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STUDENT PROFILE

Student Photo

Name of the student _____

Father's Name_____

Mother's Name_____

Address_____

Standard : _____Division : _____

Date of Birth:_____

Roll No._____G.R.No. :_____ Aadhar No. :_____

Mobile No. _____

House Name _____

Bus No.: _____

Bus Route : _____

Remark _____

DECLARATION BY THE PARENTS

(To be filled by the Parents only)

1. Our ward _____ is
a student of Class _____ Divn. _____ of
Sanghvi International School. Either one of us, father/mother will sign,
all his/her leave applications, report cards etc.

2. We have read all the rules and regulations of the school and accept to
follow these.

3. Our specimen signatures, address and telephone number are as under

Name Father's Name _____
 Mother's Name _____

Specimen signature

Father's signature

Mother's signature

Permanent Address _____

Tel. No. (Off.) _____

(Res.) _____

(Mob) _____

4. In my absence, I authorize Mr./Mrs. _____

(whose signature is also below) to sign on our behalf.

Relationship with the student _____

Specimen signature _____

Phone No. _____

From the Desk of Chairman....



Dear friends

We all have our own stories and life experiences. So when we should
be sure to discuss those things that came us unique and when these
are to be presented with sincerity can help to determine our choice
for the betterment of the community.

We just like you, believe in holistic education for your child providing-
academic, co-curricular activities, sports education and life skill
learning. Our effort is to strike a balance between state-of-the art
infrastructure and internationally acceptable education.

Your children are like clay, tender and most importantly malleable
and when you plan to take them on real early in their lives every bit of
knowledge imparted by their "gurus" is comparable to the masterful
touches of a skilled potter. So, we aim to unearth every child's talent
and provide opportunities which will enable them to discover
something excited and enthusiastic.

We are confident that in the years to come we shall equip our
students with not only the basic knowledge of their concerned
discipline but also a deep insight into it so that they can stand on their
own and achieve perfection in the careers of their choice.

Let us dear parents join hands and create a positive educational
environment of holistic growth and sustainable development.

Welcome to **Sanghvi International School** to experience World class
education with a difference

Shri Devman Mali
Chairman

PRINCIPAL'S MESSAGE



Dear parents, guardians and students

It is my pleasure to welcome you to **Sanghvi International School(SIS)**. The teachers and staff join me in saying we are happy to have you as part of our school family. We know this will be a successful and satisfactory year for you.

Sanghvi International School(SIS) is an amalgamation of competent teachers, an experience and efficient administration. The school came into existence with the vision of educating, blending with technology and creating a powerful workforce with a set of six values of Respect, Resilience, thoughtfulness, cooperation, trust and responsibility.

Our school's purpose is to educate the youth of the village community to take their productive place as leaders in the global community by offering our learners a comprehensive education from Nursery to Class-X. We are a caring community where students needs are a priority and where traditional and western educational values are respected and encouraged to co-exist. So, SIS aims at providing a challenging academic environment emphasizing learning as well as social and personal growth.

As the new Principal of SIS, I am delighted that the school's values coincides with my own personal values, including the importance of trust, respect, innovation, co-operation and a sense of community. I know that the development of the school over the past four years has been significant. The future will build on these strong foundations focusing on the quality of school life, especially for the benefit of our learners. The school's infrastructure is growing at a fast rate with appointment of highly qualified, trained and experienced teachers. In addition the facility for well equipped computer Lab with internet facility, Science Lab, Library, learning through digi boards for Nursery to Class-X will allow learners and teachers to fully exploit the very best of modern learning opportunity.

We strongly believe in the importance of teachers, parents and administrations collaborating and communicating openly and frequently. We will continually maintain the parental suggestion for their children's academic achievement.

We look forward to serving you and your children over the coming years. Interested parents are encouraged to contact our school and to ask any questions they may have regarding our school on the programmes.

We welcome your consideration of us as your school of choice for your child.

Kind regards.

A handwritten signature in black ink, appearing to read 'RCS'.

Rama Chandra Mohanty
Principal

MISSION, VISION AND WE BELIEVE

Mission

To give children a happy introduction to education; a warm, secure, encouraging and nourishing environment which provides new learning experience.

Vision

Dreaming in the line of educating, blending with technology, learning from mistakes of past, creating a powerful international workforce with a set of six values of Respect, Resilience, thoughtfulness, Cooperation, Trust and Responsibility and focusing on poor rural community children for their best education and to make them strong educated and skilled to strengthen communities.

We believe

The school believe in providing a safe, nurturing and enjoyable environment based on 5 principles- academic excellence, effective communication skill, preparation for various outside competition, scientific aptitude and holistic development.

Indian 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 strive to be worthy of it
I shall respect my parents, teachers and
all elders and treat everyone with courtesy
To my country and all my people,
I pledge my devotion.
In their well being and prosperity alone
lies my happiness.
Jai Hind.

सरस्वती – वंदना



या कुन्देंतु तुषारहार धवला
या शुभ्र वस्त्रांवृता
या वीणावर दण्डमण्डित करा
या श्वेतपद्मासना
या ब्रह्माच्युतशङ्ख प्रभृतिभिर्देवैः
सदा वन्दिता ॥
सा मां पातु सरस्वती भगवती
निःशेष जाड्या पहा ॥



राष्ट्रगीत

जन गण मन अधिनायक जय हे
भारत भाग्य विधाता
पंजाब सिन्ध गुजरात मराठा
द्राविड उत्कल बंग
विन्ध्य हिमाचल यमुना गंगा
उच्छल जलधि तरंग
तव शुभ नामे जागे
तव शुभ आशिष मागे
गाहे तव जय गाथा
जन गण मंगल दायक जय हे
भारत भाग्य विधाता
जय हे जय हे जय हे
जय जय जय जय हे

