidyaPravesh

VidyaPravesh is a unique programme for Class 6 students initiating them into the next phase of learning on completion of their primary education. The students of class 6 take a pledge to lead a life of ethical values, character and take responsibility for their lives and to follow a righteous path in the pursuit of knowledge excellence.

Awakened Citizen Programme

Awakened Citizen Programme is a graded program designed by Ramakrishna Mission to enable and inspire students towards becoming enlightened citizens.

Club Activities

Various club activities are conducted in the school premises. Experts and professionals are invited to interact with the students. The school offers the following clubs :

- | | |
|--------------------------------------|----------------------|
| ❖ Creative writing & Journalism club | ❖ Drawing Club |
| ❖ Debate Club | ❖ Maths Club |
| ❖ Reader's Club | ❖ Quiz Club |
| ❖ Health Club | ❖ Needle Work club |
| ❖ Physical Science Club | ❖ Craft club |
| ❖ Eco Club | ❖ Dramatics club |
| ❖ Community Service Club | ❖ Web Designing club |

Counselling

There is a counsellor in campus three days a week. Students may avail the services on request or teachers may suggest to the parents if the teachers feel that such sessions may prove beneficial to the children.

Remedial Classes

Remedial classes are organized for students of classes VI – XII who need extra coaching.

Sports Coaching

Coaching classes are held for major games through the year in Basket Ball, Foot Ball, Table Tennis, Cricket, Athletics and Chess. They are conducted by specialized coaches and the school's sports faculty.

Yoga Classes

Yoga is part of the curriculum for students of Classes VI – XII. Yoga classes are aimed at keeping students fit and flexible physically and mentally. This programme will be extended to students of primary section as well.

Scouts and Guides

Scouts & Guides and Cubs & Bulbuls wing of the school is active. Students are sent for Rajya Puraskar Award, Golden Arrow Award and Standard Judging Competition (State level). They also take part in the Republic Day parade every year.

Veda Classes

Vedic chanting classes are organized on an optional basis every week after school hours for students of classes 6 to 8.

PRIZES

- ❖ Merit certificates are given Term wise to the qualifying students to motivate them.
- ❖ Endowment prizes are given during the Annual Day celebrations for Subject Toppers and Best Student in different categories.

SCHOOL WORKING HOURS

Pre-K.G	9.30 a.m. to 11.30 a.m
L.K.G.	9.30 a.m. to 12.00 noon
U.K.G.	9.30 a.m. to 1.30 p.m
CLASSES I to V	8.50 a.m. to 2.50 p.m
CLASSES VI to XII	8.15 a.m. to 3.00 p.m
Lunch Break - 12.00 noon to 12.25 p.m.	

STUDENTS ATTIRE AND APPEARANCE

CLASS	DRESS CODE	SHOES
Pre KG to UKG	BOYS Multi-colour Checked Shirt & Royal Blue Shorts	Bata Velcro Black Shoes
	GIRLS Multi-colour Checked frock	
1st Std to 5th Std	BOYS House Shirt & White Shorts (On Monday) White Shirt & Navy Blue Shorts (Other than Monday)	Bata Velcro Black Shoes
	GIRLS House Shirt & White Skirt (On Monday) White Shirt & Navy Blue Skirt (Other than Monday)	
6th Std to 7th Std	BOYS House Shirt & White Shorts (On Monday) White Shirt & Navy Blue Shorts (Other than Monday)	Black Shoes with laces
	GIRLS House Shirt, White Skirt (On Monday) White Shirt, Navy Blue Skirt & Navy Blue Waist Coat (Other than Monday)	
8th Std to 12th Std	BOYS House Shirt & White Trousers (On Monday) White Shirt & Navy Blue Trousers (Other than Monday)	Black Shoes with laces
	GIRLS White Salwar, White Kameez & House Waist Coat (On Monday) Navy Blue Salwar, White Kameez & Navy Blue Waist Coat (Other than Monday)	

- ❖ Students of classes XI and XII shall have an Epaulet attached to the shirts / kameez. This will be supplied by the school at current cost.
- ❖ Boys of Classes I – XII and Girls of Classes I – VII shall wear the school belt with a buckle carrying the school crest. This will be supplied by the school at current cost.
- ❖ Pupils of all classes from Pre-K.G. should wear identity cards which will be provided by the school at current cost.
- ❖ Pupils should come to school in full uniform, neatly starched and ironed. Each pupil should try to have a minimum of three sets of uniform so as to ensure cleanliness of uniform.
- ❖ **Hair Style : Girls :** - Hairstyle should be neat and not fanciful. No tinting or coloring. Long hair touching the shoulder should be folded, tied with ribbon (plain black) and put up.
Boys :- Short hair - not touching the collar / covering the ear.
- ❖ **Shirts :** To be tucked in and buttoned.
- ❖ **Fingers :** Finger nails should be trimmed regularly. No nail polish or nail varnish to be used.
- ❖ **Feet :** Only school black shoes and socks are allowed. Ankle socks are not allowed.
- ❖ **Ornaments:** Gold ornaments, Long ear hangings, fancy earrings are not allowed.

PAYMENT OF FEES

The Academic year of the school is from April to March. The prescribed fees are payable in 2 installments as follows:

Term	Period	Fees Payable	Last date for payment of fees without fine	Last date for payment of fees with fine
I & II	April to September	April	30th April	31st May
III & IV	October to March	October	31st October	30th November

Parents can pay the fees through School's **website : www.pssenior.edu.in** by selecting the tab For Parents followed by Fee Payment.

