

# Santa Cruz Public School (Senior Secondary)

Eramalloor - Alappuzha District

## PERSONAL MEMORANDUM

*Photo to  
be Affixed*

Name of the Student : .....

Standard : ..... Division : .....

Date of Birth (In Figures & Words) : .....

.....

Mother's Name : .....

Specimen Signature: .....

Occupation : .....

Phone : Mobile:..... Office : .....

Residence : .....

Father's Name : .....

Specimen Signature: .....

Occupation : .....

Phone : Mobile:..... Office : .....

Residence : .....

Neighbour's / Relatives / Guardian's Name & Phone :

.....

Residential Address : .....

.....

.....

School Bus : (Yes) (No) Bus stop: .....

Blood Group of the Pupil : .....

Details of persistent illness, if any : .....

(for the safe handling on emergency)

## Profile of the Family

Sl. No.	Name	Relationship	Present Status*	Remarks
* Employed, Unemployed, Student, Others				

We have read all the instructions, rules and regulations of the School as contained in this School Diary and hereby agree to abide by them, and will never violate any rule nor will act against the laid down concepts of the institution.

Also hereby fully agree that we would read and follow the instructions and informations that appear in the pages of this diary regularly without fail.

Name and Signature of the Pupil .....

Name and Signature of Father .....

Name and Signature of Mother .....

**School Hours : 8.40 a.m. to 2.25 p.m.**

# **SANTA CRUZ PUBLIC SCHOOL**

## **(Senior Secondary)**

**ERAMALLOOR**

### **SCHOOL VISION**

As the Catholic Church considers the Educational Enterprise as of the highest order of importance for survival of a community and for the well-being of each individual, the School aims at moulding the children academically, physically and mentally fit for the challenges of life and making them respectful to the culture of Our Country, awakening them to believe in the Religion of Oneness, Togetherness and Kindness.

The School further aims to impart the best of education with utmost care, love and understanding with a view to instill into the minds of students Moral and Ethical Values, Self - Reliance, Team - Spirit, Dignity of Labour and Patriotic Spirit.

Hence Santa Cruz Public School seeks to develop in students Intellectual Curiosity, Eagerness for Learning, Ability to utilize knowledge for Creative Living; to facilitate the students discover their talents / abilities so as to emerge as Integrated Individuals and thus to provide Value - based Quality Education for the students who will rise

*“Where the mind is without fear  
and the head is held high  
where knowledge is free  
where the world has not broken up  
into fragments  
by narrow domestic walls ..”*

# **SANTA CRUZ PUBLIC SCHOOL**

## **(Senior Secondary)**

**ERAMALLOOR**

### **MANAGEMENT**

Santa Cruz Public School is an English Medium, Co-educational and Autonomous Institution aiming to impart Value - based Quality Education and to transform the youth into a formidable force to meet the challenges of Nation - Building in 21<sup>st</sup> Century.

The School is owned and managed by the Diocese of Cochin belonging to the Latin Catholic Minority Community. The Institution is administered by the School Manager appointed by the Bishop of Cochin and supported by the CBSE School's Board, Diocese of Cochin.

The School was founded in the year 2001. Since it has been affiliated to the Central Board of Secondary Education, Delhi, the Institution strives for Excellence in all spheres of Education under the capable administration of all eminent previous Managers and presently under the able administration of Rev. Dr. Grimbald Lanthaparambil. The unique Square - shaped Building of the School is situated in 3 acres of land adjacent to the N.H. 47 with roofed courtyard and an indoor stadium which will serve the students with ample space for ACADEMIC AND EXTRA CURRICULAR ACTIVITIES.

The outdoor facilities include a well built basket ball court, 2 Volley ball courts, 2 Badminton Courts and a well maintained beautiful garden.

**SANTA CRUZ PUBLIC SCHOOL  
(Senior Secondary)**

**ERAMALLOOR**

**Cochin Diocese  
CBSE School's Board**

***PATRON***

His Excellency

**Rt. Rev. Dr. JOSEPH KARIYIL B.A., S.T.D**

Bishop of Cochin

***MANAGER***

**Rev. Dr. GRIMBALD LANTHAPARAMBIL**

**MANAGING BODY**

**V. Rev. Msgr. PETER CHADAYANGAD**

**Rev. Fr. JOPPY KOOTTUMKAL**

**Rev. Fr. JOHNSON CHIRAMMEL**

**Rev. Dr. MARIAN ARACKAL**

**Adv. GEORGE P.K**

# PROSPECTUS AND GENERAL RULES

## I. ADMISSION

Admissions are granted to all classes subject to availability of vacancies.