—रवीन्द्रनाथ टागोर

इतनी शक्ति हमें देना दाता

इतनी शक्ति हमें देना दाता मन का विश्वास कमजोर हो ना
हम चलें नेक रस्ते पे, भूलकर भी कोई भूल हो ना-२
इतनी शक्ति हमें देना दाता मन का विश्वास कमजोर हो ना
हम चलें नेक रस्ते पे, इतनी शक्ति हमें देना दाता
दूर अज्ञान के हो अंधेरे तू हमें ज्ञान की रोशनी दे
हर बुराई से बचते रहें हम जितनी भी दे, भली जिन्दगी दे
बैर हो ना किसी का किसी से भावना मन में बदले कि हो ना
हम चलें नेक रस्ते पे, हमसे भूलकर भी कोई भूल हो ना
मन का विश्वास कमजोर हो ना हम ना सोचें हमें क्या मिला है
हम ये सोचें किया क्या है अर्पण फूल खुशियों के बाटें सभी को
सबका जीवन हीं बन जाये मधुबन अपनी करुणा का जल तू बहाके
कर दे पावन हर एक मन का कोना हमें चलें नेक रस्ते पे, हमसे
भूलकर भी कोई भूल हो ना इतनी शक्ति हमें देना दाता
मन का विश्वास कमजोर हो ना

बलसागर भारत होवो

बलसागर भारत होवो, विश्वास शेभुनी राहो
हे कंकण करि बांधियले, जनसेवे जीवन दिधले

राष्ट्रार्थ प्राण हे उरले, मी सिध्द मरायाला हो
वैभवी देश चढवीन, सर्वस्व त्यास अर्पीन

तिमीर घोर संहारीन, या बंधु सहाय्याला हो
हातांत हात घेऊन, हृदयास हृदय जोडून

ऐक्याचा मंत्र जपून, या कार्य करायाला हो
करि दिव्य पताका घेऊ, प्रिय भारतगीते गाऊ

विश्वास पराक्रम दावू, ही माय निजपदा लाहो
या उठा करू हो शर्थ, संपादु दिव्य पुरुषार्थ

हे जीवन ना तरि व्यर्थ, भाग्यसूर्य तळपत राहो
ही माय थोर होईल, वैभवे दिव्य शोभेल
जगतास शांति देईल, तो सोन्याचा दिन येवो



खरा तो एकची धर्म

खरा तो एकची धर्म जगाला प्रेम अपाव
जगी जे हीन अतिपतित, जगी जे दीन पददलित
तया जाऊन उठवावे, जगाला प्रेम अर्पावे
जयांना ना कोणी जगती सदा ते अंतरी रडती

तया जाऊन सुखवावे, जगाला प्रेम अर्पावे
समास्तां धीर तो द्यावा, सुखाचा शब्द बोलावा
अनाथा साह्य ते द्यावे, जगाला प्रेम अर्पावे
सदा जे आर्त अतिविकल, जयांना गांजती सकल

तया जाऊन हसवावे, जगाला प्रेम अर्पावे
कुणा ना व्यर्थ शिणवावे, कुणा ना व्यर्थ हिणवावे
समस्तां बंधु मानावे, जगाला प्रेम अर्पावे
प्रभूची लेकरे सारी तयाला सर्वही प्यारी

कुणा ना तुच्छ लेखावे, जगाला प्रेम अर्पावे
असे जे आपणापाशी असे, जे वित्त वा विद्या
सदा ते देतची जावे, जगाला प्रेम अर्पावे
असे हे सार धर्माचे असे हे सार सत्याचे

परार्थी प्राणही द्यावे, जगाला प्रेम अर्पावे
जयाला धर्म तो प्यारा, जयाला देव तो प्यारा
त्याने प्रेममय व्हावे, जगाला प्रेम अर्पावे

“Every Morning

Every morning when the day begun
I thank the Lord for all he's done
Every evening I knee to say
Thank you God for another day
Thank you for the sun
Thank you for the moon
Thank you for the days and nights
Morning and afternoons
Every morninganother day.
Thank you for the work we have
The road we journey through
Even for the pain my lord
We all must suffer through.



“Walking with the Lord”

Walking with the lord
We are walking in the morning.
Lift up your hearts,
For you are walking with god,
Singing to the lord,
We are singing in the sunshine,
Lift up your hearts
For you are singing to God.
Hand in hand with everyone,
Were walking, walking
Black & White and brown together,
Walking, walking
Singing new songs now, living new lives,
Building new bridges.
Walking distant miles.
Well we're walking with the Lord.
Rain & Storm will not prevent us
Walking, Walking.
Faith and hope and love
Will send us walking, walking
Crossing all barriers
Climbers all states
Breaking three fences
Walking distant miles
Well we're walking with the Lord !

God's love

God's Love is so wonderful, (thrice)
Oh! Wonderful love!
So high you can't get over it, (Thrice)
Oh! Wonderful love!
So deep you can't get under it, (thrice)
Oh! Wonderful love!
So wide you can't get around it, (thrice)
Oh! Wonderful love!

“Father We thank”

Father we thank
Thee for the night
And for the pleasant morning light.
For the rest and food and loving care
And all that makes the world so fair
Help us to do the thing we should
To be to other kind and good
In all we do in all we say (2)
To grow more Loring day by-day

श्लोक

त्वमेव माता च पिता त्वमेव
त्वमेव बंधुश्च सखा त्वमेव
त्वमेव विद्या द्रविणं त्वमेव
त्वमेव सर्वं मम देवदेव

ॐ पुर्णमदः पूर्णमिदं पूर्णात् पूर्णमुदच्यते
पूर्णस्य पूर्णमादाय पूर्णवांशिश्यते ॥
ॐ शांतिः शांतिः शांतिः
ॐ सह नावतु । सह नौ भुनक्तु ।
सहवीर्यं करवाव है ।

तेजस्वी नावधीत मस्तु । मा विधिदेषाव है ।
ॐ शांतिः शांतिः शांतिः ॐ
सर्वे सुखिनः सन्तु सर्वे सन्तु निरामवाः ।
सर्वे भद्राणि पश्चन्तु मा कश्चिददुः खमाप्नुयात ॥
ॐ शांतिः शांतिः शांतिः
ॐ असतो मा सद्गमय । तसमो मा ज्योतिर्गमय ।
मृत्योर्माडमृतंगमय ॥

