

# ST. MICHAEL'S CONVENT SCHOOL & LITTLE FLOWER NURSERY SCHOOL



## SCHOOL DIARY & PROSPECTUS 2020-21





I.T.I. Township, Mankapur, Distt. - Gonda (U.P.) 271308  
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# ST. MICHAEL'S CONVENT SCHOOL & LITTLE FLOWER NURSERY SCHOOL

(Accompanying the Children since 1985)

(Affiliated to Central Board of Secondary Education, New Delhi)

School No: 08751 Affiliation No: 2130089

I.T.I. Township, Mankapur, Distt.- Gonda (U.P) 271308

Internal: St. Michael's: 3409 & 3809

Little Flower: 3657

Phone: St. Michael's: 05265-230124

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Website: [www.stmichaelsitimankapur.in](http://www.stmichaelsitimankapur.in)

## SCHOOL PROSPECTUS 2020-21



### CENTRAL BOARD OF SECONDARY EDUCATION

2, Community Centre, Preet Vihar, Delhi - 110301

Website: [www.cbse.nic.in](http://www.cbse.nic.in)

The CBSE envisions a robust, vibrant and holistic school education that will engender excellence in every sphere of human endeavor. The Board is committed to provide quality education to promote intellectual, social and cultural vivacity amongst its learners.

It works towards evolving a learning process and environment, which empowers the future citizens to become global leaders in the emerging knowledge society. It advocates Continuous and Comprehensive Evaluation with an emphasis on holistic development of learners. It commits itself to providing a stress free learning environment that will develop competent, confident and enterprising citizens who will promote peace and harmony.

### SCHOOL HOURS

(Class and Office)

SUMMER (April to September)	WINTER (October to March)
I to XII ----- 7:10 AM TO 1:30 PM L.K.G & UKG ---- 9.00 AM to 1.20 PM	I TO XII-----7:50 AM TO 2:00 PM L.K.G & UKG ---- 9.30 AM to 1.50 PM

### TIME TO MEET THE PRINCIPAL

Parents / Guardians can meet the principal in the Office between  
08.30 To 09.30 a.m. in summer and 09.30 to 10.30 a.m. in winter

On working days from Monday to Friday or by special  
appointment, according to the importance and availability.

### INTRODUCTION

St. Michael's Convent School, ITI Township, Mankapur, Gonda District, Uttar Pradesh, is a Co-educational English Medium School, established on 01 July 1985 by the Catholic Diocese of

Lucknow, a registered charitable and religious society in collaboration with the management of ITI Limited, Mankapur, and the *Digital City of India*. The members of the Founding Committee were Bishop Most Rev. Alan de Lastic, Mr. S.K. Khanna, Director, Mr. N.N. Singh, DGM (P&A) and Mr. S. C. Sinha, Personnel Manager. The School imparts modern quality education primarily to the wards of the personnel of ITI Limited and to the deserving candidates from outside the ITI Township, depending on the availability of seats in the class.

The School made a humble beginning with 190 students in Classes LKG to V, 10 Teachers and 12 Non-teaching Staff, under the leadership of Rev.Fr. Sequeira, the First Principal. On 04 October 1985, Mr. K.P.P Nambiar, the Chairman and Managing Director, ITI Ltd inaugurated the main building of the school. The school got affiliation with CBSE Board, New Delhi, on 01 April 1990. The first batch of students of class X appeared in the Board Examinations in 1991-92 and in the same year the Pre-Primary section of the School became a separate institution with the name *Little Flower Nursery School*. The Scouts and Guides Movement was introduced in the School in 1994, with the motto – 'Be Prepared'. The school got affiliation with CBSE Board for Class XII in April 1994 and the first batch of Senior Secondary students appeared in the Board Examinations in 1995 -96.

The Catholic Diocese of Lucknow managed the School till March 1994 and on 01 April 1994, Bhartiya Vidya Bhavan took over the management with Mrs. Aparna Singh as the Principal and Mr. S.P. Singh as the administrator. They managed the School till March 1999. Thereafter the management of the School once again went into the hands of the Catholic Diocese of Lucknow.

From 05 April 2010, CST Fathers of the Little Flower Province Gorakhpur, with the permission and patronage of the Bishop, Catholic Dioceses of Lucknow, managed the School in collaboration with the Management of ITI Ltd until 31 March 2015. At present, St. Michael's Convent School is one of the most prestigious institutions in the Region under the management of the ITI Ltd, having more than 2000 students and 90 Staff members. The school celebrated its Silver Jubilee in 2010 - 11

The school continues accompanying the children with the following Vision and Mission.

### **OUR VISION**

Every child growing up as an integrated person, committed and contributing to the humanity.

### **OUR MISSION**

To accompany children in their journey from childhood to adulthood and facilitate integrated development of body, mind, heart and soul, so that they are physically fit, intellectually sound and creative, socially sensitive and responsible, spiritually enlightened and environment-friendly.

### **OUR STRATEGY**

A process of joyful learning experiences, inculcating knowledge, life skills and values, while focusing on child centered education.