Admissions will be decided on the basis of tests and interviews. For admission to L.K.G., the child should have 4 years of age completed on 31<sup>st</sup> March of the year in which the admissions is sought. Those seeking admission to higher classes should fulfill the corresponding age requirement. The Transfer Certificate & Birth Certificate should be submitted along with the admission application.

## II. SCHOOL TERMS

Term	-	I	May 2018
Term	-	II	July 2018
Term	-	III	September 2018
Term	-	IV	November 2018
Term	-	V	January 2019
Term	-	VI	March 2019

## III. SCHOOL HOURS

Assembly	:	9.00 a.m. to 9.15 a.m.
Morning Session	:	9.15 a.m. to 11.35 a.m.
Afternoon Session	:	12.00 noon to 2.25 p.m.

## IV. SCHOOL UNIFORM

All students are required to adhere strictly to the norms of school uniform without fail as they are meant to inculcate a feeling of equality and sense of belonging to the Institution. School uniform indicates uniformity in dress, tie, belt, shoes, socks, I.D. Card etc. Students are to be smartly dressed and uniform should be clean and well-pressed.

## Uniform Structure Kinder Garten

	<i>Except Wednesday</i>	<i>Wednesday</i>
<i>Boys</i>	Maroon Check Shirt with half sleeves-one pocket. Dark Ash Shorts - side pocket. Maroon Socks and Black Shoes, School Belt, School Tie.	White shorts House T-Shirt School Belt with White Socks Canvas White Shoes
<i>Girls</i>	Dark Ash Pinafore, Maroon Check Shirt with half sleeves and other items as for Boys.	White Skirt and all other items as for Boys.

### Public School

*Monday, Tuesday, Thursday & Friday*

	<b>I to IV</b>	<b>V to X</b>
<i>Boys</i>	Shorts in Dark Ash Shirt in Light Ash School Tie, School Belt Socks in Dark Ash and Black Shoes.	Pants in Dark Ash and other items as for Std. I to IV
<i>Girls</i>	Skirt in dark Ash and all other items as for Boys. But hair with Red Ribbon	Pants and Coat in dark Ash, Shirt in light ash and all other items as for Boys.

*Wednesday*

	<b>I to X</b>	
<i>Boys</i>	Navy blue track suit, House T-Shirt, Socks & Shoes.	
	<b>I to IV</b>	<b>V to X</b>
<i>Girls</i>	Navy blue track suit House T-Shirt, Socks & Shoes.	House T-shirt, white coat, dark ash pants, Socks & Shoes.

## **V. ATTENDANCE**

Every student is required to have an attendance of not less than 90% of the total number of working days in the academic year. If a student is continuously absent for more than 15 days without sanction in writing, his/her name shall be cut off from the rolls. Application for leave should be submitted in the format of Leave Record given in the school diary and duly signed by parents. Application for leave for more than 3 days should be submitted to the Principal. Application for leave on medical grounds should be countersigned by an appropriate medical authority with the official seal affixed. Any student suffering from a contagious disease will not be allowed to attend the school. Withdrawal of children from classes during school hours is not permitted, except in the case of emergency.

## **VI. SCHOOL FEE - REMITTANCE**

Tuition Fee is to be paid for 12 months in six Instalments in May, July, September, November, January, March. The payment can be made without Fine upto 10<sup>th</sup> but with fine of Rs. 10/- till 15<sup>th</sup>, Rs. 20/- till 25<sup>th</sup> and Rs. 50/- till 30<sup>th</sup> of the month of payment. Fee defaulters for more than 3 months will be terminated from rolls without any notice. Such students would be re-admitted subject to vacancies and payment of all dues plus re-admission charge of Rs. 50/-. There shall be fee increase from time to time in commensurate with the Development of the school's Infrastructure as well as the salary hike.

## **VII. VISITING TIME FOR PARENTS**

- a. Teachers : On all Working Days between 2.45 p.m. to 3.30 p.m. with prior appointment.
- b. Principal : On all Working Days between 9.30 a.m. to 10.30 a.m. and 2.45 p.m. to 4.00 p.m.



## VIII. EXAMINATION & PROMOTION

As per the CBSE directive a system of Continuous and Comprehensive Evaluation (CCE) is being followed from class I to X.

### CRITERIA FOR PROMOTION

Promotion from class I to X will be based on the Rules and Regulations presented by the CBSE.