ॐ शांतिः शांतिः शांतिः
ॐ ब्रम्हार्पणं ब्रम्ह हविर्ब्रह्मात्रौ ब्रह्मणा ह्युमत ।
ब्रह्मैव तेन गन्तव्यं ब्रह्मकर्मसमाधिना ॥
ॐ शांतिः शांतिः शांतिः



वंदे मातरम्

वंदे मातरम्

सुजलाम् सुफलाम् मलजय शितलाम्

शस्य शामलाम् मातरम् वंदे मातरम्

शुभ्र ज्योत्सनाम् पुलकित यामिनीम् ॥

फुल्लुकुसुमित द्रुमदल शोभिनीम् ॥

सुहासिनिम् सुमधुर भाषिणीम् ॥

सुखदाम् वरदाम् मातरम् ॥

वंदे मातरम् ॥

हम को मन की शक्ति देना

हम को मन की शक्ति देना, मन विजय करे,
दुसरो की जय से पहले, खुद को जय करे !!

भेदभाव अपने दिल से साफ कर सके,
दोस्तों से भूल हो तो माफ कर सके !!

झुठ से बचे रहे, सच कदम भरे,
दुसरो की जय से पहले, खुद को जय करे !!

मुश्किले पडे तो हम पे इतना करम कर,
साथ दे तो धर्म का, चले तो धर्म कर !!

खुद पे हौसला रहे, बडी से ना डरे
दूसरो की जय से पहले, खुद को जय करे !!

शाळेचे नियमित कायदे

सार्वजनिक नियम :

- १) शाळेची प्रार्थना रोज ठिक ८.०० मिनिटांनी सुरू होईल त्याकरिता आपल्या पाल्याला ७.४५ वाजताच शाळेच्या प्रांगणावर हजर करावे.
- २) शाळेत रोज मुलांनी इंग्रजी बोलावे अशी अपेक्षा.
- ३) शाळेच्या आवारात बाहेरून आलेल्या वस्तू, चॉकलेट, कुरकुरे, बिस्कीट व इतर खाण्याजोग्या वस्तू प्रतिबंधित आहेत.
- ४) शाळेच्या भिंतीवर, बेंचवर तसेच इतर ठिकाणी चिरखडणे चुकीचे आहे. आढल्यास योग्य ती कारवाई करण्यात येईल.
- ५) शाळेच्या आवारातील शैक्षणिक वस्तू, साधने, फर्निचर, मुलांकडून खराब किंवा तोडण्यास आल्यास सदर मुलांवर दंड आकारण्यात येईल.
- ६) शाळेत नियमित विनम्र, सौजन्य, तसेच आज्ञाधारकपणा इ. गुणवत्ता असणे अपेक्षित आहे.
- ७) शाळा सुरू असताना शाळेच्या प्रांगणात, वरंडा तसेच शाळेच्या पायरीवर गोष्टी करणे चुकीचे आहे. आढल्यास योग्य ती कारवाई करण्यात येईल.
- ८) शाळेत येताना बाहेरील मासिके, बातमीपत्र आणू नये, आढल्यास योग्य ती कारवाई करण्यात येईल.
- ९) पाल्याजवळ पालकांनी मौल्यवान वस्तू, पैसे तसेच कपडे देऊ नये, काही अनुचित प्रकारास शाळा जबाबदार राहणार नाही, लक्षात ठेवा ! मौल्यवान वस्तू बाळगणे हानिकारक व कायद्याने गुन्हा आहे.
- १०) भ्रमणध्वनी (Mobile) पाल्याकडे देऊ नये, आढल्यास शाळेत जमा करण्यात येईल तसेच दंडात्मक कारवाई करण्यात येईल.
- ११) शाळेच्या बाहेर तसेच शाळेच्या आत बेशिस्त वागणुकीचे उत्तर देण्याकरिता पाल्याला बंधनकारक राहील.
- १२) पाल्याला स्पर्शजन्य व संसर्गजन्य रोग उदा. चिकन गुनिया, कांजण्या, खोकला इ. असल्यास शाळेत तात्पुरता प्रवेश बंद करण्यात येईल.

- १३) शाळेविषयी इतर कुठलेही तक्रार असेल तर शाळेचे प्राचार्य यांचे कडे लेखी स्वरूपात कार्यालयात द्यावी.
- १४) शाळा सुरू असतांना पालकांनी सरळ वर्गात प्रवेश करणे चुकीचे आहे, तसे वाटल्यास प्राचार्य यांची पूर्व परवानगी घेवून वर्गात प्रवेश मिळवता येईल.
- १५) शाळेने दिलेले वार्षिक वेळापत्रक / डायरी शाळेत आणणे गरजेचे आहे, हरवल्यास योग्य शुल्क भरून परत मिळवता येईल.
- १६) वरील शाळेचे नियम व कायद्यात पालकांनी किंवा पाल्यांनी कसूर केल्यास योग्य तो दंड आकारण्यात येईल किंवा शाळेतून काढून टाकण्यात येईल.

शाळेची शिस्त

- १) सर्व पाल्यांनी ७.४५ वाजता शाळेच्या प्रांगणावर प्रार्थनेस हजर राहावे.
- २) उशिरा आलेल्या पाल्यांनी पालकाकडून उशिरा येण्याचे कारण आढल्या दिवशी आणणे बंधनकारक असेल.
- ३) शाळेच्या वेळापत्रकानुसार शालेय पुस्तके आणावे.
- ४) शाळेच्या आवारात तसेच बाहेर फिरणे निषिद्ध आहे.
- ५) पाल्य आजारी असल्यास पूर्व परवानगीचा अर्ज सादर करावा.