### **THE EMPHASIS AND STRATEGIES**

The school aims at imparting an integrated education to the students with a holistic approach. It aims at guiding the students in the process of socialization, drawing out and developing all their faculties and talents with special emphasis on character formation. Education takes place throughout one's life inside and outside the portals of an institution. It is a process of drawing out the latent potentialities of the young through proper inputs in the form of educational facilities. As a result, a person grows up into one who is useful to oneself and others in the society. Our strong concern and effort is to aid the development of the whole person to be truly human, fully Indian and truly modern. We aim that our students are open to growth, intellectual competencies, to justice, social equality and freedom, the core values of life. We pledge ourselves to impart to the students a sense of self- worth, dignity and respect the rights of others especially the victims of various discriminations and who are in need of inclusion and protection.

We shall develop in our students an inner sense of personal and social responsibility, to give and take their due share in the society in collaboration with others, the family, the society, the nation and the world. This is being expressed and exercised in their living and their chosen career and vocations. Our school aims at making its own contribution towards radical social transformation so that the principles of social justice, equality of opportunity, genuine freedom and respect for religious and moral values

enshrined in the Constitution of India may prevail and possibility of living a fully human existence may be accessible to all. Hence, the Motto of our School is **“Not for ourselves alone”**.

The school will seek all means of scholastic and co-scholastic activities to foster teamwork, altruism and leadership qualities. It will also devote itself to create the spirit of patriotism, up-keeping the rich heritage of our country and bring needed social transformation leading to the well-being, prosperity and high quality of life.

## **SAINT MICHAEL – THE PATRON OF THE SCHOOL AND LITTLE FLOWER-THE PATRONESS**

God made the Heaven, the Earth, the Angels and all the extra important Angels called Arch Angels. Arch Angels are God's very special friends, shining, strong and powerful. Michael is an Arch Angel of the Lord, sent to Moses, Jacob, Abraham and other people throughout the history of the world. All the Angels were very happy because they were with God and they loved Him as He made them strong, shining and lovely. One day, one of the Arch Angels – Lucifer – along with his companions rebelled against God and fought for Heaven to capture the throne. Then God called Michael, the Arch Angel, and entrusted him with the duty of gathering all the supporters of God and Fighting against the rebels. Thus, Michael became the *Defender at the Day of Battle*. He is the symbol of all who fight against evil powers, intentions and people with corrupt mind. All who fight against evil are on the side of Goodness and values. God created all His children strong, shining and lovely to be on the side of Goodness. Saint Michael is a model and inspiration for all of us to uphold and stand for the values and get the courage to fight against all types of evil powers, structures, systems and situations. Our School aims at the possession of courage, sense of righteousness and leadership qualities to fight against evil and protect our people and the nation.

**'Little Flower'** is the familiar name of Saint Theresa of Child Jesus, a Christian Saint who lived in France during 1873-1897. While, still young, she entered the Carmelite convent at Lisieux and practiced the virtues of simplicity and humility. She had firm confidence in God as a beloved child God, holding His hands. A child is wonderful creation of God and like a small flower, attractive to all, yet so powerless and fragile, always in need of support and attention. Saint Theresa believed and taught that all are like small flowers in the garden of God, constantly at the mercy of divine providence and attention of God. One becomes powerful and resourceful with God, just as the child gets the confidence and strength when it is with the parents. As children of God, we have to foster the spirit of inter – relatedness, mutual support and instill confidence in people to empower them to walk and live a life of freedom, justice, equality and all the humanitarian values.

Various endeavors and Institutions have flourished under the patronage of Saint Michael and Little Flower to carry on the socialization and empowerment processes. St. Michael Convent School and Little Flower Nursery School, Mankapur are among them.



### **THE SCHOOL EMBLEM**

- ❖ The **crest** in the School Emblem represents the school as unique seat of wisdom among the educational institutions. It is the symbol of St. Michael's Family of Students, Teachers, Parents and Management personnel, and an organization with a long and glorious history. It is the base and the home for everyone and gives the platform to grow and flourish with a vibrant personality.
- ❖ The **Motto** of the school is **'Not for ourselves alone'** which expresses the deep personal and social commitment of all associated with St. Michael's Convent School. We are at the service of others. We have the capacity to contribute to the well- being of others with a deep concern and

sensitivity for them.