RULES AND REGULATIONS

LEAVE RULES:

- ❖ No pupil shall be absent without taking prior permission.
- ❖ Absence Record should be duly filled by the parent or guardian and submitted to the class teacher for a period of 2 days and to the Principal for longer period.
- ❖ Pupils applying for sick leave may be required to produce medical certificate.
- ❖ **Half-a-day leave may be availed only in the case of medical emergencies.**
- ❖ In case of sudden illness or other unavoidable circumstances, pupil requiring leave for any part of the day should obtain the permission of the Principal in person along with a parent.

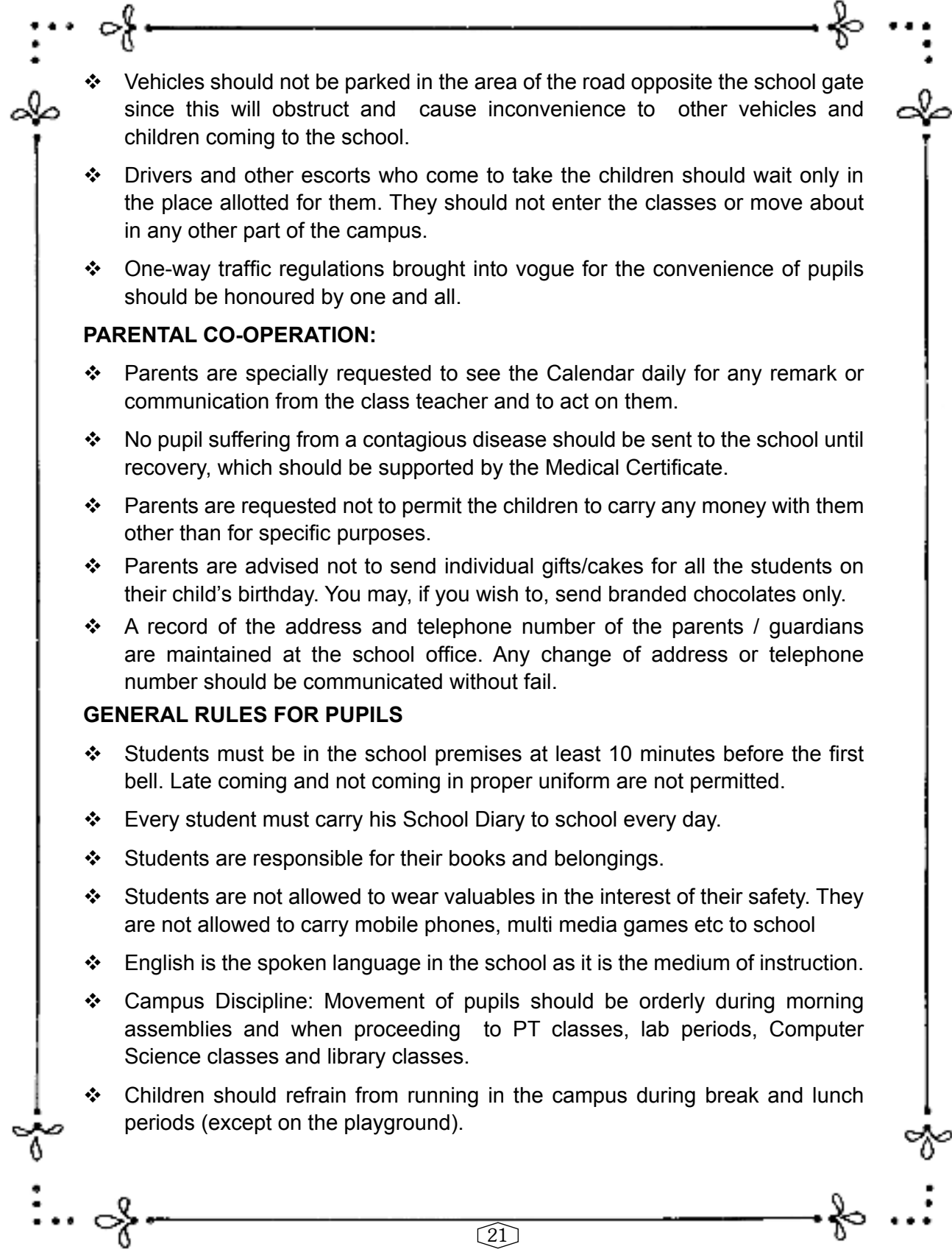
ATTENDANCE:

- ❖ Every pupil should have a minimum of 75% attendance in an academic year. Classes IX – XII (Ref. CBSE circular)
- ❖ Attendance on reopening days after term holidays is compulsory
- ❖ Absenteeism without prior permission on reopening days, and after special holidays like Pongal, Deepavali, and also on the eve of terminal examinations will be viewed seriously.
- ❖ Extra classes and revision exams will be arranged for students of Class X - XII during I and II term vacation. Therefore students are advised not to make any plans for holidays. In such cases the parent has to bring the student in person and explain the reason for their absence to the Principal.
- ❖ All students should attend important programmes/functions of the school like the Annual Day, Project Day, Sports Day and any other function as advised. Attendance will be marked on these days.

TRAFFIC REGULATIONS

The following traffic regulations are in force in and near the school and students should help in enforcing them. Parents and others are requested to co-operate by strictly observing them.

- ❖ Cycling within the school campus is not allowed.
- ❖ Auto Rickshaws/Cars/Vans should not be parked on the approach road to the school.