- \* If a student fails in the same class twice, the parent will be advised to withdraw the student.
- \* If any student is found using unfair means during the examination, that answer-paper of the erring student shall be cancelled and he/she will be awarded 'Zero' for that paper.

### GENERAL SCHOOL RULES

#### THIS DIARY SHOULD BE BROUGHT TO SCHOOL EVERYDAY

1. Instructions given in this diary should be promptly and properly carried out. The diary should not be used as a rough book and pages there from not torn.
2. Children should be present in the school campus before 08.40 am and leave soon after 02.30 pm whether in the school or private buses. They should not stand in groups in the school premises. No student is allowed to stay back without the Principals permission.
3. **It is compulsory to speak in English while in the campus/ school bus.**
4. **They should be polite and courteous and should greet teachers, elders and guests.**
5. **Use of abusive language or gesture is strictly prohibited.**

6. As you are aware, the Government has strictly banned the use of mobile phones by the students in schools. Parents are directed not to permit their wards taking mobile phones to the school campus. It is made clear that if detected, the student shall be removed from the rolls forthwith and no excuses or explanations shall be entertained.
7. School property has to be taken proper care of damages of any kind may have to be got rectified by payment of fine.

### **SCHOOL DISCIPLINE**

“Confidence comes from discipline and training’. Only a well groomed and disciplined child can grow up into an intrinsically disciplined adult with the right value system and attitude.

Santa Cruz public School has been trying its best to inculcate the right values, attitude and self discipline in its children. Needless to say the role of parents in setting the right example and guiding the child properly is of utmost importance.

### **FOR PARENTS**

Effective school discipline starts from effective home discipline. Parents are always encouraged to work with the school to try and solve any problems that may arise. The school expects the full co-operation of parents in matters of discipline.

### **PARENTS ARE REQUESTED...**

- a. to look into the school diary of their wards and ensure that the home assignments are duly completed by their wards. Remarks made by the teachers should be acknowledged by the parents.
- b. to establish a good rapport with all teachers.
- c. to sent an authorization letter with the person in case of any inconvenience from their side. No student will be sent home with a stranger even in the case of emergency.

- d. to intimate the school office for any change of address or telephone numbers to enable us to contact the parents quickly in case of necessity.
- e. not to use the school diary to send communications to the school.
- f. to see that their wards come to school smart and tidy and in complete uniform.
- g. to monitor the activity of their wards after school hours.
- h. not to entrust large amount of money with their wards.
- i. to be available whenever they are needed as in the case of sickness, signing warning letters and other disciplinary matters.
- j. not to visit the faculty rooms or classrooms.
- k. to see that their wards return the library books on time.

**STUDENTS ARE ADVISED TO STRICTLY ADHERE TO THE FOLLOWING:**

- a. All students are responsible for their own action
- b. Attend school regularly. Be punctual and be prepared to work to the best of their ability.
- c. Respect the rights and property of others
- d. Not to leave school without permission
- e. Move about in the campus in an orderly manner. Running and shouting in the corridors are not acceptable
- f. Not to enjoy any school facility other than they regularly avail without prior permission
- g. Maintain discipline while they travel in public or public transport.
- h. Not to roam about in the school uniform after the school hours

- i. Without prior permission cd's, pendrives, cameras are not allowed
- j. Children are not permitted to bring, borrow, lend or exchange any fancy or costly articles
- k. Santa Cruz aims at making the campus a completely plastic free zone. Kindly co-operate with us by providing,
  - i. Only steel Tiffin boxes and water bottles
  - ii. Celebrate birthdays by planting a sapling in the campus or donating a book to the library instead of sweets or chocolates.
- l. Shouting , whistling, teasing, showing disrespect, enmity towards anyone and telling lies are signs of bad character and therefore are strictly prohibited
- m. No student is expected to indulge in any form of ragging. If found so strict action will be taken against such erring students as per the ragging act implemented by the state of Kerala
- n. Bullying inside the campus is strictly prohibited
- o. Paper bits and unwanted things are to be deposited in the dustbin only
- p. No student is allowed to bring stickers, sweets, toys, cards, money etc. to the classroom
- q. Students shall not enter or leave the class during the class hours without the permission of the teacher.

### **SCHOOL UNIFORM**

Our school believes in simplicity and modesty. The dignity of the dress code should be maintained both by boys and girls

- a. ID cards are issued from the school and every student should wear it daily to school.