- ❖ The **Cross** is the symbol of personal sacrifices one makes towards others due to the concern and love. **“Unless the grain of wheat falls to the earth and dies, it remains alone; but if it dies, it produces much fruit,” Bible Jn 12:24**
- ❖ The **book** is the symbol of learning – knowledge, skills and attitudes. Our education system takes strenuous efforts to draw out and develop these capabilities leading them to enjoy the fruits of life. It contains inspiration and experiences of many who have sound learning.
- ❖ The **Green Leaves** represents the abiding relationship with one another and the growing children – girls and boys. Leaves also symbolize the relationship with the cosmos and the responsibility of the school to promote clean and sustainable ecology and environment.
- ❖ The **Pencil** stands for the physical resources and the equipments, which can facilitate our learning. The students utilize these resources to gain wisdom, skills and thus become useful to the community and the country. The Scholastic and Co- Scholastic are at the disposal of the students to be used at the optimum level to become skillful and resourceful persons in the true sportsman spirit. The school will strive to achieve excellence in every field, integrating all dimensions of life.
- ❖ The **Pigeon** in its upward movement symbolizes the ever-growing avenues and vistas of life to be better, smarter and higher in the realization of the vision and mission. The pigeon also symbolizes peace, purity and innocence. The school will uphold the values of fellowship, peace and non violence. The ITI has adopted the goal of becoming **STRONGER, HIGHER AND FASTER as its Mission Sphoorti**. The school is a venture of the ITI and gets the guidance and inspiration from their goals and achievements. The invitation and challenge for everyone is **“Let us go across to the other side” Bible, MK. 4:35**

## **ADMISSION AND WITHDRAWAL**

1. St. Michael's Convent School is primarily meant for the children of the ITI employees. Hence the preference is given to deserving wards of the ITI Employees for admission. Other students from outside the ITI Township (Non-ITI) will be admitted only if seats are available. However, the admission of any child whether from ITI or from outside to particular Class will depend on his/her capability and the assessment of this will be left to the discretion of the Principal, whose decision in this matter will be the final.
2. The academic year commences in April every year and ends in March in the subsequent year. Admission to LKG will be granted in Little Flower Nursery school on the basis of interview. Candidates have to register their names by paying the Registration Fees, which is non-refundable, before interview and qualify themselves for admission. Only those candidates who register their names will be called for interview. The presence of the Parents/ Guardians of the candidates at the time of interview is compulsory. Minimum age for LKG is three and half years and for class I is five years as on first April of the year of admission. A corresponding age limit is prescribed for all the classes.
3. Admission to Class I in St. Michael's Convent School from UKG of Little Flower Nursery School is direct.
4. For admission, the necessary documents, such as the Birth Certificate either from Municipal Office / Maternity Hospital/ Village Records or Transfer Certificate from the institution last attended and the copy of the mark list of the qualifying examination must be submitted. The date of birth once entered in the school records will not be changed. The candidates from outside Uttar Pradesh are required to have T.C. countersigned by the authorized District Education Officer. In case of the late admission of students, the fees from the beginning of the First Quarter shall be charged.
5. Admission to Class XI is based on the eligibility criteria prescribed by the School. Students of Class X can apply for admission to Class XI in the prescribed Application Form indicating their preference to Science or Commerce Stream. Students who get 61% and above (B2 Grade and above) only are eligible to apply for Science Stream with Mathematics/ Biology/ Physical Education/ Computer / Hindi as Optional subjects.
6. If a student is absent from the school for three consecutive days, from the day of re-opening, without providing a leave application in writing, his/her name will be struck off from the rolls. If a student is absent from the school for ten days consecutively without leave application, his/her name will be removed from the school rolls. In both cases readmission will be considered as fresh admission. If fee is not paid in time and in full, the student will not be admitted to class nor will any transfer certificate be issued until

the **dues** have been cleared. The result and the report book of the defaulters shall be withheld.

7. Application for transfer certificate must be forwarded by the parent/ guardian of the student. The transfer certificate will be issued only after the student has paid all the dues and arrears towards the school.
8. The school reserves the right to ask the parents to withdraw their child if his/ her progress in studies is unsatisfactory, indulges in acts of indiscipline, fees are not paid in time or other reasons which in the opinion of the school authorities, render his/her continuation undesirable in the school. Honesty, cleanliness of person and dress, good manners, gentle behavior and loyalty are expected of each student. Immoralities, persistent insubordination, willful mischief, malpractices in examinations, harassment of the juniors, teasing and disturbing the girl students, use of abusive language, misbehaving with lady teachers, quarrels with fellow students, irregularity in attendance, contempt of authority and willful damage to property are other reasons for dismissal.

## **SCHOOL FEES**

1. The School shall charge Registration Fee, Admission Fee, Tuition Fee, Computer Fee, Annual Fee, Smart class Fee etc. from the students belonging to ITI Employees and also outsiders as proposed by the Vidyalaya Management Committee (VMC) and approved by the ITI Management from time to time taking in to consideration of all relevant aspects including expenses of the School.
2. The structure of the School fees for each academic session shall be decided by the VMC before the start of each academic session based on the annual budget presented by the Principal. The VMC thereafter, will decide any revision of fees.
3. Fees are charged for the whole year i.e. 1 April of the current year to 31 March of the following year, which is the academic year of the school. The school fees are subject to change from time to time. The prescribed fees are to be paid quarterly in the months of April, July, October and January on the dates prescribed.
4. The fees amount is to be deposited in SMCS, amount should be paid in cash, cheque and internet payment accepted as per the situation.
5. If fees are not paid by the date prescribed a fine of Rs. 100/- will be charged and fees are to be paid on the subsequent day notified. In case of non-payment of fees even after that a fine of Rs. 100/- per month will be charged.
6. If fees are not paid in time and in full, the student will not be admitted to class nor will any transfer certificate be issued until the arrears have been cleared. The results and the Report Book of the defaulters shall be withheld.
7. Genuine difficulties in timely payment of fees should be brought to the notice of the Principal latest by the date on which the payment is due. All dues and arrears must be cleared before the First or Second Summative Assessment. Details of the school fees will be given from the school office.