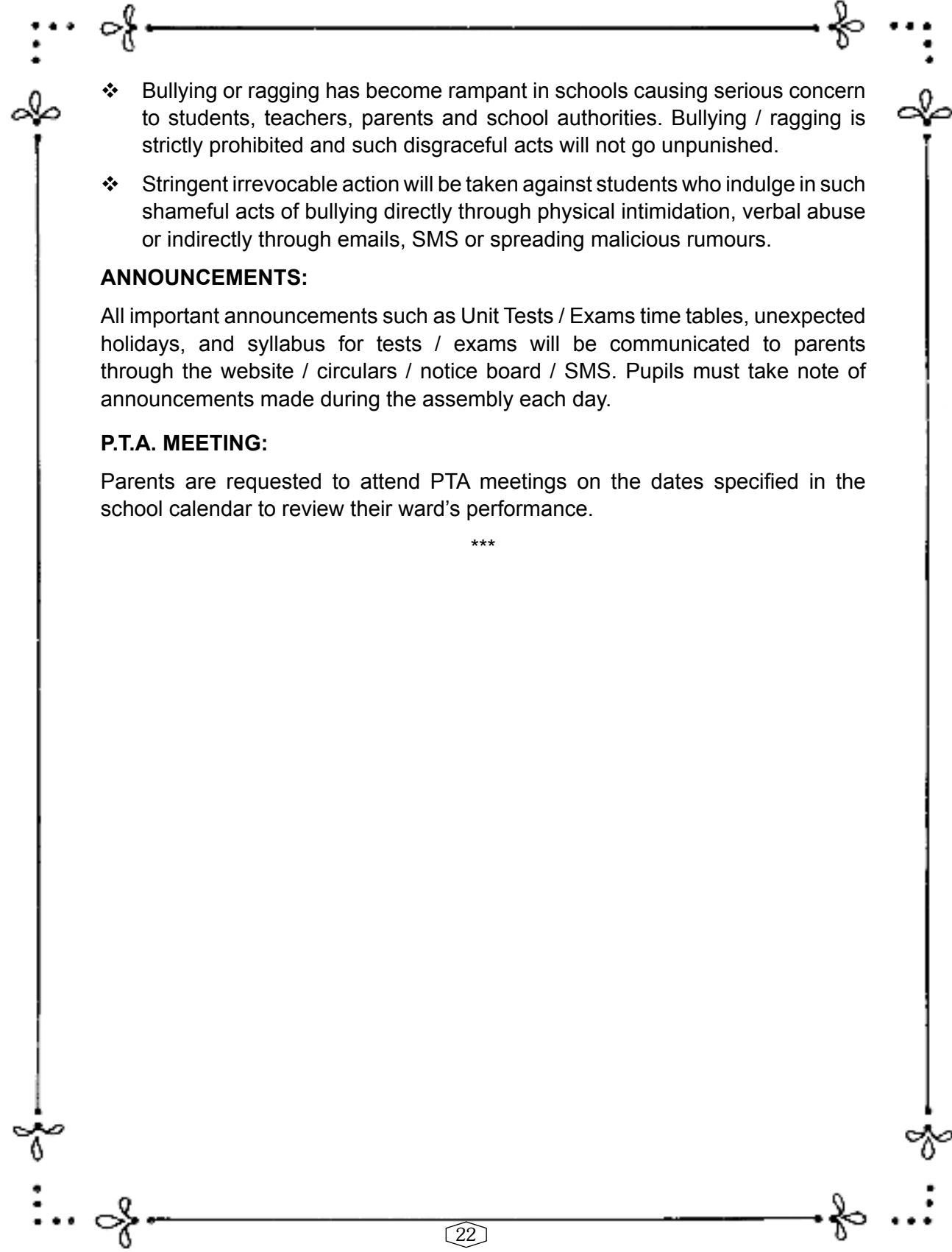
- 
- ❖ Vehicles should not be parked in the area of the road opposite the school gate since this will obstruct and cause inconvenience to other vehicles and children coming to the school.
 - ❖ Drivers and other escorts who come to take the children should wait only in the place allotted for them. They should not enter the classes or move about in any other part of the campus.
 - ❖ One-way traffic regulations brought into vogue for the convenience of pupils should be honoured by one and all.

PARENTAL CO-OPERATION:

- ❖ Parents are specially requested to see the Calendar daily for any remark or communication from the class teacher and to act on them.
- ❖ No pupil suffering from a contagious disease should be sent to the school until recovery, which should be supported by the Medical Certificate.
- ❖ Parents are requested not to permit the children to carry any money with them other than for specific purposes.
- ❖ Parents are advised not to send individual gifts/cakes for all the students on their child's birthday. You may, if you wish to, send branded chocolates only.
- ❖ A record of the address and telephone number of the parents / guardians are maintained at the school office. Any change of address or telephone number should be communicated without fail.

GENERAL RULES FOR PUPILS

- ❖ Students must be in the school premises at least 10 minutes before the first bell. Late coming and not coming in proper uniform are not permitted.
- ❖ Every student must carry his School Diary to school every day.
- ❖ Students are responsible for their books and belongings.
- ❖ Students are not allowed to wear valuables in the interest of their safety. They are not allowed to carry mobile phones, multi media games etc to school
- ❖ English is the spoken language in the school as it is the medium of instruction.
- ❖ Campus Discipline: Movement of pupils should be orderly during morning assemblies and when proceeding to PT classes, lab periods, Computer Science classes and library classes.
- ❖ Children should refrain from running in the campus during break and lunch periods (except on the playground).

- 
- ❖ Bullying or ragging has become rampant in schools causing serious concern to students, teachers, parents and school authorities. Bullying / ragging is strictly prohibited and such disgraceful acts will not go unpunished.
 - ❖ Stringent irrevocable action will be taken against students who indulge in such shameful acts of bullying directly through physical intimidation, verbal abuse or indirectly through emails, SMS or spreading malicious rumours.