- b. Children should come to school in clean and properly ironed uniforms.
- c. Girls should tie their long hair in two plaits. Girls should compulsorily wear tights and long petticoats. Boys should trim their hair short. The school doesn't entertain any fancy hairstyles. Colouring of hair is not allowed. Senior boys should come clean shaved.
- d. The uniforms should be properly stitched as per the school requirements. Boys should tuck their shirts in and wear school uniform belts. In no case can they wear 'low waist trousers'.
- e. Girls skirt should reach below the knees.
- f. No fancy foot wear is permitted. During rainy days children should wear black sandals.
- g. Students should not wear/use gold ornaments, fancy jewelleryes, nail polish, lip gloss and perfume.

### **BUS RULES**

1. The smaller children should be seated before the senior students occupy the seats.
2. Students should remove their bags from their shoulders before boarding the bus and keep them neatly on the racks.
3. All school bus stops are codified and the buses will stop only at the designated by stops. The bus departure timings at the stops can be obtained from the School Office. The buses may reach the bus stop 5 minutes before the scheduled departure time and will leave immediately after all the students from the particular bus stop board the bus. However the buses will not wait for students beyond the scheduled departure time. Bus users are expected to be at the respective bus stops, 5 minutes before the scheduled departure time of the bus.

4. Communications from parents to the School shall be only in writing and oral instructions to bus crew will not be entertained. Buses shall not be detained at bus stops for this purpose.
5. Occasionally it may not be possible to run the buses along the designated routes due to traffic blocks or regulations by the Traffic Authorities. Under such circumstances, the bus crew will intimate the Parents who are available at the boarding points, the nearest bus stop where the school bus can drop the children during the return trip. The children can be brought back to the bus terminus if parents desire to pick them up from there. Information on alternative arrangements can be obtained from the School Office also.
6. Unless otherwise communicated to the parents in advance, the buses will not leave the school earlier than the scheduled departure time on any day.
7. Students can use only the trip that is allotted to them. Children will be brought back to the school if the parents / guardian are not available to receive them at the bus stops.
8. Students are not permitted to change their bus routes / bus stops.
9. Children who wish to withdraw bus facility should intimate in writing one month in advance.

I have read the instructions and I hereby undertake that I shall co-operate with the school in ensuring that my ward abides by the rules and regulations.

**Name of the parent** : .....

**Signature** : .....

सी.बि.ऐस.ई. गीत  
नया आगाज़

आज समय की माँग पर  
आगाज़ नया इक होगा  
निरंतर योग्यता के निर्णय से  
परिणाम आकलन होगा ।

परिवर्तन नियम जीवन का  
नियम अब नया बनेगा  
अब परिणामों के भय से  
नहीं बालक कोई डरेगा

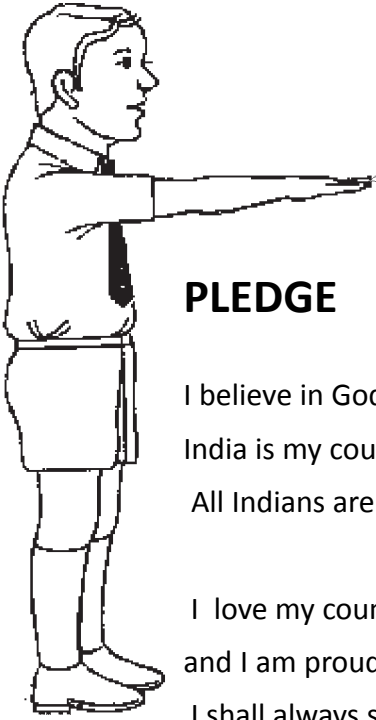
निरंतर योग्यता के निर्णय से  
परिणाम आकलन होगा ।

बदले शिक्षा का स्वरूप  
नई खिले आशा की धूप  
अब किसी कोमल-से-मन पर  
कोई बोझ न होगा

निरंतर योग्यता के निर्णय से  
परिणाम आकलन होगा ।

नई राह पर चलकर मंजिल को हमें पाना है  
इस नए प्रयास को हमने सफन बनाना है  
बेहतर शिक्षा से बदने देश, ऐसे इसे अपनाए  
शिक्षक, शिक्षा और शिक्षित  
बस आगे बढ़ते जाएँ  
बस आगे बढ़ते जाएँ  
बस आगे बढ़ते जाएँ.....





## PLEDGE

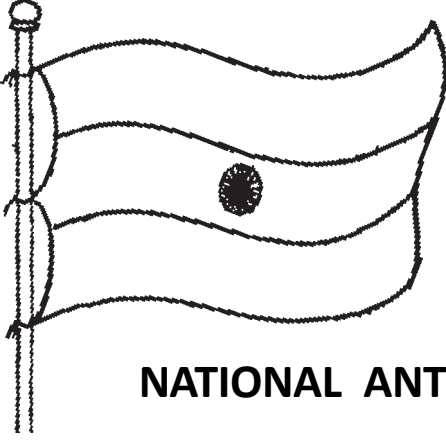
I believe in God  
India is my country  
All Indians are my brothers and sisters.