## **RULES OF DISCIPLINE**

1. Students have to maintain a high standard of good manners and general behavior.
2. They should be polite, gentle and well behaved within the school premises and outside and nurture qualities of respect for elders and teachers.
3. They should be friendly, courteous, and cooperative towards other students, treating everyone with respect and conducting themselves in a dignified manner. Honesty, hard work, commitment and all the gentle qualities are the hallmark of our students, at all times and places. They should always remember that the image of the school is judged by their conduct.
4. Students should be orderly, clean in body and mind, neatly dressed, well behaved at all times and cooperate to maintain cleanliness of the school, classrooms and campus.
5. The General Assembly: **a.** Report to school before the first bell. **b.** Attendance shall be taken in the respective classroom in the zero period. **c.** Late-comers will not be allowed to sit in the class. **d.** Absolute silence must be observed during the general assembly and while moving into the classroom.

6. Students should observe absolute silence in the classroom, even in the absence of teachers. During the recess students will not behave notoriously or viciously.
7. In the absence of the teachers, the Class Monitors (one boy and one girl appointed by the Class Teacher) assume full responsibility for the maintenance of order and discipline in the class, a duty that he/she must fulfill loyally and impartially.
8. Students should undertake any responsibility given to them dutifully and impartially in accordance with the directions of the Principal and Teachers.
9. Students shall respect and obey the Class Monitors, School Prefects appointed from each House, the House Captains, the Head Boy and the Head Girl.
10. Students must not walk about in the verandah and around the classroom before morning assembly and during the class hours. Running, playing, hooting or shouting inside the school building is not allowed.
11. Students should not write, carve or scratch on the school walls or deface the school furniture. Respect for one's property, the school property as well as that belonging to others is the mark of well-bred and responsible student. Damage of any kind to the school property will cause the student to remit an amount equal to the value of the article. Furniture, teaching aid, chart etc should be kept in their respective places after use.
12. Students should keep their class rooms and the school compound clean and use the bin provided in each class room for waste paper and rubbish. They should also avoid plastics and other polluting elements in the school.
13. Students must always speak English in the school premises and maintain a high standard in their conversations.
14. All students must be in possession of the School Diary and they must bring it to school daily. All must come to the school neatly dressed with lessons well prepared and all the assignments done. Text Books, Exercise Books and other necessary learning materials are to be brought as per the time table of each day.
15. Each student is responsible for his/her belongings and the school will not be responsible for them. It is advisable not to bring any valuables to school.
16. Other books, comics, newspapers, vulgar pictures, periodicals, transistors, **mobile phones**, electronic goods or instruments not pertaining to their daily work and not approved by the Principal, must not be brought to the school. All such gadgets/ things shall be confiscated and not returned back.
17. Students shall not come to school with motor cycles / scooters without valid license with them.
18. Students shall not use pan masala, chewing gum, gutka, whitener, bidi, cigarette or any other such materials.
19. Articles found in the school premises are to be handed over to the office/ class teacher.
20. Students are not allowed to visit the staffroom, unless required to do so by any teacher.
21. Students will not leave the school campus on any account during the school hours without the explicit permission of the Principal / Head Mistress.
22. Late comers and absentees will not be admitted to class without the explicit permission of the Principal.
23. No collection of money for any purpose whatsoever may be made without the explicit permission of the Principal. So also, presenting gifts to the Teachers or inviting them to functions requires prior permission of the Principal.
24. No collective petition or complaint will be entertained but individual complaint will be extended a sympathetic consideration.
25. Parents shall not enter and meet their children or their Teachers inside the Class rooms or the Staffrooms.

### ***SCHOLASTIC AREAS, ASSESSMENT AND PROMOTION***

1. The course of study followed in the School is in accordance with the syllabus and curriculum prescribed by CBSE, New Delhi, in order to prepare the students for the CBSE Examinations.
2. As per CBSE Circular dated 31.01.2017, CCE is withdrawn and assessment structure is remodeled. This is effective from academic session 2017-18 for Class - X, Similar changes are advised by CBSE for Classes up

to IX also.