गैरहजेरी

- १) नियमित गैरहजर पाल्याला शाळेतून काढण्यात येईल, तसेच शालेय वेळेत पाल्याला लग्न, यात्रा, पूजा इ. सामाजिक गोष्टीपासून दूर ठेवावे.
- २) शालेय एका दिवसाची सुटी पाहिजे असेल तर पूर्व परवानगी घ्यावी.
- ३) शाळेच्या आवारात किंवा बाहेर प्राचार्यांच्या विना परवानगीने पाल्य सापडला तर शाळा जबाबदार राहणार नाही, अशा परिस्थित संबंधित पालकाला बोलावून चर्चा करून पाल्याला शाळेत घेतले जाईल.
- ४) पाल्याच्या गैरहजेरी मध्ये शाळेचा अभ्यासक्रम मागे पडल्यास पालक घरी पूर्ण करतील.
- ५) एक महिन्यापेक्षा विना परवानगीने पाल्य गैरहजर राहिल्यास शाळेतून नाव कमी

करण्यात येईल.

प्रवेश घेणे व काढणे

- १) इ. १ ली च्या वर्गात प्रवेश घेताना मुलाचे वय ५.१/२ असणे गरजेचे आहे.
- २) प्रवेश घेतांना शाळेचा / ग्रा.प. / नगरपालिका / महानगरपालिका यांचा अधिकृत दाखला असणे आवश्यक आहे.
- ३) पाल्य जर महाराष्ट्र बाहेरील शाळेतून प्रवेश घेत असेल तर संबंधित जिल्ह्याचे शिक्षणाधिकारी यांचे संमती (Pountersigned) असणे आवश्यक आहे.
- ४) प्रवेश रद्द करण्याकरिता एक महिना अगोदर अर्ज करावा लागेल, तसे न केल्यास एक महिन्याची आगाऊ फी जमा करावी लागेल.
- ५) प्रवेश रद्द करण्याचा अर्ज दि.१ ते ३० एप्रिल दरम्यानच स्वीकारला जाईल. मार्च मध्ये अर्ज केल्यास मार्च तसेच एप्रिल महिन्याचे आगाऊ फी जमा करावी लागेल.
- ६) शाळेची / बस ची फी पूर्णपणे दिल्याशिवाय शाळेचा दाखला मिळणार नाही.

पालंकाकरिता

- १) आपल्या पाल्याचा शैक्षणिक गुणवत्ता विषयी माहिती / चर्चा करायची असल्यास शाळेच्या प्राचार्यांच्या नावांने विनंती अर्ज सादर करावा लागेल.
- २) पाल्याचा बोनाफाइड, दाखल्यावर सही व इतर कामाकरिता ३ दिवस अगोदर शाळेला लेखी अर्ज करावा.
- ३) शाळेच्या आवारात धुम्रपान करणे चुकीचे आहे, आढल्यास दंडात्मक कार्यवाही करण्यात येईल.
- ४) पाल्याला शाळेत दररोज पाठवणे आपले कर्तव्य आहे.
- ५) शाळेतून आल्यावर पाल्याच्या वह्या-पुस्तके तपासणे तसेच शालेय काम घरी दिल्याचे खात्री करून पाल्याकडून पूर्ण करून घेणे ही आपली जबाबदारी आहे.
- ६) शिक्षकाकडून पाल्याला मिळालेली सूचनेचे त्वरित पालन करावे.
- ७) पाल्याचे प्रगती पुस्तक पालकाशिवाय इतर कुणालाही मिळणार नाही.

- ८) शाळेविषयी, शिक्षकाविषयी तसेच विद्यार्थी विषयी कोणताही गैरसमज असल्यास शाळेच्या प्राचार्या यांना भेटावे.
- ९) शाळेतील शिक्षक-पालक सभेला हजर राहणे आपले कर्तव्य आहे.
- १०) पालकांना विनंती आहे की, आपला पत्ता बदल झाल्यास कार्यालयास कळविणे गरजेचे आहे.
- ११) पाल्यांना शाळा सुरू असताना पालकानी भेटू नये अथवा दूरध्वनी वरून संपर्क करू नये.
- १२) पालकांना स्मरण करण्यात येते की, आपल्या सहकार्याशिवाय शाळेची किंवा आपल्या मुलाची प्रगती होणे अशक्य आहे. आपले शाळेकरिता तसेच आपल्या पाल्याकरिता अमुल्य महत्व आहे. म्हणून आपल्या पाल्याला शाळेत व्यवस्थित गणवेशात पाठविणे, त्याचा अभ्यास तपासणे, त्याला शाळेची शिस्त लावणे, प्रेरणा देणे, शाळेचे महत्व सांगणे, तसेच नितीमुल्य शिकवणे इ. पालकांचे काम आहे.



I. General Rules:

- 1) At the first stroke of the bell at 7.45 a.m., all must fall in line immediately and form the lines for the assembly where they will recite Prayers and subsequently move silently to their classrooms.
- 2) All are expected to speak in ENGLISH in SCHOOL.
- 3) Utmost cleanliness must be observed in school premises. Throwing litter, pieces of paper, seeds and skins of fruits is strictly prohibited. Use of dustbins provided, should be made for this.
- 4) Writing or scribbling on walls and desk, benches or anywhere else is strictly prohibited.
- 5) Any kind of damage done by pupils to the school equipments, furniture, building, etc. will have to make good and penalty shall be decided by the Principal.
- 6) Strict regularity, implicit obedience, politeness, courtesy in speech and conduct and cleanliness of books, dress and person are rigidly insisted upon.
- 7) Silence must be observed in the corridors and on the stairs during class hours. They should not be found talking in between periods
- 8) No books (other than Text or Library books), newspapers or periodicals must be brought to School. Any objectionable literature found in possession of the student justifies dismissal.
- 9) The school shall not be held responsible for books, money, clothes and other articles that are lost. Students must look after their own things. It is not advisable for pupils to have money, valuable articles or jewellery with them. Harmful or lethal objects should not be brought to school. Beware; it is criminal to carry harmful or lethal objects.
- 10) Fancy watches are not allowed to be worn in the school and will be confiscated. Students from Std. VII only will be allowed to wear wrist watches.
- 11) Mobile Phones are not permitted in the school premises. Any student found carrying a mobile phone, the phone will be confiscated and a heavy penalty will be levied on the parents.
- 12) Birthdays are not celebrated in the school by distributing sweets or any kind of presents.
- 13) Pupils are answerable to the School Authorities for their conduct both in and even outside the School. Hence misbehavior in public places and conveyance is punishable. Every student should endeavor to keep up high tone of the school, by excelling in good manners and deportment.
- 14) A student who is unwell should not be sent to school. In case of emergency, medical fees and transport charges will be borne by the parents. Students suffering from contagious or infectious diseases are not permitted to attend the school.
- 15) Any sort of complaints / suggestions regarding school matters should be handed over to the Principal and not to the class teachers.
- 16) Any correspondence by the parents should be on a separate application / note on a fullsize paper and must be sent in an envelope.
- 17) Parents or Guardians can request a meeting with the teacher only with the prior permission of the Principal and should never approach the teacher directly in the classroom.
- 18) The Calendar must be brought to school daily and should be maintained carefully. If the Student misuses his/her Calendar or loses it, a new copy is issued to him/her against payment of its cost and an additional penalty prescribed by the Principal.
- 19) Whenever a student reports to the Principal for any reason whatsoever, he/she must carry his/her calendar with him/her.
- 20) A student who comes to school without calendar will not be admitted to class and will be marked absent.