ANNOUNCEMENTS:

All important announcements such as Unit Tests / Exams time tables, unexpected holidays, and syllabus for tests / exams will be communicated to parents through the website / circulars / notice board / SMS. Pupils must take note of announcements made during the assembly each day.

P.T.A. MEETING:

Parents are requested to attend PTA meetings on the dates specified in the school calendar to review their ward's performance.

APRIL 2019

1	Monday		
2	Tuesday		
3	Wednesday	First term of the academic year 2019 - 2020 begins for Classes L.K.G. to IX	1
4	Thursday		2
5	Friday		3
6	Saturday		-
7	Sunday		-
8	Monday		4
9	Tuesday		5
10	Wednesday		6
11	Thursday		7
12	Friday		8
13	Saturday		-
14	Sunday	Tamil New Year's day / Dr. Ambedkar Jayanthi	-
15	Monday		9
16	Tuesday		10
17	Wednesday		11
18	Thursday		12
19	Friday	Good Friday	13
20	Saturday		14
21	Sunday		-
22	Monday	Last working day for students	15
23	Tuesday	Last working day for teachers	-
24	Wednesday		-
25	Thursday		-
26	Friday		-
27	Saturday		-
28	Sunday		-
29	Monday		-
30	Tuesday		-
No. of working days : 15			

MAY 2019

1	Wednesday	
2	Thursday	
3	Friday	-
4	Saturday	-
5	Sunday	-
6	Monday	-
7	Tuesday	-
8	Wednesday	-
9	Thursday	-
10	Friday	-
11	Saturday	-
12	Sunday	-
13	Monday	-
14	Tuesday	-
15	Wednesday	-
16	Thursday	-
17	Friday	-
18	Saturday	-
19	Sunday	-
20	Monday	-
21	Tuesday	-
22	Wednesday	-
23	Thursday	-
24	Friday	-
25	Saturday	-
26	Sunday	-
27	Monday	-
28	Tuesday	-
29	Wednesday	-
30	Thursday	-
31	Friday	-
School office working hours : Monday - Friday 9.00 a.m. - 1.00 p.m.		

JUNE 2019

1	Saturday		
2	Sunday		
3	Monday	School reopens for Teachers	1
4	Tuesday		2
5	Wednesday	Ramzan Holiday	-
6	Thursday	School reopens for Classes L.K.G. - XII (Full working day)	3
7	Friday		4
8	Saturday	Half working day for Classes VI - XII (8.15 a.m. to 12.30 p.m.)	5
9	Sunday		-
10	Monday		6
11	Tuesday		7
12	Wednesday		8
13	Thursday		9
14	Friday		10
15	Saturday		-
16	Sunday		-
17	Monday		11
18	Tuesday		12
19	Wednesday		13
20	Thursday	School reopens for Pre KG	14
21	Friday	Unit Test (For Classes X, XI & XII)	15
22	Saturday	Half working day for Classes VI - XII (8.15 a.m. to 12.30 p.m.)	16
23	Sunday		-
24	Monday		17
25	Tuesday		18
26	Wednesday		19
27	Thursday		20
28	Friday		21
29	Saturday	Vidya Pravesh programme Half working day for Classes VI - XII (8.15 a.m. to 12.30 p.m.)	22
30	Sunday		-
No. of working days: 15 + 22 = 37			

JULY 2019

1	Monday		1
2	Tuesday		2
3	Wednesday		3
4	Thursday		4
5	Friday	Scintillations, Inter School Cultural Meet - Inauguration	5
6	Saturday	Scintillations, Inter School Cultural Meet - Valediction	6
7	Sunday		-
8	Monday		7
9	Tuesday		8
10	Wednesday		9
11	Thursday		10
12	Friday	Unit Test (Classes I to XII)	11
13	Saturday	Half working day for Classes VI - XII (8.15 a.m. to 12.30 p.m.) Sports selection for track and field events	12
14	Sunday		-
15	Monday		13
16	Tuesday		14
17	Wednesday		15
18	Thursday		16
19	Friday		17
20	Saturday		-
21	Sunday		-
22	Monday		18
23	Tuesday		19
24	Wednesday		20
25	Thursday		21
26	Friday	Parents meeting Teachers - Classes Pre KG - U.K.G (1.30 - 3 p.m.) Parents meeting Teachers - Classes I - V (3.00 - 4.30 p.m.)	22
27	Saturday	Parents meeting Teachers - Classes VI - XII (8.30 - 11.30 a.m.) Sports selection for track and field events	23
28	Sunday		-
29	Monday		24
30	Tuesday		25
31	Wednesday		26

No. of working days : 37 + 26 = 63

AUGUST 2019

1	Thursday		1
2	Friday		2
3	Saturday		3
4	Sunday		-
5	Monday		4
6	Tuesday		5
7	Wednesday		6
8	Thursday		7
9	Friday	Annual Day / Varalakshmi Vratam	8
10	Saturday	Annual Day	9
11	Sunday		-
12	Monday	Holiday after Annual Day	-
13	Tuesday		10
14	Wednesday		11
15	Thursday	Avani Avittam / Independence Day Celebration	12
16	Friday	Gayathri Japam (Working day)	13
17	Saturday	Half working day for Classes VI - XII (8.15 a.m. to 12.30 p.m.)	14
18	Sunday		-
19	Monday	Unit Test (Classes I to XII)	15
20	Tuesday		16
21	Wednesday		17
22	Thursday		18
23	Friday	Gokulashtami - (Half working day)	19
24	Saturday		-
25	Sunday		-
26	Monday		20
27	Tuesday		21
28	Wednesday		22
29	Thursday		23
30	Friday	Primary Sports Day	24
31	Saturday	Annual Sports Day	25
No. of working days: 63 + 25 = 88			