3. According to the present norms of CBSE, Board Examinations for the students of Class X is compulsory. Marks and Grade both will be awarded for individual subject. 9 - Point grading scale will be followed by the Board as in Class - XII.
4. **PERIODIC TESTS (10 marks)** - The school will conduct three periodic written tests in the entire academic year. The gradually increasing portion of contents would prepare students for appearing in the annual examination with 100% syllabus. The school will take the average of the best two tests for final marks submission.
5. **NOTEBOOK SUBMISSIONS (5 marks)** - Note book submission as a part of internal assessment is aimed at enhancing seriousness of students towards preparing notes for the topic being taught in the classroom as well as assignment.. This also addresses the critical aspect of regularity, punctuality, neatness and notebook upkeep.
6. **SUBJECT ENRICHMENT ACTIVITIES (5 marks)** - These activities will be recorded internally by the respective subject teachers. The subject specific application activities are given in table (point no.4.)
7. **CO- SCHOLASTIC ACTIVITIES** - Co- curricular activities help promote holistic development of the students. The activities will cover three areas - work education, art education and health and physical education. These activities will be graded on a 5- point grading scale (A to E).
8. **DISCIPLINE (Attendance, Sincerity, Behaviour, Values)** - Class teachers will assess the students for their sincerity, good behaviour and values on a 5-point scale (A to E).
9. **PROMOTION POLICY** - Students are required to secure 33% marks out of 80 marks in each subject. They are also required to secure 33% marks out of overall 20 marks earmarked in each subject for internal assessment.
10. **No leave** other than medical leave shall be sanctioned during Half Yearly/ Annual examination. It is compulsory to appear in these major exams for all classes.
11. In case a student is absent in any of the exams (all classes), there will be no exam held separately for that student
12. Students who are detected in giving or obtaining or attempting to give or obtain unfair assistance during the Assessments will be disqualified. Students shall not take any books, notes, paper etc. into the examination hall.
13. All cases of doubts regarding evaluation of answer papers and promotion will be settled entirely at the discretion of the Principal.

## **CO-SCHOLASTIC AREAS**

In accordance with the CBSE Pattern, Co-scholastic activities are given greater importance. Participation and the status in such activities will be shown in the Report Book of the Students in the form of Grades and Descriptive Indicators. The Report Books reveal the level of participation and the capabilities of the Student in attaining the necessary Life Skills. Life Skills are the abilities for adaptive and positive behavior that enables individuals to deal effectively with the demands and challenges of everyday life. They are abilities that facilitate the physical, mental and emotional well-being of individuals. The three important Life Skills are Thinking Skills, Social Skills and Emotional Skills.

**Thinking Skills** include skills in decision making, problem-solving and information gathering. The individual must also be skilled in evaluating the consequences of their present actions. They need to be able to determine alternative solutions and to analyze the influence of their own values and the values of those around them. Thinking skills also include Self-Awareness, Critical Thinking and Creative Thinking.

**Social Skills** include verbal and non-verbal communication, active listening, and the ability to express feelings and give feedback. Also in this category are negotiation/refusal skills and assertiveness skills that directly affect one's ability to manage conflict. Empathy, which is the ability to listen and understand others, is also a key interpersonal skill. Team work and the ability to cooperate include expressing respect for those around us.

**Emotional Skills** include the skills which help one to increase the internal locus of control, so that the individual believes that the she / he can affect change and a difference in the world.

**Attitudes** are the ways one thinks and feels about something or somebody and accordingly the way one behaves. Attitudes are formed by good habits, consisting of behavior towards Parents, Teachers and Elders, towards Schoolmates, towards School and the Environment.

Values are the beliefs about what is right and wrong and what is important in life. It is important that the student:

- Understands the need of rules and follows them
- Practices Honesty and Integrity
- Has Self-respect
- Is Polite and Courteous to everyone
- Exhibits Leadership
- Respects diversity (culture, opinions, beliefs, abilities),
- Respects the opposite Gender
- Shows a kind, helpful and responsible behaviour/ attitude
- Displays commitment and has an open mind.
- Works efficiently, respects time - his / her own and of others, plans well.
- Displays a positive attitude towards peers and elders.
- Seeks and provides solutions.
- Is a responsible member of the community, displays spirit of citizen-ship and is conscious of his responsibility towards the community specially the excluded, less privileged and discriminated ones.
- Peace loving; Strives for conflict management in all stressful situations
- Ability to find happiness within oneself.

In view of all these aspects and greater emphasis by the CBSE Board, the School facilitates various Co-scholastic activities in the School and the Students are expected to participate in all these activities with better understanding and involvement Therefore, all students are expected to take part in games, sports and cultural programmes. Participation in the inter- house activities and school functions is obligatory. Failure to participate in the above will be punishable as deemed t by the Principal. All students shall attend classes and other functions of the school regularly. They shall come in the prescribed uniform neatly. When they are called for such activities besides the school hours, especially for practices, they must be present. All such activities are obligatory.

## **HOUSE SYSTEM**

1. The School has House System where all the Teachers and the Students of Classes I to XII are divided into St. Michael's, St. Mary's, St. Little Flower & St. Joseph's House. Each House has got House Masters, House Captains and Members.
2. There shall be House-wise Competitions or individual and group level competitions. Each competition - indoor and outdoor games / sports and cultural competition - will carry points for the House. The House amassing the highest number of points will win honours and the COCK HOUSE SHIELD.
3. Parents are requested to encourage their children to participate in these activities and boost them by coming to School to witness the competitions. When students have to be present for an activity and they do not do so, the Principal / House Master may penalize them and debar them from further participation in such activities.
4. Girls and Boys shall learn to play in a pure team spirit showing true Sports-man ship and cooperation, remembering at all times that their behaviour in the field is as important as in the class room.
5. Students who are participating in Co-scholastic shall bear all the expenses related to costumes, cosmetics and other materials as this is the essential part of their education.
6. In case students participate in competitions / exams held at other towns / cities, the travelling expenses shall be borne by them. NOC from parents is mandatory.