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 every one with courtesy.

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





## NATIONAL ANTHEM

Jana gana mana adhinayaka jaya he  
Bharata bhagya vidhata  
Panjab Sindh Gujarat Maratha  
Dravida Utkala Banga  
Vindhya Himachala Jamuna Ganga  
Ucchala Jaladhi tharanga  
Tava Shubha namae Jage  
Tava Shubha ashisa mage  
Gahe Tava Jaya Gatha  
Jana Gana Mangala Dayaka Jaya hae  
Bharata Bhagya Vidhata  
Jaya hae, Jaya hae, Jaya hae,  
Jaya Jaya Jaya Jaya hae.



## MORNING PRAYER

O God / we have come before You /  
to seek Your blessings / before we begin our day. /  
Bless our school / and keep it in your care. /  
Enable us / to strive for excellence /  
in whatever we do / wherever we are. /  
Enlighten us / as we study / so that /  
We may become / the light of the world. /  
Grant us / the wisdom to know /  
the difference between / good and bad /  
and do only / what is right / at all times. /  
Keep us / morally upright / physically strong /  
And spiritually uplifted. /  
Bless our beginning, / guide our footsteps /  
And lead us to success.

## **EVENING PRAYER**

O God / we offer you / this day /  
All our work / prayer and play /  
Bless our parents / teachers /  
and administrators of our school. /  
Keep us / in your loving care. /  
Teach us always how to share. /

## **HYMNS**

### **1. FATHER WE THANK THEE**

Father we thank thee for the night:  
And for the pleasant morning light  
For rest and food and loving care  
And all that makes the world so fair.

Help us to do the things we should  
To be to others kind and good  
In all we do in work and play  
So grow more loving day by day

## **2. LORD, MAKE ME AN INSTRUMENT OF THY PEACE**

Lord, make me an instrument of Thy peace  
Where there is hatred, let me sow love;  
Where there is injury, pardon;  
Where there is doubt, faith;  
Where there is despair, hope;  
Where there is darkness, light;  
And where there is sadness, joy.

## **3. SHOWERS OF BLESSINGS.....**

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

Showers of blessing  
Showers of blessing we need  
Mercy-drops round us are falling  
But for the showers we plead

There shall be showers of blessing  
Precious reviving again  
Over the hills and the valleys  
Sound of abundance of rain

#### **4. OM JAGADISHWARA.....**

Om Jagadishwara Sadapi Chinmaya  
Jagadishwara Vande.....  
Om Paripoojitha, Para... Parathma,  
Anavaratham Vande (3)

#### **5. TRUST IN THE LORD**

Trust in the Lord. Oh, you sons of God  
And bless His name (2)  
Happy are they who trust in Him,  
And bless His name (2)

Exult you just in the Lord our God  
Praise from the upright is fitting,  
Sing to Him a new song with the harp,  
Pluck the strings with shots of gladness.  
(Trust in .....

#### **6. PRAISE GOD.....**

Praise God (2)  
Let his love remind us of the power of his name  
Praise God (2)  
All creation sing his song of praise

I will praise you God and King, each and every day  
My mouth shall never cease to sing  
And I will bless your name forever.  
Praise God (2)

## **7. GIVE ME OIL**

Give me oil in my lamp, Keep me burning

Give me oil in my lamp, I pray

Give me oil in my lamp, Keep me burning

Keep me burning till the break of day.

Give me love in my heart, Keep me serving

Give me love in my heart, I pray

Give me love in my heart, Keep me serving

Keep me serving till the break of day.

Give me faith in my heart, Keep me trusting

Give me faith in my heart, I pray

Give me faith in my heart, Keep me trusting

Keep me trusting till the break of day.

## **8. GREAT INDEED.....**

Great indeed are your works Oh ! Lord

Now and ever more (2)

The universe night and day

Tells of all your wonders.

You are our life and our light

We shall praise you always. (Great indeed.....)

You are the path which we tread

You will lead us always

From every corner of earth,

All the nations gather.

(Great indeed.....)

## 9. BIND US TOGETHER

Bind us together Lord  
Bind us together with cords  
That cannot be broken.

Bind us together Lord  
Bind us together Lord  
Bind us together with love.