SEPTEMBER 2019

1	Sunday		-
2	Monday	Vinayaka Chaturthi	-
3	Tuesday		1
4	Wednesday		2
5	Thursday		3
6	Friday	Parents meeting Teachers - Classes Pre KG - U.K.G (1.30 - 3 p.m.) Parents meeting Teachers - Classes I - V (3.00 - 4.30 p.m.)	4
7	Saturday	Parents meeting Teachers - Classes VI - XII (8.30 - 11.30 a.m.)	5
8	Sunday		-
9	Monday		6
10	Tuesday		7
11	Wednesday		8
12	Thursday		9
13	Friday		10
14	Saturday		-
15	Sunday		-
16	Monday	Periodic Assessment -1 / Quarterly Exam. - Classes I to XII	11
17	Tuesday		12
18	Wednesday		13
19	Thursday		14
20	Friday		15
21	Saturday		16
22	Sunday		-
23	Monday		17
24	Tuesday		18
25	Wednesday		19
26	Thursday		20
27	Friday	Last working day	21
28	Saturday		-
29	Sunday	Navarathri begins	-
30	Monday		-
No. of working days: 88 + 21 = 109			

OCTOBER 2019

1	Tuesday		
2	Wednesday	Gandhi Jayanthi	
3	Thursday		-
4	Friday		-
5	Saturday		-
6	Sunday		-
7	Monday	Saraswathi Pooja	-
8	Tuesday	Vijayadasami School reopens for Term II for all Classes (Full working day)	1
9	Wednesday		2
10	Thursday		3
11	Friday		4
12	Saturday	Parents meeting Teachers Classes K.G to V Issue of Report cards (8.30 to 11.30 a.m.) Half working day for Classes VI - XII (8.15 a.m. to 12.30 p.m.)	5
13	Sunday		-
14	Monday	Music Fest week	6
15	Tuesday		7
16	Wednesday		8
17	Thursday		9
18	Friday		10
19	Saturday	Parents meeting Teachers (Classes VI to XII) Issue of report cards (8.30 to 11.30 a.m.)	11
20	Sunday		-
21	Monday	P.S. MUN Inauguration	12
22	Tuesday	P.S. MUN Valediction	13
23	Wednesday		14
24	Thursday		15
25	Friday		16
26	Saturday		-
27	Sunday	Deepavali	-
28	Monday	Deepavali	-
29	Tuesday		17
30	Wednesday		18
31	Thursday		19
No. of working days: 109 + 19 = 128			

NOVEMBER 2019

1	Friday	Unit Test (Classes I to XII)	1
2	Saturday		2
3	Sunday		-
4	Monday		3
5	Tuesday		4
6	Wednesday		5
7	Thursday		6
8	Friday		7
9	Saturday		-
10	Sunday		-
11	Monday		8
12	Tuesday		9
13	Wednesday		10
14	Thursday		11
15	Friday		12
16	Saturday	Ramanujan Cup Half working day for Classes VI - XII (8.15 a.m. to 12.30 p.m.)	13
17	Sunday		-
18	Monday		14
19	Tuesday		15
20	Wednesday		16
21	Thursday		17
22	Friday		18
23	Saturday		-
24	Sunday		-
25	Monday	Literary week	19
26	Tuesday		20
27	Wednesday		21
28	Thursday		22
29	Friday		23
30	Saturday	Half working day for Classes VI - XII (8.15 a.m. to 12.30 p.m.)	24
No. of working days: 128 + 24 = 152			

DECEMBER 2019

1	Sunday		-
2	Monday	Half Yearly begins for Classes X and XII	1
3	Tuesday		2
4	Wednesday		3
5	Thursday		4
6	Friday		5
7	Saturday		-
8	Sunday		-
9	Monday	Karthigai Deepam - (Half working day) Half Yearly Examination / Periodic Assessment - 2 (Classes I - IX & XI)	6
10	Tuesday		7
11	Wednesday		8
12	Thursday		9
13	Friday	Revision Examination - 1 begins for Classes X & XII	10
14	Saturday		11
15	Sunday		-
16	Monday		12
17	Tuesday		13
18	Wednesday		14
19	Thursday		15
20	Friday		16
21	Saturday	Last working day / Annual Alumni Meet	17
22	Sunday		-
23	Monday		-
24	Tuesday		-
25	Wednesday	Christmas	-
26	Thursday		-
27	Friday		-
28	Saturday		-
29	Sunday		-
30	Monday		-
31	Tuesday		-

No. of working days: 152 + 17 = 169

JANUARY 2020

1	Wednesday	New Year Day	
2	Thursday	School reopens after vacation	1
3	Friday	Revision Examination -2 begins for Classes X & XII	2
4	Saturday	Parents meeting Teachers Classes K.G to V Issue of Report cards (8.30 to 11.30 a.m.) Half working day for Classes VI - XII (8.15 a.m. to 12.30 p.m.)	3
5	Sunday		-
6	Monday		4
7	Tuesday		5
8	Wednesday		6
9	Thursday		7
10	Friday		8
11	Saturday	Parents meeting Teachers (Classes VI to XII) Issue of report cards (8.30 to 11.30 a.m.)	9
12	Sunday		-
13	Monday		10
14	Tuesday		11
15	Wednesday	Pongal	-
16	Thursday	Thiruvalluvar Day	-
17	Friday	Uzhavar Thirunal	-
18	Saturday		-
19	Sunday		-
20	Monday	Last day for intimating non-continuance in the school for the academic year 2020-21	12
21	Tuesday		13
22	Wednesday	Unit Test (For Classes IX & XI)	14
23	Thursday		15
24	Friday		16
25	Saturday	Half working day for Classes VI - XII (8.15 a.m. to 12.30 p.m.)	17
26	Sunday	Republic Day Celebration	-
27	Monday		18
28	Tuesday		19
29	Wednesday		20
30	Thursday		21
31	Friday		22
No. of working days: 169 + 22 = 191			