## **ATTENDANCE AND LEAVE**

1. A minimum attendance of 75% of the working days will only qualify a student for promotion, hence the need for regular attendance.
2. Attendance is compulsory on Republic Day, Independence Day, Teacher's Day, Little Flower Day, St. Michael's Day, Christmas Day, opening and closing day of the terms and the opening days after the special holidays and other days specially asked by the school. Absence on these days will be punishable.

3. During class hours, students shall not leave the School premises to go home or elsewhere without the explicit permission of the Principal. In case of emergency, the parents will have to come personally to take the ward home.
4. Once the Students are in the School, they shall not be allowed to go home on account of minor illness like headache, vomiting, mild fever, stomach pain, minor injuries etc.
5. Frequent taking of leave and repeated absence for festivals, wedding, trips and other social functions will render the student liable for removal from the roll.
6. Students who are affected by contagious diseases like viral fever, chicken pox, mumps etc shall not come to school till they are fully well. It is obligatory to submit a leave letter and medical certificate within a week in such cases.
7. In case of medical leave for more than three days a medical certificate from a Registered Medical Practitioner must invariably be enclosed with a leave application.
8. Students have to get recorded in the School Diary on the prescribed page the number of days and the reasons for leave and get the signature of their Father / Mother / Guardian. On the day when the Students come after the days of leave, they shall get their School Diary signed by the Class Teacher while the attendance is taken in the Class and by the Principal / Head Mis-tress immediately after the morning assembly. Failure in this will render a student liable to be sent home. Without getting the School Diary signed by the Class Teacher and the Principal the students who were absent shall not sit in the Class.
9. If a pupil is absent continuously for 15 days without previously obtaining leave, his / her name will be struck off the rolls and consequently will have to seek re-admission.
10. All applications for leave shall be addressed to the Principal and should bear the signature of the parent / guardian. The Class and the Section should be clearly mentioned for speedy information to the respective class teacher.
11. Class X students should have a minimum of 75% of attendance before Pre-board and Class XII students should have 75% of attendance before Pre-board.

### **SPECIAL INSTRUCTIONS TO STUDENTS**

1. In your dress and behavior keep a sense of self respect.
2. Right behavior is the expression of fine character and good personality. Students shall not take books home without the permission of the Librarian. Books shall be returned within two weeks. A fine of Rs. 5/- per day will be charged from the defaulters. Reference books are not to be issued.
3. Be honest and straight forward in your behavior and words.
4. Avoid using indecent language.
5. Courtesy begets courtesy. Make use of words 'please' and 'thanks' more often. If you have to criticize, do not be destructive, but be constructive.
6. In all your dealings with others be polite and obliging, always try to be a good companion, help others and hurt nobody.
7. Respect your elders and teachers, stand up whenever you see them and greet them as a gesture of respect and love.
8. Be polite and helpful to all in the school.
9. Before and after every class, stand up for a minute and pray silently.
10. Be enthusiastic to participate in various activities of the school and do not ask for exemptions.
11. Students are not allowed to enter the school campus without proper uniform and Identity card.
12. Decorum :
  - a. The school uniform is compulsory on all working days at all school functions and annual day. Pupils are expected to come to the school neat and tidy.
  - b. Boys should have their hair well trimmed and combed. Girls should have their hair well plaited and set with white ribbon. No flower or decorative ornaments should adorn the hair. No fancy hair cut
  - c. Low waist & tight trousers are not allowed.

### **SCHOOL LIBRARY**

1. Books will be issued to Students for reading during their Library periods. They shall return these books

before leaving the Library.

2. Students shall not take books home without the permission of the Librarian. Books shall be returned in time. A fine of Rs. 5/- per day will be charged from the defaulters.
3. The loss or disfigurement, scratching, scribbling, drawing or tearing of books shall be compensated for by the person against whom the books have been issued with full cost of the books.
4. Students shall make use of the Library books, but misuse will result in loss of right to get books from the Library.

### **SCHOOL LABORATORIES**

1. Laboratory equipments are expensive and they have to be handled carefully. When equipments are given to students for experiments, they must be handed over back to teacher-in-charge before leaving the Laboratory.
2. Students shall not remove the Lab items without the permission of the In-charge.
3. In case of loss discovered but not owned up, for willful breakages or serious damages individual students of the groups will have to make good the expenses of repairs or replacements.
4. No chemicals may be taken out of the Laboratory.
5. Student shall enrich the Laboratory with their own keen interest and donate useful items of their experience to be kept in the Laboratory.