There is only one God  
There is only one King  
There is only one Body  
That is why we sing. (Bind us.....)

## 10. സർവ്വശക്തനായ ദൈവമെ.....

സർവ്വശക്തനായ ദൈവമെ  
കൈ വണങ്ങിടുന്നിതങ്ങയെ  
നിൻ അനന്ത നന്മകൾക്കു ഞാൻ  
നന്ദി ചൊല്ലി വാഴ്ത്തിടുന്നിതേ

കുപ്പുകൈക്കുറുന്നുമായി നിൻ  
കാൽക്കൽവന്നു കാത്തിടുന്നിതാ  
ത്യക്കരങ്ങൾ നീട്ടി ഞങ്ങളെ  
നിത്യമായനുഗ്രഹിക്കണെ

നിന്റെയാഗ്രഹത്തിനൊത്തപോൽ  
എൻ പ്രവർത്തികൾ സമസ്തവും  
നിർവ്വഹിച്ചു നിത്യഭാഗ്യവും  
കൈവരിയ്ക്കുവാൻ തരു വരം

### 11. നന്മരുപിയായ ദൈവമേ....

നന്മരുപിയായ ദൈവമേ  
 നിനക്കുവന്ദനം (2)  
 നിൻ മനോജ്ഞരൂപമെന്റെ  
 മൂന്നിലെന്നും കാണണം  
 (നന്മരുപിയായ.....)

ഈ കലാലയം നിനക്കു നിത്യവും വസിക്കുവാൻ  
 എത്രയും മനോജ്ഞമായി  
 സദനമായി ഭവിക്കണം  
 (നന്മരുപിയായ.....)

### 12. ചിന്തയ രൂപാ ....

ചിന്തയ രൂപാ ചിരഞ്ജീവാ  
 സ്നേഹസ്വരൂപാ ജഗദീശാ  
 ജീവസന്തായകാ നമിക്കുന്നു  
 കനിവോടെന്നെ സ്വീകരിക്കു (2)

ആയിരം വസന്തങ്ങൾ വിരിഞ്ഞാലും  
 ആയിരം മഴവില്ല് തെളിഞ്ഞാലും  
 നിതാന്ത സൗന്ദര്യമെ നിന്റെ മൂന്നിൽ  
 നിഷ്പ്രഭമല്ലോ ചരാചരങ്ങൾ  
 (ചിന്തയ.....)

### 13. ചന്തമേറിയ പുവിലും ...

ചന്തമേറിയ പുവിലും ശബളാഭമാം  
 ശലഭത്തിലും  
 സന്തതം കരതാരിയെന്നൊരു ചിത്ര  
 ചാതുരി കാട്ടിയും  
 ഹന്ത ! ചാരുകരാക്ഷമാലകളർക്ക  
 രശ്മിയിൽ നീട്ടിയും  
 ചിന്തയാം മണിമന്ദിരത്തിൽ വിളങ്ങു  
 മീശനെ വാഴ്ത്തുവിൻ !



## 14. ഹൃദയരാഗ തന്ത്രിമീട്ടി

ഹൃദയരാഗ തന്ത്രിമീട്ടി  
സ്നേഹഗീതമേകിയും  
കർമ്മഭൂമി തളിരിടുന്ന  
വർണ്ണമേകിയും ....  
നമ്മിൽ വാഴുമാദിനാഥം  
ഇന്നു വാഴ്ത്തിടാം.... (ഹൃദയരാഗ.....)

ഞങ്ങൾ പാടുമീസ്വരങ്ങൾ  
കീർത്തനങ്ങളാകണേ  
ചോടുവയ്ക്കുമീപദങ്ങൾ  
നൃത്തലോലമാകണേ  
കുഞ്ഞുവീടിനൂൾത്തടങ്ങൾ  
സ്വർഗ്ഗമാകണേ  
അമ്മ നൽകുമുമ്പോലും  
അമൃതമാകണേ.....  
പൂർണ്ണമീചരാചരങ്ങൾ  
ഗുരുവരങ്ങളാകണേ (ഹൃദയരാഗ.....)