FEBRUARY 2020

1	Saturday	Half working day for Classes VI - XII (8.15 a.m. to 12.30 p.m.)	1
2	Sunday		-
3	Monday		2
4	Tuesday		3
5	Wednesday		4
6	Thursday		5
7	Friday	Annual Science Project Exhibition	6
8	Saturday	Annual Science Project Exhibition	7
9	Sunday		-
10	Monday		8
11	Tuesday		9
12	Wednesday		10
13	Thursday		11
14	Friday		12
15	Saturday		-
16	Sunday		-
17	Monday	Annual Examination for Classes IX & XI Unit Test (Classes I to VIII)	13
18	Tuesday		14
19	Wednesday		15
20	Thursday		16
21	Friday		17
22	Saturday		-
23	Sunday		-
24	Monday		18
25	Tuesday		19
26	Wednesday		20
27	Thursday		21
28	Friday		22
29	Saturday		-

No. of working days: 191 + 22 = 213

MARCH 2020

1	Sunday		-
2	Monday		1
3	Tuesday		2
4	Wednesday		3
5	Thursday		4
6	Friday		5
7	Saturday		-
8	Sunday		-
9	Monday	Annual Examination for Classes I to VIII	6
10	Tuesday		7
11	Wednesday		8
12	Thursday		9
13	Friday		10
14	Saturday		11
15	Sunday		-
16	Monday		12
17	Tuesday		13
18	Wednesday		14
19	Thursday		15
20	Friday		16
21	Saturday		-
22	Sunday		-
23	Monday		17
24	Tuesday		18
25	Wednesday		19
26	Thursday		20
27	Friday		21
28	Saturday		-
29	Sunday		-
30	Monday		22
31	Tuesday		23
No. of working days: 213 + 23 = 236			

APRIL 2020

1	Wednesday		-
2	Thursday	First Term of the academic year 2020 - 21 begins for classes LKG to IX	1
3	Friday		2
4	Saturday		-
5	Sunday		-
6	Monday		3
7	Tuesday		4
8	Wednesday		5
9	Thursday		6
10	Friday	Good Friday	7
11	Saturday		-
12	Sunday		-
13	Monday		8
14	Tuesday	Tamil New Year's day / Dr. Ambedkar Jayanthi	-
15	Wednesday		9
16	Thursday		10
17	Friday		11
18	Saturday	Half working day for Classes VI - XII (8.15 a.m. to 12.30 p.m.)	12
19	Sunday		-
20	Monday		13
21	Tuesday		14
22	Wednesday	Last working day for students School closes for summer vacation for students	15
23	Thursday		-
24	Friday	Last working day for teachers	-
25	Saturday		-
26	Sunday		-
27	Monday		-
28	Tuesday		-
29	Wednesday		-
30	Thursday		-
No. of working days: 15			

ABSENCE RECORD

Name : Class

S. No.	Date(s) of absence	No. of Days	Reasons for Absence	Parent's Initials	Class Teacher's Initials

ABSENCE RECORD

Name : Class

S. No.	Date(s) of absence	No. of Days	Reasons for Absence	Parent's Initials	Class Teacher's Initials

ABSENCE RECORD

Name : Class

S. No.	Date(s) of absence	No. of Days	Reasons for Absence	Parent's Initials	Class Teacher's Initials

RECORD OF OMISSIONS

LATE COMING RECORD

S. No.	Date	Reporting Time	Principal's or Class Teacher's Initials	Parent's Initials

RECORD OF OMISSIONS

LATE COMING RECORD

S. No.	Date	Reporting Time	Principal's or Class Teacher's Initials	Parent's Initials

RECORD OF OMISSIONS
LATE COMING RECORD

S. No.	Date	Reporting Time	Principal's or Class Teacher's Initials	Parent's Initials

UNIFORM OMISSIONS

S.No.	Date	Remarks	Class Teacher's Initials	Parent's Initials

UNIFORM OMISSIONS

S.No.	Date	Remarks	Class Teacher's Initials	Parent's Initials

EXAM/ ASSESSMENT SCHEDULE FOR CLASSES I - XII

Month Date & Day	Classes XI & XII	Classes IX & X	Classes I to VIII
21.06.2019 Friday	Unit Test	Unit Test - Class X	--
12.07.2019 Friday	Unit Test	Unit Test	Unit Test
19.08.2019 Monday	Unit Test	Unit Test	Unit Test
16.09.2019 Monday	Quarterly Examination	Periodic Assessment I	Quarterly Examination
October	--	--	--
1.11.2019 Friday	Unit Test	Unit Test	Unit Test
2.12.2019 Monday	Class XII Half Yearly Examination	Class X Half Yearly Examination Periodic Assessment II	--
9.12.2019 Monday	Class XI Half Yearly Examination	Class IX Half Yearly Examination Periodic Assessment II	Half Yearly Examination
13.12.2019 Friday	Revision Exam - I Class XII	Revision Exam - I Class X	--
3.1.2020 Friday	Revision Exam - II Class XII	Revision Exam - II Class X	--
22.1.2020 Wednesday	Class XI Unit Test	Class IX Unit Test	--
17.2.2020 Monday	Class XI Annual Examination	Class IX Annual Examination	Unit Test
9.3.2020 Monday	--	--	Annual Examination