### **RECOMMENDATIONS TO THE PARENTS**

1. *Your kind co-operation is very essential. You can play important role by:-*
  - a. Urging your ward to be regular and punctual in attendance.
  - a. Neatly dressing your wards for school and sending the children to school in full Uniform.
  - b. Seeing your wards do their homework and lessons diligently.
  - c. Attending all school functions in the interests of your children.
  - d. Keeping the school informed regarding your change of address.
  - e. Noting the remarks in the school diary and by signing them every day.
  - f. Not giving any kind of present to school employees.
  - g. Parents are advised not to give pocket money to their wards. Children are not permitted to buy eatables and cool drinks from 'the street vendors.
2. PRIVATE TUITION is not encouraged. Instead, the parents are requested to give personal attention to the children and help them in their studies as far as possible.
3. It is mandatory to attend PARENT-TEACHER MEETING. In case, due to unavoidable circumstances, Parents are unable to attend PTM, they are required to submit an application to the Principal within 3 days and request for an appointment with the Principal.
4. Parents are not allowed to meet the teachers in the classroom or in the staff room without the permission of the Principal. Those who wish to seek information or any suggestion may do it during the parent-teacher's meeting. Those who wish to make any complaint about their child's education or other matters should do so to the Principal and not to the classteacher.
5. Only parents are allowed to pick up children from the school, during the school hours. Otherwise (a) An authorization letter to be produced. (b) Parents should inform in the office about the person with authorization and reason for taking the student.
6. When a student is likely to be absent owing to illness for a long period, Principal must be informed about it within a week through an application for leave supported by Medical Certificate. Failure to do so will result in the child's name being removed from the school roll.
7. The Principal or teacher may take corrective measures for student's habitual negligence, disobedience or remove her/him without assigning any reason for the action.
8. Students must be trained in self-help by encouraging them to work and study. They should be taught to keep their school bags and assignments ready by themselves, arrange their own beds, polish the shoes and

help in household works etc. The formation of such habits in early life inculcates in them the dignity of work - a fundamental necessity for a successful career.

9. The school authorities are not responsible for the safety of students after the school hours. Necessary arrangements must therefore be made to take the children home immediately after school.
10. No school business will be entertained during the holidays or after school hours except in case of emergency.
11. The one who signs in the admission form of the students will be responsible for the students and is supposed to contact the school for the Parent-Teacher meeting or for any other purpose.
13. Criticism of the School or the teachers in the presence of the Students shall be avoided. Genuine complaints must be brought to the notice of the Principal.
14. The relationship with the school should be cordial.

### **CONCLUSION**

The Vidyalaya Management Committee (VMC) reserves the right to waive any of these rules contained in this Prospectus and School Diary without assigning any reason for their actions. The VMC is also the competent authority to amend these rules and regulations. The final interpretation of any rule in the Prospectus and School Diary as well as any amendment in it rests solely and entirely with the VMC. Its interpretation shall be final and binding on parents and students of this institution and no case shall lie in any court of law in respect of this decision.

## **SCHOOL UNIFORM FOR CLASSES LKG -XII**

### **SUMMER**

#### **Girls: LKG- VIII**

Grey overall (Tunics)  
White half sleeve shirt / blouse.  
Yellow stripes school tie,  
School Belt  
White stripe blue socks  
Ribbon,

#### **IX to XII**

Salwar Suits

#### **Boys: LKG –V, Grey shorts**

Grey trousers (Compulsory from class VI)  
White half sleeve shirt  
Yellow stripe school tie,  
School Belt  
White stripe blue socks Black shoes; white Hair  
Black shoes

### **WINTER**

#### **Girls: LKG to VIII**

Steel grey woollen tunic White tie &

White stripe blue socks  
Navy blue pullover (V Neck)  
crest

#### **IX to XII**

Salwar Suits

#### **Boys :**

Steel grey woollen Pants full sleeve shirt School  
White full sleeve Shirt Belt Black shoes  
School Tie & Belt

Black shoes  
White stripe blue socks Navy blue blazer with  
Navy blue pullover  
(V Neck) Navy blue  
blazer with crest

(In case a student wants to wear scarf / cap / muffler it has to be Navy Blue.)

## **P. T. UNIFORM**

#### **Girls: LKG to VIII**

House T-shirts  
White divided Skirt  
School belt  
White socks  
White P. T. Shoes (Canvas)

#### **Class: IX to XII**

#### **Boys: Class LKG to V**

White Short  
Full pants from class VI onwards  
Classes LKG to XII  
House T-shirts  
School belt  
White socks

White Salwar Suits  
(Dupatta, collar & strip on the  
Sleeves of the respective house colour.

White P. T. Shoes (Canvas)

Wish you all the best.