### 1. ॐ जगदीश हरे....

ॐ जगदीश हरे.....  
स्वामी जय जगदीश हरे.....  
भक्त जनों के संकट  
दास जनों के संकट  
क्षण में दूर करें.....  
ॐ जय जगदीश हरे ।

## 2. दया कर दान विद्या का

दया कर दान विद्या का  
हमें परमात्मा देना।  
दया करना हमारी आत्मा में,  
शुद्धता देना।

हमारे ध्यान में आओ,  
प्रभू! आँखों में बस जाओ।  
अँधेरे दिल में आकर के,  
परम ज्योती जगा देना।

बहा दो प्रेम की गंगा,  
दिलों में प्रेम का सागर।  
हमें आपस में मिल जुलकर,  
प्रभो रहना सिखा देना।

दया कर दान विद्या का  
हमें परमात्मा देना।

## 3. ईश का यश हम गाँ

उसी ईश का यश हम गाँ,  
उसी ईश को शीश नमाँ।  
जो है जन-जन के तन मन में,  
जो है जग के हर कण कण में,  
जो जल में थल में अंबर में  
जो सूरज में है चंदा में  
उसी ईश का यश हम गाँ,  
उसी ईश को शीश नमाँ।

जो अंधकार के सागर में  
सार्वत्र प्रकाशित पिंडों में।  
जो वनस्पति के हर तृण में।  
पशु पक्षी के हर कलख में।  
उसी ईश के गुण हम गाँ  
उसी ईश के शीश नमाँ।

#### 4. हे मेरे ईश्वर

हे मेरे ईश्वर  
हे मेरे स्वामी  
आ जा दिल में मेरे  
भर दे ज्योति (2)  
पिता शरणम्, पुत्र शरणम्  
आत्मा शरणम्  
शरणम् - शरणम् (2)



## ABSENCE RECORD

(Only one line to be filled in for each absence)

Name ..... Class ..... Div ..... Roll No. ....

Period Date	Reason for Absence	Parent's Signature	Principal's / Class Teacher's Signature

## ABSENCE RECORD

(Only one line to be filled in for each absence)

Name ..... Class..... Div..... Roll No. ....

Period Date	Reason for Absence	Parent's Signature	Principal's / Class Teacher's Signature

## TEACHER'S REMARKS

Date	Class Work / Home Work Not Done / Irregular / Other Remarks	Teacher's Signature	Parent's Signature

## TEACHER'S REMARKS

Date	Class Work / Home Work Not Done / Irregular / Other Remarks	Teacher's Signature	Parent's Signature

## PRINCIPAL'S REMARKS

.....  
.....  
.....  
.....

Principal's Signature : .....

Date : .....

Parent's / Guardian's Signature : .....

.....  
.....  
.....  
.....

Principal's Signature : .....

Date : .....

Parent's / Guardian's Signature : .....

.....  
.....  
.....  
.....

Principal's Signature : .....

Date : .....

Parent's / Guardian's Signature : .....



## PRINCIPAL'S REMARKS

.....  
.....  
.....  
.....

Principal's Signature : .....

Date : .....

Parent's / Guardian's Signature : .....

.....  
.....  
.....  
.....

Principal's Signature : .....

Date : .....

Parent's / Guardian's Signature : .....

.....  
.....  
.....  
.....

Principal's Signature : .....

Date : .....

Parent's / Guardian's Signature : .....

**PARENT'S REMARKS**

Date	Remarks	Signature

## PARENT'S REMARKS

Date	Remarks	Signature

## LIBRARY RECORD

Sl.No.	Name of the Book	Date	
		Issued	Returned

## LIBRARY RECORD

Sl.No.	Name of the Book	Date	
		Issued	Returned

*A feather in hand is better than a bird in the air. - George Herbert*

**Holidays during the Academic Year 2018-19**

Date	Description



Date	Home Assignment / Informations



Date	Home Assignment / Informations

*Leadership is developed daily, not in a day. - John C. Marwell*

Date	Home Assignment / Informations



Date	Home Assignment / Informations

Date	Home Assignment / Informations



Date	Home Assignment / Informations

Date	Home Assignment / Informations



Date	Home Assignment / Informations



Date	Home Assignment / Informations

Date	Home Assignment / Informations







Date	Home Assignment / Informations





Date	Home Assignment / Informations



Date	Home Assignment / Informations

Date	Home Assignment / Informations

Date	Home Assignment / Informations

Date	Home Assignment / Informations





Date	Home Assignment / Informations

Date	Home Assignment / Informations



Date	Home Assignment / Informations



Date	Home Assignment / Informations







Date	Home Assignment / Informations



Date	Home Assignment / Informations



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Date	Home Assignment / Informations

Date	Home Assignment / Informations

Date	Home Assignment / Informations

Date	Home Assignment / Informations

Date	Home Assignment / Informations



Date	Home Assignment / Informations



## EXAMINATION TIME TABLE

Day & Date	Time	Subject

## PORTIONS FOR EXAM

## EXAMINATION TIME TABLE

Day & Date	Time	Subject

## PORTIONS FOR EXAM

## EXAMINATION TIME TABLE

Day & Date	Time	Subject

## PORTIONS FOR EXAM

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for students to write or draw their answers to the exam questions.