CYCLE TEST (Classes X & XII)

TERM 1	TERM 2
8th June	12th October
29th June	19th October
27th July	9th November
3rd August	16th November
30th August (Friday)	23rd November



UNIT TEST TOPICS

Date : _____

Subject : _____

Date : _____

Subject : _____

Date : _____

Subject : _____

Date : _____

Subject : _____

Date : _____

Subject : _____

Date : _____

Subject : _____

UNIT TEST TOPICS

Date : _____

Subject : _____

Date : _____

Subject : _____

Date : _____

Subject : _____

Date : _____

Subject : _____

Date : _____

Subject : _____

Date : _____

Subject : _____



UNIT TEST TOPICS

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Subject : _____

Date : _____

Subject : _____



UNIT TEST TOPICS

Date : _____

Subject : _____

Date : _____

Subject : _____

Date : _____

Subject : _____

Date : _____

Subject : _____

Date : _____

Subject : _____

Date : _____

Subject : _____

PERIODIC ASSESSMENT I / QUARTERLY EXAM TOPICS

Date : _____

Subject : _____

Date : _____

Subject : _____

Date : _____

Subject : _____

Date : _____

Subject : _____

Date : _____

Subject : _____

Date : _____

Subject : _____

PERIODIC ASSESSMENT II / HALF YEARLY EXAM TOPICS

Date : _____

Subject : _____

Date : _____

Subject : _____

Date : _____

Subject : _____

Date : _____

Subject : _____

Date : _____

Subject : _____

Date : _____

Subject : _____

PERIODIC ASSESSMENT III / ANNUAL EXAM TOPICS

Date : _____

Subject : _____

Date : _____

Subject : _____

Date : _____

Subject : _____

Date : _____

Subject : _____

Date : _____

Subject : _____

Date : _____

Subject : _____

WITHDRAWAL

To be filled and submitted by students to the Class Teacher on or before 20th January 2020.

Name of the Pupil :

Class Teacher :

Section :

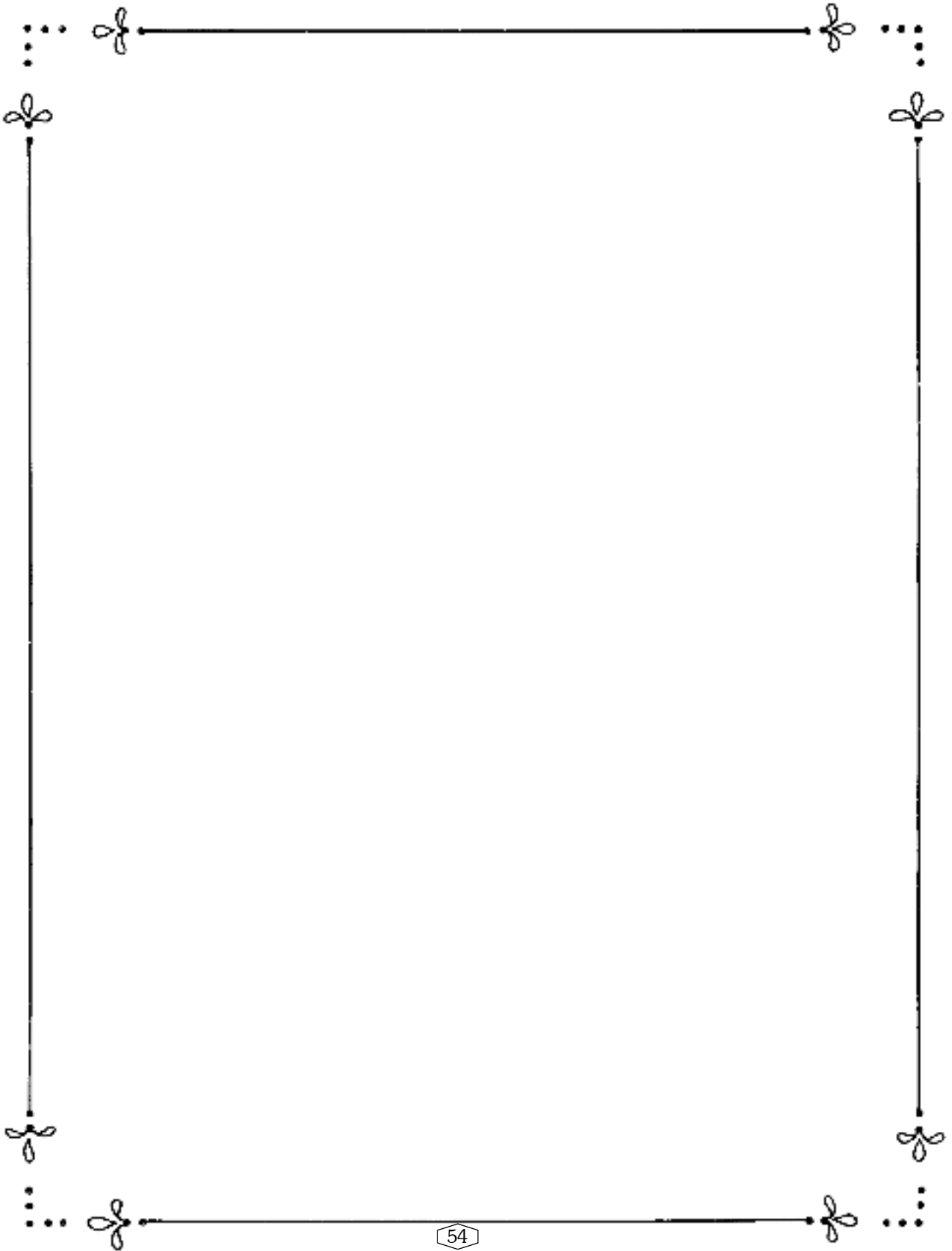
CONTINUANCE IN THE SCHOOL FOR 2020 - 2021

1. My ward will continue in your school.

2. My ward will not continue in your school.
(In this case T.C. should be applied for straightaway. Fees for the text books need not be paid)

3. My ward continuing in your school is doubtful.

(In this case, fees for books however must be paid along with the fees for term IV. Claim for refund in the event of withdrawal of pupil shall only be considered if such claim is made and received by the Principal on or before 20th January 2020.)