- 21) For breach of any School Rules, a student may be fined or otherwise punished at the discretion of the Principal.

II. Discipline:-

- 1) All students must attend the school Assembly.
- 2) Late comers should bring a note of explanation from their parents.
- 3) Students must bring books according to the specified time-table.
- 4) They must see that all books are neatly covered and labeled.
- 5) Students are strictly forbidden to leave the school premises at unusual times. In case of emergency/sickness an application should be made to the Principal seeking permission.
- 6) Students must not run around inside the school building. They must observe silence while walking through the corridors or while going up and down the staircase.
- 7) Students/Parents should avoid offering gifts or presents to any of the staff at any time.

III. Absence:-

- 1) Irregular attendance and unjustified absence justifies dismissal.
- 2) Students must not be kept away from the School for celebrations like engagements, marriages, poojas, etc.
- 3) The parents of the children who remain absent even for a day must write a note in the 'Leave and Absentee Record' in the calendar stating the reason for absentee. It must be signed by both parents as well as the teachers.
- 4) In case of a long sickness, a letter must be sent to the Principal on a neat sheet of paper enclosed in an envelope with appropriate details written on it. Parents must not wait to send this intimation until the child recovers. Parents must produce a medical certificate for absence on account of illness.

- 5) Child will be marked present only if he/she represents the school in competitions. For private competition he/she will be, marked absent.
- 6) Absence for any other reason would be permitted only with the prior permission from the Principal. Leaving the school premises without Principal's permission is strictly not allowed. In case if the student is found missing from the class, the school will no longer be responsible for his/her act as well as safety. Such student will not be allowed to resume classes unless he/she is accompanied by parents. Only after discussion with parents and student, the Principal will decide what disciplinary action should be taken.
- 7) Attendance is compulsory on Independence Day Celebration, Republic Day Celebration, first and last working day of each session.
- 8) Parents taking children away during school vacation must make sure that the children attend the school on the last and first working day.
- 9) Non-availability of reservation of tickets will not be accepted as an excuse for coming late / leaving early.
- 10) In case the child misses the syllabus completed during absence, it will be parent's responsibility to cover the syllabus.
- 11) If child remains absent from school for more than a month without intimation his name will be deleted from the roll

IV. Admission and Withdrawal:-

- 1) The age advisable for admission to standard first is 5½ years completed on June 1st with corresponding increase for the other classes.
- 2) At the time of admission, the student must produce a leaving certificate from the recognized school last attended. If she/he

comes from outside Maharashtra State, the L.C. must be countersigned by the Education Officer of that place. A student, who has never attended school before, must produce the original birth certificate.

- 3) A month's notice is required for the withdrawal of pupil or the fee for the following month will be charged. Such notice must be given in writing by the concerned Parent / Guardian.
- 4) Fee for April and May will be charged even if application for withdrawal of student is made in March.
- 5) No Leaving Certificate is issued until all debts due to the School are paid in full.

VI. For Parents:-

- 1) When communicating with the Principal, parents are requested to mention in their letters, the Standard and Division of their child. If it relates to the siblings studying in different classes, two separate letters should be given.
- 2) Any certificates, endorsements, verifications from the school should be asked for three days in advance through a handwritten application to the Principal.
- 3) Parents are expected to cooperate with the School Authorities by enforcing punctuality, regularity, personal cleanliness and discipline by seeing that their children prepare their lessons and by taking active and helpful interests in the activities of the School.
- 4) Parents should see that their children attend school regularly and in time. The school uniform and school books should be checked every day.
- 5) Parents should inculcate regular study habits and check on their children's homework. In case of problems, please see the Principal during visiting hours.

- 6) Reports or remarks sent by the Teachers must be acted upon immediately. Parents must come to collect their ward's progress report card for the final exam. Progress report card will not be handed over to anybody else.
- 7) Criticisms of teachers or of the school in children's presence should be avoided. You can come directly to us. Please meet the Principal regarding such matters.
- 8) Parents Teachers Interaction: PTI meeting is arranged by school and should be attended by at least one parent. Parents are not allowed to contact the teachers directly during school hours. In case, such a meeting is desired by the parent, prior appointment with the class teacher should be taken.
- 9) If a Student is likely to be absent through illness for a longer period, the Principal must be informed within three days. Doctor's medical certificate of fitness must be submitted to the Class Teacher on the day of resuming classes.
- 10) The management reserves the rights to make changes in rules and regulations wherever and whenever required.

I have read the rules and regulations thoroughly and I agree to abide by them; moreover, I agree to abide with the rules mentioned in the admission form and School Diary.