## EXAMINATION TIME TABLE

Day & Date	Time	Subject

## PORTIONS FOR EXAM



## INCORRECT UNIFORM / LATE COMING RECORD

JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9
10	10	10	10	10
11	11	11	11	11
12	12	12	12	12
13	13	13	13	13
14	14	14	14	14
15	15	15	15	15
16	16	16	16	16
17	17	17	17	17
18	18	18	18	18
19	19	19	19	19
20	20	20	20	20
21	21	21	21	21
22	22	22	22	22
23	23	23	23	23
24	24	24	24	24
25	25	25	25	25
26	26	26	26	26
27	27	27	27	27
28	28	28	28	28
29	29	29	29	29
30	30	30	30	30
	31	31		31

- Drawing a circle around the date indicates that the student was late.
- Drawing “U” sign around the date indicates that the student has Incorrect Uniform.

## INCORRECT UNIFORM / LATE COMING RECORD

NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9
10	10	10	10	10
11	11	11	11	11
12	12	12	12	12
13	13	13	13	13
14	14	14	14	14
15	15	15	15	15
16	16	16	16	16
17	17	17	17	17
18	18	18	18	18
19	19	19	19	19
20	20	20	20	20
21	21	21	21	21
22	22	22	22	22
23	23	23	23	23
24	24	24	24	24
25	25	25	25	25
26	26	26	26	26
27	27	27	27	27
28	28	28	28	28
29	29	29	29	29
30	30	30		30
	31	31		31

- Drawing a circle around the date indicates that the student was late.
- Drawing “U” sign around the date indicates that the student has Incorrect Uniform.

## PAYMENT OF SCHOOL FEES

### I<sup>st</sup> Instalment - May 2018

Rec. No. .... Amount Rs. ....

Date .....

### II<sup>nd</sup> Instalment - July 2018

Rec. No. .... Amount Rs. ....

Date .....

### III<sup>rd</sup> Instalment - September 2018

Rec. No. .... Amount Rs. ....

Date .....

### IV<sup>th</sup> Instalment - November 2018

Rec. No. .... Amount Rs. ....

Date .....

### V<sup>th</sup> Instalment - January 2019

Rec. No. .... Amount Rs. ....

Date .....

### VI<sup>th</sup> Instalment - March 2019

Rec. No. .... Amount Rs. ....

Date .....

# SPECIMEN OF LEAVE APPLICATION FORM

*(For Absence Exceeding 3 days)*

Date : .....

Name : .....  
(In Block Letters)

Class : ..... Div : .....

Date : ..... to .....

Leave required (Day/s) .....

Reason .....

.....

Submitted on : .....

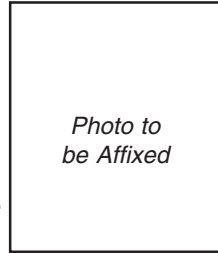
Sanctioned by : .....

Parent's Signature : .....

# Santa Cruz Public School (Senior Secondary)

Eramalloor - Alappuzha District

## **PERSONAL MEMORANDUM**



Name of the Student : .....

Standard : ..... Division : .....

Date of Birth (In Figures & Words) : .....

.....

Mother's Name : .....

Specimen Signature: .....

Occupation : .....

Phone : Mobile:..... Office : .....

Residence : .....

Father's Name : .....

Specimen Signature: .....

Occupation : .....

Phone : Mobile:..... Office : .....

Residence : .....

Neighbour's / Relatives / Guardian's Name & Phone :

.....

Residential Address : .....

.....

.....

School Bus : (Yes) (No) Bus stop: .....

Blood Group of the Pupil : .....

Details of persistent illness, if any : .....

(for the safe handling on emergency)

## Profile of the Family

Sl. No.	Name	Relationship	Present Status*	Remarks
* Employed, Unemployed, Student, Others				

We have read all the instructions, rules and regulations of the School as contained in this School Diary and hereby agree to abide by them, and will never violate any rule nor will act against the laid down concepts of the institution.

Also hereby fully agree that we would read and follow the instructions and informations that appear in the pages of this diary regularly without fail.

Name and Signature of the Pupil .....

Name and Signature of Father .....

Name and Signature of Mother .....

**School Hours : 8.40 a.m. to 2.30 p.m.**