WITHDRAWAL

To be filled and submitted by students to the Class Teacher on or before 20th January 2020.

Name of the Pupil :

Class Teacher :

Section :

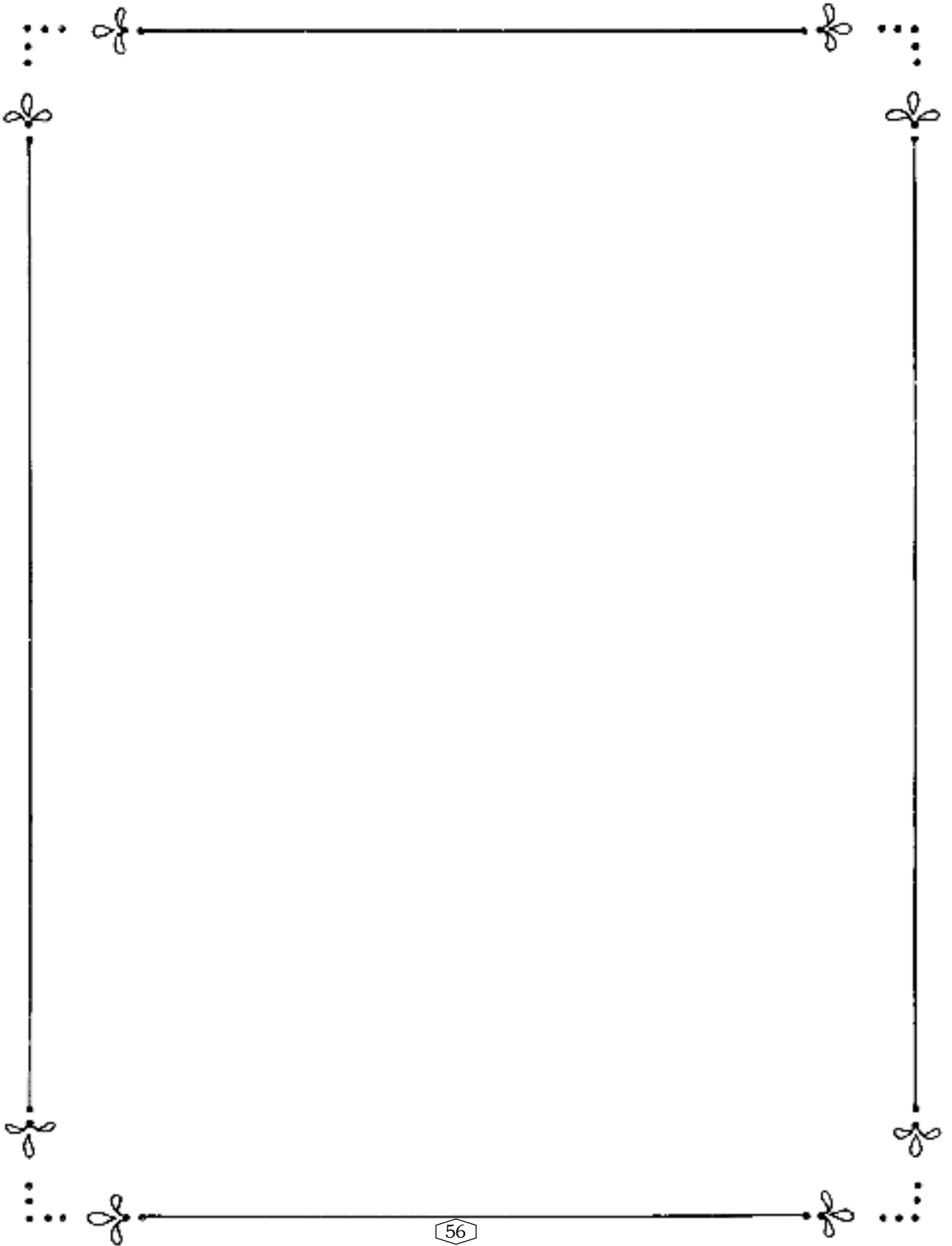
CONTINUANCE IN THE SCHOOL FOR 2020 - 2021

1. My ward will continue in your school.

2. My ward will not continue in your school.
(In this case T.C. should be applied for straightaway. Fees for the text books need not be paid)

3. My ward continuing in your school is doubtful.

(In this case, fees for books however must be paid along with the fees for term IV. Claim for refund in the event of withdrawal of pupil shall only be considered if such claim is made and received by the Principal on or before 20th January 2020.)





COMMUNICATION TO PARENT



COMMUNICATION TO PARENT



COMMUNICATION TO PARENT



COMMUNICATION TO PARENT



COMMUNICATION TO PARENT



COMMUNICATION TO PARENT

TIME TABLE

DAYS	(A.M.)					(P.M.)			
	(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
MON									
TUE									
WED									
THU									
FRI									
SAT									

Lunch Break