GUIDELINES FOR PARENTS/GUARDIANS

Sanghvi International school(SIS), is a progressive and upgrowing institution. In order to realize the highest ideal of education, to nurture the qualities of all rounded personality and to maintain healthy competition with maintenance of individual identities under perfect care, we at SIS need your cooperation with **all your resources** to help us in achieving our goal.

1. Parents must regularly read the school diary/annual calendar to know all the necessary information of the school's activities . They can also respond or give their feedback/suggestion to the concerned authority as follows:
 - (a) Teaching-Learning : ClassTeacher/Subject Teacher/Principal/Headmistress
 - (b) Fees & Financial Areas : Accounts Person
 - (c) General Information : Co-ordinator/PRO
 - (d) Transport : Transport Incharge
 - (e) Tours,Activities,Games&sports : Principal/Activity incharge/ Class Teacher
2. Any communication made by the Parent/Guardian should be addressed to the Principal through the Class Teacher and all correspondence from the school to the parents will be made by the Principal
3. Students are advised not to bring valuable articles. Schools shall not undertake the responsible for the loss.
4. Parents are advised to check the school bags of their wards to see if any circular/notice/invitation etc. has been issued.
5. Students should be neatly dressed up in complete school uniform. Their hair should be combed properly, nails neatly trimmed and shoes are well polished.
6. Tiffin, water bottle and school diary must be sent regularly.
7. Parents are requested to inform the school, if there is any change in their address and telephone numbers.
8. Parents must provide the school with correct mobile no. and also inform about the changes (if any) so that SMS containing important messages like attendance, marks etc can be sent to them.

9. It is compulsory for the students to complete 90% of the attendance in the year to make him/her eligible to appear in final examination.
10. Teachers should not be disturbed when they get to join morning assembly or during break time.
11. Class Teachers will meet the parents on the days fixed (PTM).
12. Parents/Guardians should be in time to leave and receive their wards at the entrance gate of the school. Authorised persons are only allowed to collect the children.
13. Parents should discourage their children to play on the road or to go to their friends home directly from school without their prior knowledge and also ensure that their wards are keeping good company.
14. Ask your children to take care of their books and copies and not to tear the pages. See that they are well covered and labeled.
15. Write the full address, Phone No., Blood group, Aadhar No. (if applicable) in the school diary.
16. Ask your children to wish their teachers wherever they see them, see that they are confident, cheerful and well mannered with good conduct.
17. The authorized person/personal vehicle driver as the case may be must know the actual name of the child with class so that the teachers may hand over to the right person.
18. In case of any delay in reaching home or emergency, do not be panic but try to keep patience and inform the school immediately for necessary action.
19. Sometimes school may have to shut down in emergency. So try to help the school by coming and picking up your child ward safely.
20. Parents should try to deposit the tuition fees of the academic year and transport charges(if applicable) **between 1st and 10th of every month** if they are not capable of clearance of the fees in two terms as prescribed in fees structure.
21. Teachers are to be respected and no harsh and disrespectful words to be used in the presence of the wards/students.

GENERAL INFORMATION

1. The management intends to come up to the expectation of the parents by providing quality education and giving an opportunity to every child to develop his/her talents and blossom into full fledged citizen of the country
2. The Trustee of the Management Board are educationists and have a great desire to impart excellence education with culture and discipline to the children.
3. Parents must help the school in its growth and progress. They should not cause any damage to the school. Complaints and suggestions must be made in writing to the Principal.
4. It is an institution open to all communities, irrespective of caste, creed, religion or language etc.

ACADEMICS

The school follows the curriculum of Central Board of Secondary Education(CBSE), New Delhi and the pattern of examination is according to the norms prescribed by CBSE. The medium of instruction is English and the subjects are taught as follows:

Pre-Primary Classes- English, Mathematics, EVS, Marathi, English rhymes, Hindi rhymes, Drawing and coloring.

Primary Classes - English, Mathematics, EVS, Hindi, Marathi, Value Education, Craft, Physical Education, Computer Music, General Knowledge

Secondary Classes- English, Mathematics, Science, Hindi, Marathi, Social Science (*Scholastics*) and Life skills, Work Education, Visual & Performing Arts Activities (*Co-scholastic*)

Marathi is compulsory subject till Class-VIII

Cell Phone Policy - No student is allowed to carry cell phone to school. If visible or heard in any form may be asked to have confiscated the same by the authority and will be given back to the parents with admissible course of action.

Extra curricular Activities

1. **Games-** Football, volley ball, Basket ball, Kabaddi, Kho-kho, Badminton and other games introduce time to time by the school.
2. **Sports-** Field and Track events
3. **Functions and Celebration** - Independence Day, Republic Day, Teachers Day, Children's Day, Annual Sports Day, Annual Gathering
4. **Festivals & Special Assemblies** - Raksha bandhan, Ganesh Chaturthi, Diwali, Christmas etc.
5. **Competitions-** Recitation, Debate, Quiz, Creative writing, G.K., Drawing & Craft, Talents, Story narration, Singing, Fancy Dress, Dance competition etc.
6. **Others** - Scouts, School assembly, House activities, Excursion to places of Historical, Scientific and Industrial interest and importance, Tours,
7. **Scouts** - The School is having **Bharat Scout & Guide unit / Bharat cub - Bul Bul unit** The students from Class VI onwards can participate if selected by the school.

ADMISSION PROCEDURE

1. The minimum age for admission to Nursery is 2 ½ year as on 1st April of the year of admission to school.
2. Name of the candidates seeking admission in the school is registered in the school office.
3. The form duly filled in school be returned to the school office alongwith required documents before the last date as decided by the management.
4. Parents, guardians and new students must note that they can not dictate the administration and the school has the right to say on what conditions it will admit or retain students in the school.
5. School may follow first cum first basis system for admission of new students subject to the vacancies in the respective classes following admission procedure.

- At the time of admission, the student must produce a leaving certificate from the recognized school last attended. If she/he comes from outside Maharashtra state, the L.C must be countersigned by the Education Officer of that place. A student, who has never attended school before, must produce the original birth certificate.
- The name and date of birth once recorded in the school admission register can not be changed.
- The form issued by the school is not transferrable and should be in the original form.