Every child growing up as an integrated person, committed and contributing to the humanity

**St. Michael's Convent School ITI Mankapur**  
**X & XII RESULT 2018-19**  
**CLASS XII TOPPERS ABOVE 90%**

**100% RESULT- CLASS X TOPPERS ABOVE 90%**

 96.2% SARVAPRIYA TRIPATHI I RANK XII	 93% KAVYA SHARMA II RANK XII	 92.6% MEHAK VERMA III RANK XII	 91.8% ANIMESH KUMAR VASHISTH HEAD BOY 2018	 90.2% AYUSH SAINI	 90.2% ABHISHEK SAINI	 90.2% SAURABH GUPTA	 90% AMAN			
 97.4% SUYASH TIWARI I RANK X	 96.4% VEDANSH KAPOOR II RANK X	 95.6% ARNAV BISEN III RANK X	 95.6% ANIMESH TRIPATHI III RANK X	 95.4% ARYAMAN VERMA	 95.4% JANHVI SONI	 95% MADHURI YADAV	 95% ANUSHKA PATHAK	 94.8% FALGUNI UPADHYAY		
 94.8% SAJJAD ALI	 94.2% APARNA SRIVASTAVA	 94% LALITA SHUKLA	 94% ANUSHKA SINGH	 94% SHWETA GAUTAM	 94% VANSHIKA CHAUHAN	 94% PRAGYA GUPTA	 93.8% AKSHAT KISHORE	 93.8% ASHWIN VERMA	 93.8% MOHD HAMZA	
 93.2% KAMALA TRIPATHI	 92.8% KHUSHI SHUKLA	 92.8% SOURABH TIWARI	 92.6% AARYAN MISHRA	 92.4% CHIRAG	 91.8% DIVYA RUPA	 91.6% ANSHUMAN SINGH	 91% MAHAK GUPTA	 90.8% MAYANK KANDOPAL	 90.8% AKSHAY PRATAP SINGH	 90.2% ANANT KUMAR SRIVASTAVA





**ST. MICHAEL'S CONVENT SCHOOL & LITTLE FLOWER NURSERY SCHOOL**  
**ITI, Mankapur, Gonda, U.P. Affiliated to CBSE, Delhi.**



**Welcome to New Academic Year**



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**LITTLE FLOWER NURSERY SCHOOL**



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# ST. MICHAEL'S CONVENT SCHOOL & LITTLE FLOWER NURSERY SCHOOL

ITI MANKAPUR, GONDA, U.P.

## Online Classes and New Admissions Started for the Academic Session 2020-21



### ON-LINE ADMISSION (2020-2021) PROCEDURE

Step-1 Send a request for Registration Form via E-mail:

smcsadmission@gmail.com

Step-2 Type the candidate's details in Form A1 received via E-mail: smcsadmission@gmail.com and Send back to the same mail I.D. Also attach Mark-sheet and other documents of previous class /school.

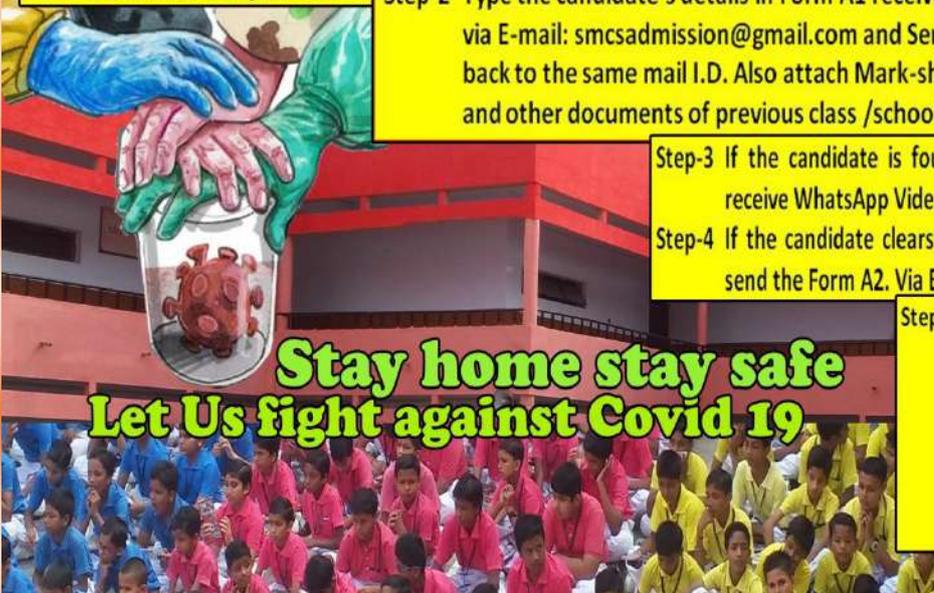
Step-3 If the candidate is found eligible, he/ she may receive WhatsApp Video call for Interview.

Step-4 If the candidate clears the interview, school will send the Form A2. Via E-mail.

Step-5 Then fill-up the Form A2 and send it via same e-mail I.D. along with payment details for digital transaction (RTGS, Pay tm, Google Pay or PhonePe). Also attach the copy of other mandatory documents for the admission i.e. Transfer Certificate, Student's Aadhar Card or Birth Certificate.

Principal smcs  
01-05-2020

**Stay home stay safe  
Let Us fight against Covid 19.**



# ST. MICHAEL'S CONVENT SCHOOL & LITTLE FLOWER NURSERY SCHOOL

ITI MANKAPUR, GONDA, U.P.

## Online Classes and New Admissions Started for the Academic Session 2020-21



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**Stay home stay safe**

**Let Us fight against Covid 19**



Principal smcs  
01-05-2020