Classes	Minimum age as on 1st April	Minimum age as on 1st April
Nursery	2½ years plus	3½ years plus
LKG (Junior KG)	3½ years plus	4½ years plus
UKG (Junior KG)	4½ years plus	5½ years plus
STD-I	5½ years plus

INTERVIEW/TEST

- The school does not have any management quota.
- From Classes I to VIII students admission will be granted on the basis of availability of seats in the respective classes subject to the written test/interview conducted in the school.

ENCLOSURES REQUIRED FOR ADMISSION

Copies of the underwritten certificates are required for the final admission.

- Birth Certificate (Photostat) Nursery-I
- Mark sheet (Photostat) Class II onwards
- Transfer Certificate (Photostat) Class II onwards
- Recent Passport Photograph (colour) of the applicant 3 nos.

WITHDRAWALS

- A month's notice is required for the withdrawal of the student or the fee for the following month will be charged. Such notice must be

given in writing by the concerned Parent/Guardian.

- Fee for April and May will be charged even if application for withdrawal of students is made in March.
- No Leaving Certificate is issued until all debts due to the school and paid in full.
- If any parents want to apply for T.C. the same will be issued after 3 working days on payment of T.C. fees and other dues if any

SUSPENSION AND DISMISSAL

The Principal reserves the right to dismiss any student from the school, any student whose conduct is against the good moral tone of the school.

LIBRARY RULES

- Enter and exit the Library with silence in a line.
- Books will be issued/refunded in library period only.
- Every student (VI-X) will be provided with one book for 7 days. However, the book can be reissued provided no other student has intended to take the same.
- Books must be returned within prescribed period, otherwise Rs. 5/- (Five rupees) per day per book will be charged for the days found overdue.
- The student must examine the exact condition of the book at the same of time of issue from library.
- On returning of any book, it will be examined by the Librarian. In case of damage or loss of book double the price of the book will be charged. No further book will be issued till the amount is deposited with the school library.

FEE RULES

- School fees are payable for full 12 months of the year.
- Tuition fees and other fees can be increased whenever required.
- Fees can be paid in advance before the **10th of each month if not paid term wise.**

4. Fees can be deposited either in cash only in school fee counter or by A/c Payee cheque drawn in favour of **SANGHVI INTERNATIONAL SCHOOL** or **through payatm or NEFT/RTGS**
5. Fees will have to be paid as long as the student's name is on the roll.
6. The readmission will be made after making the full payment of previous dues.

TRANSPORT RULES

Students availing Transport facility need to mention in Admission form and are advised to abide by the following Rules and Regulations.

1. School shall not responsible for any delay or inconvenience during the journey due to the break down of the vehicle or any other reasons beyond control of the school.
2. **Transport timing** should be maintained by the students. They must reach five minutes (5min) before the scheduled time at the pick and drop points or else the school won't be held responsible for their inconvenience.
3. At the time of any sort of Bandh of Maharashtra state the school will not be able to give any transport facility to the students.
4. If any student is found playing mischief in the bus, will be penalized after information to the parents.
5. **Transport charges will have to be paid during the month if not to be paid term wise because of avoiding the inconveniences towards fuel consumption and other maintenance charges of the vehicle from time to time.**
6. The name of the student will be struck off from the list on non payment of transport fee for 2 consecutive months.
7. Delay in payment of Transport charges will attract Bus late fee as .
8. Re-admission will be made by partial fine of Rs. 100/-
9. Transport facility once given to a student can not be discontinued in the middle of the session without prior application and approval by the School Authority.

EXAMINATIONS & PROMOTIONS

1. Promotions are granted on the basis of the whole year's work of the student as the final examination alone is not a Promotion Examination. So every student should maintain the regularity in attendance and the work needed from the beginning of the year.
2. No text books, note books or other papers are allowed in the examination hall. Students are not allowed to leave their seats without the permission of the Supervisor of the Examination Hall.
3. Students found copying or using unfair means during examination will be dealt with severely.
4. Practical and orals are also conducted under the syllabus during examination period.
5. Parents should contact the Principal/Headmistress if they suspect that the marks have been altered without the Class Teacher's initial.
6. All promotions and detentions are decided only after careful consideration of all aspects of the student's progress. Hence the decision of the Principal in this regard is final and binding.
7. In case of BOARD EXAMINATION the application forms may be filled and fees may be received in advance for the convenience only and the school authorities reserve the right to withdraw the said for if the conduct/attendance of the students are not found satisfactory.

GENERAL CODE OF CONDUCT FOR THE STUDENTS.

Discipline is an integral part of the school culture. The school encourages self-discipline that arises from within and remains throughout life. Some general rules of discipline to be followed are:

1. At the first stroke of the assembly bell all the students must fall in line immediately and form the lines for the assembly where they will recite prayers and subsequently move silently to their classrooms.
2. Students are expected to maintain discipline within the school campus and in the classroom.
3. Students should be neatly dressed and come to school in proper school uniform at all times. They should be worn ID at all times while in school.
4. Gifts(in cash or kind) to the teachers is not allowed without prior consent of the Principal
5. Students must keep their class and surrounding neat and clean.
6. Mobile phones, cameras or any other gadgets are strictly prohibited inside the school premises. CD/Pen Drive may be brought only if they have asked by any teacher.
7. Our students are expected to speak only in ENGLISH right from the moment they enter the school premises and also inside school bus and van.
8. Students should remain within the school campus during school hours. Adequate and hygienic food items should be brought.
9. Students should not have party in their classroom or in the school premises.
10. All tests and evaluations are compulsory and exemptions from evaluations will not be considered unless on medical ground supported with evidence.
11. Parents/Guardians are not allowed to see their children or interview the teacher during school hours.
12. No books, other than those prescribed may be brought to the

school premises without the permission of the school authorities.

13. A record of the children of the parents/guardians is maintained in the school office. Any change should be promptly informed in writing to the school office as well as to the Class Teacher.
14. Taking leave during working days is strongly discouraged. Parents are responsible to make up for the loss of the students in case of leave taken.
15. Students performance certificate and other certificates will be issued only to those who leave school after completing the full course, if their attendance and conduct are satisfactory. This must be taken within a year or else no such certificate will be issued.
16. Students must cooperate to ensure that proper discipline is maintained inside and outside school premises.
17. Any correspondence by the parents should be on a separate application/note on a fullsize paper and must be sent in an envelope.
18. The school diary must be brought to school daily and should be maintained carefully. If the student misuses his/her diary or loses it, a new copy is issued to him/her against payment of its cost and an additional penalty prescribed by the Principal.
19. A student who comes to school without diary will not be admitted to class and will be marked absent.
20. Writing or scribbling on walls and desk, benches or anywhere else is strictly prohibited.
21. Any kind of damage done by students to the school equipments, furniture, building etc. will have to make good and penalty shall be decided by the Principal.
22. Fancy watches are not allowed to be worn in the school and will be confiscated. Students from Std.VII only will be allowed to wear wrist watches.
23. For breach of any school rules, a student may be fined or otherwise punished at the discretion of the Principal.

HOME ASSIGNMENT

Day _____ Date : _____

Period	Subject	Work Done in class	Home Work	Remarks

Parent's Signature

Class Teacher's Signature

Day _____ Date : _____

Period	Subject	Work Done in class	Home Work	Remarks

Parent's Signature

Class Teacher's Signature

Day _____ Date : _____

Period	Subject	Work Done in class	Home Work	Remarks

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Class Teacher's Signature

Day _____ Date : _____

Period	Subject	Work Done in class	Home Work	Remarks

Parent's Signature

Class Teacher's Signature

STUDENT LEAVE APPLICATION FORMAT

Date.....

To

The Principal

Sanghvi International School

My Son/Daughter

Ms./Master _____

studying in _____ Divn. _____ will not be in position to
attend class from _____ to _____ due to

_____ (health/any other reasons).

Please kindly grant leave for the above said period.

Thanking you.

Yours sincerely
Signature

TEACHER'S REMARKS

[illegible]

TEACHER'S REMARKS

[illegible]

PARENT'S PAGE

[illegible]

PARENT'S PAGE

[illegible]

PRINCIPAL/H.M'S REMARKS

[illegible]

PRINCIPAL/H.M'S REMARKS

[illegible]

ABSENCE RECORD

Date of absence	No. of days	Reason for absence	Sign of Parents	Sign of Teacher

ABSENCE RECORD

Date of absence	No. of days	Reason for absence	Sign of Parents	Sign of Teacher

LIBRARY RECORD

[illegible]

GENERAL FINE / TUITION FEES DUES RECORD

[illegible]

PICNIC/STUDY/TOUR NOTICE

Dt. _____

Students of std. _____ will be taken on a picnic/study tour requested to remit Rs. _____ along with the consent slip. The students will leave the school at _____ and return by _____
Students should be in their proper uniform.

Principal Sign

Dear Parents

Kindly drop your child on _____ at _____ in the morning. The tour bus will start from the school on _____ and will back at _____ (tentatively). Parents shall come personally to pick up their child.

Parent's/ Guardian's Sign

Class Teacher's Sign

CONSENT FORM

To
The Principal

I wish to send my son/daughter _____ who is studying in std _____ for his/her participation in the tour programme on _____ at _____ from school on my own responsibility.

Thanking your.

Yours faithfully
Parent's/Guardian's sign

ANNUAL CULTURAL FUNCTION

Dt. _____

Dear Parent,
Your child has taken part in the function kindly send us Rs. ----- towards the charge of the costumes.

Parent's/ Guardian's Sign

Class Teacher's Sign

Dt. _____

Kindly hand over your child to the class teacher on _____ at _____ in and take him/her back from the school at _____

Parent's/ Guardian's Sign

Class Teacher's Sign

Dt. _____

School will remain close Dt. _____ on account of the annual Function.

Parent's/ Guardian's Sign

Class Teacher's Sign

SPORTS

Dt. _____

School sports will be held from _____ to _____. Your child has taken part in the events. So kindly handover your child to the class teacher on _____ and pick up at _____ from the class teacher.

Parent's/ Guardian's Sign

Teacher's Sign

EXAMINATION TIME TABLE

PERIODIC TEST - I (From 24th July to 30th July)

Date	Day	Time	Subject

Instruction: Students are informed not to bring the books during the examination. Syllabus from _____ to _____

HALF YEARLY EXAMINATION (From 23th October to 27th October)

Date	Day	Time	Subject

Instruction: Students are informed not to bring the books during the examination. Syllabus from _____ to _____

PERIODIC TEST - II (From 7th January to 12th January)

Date	Day	Time	Subject

Instruction: Students are informed not to bring the books during the examination. Syllabus from _____ to _____

ANNUAL EXAMINATION (From 11th March to 20th March)

Date	Day	Time	Subject

Instruction: Students are informed not to bring the books during the examination. Syllabus from _____ to _____

CLASS TIME TABLE

Days/Period	1	2	3	4	5	6	7
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

CLASS TIME TABLE

Days/Period	1	2	3	4	5	6	7
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

CLASS TIME TABLE

Days/Period	1	2	3	4	5	6	7
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

CLASS TIME TABLE

Days/Period	1	2	3	4	5	6	7
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

CLASS TIME TABLE

Days/Period	1	2	3	4	5	6	7
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

CLASS TIME TABLE

Days/Period	1	2	3	4	5	6	7
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

CLASS TIME TABLE

Days/Period	1	2	3	4	5	6	7
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

CLASS TIME TABLE

Days/Period	1	2	3	4	5	6	7
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

CLASS TIME TABLE

Days/Period	1	2	3	4	5	6	7
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

CLASS TIME TABLE

Days/Period	1	2	3	4	5	6	7
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

CLASS TIME TABLE

Days/Period	1	2	3	4	5	6	7
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

CLASS TIME TABLE

Days/Period	1	2	3	4	5	6	7
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							